

1004.02	Facilities and Grounds Standard Operating Procedure	
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This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: CM 2005-053, CM 2009-084, CBA CBU 11
Applicable HI Statutes:

I. PURPOSE

The Facilities and Grounds SOP is intended to identify, outline and direct the facilities and grounds operations at each Station. This policy does not cover all eventualities and is not intended to limit the authority of the Company Officer from deviating from specific criteria if required to do so.

II. APPLICABILITY

This Policy is applicable to all Career Stations.

III. PROCEDURES

The Company Officer, on shift, shall be responsible for the application of this Policy.

1. Employee Bulletin Board:
 - a. Each fire station and principal work area shall be equipped with an official employee bulletin board which shall be reasonably accessible to all employees. Authority to post or to remove communications from the bulletin boards shall be limited to Company Commanders and Bureau Heads or those relieving in their absence. Following are guidelines for usage of the bulletin boards:
 - All communications emanating from the County or Fire Department affecting employees shall be posted. All other communications must be cleared for posting by the Fire Chief's office.
 - All required postings in accordance with the Collective Bargaining Unit contract (sec.5).
 - Communications shall be posted for at least 30 days and then kept on file until their usefulness is past.
 - All employees shall be responsible for familiarizing themselves with the contents of all communications posted and shall acknowledge their perusal by initialing all papers.
2. Station Libraries:
 - a. A library of essential information and material is maintained in each company, bureau and subdivision of the Department.
 - b. Material contained in these libraries shall not be removed from quarters.
 - c. Officers shall see that books and pamphlets designated to comprise these libraries are kept up to date and available for the use of members in quarters.
 - d. It shall be the officers' responsibility to make replacements due to loss or normal wear and tear.
 - e. Chief Officers performing station inspections shall:



- Observe the condition and completeness of company libraries.
 - See that Department books and records are properly cared for and preserved.
3. Replenishment of Supplies:
- a. At the end of each month, Company Commanders shall replenish their company supply rooms from the storeroom.
 - b. Companies should request only amounts needed to bring their balances on hand up to the allowable limits.
 - c. Requests for office supplies shall be made as needed and routed to the Distribution Center through the appropriate Battalion Chief.
 - d. Battalion Chiefs shall assure themselves and be responsible that supplies requested are essential for the period covered.
 - Supply orders received at the Distribution Center by the 5th of the month will be delivered not later than the 17th of the month.
 - Additional needs that arise during the month must be picked up from the Distribution Center after approval by the Battalion Chief.
 - e. Battalion Chiefs may redistribute supplies within their battalions to handle emergencies.
 - f. Fire company personnel below the rank of captain shall each be issued one sponge or chamois.
 - g. Initial issue and subsequent replacements shall be entered in his/her personal equipment inventory.
 - h. Company officers shall keep the allowable reserve in their supply rooms from which unusable articles turned in or reported missing may be replaced.
 - i. Unusable articles shall be turned in to the Distribution Center for disposal.
 - j. Missing articles shall be reported through proper channels.
 - Officers shall be watchful in observing and curtailing abuse of these articles.
 - k. Members shall care for and use these articles properly to prolong their usefulness.
 - l. FIRST AID KITS. First aid supplies used around quarters will be obtained from the house kit only.
 - The articles carried in kits on apparatus are intended for emergency use in the field.
 - m. Officers ordering first aid supplies will refer to itemized lists in first aid kits on apparatus and house kits. (Only those articles listed will be ordered).
 - n. At least one house kit shall be maintained in each station and broken items in apparatus kits should be exchanged for complete items from the house kit if possible.
 - o. Company Officers shall be responsible for the proper maintenance of house kits and kits on apparatus.
4. Emergency Supplies or Use of Shop:



- a. Due to occasional need for members outside of the shop to use shop facilities, or need for equipment or supplies from the storeroom after normal working hours, duplicate keys for the shop and the storerooms are kept at the Administrative Services Bureau.
 - b. The only other persons who may have shop or storeroom keys are authorized members of the shop and the storekeepers, respectively.
 - c. The appropriate Battalion Chief shall determine whether the need is urgent enough for him to authorize the Administrative Services Bureau to release the key to himself or a designated representative.
 - d. A chief officer or his designee shall accompany the individual, open the facility, assist with issuance in the case of the storeroom, and see that the following information is recorded in the prescribed record book:
 - For the Storerooms:
 - The Date
 - The quantity and type of equipment, materials or supplies.
 - To whom the issuance is to be charged.
 - Person receiving the issuance.
 - For the Shop
 - The date and time of opening and closing of the shop.
 - Purpose.
 - Kind of equipment and material used.
 - Name(s) of person(s) authorized to use the shop facilities.
5. Conserving Energy:
- a. All electrical lighting, appliances and equipment not in use or needed shall be turned off. This includes unattended televisions, radios, air conditioning units, electric lights, etc.
 - b. All air conditioning units will be adjusted to room temperature of 72 degrees by the County Building Department.
 - No one shall tamper with the adjustment of any air conditioning unit (portable air conditioning units excluded) without the consent of the Chief.
 - c. All electrical equipment, appliances and machinery shall not be permitted for private use.
 - This includes storage and preparation of meals or foodstuffs.
 - Any other type of cooking for private use outside of employee's normal meals, or snacks at the station.
 - This includes the recharging of electric vehicles or other battery storage devices for private use.
 - d. Private equipment or machinery shall not be permitted.
 - This includes use of washing machines, dryers, ice machines, refrigerators, freezers, dehydrators, and irons for employees' laundry



