

SUBJECT: Station Operations General**SECTION:** 200.01**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 3

PURPOSE

To promote the safe, efficient and effective operations of Fire Stations.

POLICY

- A. Shift Supervisors shall be in charge of and responsible for the Fire Stations.
- B. The Fire Station shall be maintained/operated in a manner which promotes efficiency, good appearance and safety to the members assigned there and to the public.
- C. All members shall abide by those guidelines contained within this policy.

SECURITY

- A. The Shift Supervisor shall be responsible for overall Fire Station security.
- B. All members shall be mindful for Station security and abide by all those policies which concern the same.
- C. During normal business hours (0800 to 1700), and when occupied, the Valley Station shall be open to the public.
- D. When not occupied, Fire Stations shall be secured with doors and windows locked accordingly.
- E. Business hours may be altered for specific functions as may be necessary to better serve the public.
- F. If it is discovered that any part of the Fire Station, its contents or grounds have been damaged, stolen or vandalized, the Shift Supervisor shall be notified immediately.
- G. Shift Supervisors shall notify the Fire Chief and submit a written report whenever damage, vandalism or a theft has taken place at a Fire Station. The Police Supervisor shall then be notified and coordinate with the Police Department, if necessary, in such cases.

SAFETY

- A. The Shift Supervisor shall be responsible for the overall safe operation of the Fire Station under his charge.
- B. All members shall be mindful of Station Safety and shall correct and/or report such safety problems as they may observe in the Fire Station.
- C. Members shall use care and all available safeguards when utilizing power equipment, tools and electrical equipment in the Fire Station.
- D. Members shall use care in the storage of tools, equipment and supplies so as to not block any access or egress or to impede the response to alarms.

VISITORS

- A. Station visitors shall be treated with due respect and shall be escorted while in the station.
- B. The Shift Supervisor shall be notified of Station visitors.
- C. Entrance into the station for the purpose of soliciting shall not be allowed.
- D. An officer may prohibit the entrance to or cause any person to leave the station, when in the opinion of the officer such presence may interfere with the operation of the fire company.
- E. Visitors shall not be allowed in the Fire Station after 2200 hours. (Exceptions: Special programs or events or with permission of the Fire Chief.)
- F. Persons desiring group Station tours shall be directed to contact the Fire Office at 733-5537 to schedule such tours.

ECONOMY

Members shall use discretion and good judgement in the use of expendable supplies and utilities.

SLEEPING

- A. Members may retire after 1900 hours.
- B. Members shall not retire in their uniform.
- C. The Shift Supervisor may grant early retirement to bed, as unusual conditions may arise.
- D. Members shall arise by 0700 hours.

BEDDING

- A. Members are responsible for providing any bedding that they may require.
- B. Members are responsible for cleaning and maintenance of their personal bedding at least every 4 shifts.

COOKING AND MEALS

- A. Meal preparations shall be handled by a mutually agreeable system among the members. Said system however, shall fall within the parameters of Departmental policy.
- B. Meal cleanup procedures shall be handled by a mutually agreeable system among the members. Said system shall insure, however, that dirty dishes, cooking implements, kitchen facilities and dining areas are promptly cleaned up after each meal.

MAINTENANCE

All Station and grounds maintenance activities shall be handled according to Departmental policy (see Station Maintenance & Outside Maintenance).

SUPPLIES AND INVENTORY

Inventory and supply activities shall be handled according to Departmental policy (see Station Supply Inventory).

TRASH

Trash shall be set out before each shift change.

DRESS

Members shall dress in accordance with Departmental policy.

GENERAL

- A. Members shall be courteous to the public at all times.
- B. Members shall refrain from loud and boisterous talk and swearing or any other actions which may bring public criticism upon the Department.