

Texas Fire Chiefs Association

**DOCUMENT SUBMISSION FORM**

Candidate Department: **Irving Fire Department**

Best Practice Standard: 1.10 Accounting for Agency Owned Capital Assets

**Proofs of Compliance Submitted:**

The Irving Fire Department is currently in the process of implementing the Ambutrak Inventory & Asset Management system. A complete inventory will be available once this system is fully implemented.

1. Rules & Regulations – Section IV, Branch 2, Group 1(3)
2. Departmental Directive – Capital Asset Inventory 10-23-13
3. Diagnostic Medical Equipment Inventory 12-03-13
4. PPE Inventory 12-03-13
5. Rescue Equipment Inventory 12-03-13

Submitted By: **Scott Johnson, Program Manager**

Date:

**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

2. Conduct in-field evaluations, patient follow-up and the administration of written and practical examinations.
3. Participate in system performance research and evaluations.
4. Observe and evaluate the individual performance of Paramedics and EMT's in terms of established protocols and techniques.
5. Maintain records and submit reports related to emergency medical training and evaluations.

**Branch 2      PROPERTY/INVENTORY CONTROL**

**Group 1      PROPERTY COORDINATOR**

Example of Duties:

1. Act as direct supervisor for department Supply/Inventory Control activity related to Fire Suppression/Prevention and station supplies.
2. Requisition, receive, stock, and issue:
  - a. Station supplies.
  - b. Department uniforms.
  - c. Fire fighting protective clothing and equipment.
3. Conduct annual inventory of capital equipment assigned to the department and maintain perpetual inventory system of capital equipment items.
4. Maintain departmental records and submit reports related to Supply/Inventory Control activity.
5. Assist in preparation and control of budgetary spending and record keeping related to area of responsibility.
6. Act as Inventory Officer for MMRS and all Federal Grants.
7. Other duties as assigned by chain-of-command.

# Departmental Directive

**TO:** All Members of the Fire Department  
**FROM:** Russell Wilson, Assistant Fire Chief  
**DATE:** October 23, 2013  
**DISPOSITION:** Retain Until Otherwise Directed  
**SUBJECT:** Capital Asset Inventory

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To maintain compliance with Best Practices, the Irving Fire Department will maintain an inventory of all capital property, equipment and other assets over \$5,000 in value. This inventory will be taken annually, and will be forwarded to the Chief of Department.

*Russell Wilson*

Russell Wilson, Assistant Chief  
Irving Fire Department

# Asset List

12/3/2013  
8:04:09 AM

Displays a list of Fixed  
Assets by Category and  
Subcategory

MEDICAL EQUIPMENT						
DIAGNOSTIC						
Quantity	Asset Description	Asset Tag Number	Serial Number	Location	Warranty Expiration	Checkout Date
1	LIFEPAK 12 - EMSTS		34501107	Supply Room: Property Room		
1	LIFEPAK 12 - RESERVE CONVENTION CENTER		33498918	Supply Room: Property Room		
1	LIFEPAK 12 - RESERVE PROPERTY ROOM		34437353	Supply Room: Property Room		
1	LIFEPAK 12 - RESERVE STATION 3		34437351	Supply Room: Station 3		
1	LIFEPAK 12 - RESERVE STATION 3		34437355	Supply Room: Station 3		
1	LIFEPAK 12 - TRUCK 2		34461963	Supply Room: Station 2		
1	LIFEPAK 12 - TRUCK 7		34436590	Supply Room: Station 7		
1	LIFEPAK 12 - TRUCK 8		34437352	Supply Room: Station 8		
1	LIFEPAK 12 - TRUCK 9		34437356	Supply Room:		

				Station 9		
1	LIFEPAK 15 - 520		39150411	Supply Room: Station 3		
1	Lifepak 15 - Engine 1		39153383	Supply Room: Station 1		
1	LIFEPAK 15 - ENGINE 10		38544619	Supply Room: Station 10		
1	LIFEPAK 15 - ENGINE 11		38544652	Supply Room: Station 11		
1	LIFEPAK 15 - ENGINE 2		38544730	Supply Room: Station 2		
1	LIFEPAK 15 - ENGINE 3		38544659	Supply Room: Station 3		
1	LIFEPAK 15 - ENGINE 4		38544621	Supply Room: Station 4		
1	LIFEPAK 15 - ENGINE 5		38544673	Supply Room: Station 5		
1	LIFEPAK 15 - ENGINE 6		39346239	Supply Room: Station 6		
1	LIFEPAK 15 - ENGINE 7		38544675	Supply Room: Station 7		
1	LIFEPAK 15 - ENGINE 8		39153382	Supply Room: Station 8		
1	LIFEPAK 15 - ENGINE 9		39054809	Supply Room: Station 9		
1	LIFEPAK 15 - MEDIC 10		41485516	Supply Room: Station 10		
1	LIFEPAK 15 - MEDIC 11		41486231	Supply Room: Station 11		

