

BULLETIN

NO: 22-204
DATE: December 1, 2022
TO: All Personnel
FROM: David Gerboth, Assistant Fire Chief, Emergency Operations
SUBJECT: Operations Manual Update/Revision #22-20, Station Routine

Attached to this bulletin please find Operations Manual Update 22-, Standard Instruction 06, Section 04. All company officers are directed to ensure that personnel under their command are briefed on these revisions and comply.

The purpose of this policy is to update some of the out-of-date terminology and practices in Station Routine. Due to extensive revisions, all personnel are encouraged to look over the changes. The old verbiage is in red and stricken-through and any new language is highlighted in light blue.

A highlight to the policy is having the routine organized in administrative tasks and operational priorities. Another subject of note is the changes made to shopping while on duty.

The Operations Manual will be updated electronically in the "M" drive and in the 'Quick Links' section of TargetSolutions.

Any questions regarding this policy can be directed through your chain of command.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 06		DEPARTMENT FIRE
SUBJECT STATION MANAGEMENT: STATION ROUTINE	SECTION 04	PAGE 1 of 2	EFFECTIVE DATE 07/01/01

~~IV. STATION WORK ROUTINE~~

~~A. Normal Station Working Hours~~

I. PURPOSE

This policy outlines required station activities and duties.

1. ~~The following schedule for station and apparatus maintenance, drills and training, inspections, and all related activities shall serve as a guideline. Battalion Chiefs may modify or Company Officers may extend these hours if conditions warrant:~~

~~Sunday through Saturday 0800 to 1200 hours and
(including holidays) 1300 to 1700~~

2. ~~Solicitation of membership and activities concerned with the internal management of the Union such as collecting dues, holding membership meetings, campaigning for office, conducting elections, and distributing literature to individual employees, shall not be conducted during working hours.~~

II. SCOPE

This policy applies to all sworn San Diego Fire-Rescue Department (SDFD) personnel, except lifeguards.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Morning Meeting

Each shift at 0800 hours, or an alternate time determined by the company officer, all crew members shall participate in a morning meeting in a class B uniform.

Supervisors shall ensure all uniforms, personal protective equipment, and grooming meet department standards.

B. Administrative Tasks

1. Each shift, ALL personnel shall be required to and responsible for (TOP-CLEAT):

- a. **Training:** Log into department on-line training program to review and complete all department and city communications, training, and posted materials. Conduct a Tailboard Safety Training and document the training.

- b. **OneSD:** Log into and complete labor card in OneSD (or the city labor card system). Personnel shall notify their supervisor when:
 1. Modifications or changes have been made to their labor cards
 2. Approval is required for modifications or changes to their card or Telestaff.
 - c. **PSTrax:** Log into PSTrax (or the department electronic inventory and checklist program) and complete and document checks, inspections, alerts and inventories as they relate to PPE, SCBA, apparatus and equipment, station, assets, etc.
 - d. **Calendar:** Prioritize checking the division calendar for scheduled events.
 - e. **Logons:** Ensure personnel are signed onto the MDC (or department mobile terminal), iPads, electronic narcotic safe, and crew is accurately reflected in Telestaff.
 - f. **Email:** Check work email each shift and respond as appropriate, by the end of shift in a professional and tactful manner. Email use shall be in accordance with the City of San Diego Administrative Regulation 90.65.
 - g. **Alias Data Base (radios):** First day back and whenever radios are changed, ensure the alias data base has been updated with portable and mobile radio identifiers.
 - h. **Telestaff:** Log onto Telestaff (or the department electronic scheduling system) to review and acknowledge work schedule updates and changes.
2. Supervisor additional responsibilities include:
- a. Approve all labor cards and by the end of the shift
 - b. Complete all FireRMS reports prior to going off-duty
 - c. Complete and review all probationary reports by the end of the shift
 - d. Complete and document a minimum of two hours of crew training
 - e. Ensure controlled medication inventory and usage is complete

C. Operational Priorities

Station and apparatus maintenance, drills and training, inspections, and all related activities will occur Sunday through Saturday, excluding holidays from 0800 to 1200 and 1300 to 1700 hours. Battalion chiefs and company officers may modify the schedule and/or extend these hours if conditions warrant.

