



# **BOWIE VOLUNTEERS**

## **FIRE DEPARTMENT & RESCUE SQUAD**

**Station 19, 39 & 43**  
**15454 Annapolis Road**  
**Bowie, MD 20715**  
**(301) 262-0502      Fax (301) 809-0609**

**To: All Personnel**

**From: Lee Havens, Chief 19**

**Date: May 12, 2007**

### **Apparatus Order 2007-1: Reporting of Apparatus Maintenance Issues**

All apparatus owned by the Department or assigned to any of the Bowie stations will be maintained according to Prince Georges County General Orders and Apparatus Directives. Any apparatus being placed out of service shall be logged in the respective station logbook and the volunteer or career officer will notify the respective Volunteer Station Chief in a timely manner. In the case the respective volunteer Station Chief cannot be notified another volunteer chief from the department will be notified. Each station chief will be responsible for notifying the assigned apparatus Deputy Chief or the department's designee with an email within 48 hrs.

The email should contain the following information:

- Apparatus unit number
- M number
- Current mileage and engine hours
- The problem with the apparatus
- The arrangements for repairing the apparatus

The respective Station Chief will keep a logbook with specific information related to:

- Date unit went out of service
- Service or repairs made to the unit
- Maintenance shop who completed the work
- Date unit returned to service

The career station Captain will ensure records of all apparatus service and maintenance are up to date in the station files by the career technician as stated in the Prince George's County Apparatus Directives. Any vehicles requiring repairs shall be sent to Prince

Georges County Apparatus Maintenance Division approved shops unless approved by the Department's Apparatus Deputy Chief.

**Prepared by: Deputy Chief Timothy J. Daly**  
**May 15, 2007**



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**Chief Lee Havens**  
**Department Chief**