1	LIFEPAK 15 - MEDIC 2		41482557	Supply Room: Station 2		
1	LIFEPAK 15 - MEDIC 3		41483459	Supply Room: Station 3		
1	LIFEPAK 15 - MEDIC 4		41485597	Supply Room: Station 4		
1	LIFEPAK 15 - MEDIC 5		41486227	Supply Room: Station 5		
1	LIFEPAK 15 - MEDIC 5X		41485576	Supply Room: Station 5		
1	LIFEPAK 15 - MEDIC 6		41485776	Supply Room: Station 6		
1	LIFEPAK 15 - MEDIC 7		41486009	Supply Room: Station 7		
1	LIFEPAK 15 - MEDIC 7X		41664447	Supply Room: Station 7		
1	LIFEPAK 15 - MEDIC 8X		41448608	Supply Room: Station 8		
1	LIFEPAK 15 - MEDIC 9X		41486216	Supply Room: Station 9		
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# Asset List

12/3/2013  
8:06:02 AM

Displays a list of Fixed  
Assets by Category and  
Subcategory

PPE						
BOOTS						
Quantity	Asset Description	Asset Tag Number	Serial Number	Location	Warranty Expiration	Checkout Date
3	BOOT 10.0 W		BOOT 10.0 W	Supply Room: MAIN SUPPLY ROOM		
7	BOOT 10.5 W		BOOT 10.5 W	Supply Room: MAIN SUPPLY ROOM		
18	BOOT 10.0 M		BOOT 10.0 M	Supply Room: MAIN SUPPLY ROOM		
13	BOOT 10.5 M		BOOT 10.5 M	Supply Room: MAIN SUPPLY ROOM		
9	BOOT 11.0 M		BOOT 11.0 M	Supply Room: MAIN SUPPLY ROOM		
5	BOOT 11.0 W		BOOT 11.0 W	Supply Room: MAIN SUPPLY ROOM		
9	BOOT 11.5 M		BOOT 11.5 M	Supply Room: MAIN SUPPLY ROOM		
4	BOOT 11.5 W		BOOT 11.5	Supply Room:		

			W	MAIN SUPPLY ROOM		
6	BOOT 12.0 M		BOOT 12.0 M	Supply Room: MAIN SUPPLY ROOM		
4	BOOT 12.0 W		BOOT 12.0 W	Supply Room: MAIN SUPPLY ROOM		
2	BOOT 12.5 M		BOOT 12.5 M	Supply Room: MAIN SUPPLY ROOM		
1	BOOT 12.5 W		BOOT 12.5 W	Supply Room: MAIN SUPPLY ROOM		
2	BOOT 13.0 M		BOOT 13.0 M	Supply Room: MAIN SUPPLY ROOM		
1	BOOT 13.0 W		BOOT 13.0 W	Supply Room: MAIN SUPPLY ROOM		
1	BOOT 13.5 M		BOOT 13.5 M	Supply Room: MAIN SUPPLY ROOM		
2	BOOT 13.5 W		BOOT 13.5 W	Supply Room: MAIN SUPPLY ROOM		
2	BOOT 14.0 M		BOOT 14.0 M	Supply Room: MAIN SUPPLY ROOM		
2	BOOT 14.0 W		BOOT 14.0 W	Supply Room: MAIN SUPPLY ROOM		



2	BOOT 8.0 M		BOOT 8.0 M	Supply Room: MAIN SUPPLY ROOM		
3	BOOT 8.5 M		BOOT 8.5 M	Supply Room: MAIN SUPPLY ROOM		
7	BOOT 9.0 M		BOOT 9.0 M	Supply Room: MAIN SUPPLY ROOM		
12	BOOT 9.5 M		BOOT 9.5 M	Supply Room: MAIN SUPPLY ROOM		

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**BUNKER COAT**

Quantity	Asset Description	Asset Tag Number	Serial Number	Location	Warranty Expiration	Checkout Date
4	COAT 38L		COAT 38L	Supply Room: MAIN SUPPLY ROOM		
2	COAT 38R		COAT 38R	Supply Room: MAIN SUPPLY ROOM		
6	COAT 40L		COAT 40L	Supply Room: MAIN SUPPLY ROOM		
3	COAT 40R		COAT 40R	Supply Room: MAIN SUPPLY ROOM		
5	COAT 42L		COAT 42L	Supply Room: MAIN SUPPLY ROOM		
8	COAT 42R		COAT 42R	Supply Room: MAIN		

