

## **AYLEN LAKE FIRE SERVICE STANDARDS – Version 2**

### **1. Role of Volunteers Housing a Fire Pump**

Volunteers maintaining a fire pump do so voluntarily and receive no remuneration above basic expenses for the servicing of the pumps.

Pumps must be located in an area that is safe and easily accessible. Cabinets must be kept clean and house only ALCA fire supplies as well as the first aid kit as provided.

Pumps must be tested regularly by volunteers – both at the beginning of the season in the spring and at a minimum once during the summer.

Fire pumps require the following servicing:

The Spring servicing is to be completed as soon as Victoria Day weekend and no later than mid-June. If the person housing the pump is not able to perform this duty he/she should appoint a designate. The Spring servicing includes:

- A. Replacing gas in both pump and jerry can (for Wajax pumps gas/oil mix is required.) High test fuel is preferred.
- B. Change oil every 2<sup>nd</sup> year with a good quality oil.
- C. Testing pump by running it. Also check hoses for any holes.
- D. If the engine runs roughly – check the spark plugs and change as required.
- E. Tagging A,B &C on the pump and submitting receipts to ALCA treasurer. Once completed the Fire Service Coordinator is to be advised that the process is complete and that the pump is functional and available.

The Fall servicing must be completed prior to temperatures dropping below 0 degrees Celsius.

The Fall servicing includes:

1. Winterize pump by running fuel and stabilizer through pump, draining water from impeller . Drain the tank and carburetor as well as the jerry can.
2. Make sure pump is drained of all water. Ensure holding tank has no water by removing drain plugs.
3. Clean plugs by taking plugs out and checking the specified gap required for each pump.
4. Fog the pump – This is done by removing air filter and running engine and as soon as it starts shut gas off and spray a little fogging spray into carb. When it starts to sputter

spray fogger until engine stops. This will ensure that all interior parts inside engine have a protective coating.

5. Make sure hoses are drained of water and dry before storing. Put spacers between the coiled hoses in the storage box to allow for airflow and prevent mildew.

After the use of the pump for fighting a fire, the person housing the pump or their designate

- A. Must ensure that all equipment is appropriately stored.
- B. Ensure that both the pump and the jerry can are full of gas (and oil if required).
- C. Send a report stating what the pump was used for and the approximate hours of use to the ALCA Secretary and the Fire Coordinator within 48 hours.

## **2. Role of Volunteer Fire responders**

Volunteer contact information is made available to ALCA members and may be shared with property owners of Aylen Lake.

Volunteers are responsible to:

- A. Provide up to date contact information, notifying ALCA secretary of changes/updates.
- B. Review fire response videos provided by ALCA and participate in annual fire pump practice.
- C. Make themselves aware of where pumps are located on the lake.

## **3. Role Fire Service Coordinator**

Fire Service Coordinator is not an ALCA executive position but should be reviewed annually at the Annual General Meeting.

The Fire Service Coordinator is responsible for:

- A. Recruiting volunteers and encouraging training.
- B. Ensuring that the ALCA Secretary has an up to date contact list of pump holders and volunteers.
- C. Ensuring that pump maintenance is up to date (see section 2.)
- D. Promoting and planning fire pump practices.

- E. Report at the Annual General Meeting on any fires that happened as well as any purchases that may be required.

#### **4. Role of ALCA Executive**

The executive will:

- A. Maintain records of fire pump maintenance and usage.
- B. Alert property owners of pump availability, provide an annual list of volunteers.
- C. Maintain communication with ALCA members, including updates from Fire Service Coordinator.