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I. STATION MAINTENANCE AND UPKEEP PROCEDURES

A. City Policy - Station Maintenance

All Fire-Rescue facilities maintenance shall be performed as outlined in City of San Diego Administrative Regulation 40.10. Accordingly, all fire station maintenance shall be approved by the Logistics Deputy Chief and coordinated with the Facilities Maintenance Officer located at the Fire-Rescue Repair Facility.

B. Routine - Station Maintenance

Routine maintenance requests are to be submitted on an FDM 101 Facilities Maintenance Request (Old number was FD2215) and signed by the Station Captain/Lifeguard Sergeant. The FDM 101 shall be approved by the appropriate Battalion Chief/Lifeguard Lieutenant and forwarded to the Facilities Maintenance Officer via the Logistics Deputy Chief. Only the Station Captain or his/her appointed alternate shall coordinate routine station maintenance. Examples of routine maintenance are: minor electrical, plumbing, and structural deficiencies; station interior and exterior painting; building material requests; lock and key request; pest control; fuel dispenser malfunctions; etc.

C. Emergency Maintenance

Requests for emergency maintenance shall be made as required by the Officer on duty when the emergency occurs. Notify the Facilities Maintenance Officer at the Repair Facility on weekdays between 0700 and 1600 hours. After 1600 and before 0700 hours during the week and on weekends or holidays the Fire Communications Center shall be notified. Examples of emergency maintenance are: inoperative apparatus room overhead doors, inoperative emergency generators, major plumbing, electrical and structural problems, broken windows or other deficiencies that impair station security, plus inoperative appliances and air conditioning systems, etc.

D. Major Station Modification and Maintenance

Major station modification and maintenance projects require planning and budgeting on a departmental scale. In August of each year the Station Captains are requested to submit their recommendations for betterments and improvements for their stations to be budgeted in the following fiscal year.

Examples of betterments and improvements are: parking lot resurfacing, replacement carpeting, central air conditioning installation, room remodeling, security fence installation, etc.

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E. Miscellaneous

Animal removal is accomplished by notifying the San Diego County Department of Animal Control

F. Housework

Captains shall assign employees to work incidental to the cleaning and maintenance of quarters and apparatus, equalizing the duties as nearly as possible. The entire premises shall be maintained in a neat and clean condition at all times.

G. Repairs, Alterations, and Installations

No employee shall make any repair, alteration or installation in quarters without permission from the Logistics Deputy Chief; this includes the installation of telephones, buzzer systems, TV antennas, heaters, stoves, etc.

H. Appliance Repair

When City owned appliances become defective or inoperative, do not attempt to repair them in the stations; the labor costs for reassembly adds to the total repair bill. Send appliances to the San Diego Fire-Rescue Storeroom. For larger appliances, submit a facilities maintenance request through the established procedure.

I. Fluorescent Lamps

All lamps in a two lamp fixture (or if more than two, on the same ballast) will be changed at the same time. This will be done even though one of the lamps may be still operable. This procedure will prolong the life of the ballast.

II. FUEL STORAGE TANKS

All fire station fuel storage tanks shall be operated in accordance with current Federal, State, and local laws. Compliance requirements vary between underground storage tanks (USTs) and above ground storage tanks (ASTs). Responsibilities for compliance will be handled in part by Fire-Rescue Department station personnel and in part by the City's Environmental Services Department (ESD) personnel and their contracted service vendors. Specific lines of division are as follows:

