

Ponderosa Volunteer Fire Association, Inc.

CAMPER 63 & Generator Usage

May 2008

Purpose & Scope:

Camper 63 is available for personal use to the membership of the Ponderosa FD when not being used for Fire Department activities. Use is subject to availability on a first come first served basis. Members will be required to meet minimum rental requirements and follow the "Use and Care Guidelines". Use of the camper is limited to current active members/employees with more than one year of service and the PVFA Board of Directors.

Use Requirements:

- The needs of the Fire Department will supersede the memberships use.
- Use must be scheduled with Teresa Griffin. Bill Prell or Bob Schmanski should be contacted for more detailed operational instructions.
- The Chief officers will have the final determination on who may rent the camper.
- Rental fees will be \$25.00 per day, or \$100 per week, six or seven days. Fees must be paid prior to use.
- A deposit of \$250.00 will be required in advance to cover any damage.
- Members must have a current driver's license and valid vehicle full coverage insurance. Any full coverage insurance sold in the state provides coverage for vehicles being towed. Proof of insurance (copy) must be provided prior to use. The user must commit to any personal deductibles as necessary.
- The vehicle used to tow the camper must be rated to tow the camper and must have electric trailer brake controls. A tow vehicle must comply with the Operational Guidelines below.
- An 8,000 watt gasoline generator is available for rent in the amount of \$10 per day. A refundable deposit of \$100 is required prior to use.
 - The PFD has the sole right to immediately recall the generator for PFD needs or to disallow its use under certain conditions.
 - The user is responsible for fuel and maintaining lubricating oil.
 - The user is reminded of carbon monoxide exposure.

Towing Guidelines:

Experience towing a trailer is beneficial, however not a pre-requisite for use. In order to safely tow the trailer you must have a class 3 receiver hitch with a 2" ball which will be at least 16 inches above the ground when loaded. This is important in order to maintain the trailer in a level towing plane. This will affect how the camper pulls and your clearance when entering or exiting roadways.

It is very important to alert to overhead obstructions and limited space areas. Entry into and exit from parking lots, gas stations, convenience stores and grocery stores may be prohibited due to the length of your vehicle and the camper in relationship to the angle of entry. For instance, you

will not be able to enter Wal-Mart on 1-45 north of Cypresswood from the feeder road. You will damage the camper if you try and you will be responsible for any damages. Be very aware of the angle of departure.

You will need to modify your driving habits while towing the camper. Your vehicle will not accelerate as you are used too. Braking distance will be increased. You will need to modify your turning habits.

Operational Guidelines:

Tow Vehicle qualifications:

- Is the vehicle rated to tow the camper?
- Does the vehicle have trailer brakes?
- Has full coverage auto insurance card (copy) been provided?
- Is the registration current?
- Is the safety inspection current?
- Are there any obvious safety concerns with the vehicle?
- Does the vehicle have a proper receiver hitch and ball?

Picking up the camper:

- After securing the camper hitch to the tow vehicle, verify the hitch height is within acceptable limits.
- Turn on headlights and verify all lights on the camper are working. Check turn signals and brake lights.
- Before moving physically inspect the following items:
 - Are all leveling jacks fully retracted?
 - Is the shore line disconnected and secure?
 - Has the refrigerator been changed from electric to gas?
 - Is the sewer hose disconnected and secure, the drain cap in place?
 - Is the awning fully retracted and secure?
 - Are the steps stowed and secure?
 - Are all compartment doors secure?
 - Is the entry door secure and locked?
 - Have the wheel chocks been removed?
 - Is the hitch fully secure and locked in place?
 - Is the wiring harness secure from potential road damage?
 - Are the safety chains installed to cradle the tongue in the event of separation?

The camper is now ready to be towed.

It is highly recommended at this time, when you begin to tow the camper from the training field, you step on the brakes to check the trailer brakes! You will need to adjust the setting on your brake controller accordingly. You should feel the brakes engage when you step on the brake pedal.

Loading the camper:

Care and common sense should be used when loading the camper. Make sure you distribute the weight as evenly as you can, making sure that more than half the weight is in front of the axels. The camper will tow best when loaded this way.

Bedding and household items are not provided.

Make sure you secure all items inside the camper as they will shift while it is being towed.

