



Burlington Fire Department



136 South Winooski Avenue
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

Section: 06 - Communications/Dispatch	
SOG Number: 06.01	Effective Date: May 19, 2016
Subject: Portable Radio Assignment and Use	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

The purpose of this policy is to provide direction for use of assigned two-way portable radios.

II. Scope:

This guideline applies to all uniformed Burlington Fire Department Personnel.

Burlington Fire Department personnel who are responsible to respond to all-hazard type incident and function in Immediately Dangerous to Life and Health (IDLH) areas shall be equipped with issued two-way portable radio communication equipment.

III. Definitions:

Two-Way Portable Radio: Device purchased by the City of Burlington and issued to an individual capable of transmitting on licensed Burlington Fire Department Ultra High (UHF) or Very High (VHF) frequencies.

XTS 1500: Motorola portable radios programmed with frequencies approved by Burlington Fire Department and purchased after 2012.

APX 6000: Motorola portable radios programmed with frequencies approved by Burlington Fire Department and purchased after 2015.

IV. Guidelines:

A). Radio Assignment and Use

1. All personnel will be issued a two-way UHF portable radio. The UHF Radio will include:
 - a. Radio with issue number identification.
 - b. Speaker microphone extension.
 - c. Gang chargers at all fire stations.
2. There are no restrictions on where personnel may take their assigned radios.
3. Personnel shall receive personal instruction on the features and use of new portable radios added to the Burlington Fire Department inventory.
4. All personnel shall have their assigned radios charged and in a state of readiness when reporting for duty.
5. Radios will be worn in a radio pouch or in the provided radio pocket sewn into the bunker coat by the manufacturer.
6. While on emergency incidents, all personnel shall be equipped with a portable radio (Incidents may cascade causing the need for separation of crew).
7. Company officer should consider having crew members lower their volume to reduce feedback when operating at an incident.

B). Maintenance and Testing

1. All Portable radios shall have preventative maintenance completed annually. Radio Program Managers will be responsible for scheduling maintenance.
2. Personnel will be given prior notice so radios can be available for preventative maintenance.
3. Personnel will ensure that their assigned portable radio is tested once a week to confirm operability with dispatch.
4. All maintenance requests shall be recorded in Firehouse under the specific serial number assigned to the radio.
5. All radio repair requests will be through the radio program manager with issues identified on an “out of service” tag.
6. All radios needing repairs will be delivered to the Radio Program Manager within twenty-four hours.
7. A substitute radio will be made available for use in the absence of an assigned portable radio.

V. **Responsibility:**

Assigned Personnel: Maintain accountability at all times; request repair service to the program manager; complete write-ups in Firehouse; complete “out of service” tag; decontaminate and service test after fires; test weekly, read and understand owner’s guide.

Program Manager: Maintain Firehouse database of radios; schedule necessary service on all portable radios; assign radios as necessary; maintain stock of portable radio equipment; schedule annual preventative maintenance for all radios; complete repair tag dispositions for updated Firehouse entry by personnel.

Special Operations Chief: Provide oversight of entire radio program at the Burlington Fire Department; oversee and provide budgetary needs in support of radio needs; oversee payment of invoices for radio services; review service maintenance contracts annually with any and all vendors.

Revision History			
Revision Date	Section	Summary	Principal Author
			DC Plante
12.31.2018	IV. A. 1. c. & IV. B.3.	Formerly SOG 00.02. Renumbered to 06.01.	BC Grenon