				SUPPLY ROOM		
3	COAT 44L		COAT 44L	Supply Room: MAIN SUPPLY ROOM		
15	COAT 44R		COAT 44R	Supply Room: MAIN SUPPLY ROOM		
5	COAT 46L		COAT 46L	Supply Room: MAIN SUPPLY ROOM		
20	COAT 46R		COAT 46R	Supply Room: MAIN SUPPLY ROOM		
4	COAT 48L		COAT 48L	Supply Room: MAIN SUPPLY ROOM		
14	COAT 48R		COAT 48R	Supply Room: MAIN SUPPLY ROOM		
3	COAT 50 R		COAT 50 R	Supply Room: MAIN SUPPLY ROOM		
2	COAT 50L		COAT 50L	Supply Room: MAIN SUPPLY ROOM		
2	COAT 52L		COAT 52L	Supply Room: MAIN SUPPLY ROOM		
5	COAT 52R		COAT 52R	Supply Room: MAIN SUPPLY ROOM		
1	COAT 54L		COAT 54L	Supply Room:		

				MAIN SUPPLY ROOM		
3	COAT 54R		COAT 54R	Supply Room: MAIN SUPPLY ROOM		
3	COAT 56L		COAT 56L	Supply Room: MAIN SUPPLY ROOM		
4	COAT 56R		COAT 56R	Supply Room: MAIN SUPPLY ROOM		
112						
<b>BUNKER PANTS</b>						
Quantity	Asset Description	Asset Tag Number	Serial Number	Location	Warranty Expiration	Checkout Date
1	PANTS 30L		PANTS 30L	Supply Room: MAIN SUPPLY ROOM		
1	PANTS 30R		PANTS 30R	Supply Room: MAIN SUPPLY ROOM		
3	PANTS 32L		PANTS 32L	Supply Room: MAIN SUPPLY ROOM		
9	PANTS 34L		PANTS 34L	Supply Room: MAIN SUPPLY ROOM		
11	PANTS 34R		PANTS 34R	Supply Room: MAIN SUPPLY ROOM		
10	PANTS 36L		PANTS 36L	Supply Room: MAIN SUPPLY		

				ROOM		
12	PANTS 36R		PANTS 36R	Supply Room: MAIN SUPPLY ROOM		
2	PANTS 36XL		PANTS 36XL	Supply Room: MAIN SUPPLY ROOM		
8	PANTS 38L		PANTS 38L	Supply Room: MAIN SUPPLY ROOM		
14	PANTS 38R		PANTS 38R	Supply Room: MAIN SUPPLY ROOM		
1	PANTS 38XL		PANTS 38XL	Supply Room: MAIN SUPPLY ROOM		
6	PANTS 40L		PANTS 40L	Supply Room: MAIN SUPPLY ROOM		
8	PANTS 40R		PANTS 40R	Supply Room: MAIN SUPPLY ROOM		
2	PANTS 40XL		PANTS 40XL	Supply Room: MAIN SUPPLY ROOM		
5	PANTS 42L		PANTS 42L	Supply Room: MAIN SUPPLY ROOM		
4	PANTS 42R		PANTS 42R	Supply Room: MAIN SUPPLY ROOM		
5	PANTS 44L		PANTS 44L	Supply Room: MAIN		

				SUPPLY ROOM		
5	PANTS 44R		PANTS 44R	Supply Room: MAIN SUPPLY ROOM		
5	PANTS 46L		PANTS 46L	Supply Room: MAIN SUPPLY ROOM		
8	PANTS 46R		PANTS 46R	Supply Room: MAIN SUPPLY ROOM		
1	PANTS 48L		PANTS 48L	Supply Room: MAIN SUPPLY ROOM		
2	PANTS 48R		PANTS 48R	Supply Room: MAIN SUPPLY ROOM		
2	PANTS 50L		PANTS 50L	Supply Room: MAIN SUPPLY ROOM		
2	PANTS 50R		PANTS 50R	Supply Room: MAIN SUPPLY ROOM		
3	PANTS 52R		PANTS 52R	Supply Room: MAIN SUPPLY ROOM		
2	PANTS 54R		PANTS 54R	Supply Room: MAIN SUPPLY ROOM		
3	PANTS32R		PANTS32R	Supply Room: MAIN SUPPLY ROOM		
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# Asset List

