



FIRE AND RESCUE DEPARTMENT

February 12, 2013

INSTRUCTIONAL BULLETIN #13-06

TO: All Fire and Rescue Personnel

FROM: Kurtis R. Wilson, Division Chief/Fire Prevention *KRW*
Kenneth R. Norris, Captain/Fleet Supervisor *KRN*

RE: **CHANGES FOR ALL SERVICE CALLS**

Effective immediately, All JFRD Apparatus Service Calls will be handled accordingly:

Upon becoming aware that service is needed:

- Contact Tactical Support and advise what services are being requested
- Tactical Support will contact FRCC in an effort to get clearance
- Once clearance has been approved by both TSF and FRCC, the requesting unit will proceed to Fleet Management to the Service Writer Center, which is located on the Superior Street side (unless otherwise advised to proceed to an alternative service location).
- **ENGINES, LADDERS AND TRAILER PULL VEHICLES (ONLY)**

You must park in the fuel pump island area and walk over to the service area for servicing. You will need to provide your Motor Pool Number, Mileage and Chief Complaint to the service center representative. At no time should any of these apparatus pull into the service bay. After you have received your service ticket, you must proceed through the front gates facing Commonwealth to the proper location, as advised by the Service Writing Center.



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- All other **JFRD** vehicles shall pull into the service bay area on the Superior street side for servicing. You must also provide your Motor Pool Number, Mileage and Chief Complaint to the service representative. They will then advise you of where to proceed further for service. It is imperative that **NO ENGINE IS LEFT RUNNING IN THE BAY AREA WHILE WAITING FOR SERVICE.**

If you have any questions, concerns or just need clarification, please contact Tactical Support.

Thank you.