Station work routines vary from day to day as determined by fire operations activities, special individual station responsibilities, weather conditions, etc. Operational priorities will be scheduled in the following order (FFTIPS):

1. Fire and EMS Response
2. Fire Apparatus and Equipment Maintenance
3. Training: For example, in-service training, company drills, etc. Each month company officers shall ensure that a minimum of two outside manipulative drills are completed and documented. In-service training, multi-company drills, and any other training.
4. Inspections: Ensure FCIP and pre-fire plans and fire company inspections are completed prior to due dates.
5. Physical Fitness (code 9)
6. Station Maintenance: Personnel shall ensure that daily, weekly, and monthly duties are completed and documented according to the individual stations' scheduled rotation and specific station requirements (daily and monthly fuel reports).

D. Additional

1. Grocery shopping while on duty will be conducted at the discretion of the company officer in accordance with ~~according with~~ ~~permitted according to~~ the following guidelines:

~~Shopping shall be done at the discretion of the company officer~~

~~a. Only one trip per station, and the shopping is to be done at only one location.~~

- a. The store shall be in the company's first-in district.
- b. The apparatus shall be parked and secured in a safe and out-of-the-way location so as to not ~~to attract as little attention~~ attract attention ~~as possible.~~
- c. Shopping time in the store shall be limited to ~~20 to~~ 30 minutes.
- d. ~~Attire:~~ Class "B" uniform or Class "C" uniform (when returning from code 9) must be worn.
- e. Personnel shall not wear turnouts when shopping.
- f. Exceptions to these guidelines may be approved by the appropriate battalion chief.

~~1. All inquiries from citizens shall be responded to with tact and courtesy.~~

3. Station visits shall be approved by the company officer and should be scheduled so as not to interfere with activities of a ~~those programs with a~~ higher priority. See Operations Manual Station Visits Policy for more information.

4. Employees on duty shall not retire before Personnel may retire after 2030 hours and shall rise by no later than 0700 hours. Employees occupying beds between 2030 hours and 0700 those hours shall not be unnecessarily disturbed.

~~3. Solicitation of membership and activities concerned with the internal management of the City's recognized employee Union shall not be conducted during work hours as detailed in the current Memorandum of Understanding (MOU).~~

B. Priorities and Guidelines

~~Station work routines will necessarily vary from day to day as affected by such conditions as fire operations activities, special individual station responsibilities, weather conditions, etc. Generally, the following priorities for scheduling work from available time will be observed:~~

First Priority	Fire Suppression
Second Priority	Fire Apparatus and equipment maintenance
Third Priority	Training
Fourth Priority	Inspections, (F.C.I.P., Pre Fire, etc)
Fifth Priority	Physical Fitness
Sixth Priority	Station Maintenance

~~Each company shall hold a training session each shift, except when Fire and Life Safety routine prohibits or when excused by the Battalion Chief. Company Officers may have an outside Apparatus Drill on weekends if conditions are more favorable. Two outside Apparatus Drills must be held by each platoon monthly. In-service training may be scheduled for fire operations on any day of the week. Each company shall conduct inspections in their respective area as required or directed.~~

~~Payday Fridays are designated as apparatus and station maintenance day. Outside activities will be canceled on this day with the following exceptions:~~

- ~~Emergency responses~~
- ~~Code 9 (must be completed by 10:00 a.m.)~~
- ~~Battalion Chiefs may utilize their companies as necessary.~~
- ~~In-Service training~~

~~C. UNIFORM/GROOMING/SAFETY EQUIPMENT INSPECTION~~

- ~~1. Company Officers shall inspect all uniforms and safety equipment for compliance with department standards.~~
- ~~2. Company Officers shall inspect all personnel for compliance with department grooming standards.~~