


**BODEGA BAY FIRE PROTECTION DISTRICT**  
***STANDARD OPERATING GUIDELINES***

WRITTEN BY: Grinnell	APPROVED BY: 	NUMBER: 68
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SUBJECT: Monthly Assignments

DATE: 12FEB12

Every year this District has a number of projects that require participation by all shifts in order to expedite completion. Therefore the following schedule has been established:

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| January   | Pre-Fire Plan and Map Book Updates             |
| February  | Annual Equipment Maintenance                   |
| March     | Major Station Cleaning                         |
| April     | Hose Testing                                   |
| May       | Hydrant Cleaning/Inspection                    |
| June      | Commercial Inspections                         |
| July      | Weed Inspections                               |
| August    | Budgetary Planning-Needs Assessment            |
| September | Complete Budgeting Project/Prevention planning |
| October   | Fire Prevention Week...Public Education        |
| November  | Pump Testing                                   |
| December  | End of year reports/Revisions of Policy        |