
	<b>STANDARD OPERATING GUIDELINE</b>				
	ADMINISTRATION				
	FIRE STATION MANAGEMENT				
	Effective: 14/Jan/1998	Revised: 26/Oct/2020	S.O.G. #: A-104	Page: 1 of 2	

## 1.0 Purpose

- 1.1 The purpose of this guideline is to provide structure to the individual charged with the responsibility of managing a fire station. This individual may be a Lieutenant (from hereafter referred to as the “Officer”), but may be an Acting Lieutenant in the absence of the normally assigned Officer.
- 1.2 The objective of this guideline is to define specific responsibilities in the following areas:
  - 1.2.1 General
  - 1.2.2 Administration
  - 1.2.3 Building
  - 1.2.4 Apparatus
  - 1.2.5 Miscellaneous

## 2.0 Responsibility

- 2.1 It is each individual member’s responsibility to follow this Standard Operating Guideline, and each Officer’s responsibility to insure that there is compliance.

## 3.0 General Responsibilities



- 3.1 The Officer shall be held accountable for the supervision of the personnel and the conservation of Fire Department property under his/her command. This property includes the station, apparatus, equipment, or any other property or materials.
- 3.2 The administration, duties, and responsibilities of the Officer of the station are to be conducted in accordance with the guidelines, policies, and practices as established by the Highland Park Fire Department and the City of Highland Park.

## 4.0 Administration

- 4.1 In an effort to start each tour of duty in a consistent manner, the first task to be undertaken by the Officer will be that of a roll call. The roll call will take place at approximately 08:00 and 08:20, or after apparatus checks have been completed. Prior to beginning of roll call, the Officer will gather the appropriate information to present to the personnel under his/her command. The roll call will take place at the kitchen table, apparatus floor, or some other suitable location in the station. The Officer will then review the following:
  - 4.1.1 The previous day’s checkout sheet for equipment updates
  - 4.1.2 The shift staffing document distributed by the Battalion Chief
  - 4.1.3 Any special events occurring during the tour of duty (tours, guests, etc.)
  - 4.1.4 Schedule for the day (training, building inspections, work details, etc.)

## 5.0 Building Responsibilities

- 5.1 The Officer’s responsibilities include the following, related to maintenance of the fire station:
  - 5.1.1 Exterior: The building exterior shall be kept neat, clean, and in a presentable condition at all times. In inclement weather the apron, sidewalks, and building entrances shall not be allowed to deteriorate into a condition which does not allow for ease of access/exit from quarters for apparatus, personnel, and the public.
  - 5.1.2 Interior: The interior of each fire station, including but not limited to, rest rooms, locker rooms, storage rooms, sitting rooms, sleeping rooms, dining areas, Officer’s quarters, and apparatus floors, shall be kept clean, orderly, and sanitary.
    - 5.1.2.1 Bunker gear shall not be worn within the living quarters.

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- 5.1.3 Alterations: All requests for alterations to existing quarters *shall be submitted in writing* to the Fire Chief and Public Works will be included/consulted in any and all plans *prior to any work being done*.
- 5.1.4 Repairs: For repairs to quarters, contact shall be made with the appropriate person (Lieutenant and/or Battalion Chief) or agency (Public Works) in accordance with the procedures outlined later in this guideline.
- 5.1.5 Special Events: On occasion, special events or ceremonies may warrant a special maintenance schedule to be followed. In these instances, the Officer is responsible for the scheduling of the necessary duties.
- 5.1.6 Inventories: On each Monday, the Officer will complete a list of needed station supplies. The Officer at Station #32 or Station #34 will assign the ambulance to pick up the supplies or pick the supplies up themselves.
- 5.2 Requests for building or equipment repairs should be made in writing via email, to the appropriate person(s) responsible. Please include your BC and DC in the "Cc" section. The Company Officer will also document the problem in the Company Daily Journal. Requests needing Public Works involvement will be submitted via the online Facility Dude portal for work to be accomplished.
- 5.3 In cases where emergency repairs are needed, the Company Officer can make the appropriate notifications immediately. This notification should be to the Battalion Chief so a determination can be made if additional notifications are necessary.

**6.0 Apparatus Responsibilities.**

- 6.1 It is the responsibility of the Officer to insure that maintenance procedures are practiced for all apparatus assigned to his/her station.
- 6.2 It is the responsibility of the Officer to immediately notify the Battalion Chief of any serious problems in the operation of any apparatus. Minor problems should be submitted on the Department Job Order form (typed), with the piece of apparatus and the problem documented. The Officer will also document the problem in the Company Daily Journal.
- 6.3 If the Battalion Chief is not available when a problem arises which must be attended to immediately, the Officer may contact the Mechanic directly. The Battalion Chief should then be notified as soon as practical.
- 6.4 The daily apparatus check shall include the appropriate documentation on the Daily Apparatus Checkout report. After completion, the report shall be signed by the apparatus operator and the Officer and placed in a secure location for the following shift to review. The following morning, the relieving driver will sign the Daily Apparatus Checkout report and give it to the Officer to be placed in the station envelope.
- 6.5 The daily medication check shall be completed and the log sheet signed by the appropriate firefighter and Officer.

**7.0 Reference**

Highland Park Fire Department

Approved:  Fire Chief