A. Sites with Underground Storage Tanks (USTs)

1. Fire-Rescue Department Responsibilities

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- a. Perform daily and weekly inspections of the UST leak detection monitoring panel and fuel dispensing equipment in accordance with form FDM-104 (Underground Storage Tank System Inspection Record). Record observations on the form and report any problems through the chain of command as specified on the form. The Fire-Rescue Department Facilities Maintenance Division will report the problem to the City's ESD representative and a service vendor will be dispatched by ESD to address the problem.
 - b. Monitor fuel volumes in the UST and order fuel as needed.
 - c. Periodically (monthly) check for the presence of water in the UST utilizing the Veeder-Root UST monitoring panel. If the monitoring panel inventory printout indicates water in the UST, verify by manually dipping the UST with a gauging stick which is coated on the bottom 1-2" with "Kolar Kut Water Finding Paste". Water if present, will be located at the bottom of the UST so be sure to insert the gauging stick to the full depth of the UST.
 - d. Monthly Fuel Dispensing Report (FDM-109) shall be completed by the on duty captain on the first day of every month for the preceding month. This report shall be sent to the Fire-Rescue Department Fuel Clerk with a copy to remain in the station files for three years. These reports are tabulated and results forwarded the City's ESD representative to permit filing of the required BOE taxes to the State. Prompt execution of these reports is critical in order to allow sufficient time for processing and payment to the State within mandated deadlines.
 - e. Complete annual computer based training (CBT) administered by the City's Hazardous Materials Management Program, including the UST module.
2. Environmental Services Department (ESD) and Vendor Responsibilities
- a. ESD representative or their contracted vendor will perform mandated monthly designated UST Operator (DUSTO) inspections. DUSTO reports will be filed on site in accordance with regulatory requirements.
 - b. ESD representative or their contracted vendor will perform mandated annual DUSTO tailgate training to station personnel.
 - c. ESD representative will attend the annual UST compliance inspection administered by the County of San Diego Department of Environmental

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Health (DEH). The contracted vendor will perform the mandated annual UST monitoring system certification at the time of the DEH inspections.

- d. Contracted vendor will perform mandated triennial (every 3 years) integrity testing of UST secondary containment components and complete any necessary system repairs.

B. Sites with Above Ground Storage Tanks (ASTs)

1. Fire-Rescue Department Responsibilities

- a. Perform daily inspections of the AST, containment pad, and fuel dispensing equipment in accordance with form FDM-104A (Above Ground Storage Tank Record). Record observations on the form and report any problems through the chain of command as specified on the form. The Fire-Rescue Department Facilities Maintenance Division will report the problem to the City's ESD representative and a service vendor will be dispatched by ESD to address the problem.
- b. Monitor fuel volumes in the AST and order fuel as needed.
- c. Periodically (monthly) check for the presence of water in the AST by manually dipping the AST with a gauging stick which is coated on the bottom 1-2" with "Kolor Kut Water Finding Paste". Water if present, will be located at the bottom of the UST so be sure to insert the gauging stick to the full depth of the AST.
- d. Monthly Fuel Dispensing Report (FDM-109) shall be completed by the on duty captain on the first day of every month for the preceding month. This report shall be sent to the Fire-Rescue Department Fuel Clerk with a copy to remain in the station files for three years. These reports are tabulated and results forwarded to the City's ESD representative to permit filing of the required BOE taxes to the State. Prompt execution of these reports is critical in order to allow sufficient time for processing and payment to the State within mandated deadlines.
- e. Complete annual computer based training (CBT) administered by the City's Hazardous Materials Management Programs; including the UST module (this will cover scenarios where station personnel may rotate to other facilities that have a UST in place.

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2. Environmental Services Department (ESD) and Vendor Responsibilities
 - a. There is currently no regulatory-mandated testing or inspection activities that necessitate involvement of ESD or their contracted vendor.

III. SCBA REFILLING STATIONS

SDFD maintains 10 SCBA Filling Stations for the purpose of refilling SCBA air cylinders. Each battalion has been designated a primary location which will be used to refill and replace SCBA cylinders in the course of non-emergency use.

A. SCBA Refilling Station Sites

1. Battalions and assigned SCBA Refilling Stations are as follows:

Battalion	Filling Station/Location
B-1	Light and Air 1
B-2	Fire Station 18, Fire Station 36
B-3	NTC (Staffed by Fire Station 22)
B-4	Fire Station 10
B-5	Fire Station 35
B-6	Fire Stations 12, 29
B-7	Fire Station 37, Light and Air 40

B. SCBA Filling Station Procedures

1. Battalion-Based Procedures
 - a. An inventory of 16 SCBA cylinders will be stored at each SCBA Filling Station site for the purpose of exchanging out cylinders needing to be refilled. Companies shall exchange cylinders from these sites on a one for one basis.

