

BODEGA BAY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES	Article:	SOG 1-10
	References:	
	Subject: <i>DAILY/WEEKLY DUTIES/WORK SCHEDULE</i>	

TO BE COMPLETED EVERYDAY:

REMOVE FLAG IN INCLEMENT WEATHER
DAILY APPARATUS CHECK
STATION CLEANING: FIRST FLOOR, SECOND FLOOR AND APPARATUS BAY
NARCOTIC SIGN IN/OUT

SPECIFIC DAILY DUTIES:

MONDAY: 8835 WASH AND INVENTORY
8800 WASH AND INVENTORY
8835/8800 DISCHARGE/RECHARGE FLASHLIGHT/ PORTABLE RADIO
(FIRST MONDAY OF EACH MONTH)

STATION GENERATOR INSPECTION/MAINTENANCE

TUESDAY: M811 WASH AND INVENTORY, RECONDITION MONITOR BATTERIES
M811 DISCHARGE/RECHARGE FLASHLIGHTS/PORTABLE RADIOS
(FIRST TUESDAY OF EACH MONTH)

WEDNESDAY: 8881/812/8841 WASH AND INVENTORY /STATION GROUNDS MAINTENANCE
8881/812/8841 DISCHARGE/RECHARGE FLASHLIGHTS/PORTABLE RADIOS
(FIRST WEDNESDAY OF EACH MONTH)
M812 RECONDITION MONITOR BATTERIES

THURSDAY: 8880/8840 WASH AND INVENTORY
8880/8840 DISCHARGE/RECHARGE FLASHLIGHTS/PORTABLE RADIOS
(FIRST THURSDAY OF EACH MONTH)
VOLUNTEER TRAINING NIGHT

FRIDAY: WASH ALL STATION LINEN/PT EQUIPMENT INSPECTION
8895 WASH AND INVENTORY
8895 DISCHARGE/RECHARGE FLASHLIGHT/PORTABLE RADIO
(FIRST FRIDAY OF EACH MONTH)
MCI TRAILER INSPECTION/MAINTENANCE

SATURDAY: MAJOR STATION CLEANING-FIRST FLOOR. WINDOWS, FLOORS,
TRASH, BATHROOMS (RESTOCK), CARPET, DUSTING, ETC
BURKE/TRAINING ROOM-CLEAN, ORGANIZATION
LAUNDRY ROOM-CLEAN (RESTOCK), ORGANIZATION
APPARATUS BAY/WORKSHOP-CLEAN, ORGANIZATION

SUNDAY: MAJOR STATION CLEANING-SECOND FLOOR, WINDOWS, FLOORS, TRASH,
BATHROOMS (RESTOCK), SHOWERS, CARPET, DUSTING, KITCHEN,
STAIRCASE, ORGANIZATION, ETC

Date: March 20, 2018	Approved: Chief:  Board: 	Page 1 of 2
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Shift exchange is at 0800 hours each morning. A shift pass on shall occur and last no longer than one half hour to allow the off duty crew to return home. The on duty crew shall be prepared and ready: to work, workout, or to respond incident response at **0800** hours.

The incoming Paramedic shall make confirmation that the narcotics log is up date and signed out by the off going Paramedic.

An employee shall not be relieved of duty unless covered by an equally trained person and minimum staffing is present.

Early relief may occur, providing a mutual agreement has been made with a qualified employee and the proper paperwork has been completed and approved.

Any problems associated during the shift exchange, shall be reported to the Chief.

THE FOLLOWING ITEMS SHALL BE COMPLETED EACH AND EVERY DAY, IN THE ORDER INDICATED. UNCONTROLLABLE EVENTS OR PRIORITY ASSIGNMENTS MAY WARRANT CHANGES IN THE DAILY WORK SCHEDULE.

- 0800-0830 PASS ON SHIFT INFORMATION TO ONCOMING SHIFT
- 0830-0900 DAILY APPARATUS CHECK
- 0900-1000 FIREFIGHTER PHYSICAL TRAINING
- 1000-1030 SHOWER AND DRESS
- 1030-1130 WEEKLY/MONTHLY APPARATUS CHECKS
- 1130-1200 DAILY DUTIES
- 1200-1300 LUNCH
- 1300-1700 DAILY DUTIES, FIRE PREVENTION, TRAINING, SPECIAL PROJECTS OR PROGRAMS
- 1700-2200 **AFTER ALL DUTIES ARE COMPLETED**
(STUDY/PERSONAL TIME, DINNER)
- 2200-0700 GUEST CURFEW-STATION SECURED
- 0700-0800 STATION SPOT CLEANING, COMPLETE LOG AND TIME CARDS

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