Arrival and set up at your destination:

When you arrive where you will set up the camper, walk the area to make sure it is acceptable and the camper will fit. Items to keep in mind:

- Will the camper fit in the space?
- Is the area free of overhead obstructions (tree's, etc.)
- Will the camper be level, or will it need leveling blocks?
- Where is the potable water, and electrical hook up?
- Will I be able to extend the awning?

Once you have determined the site is acceptable, begin to set up the camper. If you will be backing into the site, you **MUST** use a backing guide to ensure you back the camper in a safe manner. Keep your ground guide in visual and verbal contact.

Set up guidelines:

- Is the camper level front to back and side to side? Keep in mind, the AC will drain from the roof when in use. Set up with a slight tilt to the drivers side and to the rear will direct the water to the left rear of the camper.
- Chock the camper wheels before un-hooking the tow vehicle.
- Extend the leveling jacks. These are intended to keep the camper level and secure. They will not support the weight of the camper and may be damaged if you attempt to lift the camper with them.
- Hook up the shore line if it is to be used. Minimum 30 amp service is needed to use the Air Conditioner. Otherwise 15 amp will suffice.
- Hook up the potable water supply if it is to be used. Use the white hose only for potable water supply.
- After hooking up the water supply, turn on the hot water at the kitchen sink to ensure water has filled the water heater.
- Turn on the water heater.
- Change the refrigerator from gas to electric.
- Set up the awning if so desired. Make sure one end of the awning is lower than the other end. This will ensure no water will accumulate in the rain damaging the awning.
- Charge the black water holding tank if the toilet will be used. The chemicals are located in the bathroom. Follow the directions.

Take down guidelines:

- Have all interior items been stowed and secured.
- If necessary, has the refrigerator been switched from electric to gas.
- Turn off and drain water heater.
- Are all leveling jacks fully retracted?

- Is the shore line disconnected and secure?
- Is the sewer hose disconnected and secure with cap in place?
- Is the awning fully retracted and secure?
- Are the steps stowed and secure?
- Are all compartment doors secure?
- Is the entry door secure and locked?
- Have the wheel chocks been removed?
- Is the hitch fully secure and locked in place?
- Is the wiring harness secure from potential road damage?
- Are the safety chains installed to cradle the tongue in the event of separation?

The camper is now ready to be towed.

Use and Return

The camper must be returned clean and ready for use. This includes cleaning all counter surfaces, tables, floor, sink, and bathroom. Cleaning supplies are available at Station 63. If the exterior is dirty, it must be washed. If the camper is not clean upon return, \$75.00 will be deducted from your deposit and you will forfeit your future use. If the toilet is used, the black water tank must be dumped at an appropriate site. Flying J has an RV septic dumpsite.

The procedure for dumping the black water are as follows:

- Wear non-permeable gloves and eye protection.
- Attach the drain hose to the drain connection on the left side of the camper.
- Open the valve to drain the black water. When the black water has dumped close the valve.
- Open the grey water valve to dump the grey water. This will also flush the line.
- **DO NOT OPEN THE BLACK WATER AND GREY WATER VALVES AT THE SAME TIME. THIS WILL CONTAMINATE THE GREY WATER SYSTEM.**
- **DO NOT DUMP THE GREY WATER THEN THE BLACK WATER. THE SYSTEM WILL NOT BE FLUSHED OF SEWAGE AND IT WILL BE UNSANITARY.**
- Make sure all valves are closed. Detach and stow the drain hose. Put the drain cap back in place.

If the black and grey water tanks are not dumped prior to return, \$250.00 will be forfeited via your deposit.

Responsibility for Damages and Agreement Acceptance:

You will be responsible for damage to the camper and its infrastructure/accessories.

In the event of a total loss of the camper, you will be responsible for paying PVFA the actual cash value within 30 days of the incident. In the event of generator failure/repairs, the maximum amount of individual liability is \$600.

Any damage incurred will be the responsibility of the lessee. Any necessary repairs will be negotiated but understood that the lessee is the primary responsible party. An example would a tire failure on the road. The lessee is responsible for replacement or repair.

The Fire Chief reserves the right to deny usage of the trailer at any time under any circumstances. The Ponderosa Volunteer Fire Association, Inc. reserves the right to use whatever means necessary to collect unpaid fees or loss payments.

The user

- will restrict the use of the trailer within the borders of the United States**
- will not utilize for illicit or illegal purposes**

User _____ Date _____ Use Dates _____

Signature _____

Approved by _____ Date _____

Deposit received, amount, date _____

Per day/week use rate received, amount, date _____