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- b. This inventory complies with San Diego County Code of Regulatory Ordinances, Title 6, Division 8, Chapter 11, Section 68.1120 – COMPRESSED AIR EXEMPTION, which states:
 - 1) “Compressed air and oxygen in cylinders, bottles, and tanks used by Fire Departments and other government emergency response agencies for the purposes of emergency response and safety purposes are exempt from Chapter 6.95 Section 25501 (p) of the California Health and Safety Code.”
 - c. Station personnel assigned to SCBA filling station sites will primarily be responsible for the refilling of SCBA cylinders.
 - d. Battalion chiefs will ensure that all permanently assigned personnel at fire stations housing SCBA Refilling Stations within their battalions are adequately trained in the safe and proper operating procedures. Training of additional personnel within each battalion should be considered as a backup.
 - e. Company officers assigned to fire stations without an SCBA Filling Station will be responsible to notify their respective battalion chief, as soon as practical at the start of each shift, when there are cylinders in the station needing to be refilled.
 - f. Battalion chiefs will be responsible to coordinate exchanging SCBA cylinders needing to be refilled with fully charged cylinders, within their battalions.
 - g. In accordance with Federal Code of Regulations, Title 49, Chapter 1, Section 172.504, battalion chief and utility type vehicles are allowed to transport SCBA cylinders, (up to 454 kg or 1001 lbs), without the need for vehicle placards
 - 1) 1000 lbs is equal to approximately 50 fully charged SCBA bottles.
 - 2) SCBA cylinders should be secured (rack, straps, etc) during transport.
2. Back-Up Procedures
- a. In the event personnel at a fire station housing an SCBA Filling Station are unable to refill SCBA cylinders for any legitimate reasons, battalion chiefs shall coordinate cylinder refilling utilizing additional trained personnel within their battalion. Examples of legitimate reasons include:

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- 1) Regular assigned crew is on holiday and relief personnel lack proper training in the safe operation of the SCBA Filling Station.
- 2) Regular assigned crew is not available due to other commitment, i.e. IST, emergency responses, etc.
- b. In the event a battalion's designated SCBA Filling Station is out-of-service due to mechanical problems, battalion chiefs should coordinate refilling SCBA cylinders within their battalions, taking into consideration geographic factors.
 - 3) For example, if B5's SCBA Filling Station (Fire Station 35) is out of service and E47 needs SCBA cylinders refilled, B5 may choose to send E47 to B7's SCBA Filling Station (Fire Station 40) to refill cylinders.
 - 4) If a battalion chief decides not to take a company out of district, the battalion chief will need to consider other options.

C. Safety Guidelines:

1. SCBA cylinders should be filled according to manufacturer recommendations.
 - a. At no time shall cylinders be filled at a rate greater than 500 PSI @ minute.
 - 1) Faster refilling rates may subject cylinders to unsafe levels of stress and heat.
2. SCBA cylinders shall be inspected for condition and hydrostatic test dates each time they are cycled for refilling

D. Maintenance

3. SCBA Refilling Station maintenance by fire station personnel will be limited to the following DAILY checks
 - a. Check and verify proper compressor oil level via the sight glass
 - b. Drain compressor condensate, dump clean condensate into deep sink
 - c. While in use, listen for air leaks or unusual noises

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- d. Check electronic monitors for warning or alarms and if present, immediately report them
 - e. Refer to the quick reference guide at each compressor for more information.
4. SDFD will maintain a contract with the vendor(s) to perform annual scheduled preventive maintenance on SCBA Refilling Station units.
 5. SDFD will maintain a contract with a vendor(s) to perform quarterly (4 times per year) air quality test on SCBA Refilling Stations units per NFPA 1989 2008 Edition “Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection”
 6. SDFD will maintain a contract with a vendor(s) to perform quarterly (4 times per year) CO Monitor Calibration per NFPA 1989 2008 Edition “Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection”
 7. If a mechanical problem is discovered with a SCBA Refilling Station unit, the on-duty captain will report the problem to Facilities Maintenance via the “Routine – Maintenance Procedures” listed in SDFD Operations Manual S.I. 06, Section VI.