

# RULES & REGULATIONS STATION DUTIES

## CHAPTER 7.1

<b>Issued: July 2007</b>	<b>Revised: January 2018, September 2021</b>
<b>Submitted by: Operations</b>	<b>Approved By: Chief of Fire Rescue</b>

### **Purpose**

To maintain the grounds, facility, and apparatus in excellent working order at all times.

### **Responsibility**

It is the responsibility of the Station Officer that the facility, grounds, and apparatus are kept clean, neat, and in good working order at all times.

It is the responsibility of the off-going Station Officer to ensure that the apparatus, facility, grounds, and equipment are clean, presentable, and operational.

The off-going Officer shall provide a report, review the shift activity and log book with the on-coming Officer. All off-going personnel shall provide an oral report and review shift activity with their relief.

It is the responsibility of the on-coming Station Officer to ensure that the apparatus, facility, grounds, and equipment are clean, presentable, and operational for the duration of the shift.

The Station Officer has the authority and responsibility for the application, enforcement and compliance of the contents of this Chapter.

The Station Officer is responsible for the proper display of the national Flag, per County Policies and Procedures.

### **The following shall commence at the beginning of each shift**

- Check Apparatus (Apparatus Daily Checklist and appropriate supply/inventory list)
- Verify adequate supply of equipment and check expiration dates. Restock apparatus as needed
- Ensure assigned apparatus are clean (interior and exterior)
- Check apparatus for appropriate tools and equipment, making sure that all are operational.
- Complete specific day duties, as listed under Daily Work Schedule.
- Raise Flag at sunrise
- Retire Flag at sunset
- If the Flag remains illuminated with a light after sunset then raising/lowering of the flag is not required

### **The following shall be done no later than 2300 hours on a daily basis**

- All trash cans emptied and cleaned.
- Secure station and vehicle(s).

### **The following duties shall be completed on the assigned day**

**Monday**

- Thorough cleaning of kitchen (appliances, cabinets, walls, light fixtures, and replace or clean vent filter, etc...).
- Restock delivered supplies.

**Tuesday**

- Thorough maintenance of Station grounds (cut grass, trim bushes, edging, rake leaves, etc...).

**Wednesday**

- Thorough cleaning of apparatus interior and exterior. Remove equipment from cabinets to clean all equipment and the cabinet.
- In town units inventory EMS supplies (vehicle and cabinet) and station supplies then submit the request online via Operative IQ.
- Full inspection of all SCBA Apparatus and completion form submitted on Target solutions.
- Sweep down and wash exterior aprons, bay floors.
- Update the Vehicle Status Board with current mileage and status.

**Thursday**

- Thorough cleaning of the Station interior (floors, walls, furniture, window sills, windows, window screens, a/c vents, ceiling fans, and doors, etc...).
- Restock delivered supplies.

**Friday**

- Thorough cleaning of restrooms (showers, tubs, toilets, etc...).
- Last Friday of each month inspection of all fire extinguishers. Inspections shall be recorded on the fire extinguisher inspection tag and in the station log.

**Saturday**

- Detailed inspection and maintenance of equipment as directed by Station Officer.

**Sunday**

- Detailed inspection and maintenance of equipment as directed by Station Officer.
- All stations inventory EMS supplies (vehicle & cabinet) and station supplies and submit the request online via Operative IQ.