



Columbia Fire Department

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Removal Date: RETAIN

Memo: 08-002R

To: Stations 14, 17, 22, & 24 personnel, & Battalion Chiefs that supervise these Stations

From: Harry H. Tinsley, Assistant Chief of Operations

Date: 4 April 2008

Re: Fuel Tank Levels and ordering directive

This memorandum resends memorandum #99-008R "Fuel Tanks at Station 17, 12, 24 and 22".

Effective immediately

All personnel at these stations please use the following policy when fuel levels are low and a fuel order is needed. All station fuel tank levels shall be checked every day before 1000 hours and recorded in fuel logs and the station log books. These books are official Station records and must never leave the stations.

This is a vital function as all fuel tanks must have sufficient levels of fuel at all times. When fuel is needed and the order is placed it takes a day or so to process and receive the fuel at the stations. When fuel tanks are at 50% capacity a fuel order must be requested through Administrative Secretary Reshieka Bell at Fire Administration @ 545-3700, or e-mail @ cfdrbell@columbiasc.net immediately. The proceeding shift must ensure that the order was placed, received and that it is in process. Should fuel not be delivered within two business days a follow up phone call to Ms. Bell must be made to confirm the status. Should Ms. Bell be unavailable then a phone call to the Battalion Chief must be made for follow up.

Please post this memo in the Station fuel log books.