

BULLETIN

NO: 20-086
DATE: June 1, 2020
TO: All Personnel
FROM: James Gaboury, Deputy Chief, Logistics
SUBJECT: Allied Equipment Exchange

The purpose of this bulletin is to reiterate the process for submitting allied equipment for repair, obtaining replacement equipment, and communicating the equipment problems to Station 23 Allied Equipment Repair personnel. The goals are improved communications, resource tracking, and customer service to all stations.

All equipment issues should first be submitted as an alert in PSTRax. The equipment in need of service should then be taken to the Logistics Equipment Center (formally Storeroom 42) during weekday business hours (0700-1530) by the unit with the equipment need or their respective Battalion Chief. This will eliminate the need to remove fuel from the equipment and subsequent delays from the courier system. All equipment will be a one for one exchange.

Please follow the steps below to submit equipment for repair and obtain replacement equipment:

- Submit an Alert via PSTRax detailing the repairs needed and record the Alert ID number.
- **Thoroughly** clean out-of-service equipment prior to taking it to the Logistics Equipment Center for repair.
- Attach a shipping tag. The shipping tag should contain the sender information, the PSTRax alert ID number and a brief description of the problem.
- Coordinate with your respective Battalion Chief for equipment exchange at the Logistics Equipment Center during weekday business hours.
- The respective Battalion Chief and Captain will be added to all PSTRax Alerts for lost or missing equipment.

Replacement of allied equipment will take place at the Logistics Equipment Center. The equipment will be issued by the Equipment Officer during weekday business hours. Call the Logistics Equipment Center at (858) 573-1351 to confirm the availability of replacement equipment.

All after hours, weekend, or holiday replacement needs will be communicated to ECDC (i.e. By phone to the Dispatch Supervisor or on 7A Admin - "Metro, Engine 1 requesting Duty LOGS callback to Logistics Equipment Center for essential equipment replacement"). ECDC personnel will contact the on-call Logistics Division personnel to meet the unit in need of equipment at the Logistics Equipment Center.

Operations personnel should **not** go directly to Station 23 for any equipment needs.

Questions regarding the process for allied equipment exchange and repair should be directed via the chain of command to Battalion Chief Mike McBride at Battalion 2/A-Division or mhmcbride@sandiego.gov.