12/3/2013  
8:07:00 AM

Displays a list of Fixed  
Assets by Category and  
Subcategory

RESCUE EQUIPMENT						
EXTRICATION EQUIPMENT						
Quantity	Asset Description	Asset Tag Number	Serial Number	Location	Warranty Expiration	Checkout Date
1	Holmatro Combi-Tool - Engine 1		415000815	Supply Room: Station 1		
1	Holmatro Combi-Tool - Engine 10		415000796	Supply Room: Station 10		
1	Holmatro Combi-tool - Engine 11		415000810	Supply Room: Station 11		
1	Holmatro Combi-Tool - Engine 2		415001274	Supply Room: Station 2		
1	Holmatro Combi-Tool - Engine 3		415000806	Supply Room: Station 3		
1	Holmatro Combi-Tool - Engine 4		415000816	Supply Room: Station 4		
1	Holmatro Combi-Tool - Engine 5		415000813	Supply Room: Station 5		
1	Holmatro Combi-Tool - Engine 5X		415000809	Supply Room: Station 5		
1	Holmatro Combi-Tool - Engine 6		415000808	Supply Room: Station 6		
1	Holmatro Combi-Tool -		415001269	Supply Room:		

	Engine 7			Station 7		
1	Holmatro Combi-Tool - Engine 9		415000795	Supply Room: Station 9		
1	Holmatro Combi-Tool - Loaner Engine		415000814	Supply Room: MAIN SUPPLY ROOM		
1	Holmatro Combi-Tool- Engine 8		415000807	Supply Room: Station 8		
1	Holmatro Cutter - Loaner Truck		4050NCT02536	Supply Room: MAIN SUPPLY ROOM		
1	Holmatro Cutter - Rescue 6		4055NCT00092	Supply Room: Station 6		
1	Holmatro Cutter - Truck 2		4050NCT00931	Supply Room: Station 2		
1	Holmatro Cutter - Truck 7		4050NCT01041	Supply Room: Station 7		
1	Holmatro Cutter - Truck 8		4050NCT00933	Supply Room: Station 8		
1	Holmatro Cutter - Truck 9		4050NCT00932	Supply Room: Station 9		
1	Holmatro Large Ram - Loaner Truck		435002382	Supply Room: MAIN SUPPLY ROOM		
1	Holmatro Large Ram - Rescue 6		435002174	Supply Room: Station 6		
1	Holmatro Large Ram - Truck 2		435000950	Supply Room: Station 2		

1	Holmatro Large Ram - Truck 7		435000951	Supply Room: Station 7		
1	Holmatro Large Ram - Truck 8		435000954	Supply Room: Station 8		
1	Holmatro Large Ram - Truck 9		435000744	Supply Room: Station 9		
1	Holmatro Long Ram -43 - Rescue 6		Long Ram 43	Supply Room: Station 6		
1	Holmatro Power Unit - Engine 1		PU50005	Supply Room: Station 1		
1	Holmatro Power Unit - Engine 10		PU500506	Supply Room: Station 10		
1	Holmatro Power Unit - Engine 11		PU500513	Supply Room: Station 11		
1	Holmatro Power Unit - Engine 2		PU500606	Supply Room: Station 2		
1	Holmatro Power Unit - Engine 3		PU500469	Supply Room: Station 3		
1	Holmatro Power Unit - Engine 4		PU500504	Supply Room: Station 4		
1	Holmatro Power Unit - Engine 5		PU5000520	Supply Room: Station 5		
1	Holmatro Power Unit - Engine 5X		PU5000511	Supply Room: Station 5		
1	Holmatro Power Unit - Engine 6		PU5000515	Supply Room: Station 6		
1	Holmatro Power Unit - Engine 7		PU500605	Supply Room: Station 7		
1	Holmatro		PU5000512	Supply		



	Power Unit - Engine 8			Room: Station 8		
1	Holmatro Power Unit - Engine 9		PU500514	Supply Room: Station 9		
1	Holmatro Power Unit - Loaner Engine		PU500510	Supply Room: MAIN SUPPLY ROOM		
1	Holmatro Power Unit - Loaner Truck		DPU302328	Supply Room: MAIN SUPPLY ROOM		
1	Holmatro Power Unit - Rescue 6		DPU302215	Supply Room: Station 6		
1	Holmatro Power Unit - Truck 2		DPU3001529	Supply Room: Station 2		
1	Holmatro Power Unit - Truck 7		DPU3001513	Supply Room: Station 7		
1	Holmatro Power Unit - Truck 8		DPU3001530	Supply Room: Station 8		
1	Holmatro Power Unit - Truck 9		DPU3001515	Supply Room: Station 9		
1	Holmatro Small Ram - Rescue 6		434000659	Supply Room: Station 6		
1	Holmatro Small Ram - Truck 2		434000363	Supply Room: Station 2		
1	Holmatro Small Ram - Truck 7		434000362	Supply Room: Station 7		
1	Holmatro Small Ram - Truck 8		434000364	Supply Room: Station 8		
1	Holmatro		434000361	Supply		

	Small Ram - Truck 9			Room: Station 9		
50						