

BULLETIN

NO.: 16-079  
DATE: April 25, 2016  
TO: All Personnel  
FROM: Colin Stowell, Assistant Fire Chief, Emergency Operations  
SUBJECT: Battalion Chief Approval Required – Unscheduled Out of District

Our mission is to serve the community of San Diego by providing the highest level of emergency/rescue services. Maintaining coverage with emergency resources is integral to that service. Effective immediately, company officers shall contact their respective battalion chief to obtain approval any time there is a need to travel out of their administrative district for unscheduled needs. Approval will be obtained prior to units leaving the assigned district.

The company officer will advise ECDC of their unit status, the purpose of the travel and confirmation that the respective Battalion Chief has approved the request.

“Metro, E1 available, enroute to station 4 for personnel swap, approved by B1”

Leaving districts uncovered compromises our ability to serve and can expose the public to greater risk. Our fire station deployment plan and assignment of engines, trucks, and BCs throughout the City is designed to provide the best coverage possible from each location. Battalion chiefs should explore all available options prior to giving authorization for leaving districts uncovered and be able to justify the need versus the risk. The importance of emergency response readiness has been previously communicated and can be referenced in Office of the Chief 12-007.

As a reminder, the battalion chief must be notified any time there is a change in the status or response readiness of a unit or crew. This includes: out of service, extended out of service, return to available, out of district, return to district, as well as any reduction in crew or capability. The intent is to provide battalion chiefs with the information needed to manage their battalion and assigned resources in coordination with ECDC. This is increasingly more important as competing activities and priorities challenge our mission.

Up to date maps showing administrative districts can be found on the SDFD S-drive at [S:\!MAPS\\_Admin Districts](#).

The information contained in this bulletin will be incorporated into the SDFD Operations Manual and ECDC SOPs as part of a future revision.