

	<p align="center">DEPARTMENT OF THE STATE FIRE MARSHAL</p> <p align="center">EMERGENCY RESPONSE SERVICES DIVISION</p> <p align="center">STANDARD OPERATING GUIDELINE</p>	<p>Revised:</p> <p>Adopted: 07/11/25</p>
<p align="center">Subject:</p>	<p align="center">Modification - Engine Program</p>	<p>Number: EP-3</p>
<p align="center">Approved by:</p>	<p align="center"><i>Mariah Rawlins</i></p>	<p>Date: 07/11/2025</p>

PURPOSE:

This Standard Operating Guideline (SOG) is adopted to provide a standard modification process for an Oregon Department of the State Fire Marshal (OSFM)-owned apparatus.

SCOPE:

This SOG applies to all Engine Program recipient agencies.

OVERVIEW:

Modifying or retrofitting OSFM-owned apparatus requires prior written approval and is the financial responsibility of the recipient agencies. Modifications or retrofitting must not conflict with manufacturer standards or hinder the apparatus from operating primarily as a wildland response apparatus. Any modification to the suspension or frame will not be permitted. The visual exterior appearance shall not be significantly altered or changed. OSFM-owned apparatus remains the property of OSFM, and any costs expended by the recipient agencies for modifications are not reimbursable if the IGA is terminated.

Prior to any modifications being made, recipient agencies shall complete the modification request form located on the OSFM Engine Program website and receive documented approval from OSFM prior to any work being done. If modifications are made without OSFM approval, recipient agencies may be responsible for all costs associated with returning the apparatus to its original state.

PROCEDURE:

1. To request a modification, recipient agencies will complete the modification request form ([Modification Form](#)) located on the OSFM Engine Program website.
2. OSFM will review and respond to the request within ten business days.
 - a. If approved:
 - i. An approval email will be sent to the requestor.
 1. If clarification is needed, OSFM will request information via phone or email.
 - ii. OSFM may request further information and photos depending on the type of modification requested.
 - iii. Some examples of modifications typically permitted:

1. Radio installation
2. Mounting of supplied equipment
3. Installation of vehicle identification numbers

b. If rejected:

- i. A rejection email will be sent to the requestor, followed by a phone call from OSFM.
- ii. Some examples of modifications typically rejected:
 1. Changing visual appearance of the apparatus
 2. Modifications that may void the warranty
 3. Modifications not completed by a certified shop/mechanic