- Any machinery for the repair or construction of private vehicles, furniture and furnishings, etc.
6. Fuel Use and Inventory Control:
 - a. Company Officers shall see that an accurate record is kept of all gasoline and oil received or expended, personally supervising the filling of the supply tanks.
 - b. When gasoline or oil is requested for non-HFD vehicles, before issuance is made:
 - Verification shall be made for the authorization of the vehicle or personnel.
 - For such issuances, it should be logged in company journal and reported to the Fiscal Office.
 7. Lubricating Oil:
 - a. All personnel who have responsibility for assigned vehicles shall ensure that the requested oil is appropriate for the vehicle/motor type.
 - b. Oil will be made available for disbursement through the Distribution Center for apparatus use.
 8. Gasoline Disbursed Report:

Gasoline and diesel levels will be checked weekly on Mondays. Weekly gasoline readings shall be reported by telephone to the clerk in charge of fuel at the Fiscal Office no later than 1200 hours each Monday.
 9. Refueling of HFD Vehicles:
 - a. Vehicles requiring unleaded fuel are to be refueled at the following approved locations:
 - East Hawai'i
 - Hilo Police Station
 - E. Lanikaula Street County Base Yard
 - DPW Base Yard Honoka'a
 - Station 5, Kea'au
 - Station 19, Volcano
 - Waiohinu Base Yard
 - West Hawai'i
 - DPW Base Yard Waimea
 - DPW Base Yard North Kohala
 - Station 14, South Kohala
 - Station 16, Waikoloa
 - Station 21, Makalei
 - Station 6, Kealakekua
 - b. Vehicles requiring diesel fuel are to be refueled at the following approved locations:
 - East Hawai'i
 - E. Lanikaula Street County Base Yard
 - Station 3, Haihai

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- DPW Base Yard Honoka‘a
- Station 5, Kea‘au
- Station 10, Pahoa
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- West Hawai‘i
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 - DPW Base Yard North Kohala
 - Station 14, South Kohala
 - Station 16, Waikoloa
 - Station 21, Makalei
 - Station 7, Kailua
 - Station 12, Keauhou
 - Station 6, Kealakekua
- c. Fuel Storage: Stations that have fuel in 55gallon drums will utilize the following procedure:
 - Fuel drums shall be stored in such a position that water will not collect around any openings.
 - A slight tilting to the side is recommended. This may be accomplished by placing a 2x4 piece of wood under one side of the drum.
 - Whenever the drum is empty, the drum should be completely drained and stored in the up ended position until ready to be refilled.

10. Liquid Propane Tanks:

- a. Filling of Liquid Propane Tanks: Company Commanders at stations with liquid propane gas tanks shall request, through the Fiscal Branch, for the immediate refill of these tanks when their capacity drops below 30%.

11. Management of Property:

- a. General: Employees are expressly prohibited from borrowing Department tools, furnishings, utensils, etc., for their personal use.
- b. Lawn mowers, chain saws, Department tools and equipment shall not be used for other than Department sanctioned uses.
- c. The lending of Department property shall be approved by the Fire Chief or their designee.
- d. Except in exigent circumstances where, in the interest of public welfare, the Battalion Chief of Operations on duty or Fire Auxiliary Services Officer may approve the loan of equipment, followed by a report to the Fire Chief through the reporting chain. The following criteria shall be adhered to.



- The borrower shall sign an appropriate statement of the loan, what it is for, the duration of the loan, and acceptance of responsibility for the property and its return in a comparable condition. This action and the contact information shall be entered into the daily log.
- The issuing officer shall be responsible for the return of the borrowed items.
- It shall be clear the borrower will be liable for the damage or loss of what was borrowed and will be responsible for any expenses incurred for repairs or replacement of the borrowed equipment.
- Upon returning of the borrowed items, the signed statement will be provided to the borrower and the action will be included in the daily log.

12. Inventory:

- a. Station Commanders will submit an annual inventory report showing those items that have been transferred, damaged, lost, unserviceable, replaced or have been returned to the Central Supply Warehouse. The report shall include the inventory number, nomenclature, and serial number of the item.
- b. All storage areas and equipment lockers shall be labeled with the appropriate nomenclature and quantity in a conspicuous location within the immediate area.

13. Facility and Personnel Inspections:

- a. Periodic inspections shall be conducted by the Battalion Chief's of Operations in accordance with the Facility and Personnel Inspection Standard Operating Procedure.
- b. Inspections can be scheduled throughout the calendar year with no less than one inspection every 12 months.

14. Private Vehicles and Personal Property:

- a. The parking of privately owned vehicles within the Station is prohibited without the approval of the on-duty Battalion Chief of Operations.
- b. Vehicles that are not owned or utilized by Department personnel shall not be allowed to park on station grounds unless permission is given by the company commander.
- c. Personally owned vehicles shall not be allowed within apparatus bays or under overhangs without the approval of the company commander.
- d. At no time will privately owned vehicles be within the apparatus bay or under overhangs while Department vehicles are exposed to the elements.
- e. Personal property that cannot be stored within assigned lockers shall not be stored within the Station.
 - i. Physical fitness equipment is exempt from the policy provided that the equipment is available for use by all personnel.
 - ii. Other exemptions may be made at the discretion of the Assistant Chief of Operations.