



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	Buildings - Equipment and Supplies	SOP:	5.5
Subject:	Apparatus Fueling at City Yards	Executed:	October 15, 2015
		Revised:	
Approved:			
 Allen W. Baldwin, Fire Chief			

PURPOSE

To establish a procedure for the fueling of apparatus at city yards.

SCOPE

This procedure outlines the location and instructions for fueling volunteer and city of Winchester owned fire and rescue apparatus at city yards.

POLICY

1. Beginning on Monday, November 2, 2015 at 0700 hours, **ALL** volunteer owned fire and rescue apparatus shall be fueled at the city yards fueling station in addition to the city of Winchester apparatus with the exception of Utility 1, Serv 1, and Utility 2.
2. No other fueling location is to be utilized without the authorization of the Fire Chief or his/her designee.
3. Fueling of apparatus shall occur when apparatus falls below ¾ full level.
4. Traveling to the fuel pumps at city yards shall be made in conjunction with other errands that are necessary.
5. Fueling hours should be between 0700 and 1700 if possible. During all other hours or when the city yard gates are closed, personnel shall use the gate code of **6911** to make access to the fuel pumps from the Cork Street or Pall Mall Street gates.
6. It is imperative that posted speed limit of 15 mph within the city yard compound is maintained and heightened awareness for other vehicle traffic maintained.

7. Personnel shall minimize their time while within the limits of city yards. Pumps 1 & 2 on the north side of the fueling station are for gasoline only. Pumps 3 & 4 on the south side of the fueling station are for diesel fuel only.
8. Each vehicle will be issued a fueling card that contains: gate access code and vehicle fueling number.
9. For fueling pump problem resolution, please contact Bobby Steelman in the vehicle maintenance garage.

PROCEDURE

Utilizing the “Gas Boy” terminal on the north side of the fueling station, the following procedure shall be utilized to fuel apparatus:



1. To begin press “F3”
2. Enter your vehicle number that is located on your apparatus fueling card then press “OK”
3. Enter the vehicle mileage and then press “OK”
4. Enter fuel pump number then press “OK” (1 or 2 for gasoline, 3 or 4 for diesel)
5. The system will beep, blink red and advise to begin fueling on the screen.
6. At the pump selected, remove the nozzle and lift the lever to turn the pump on.
7. Once the fueling is complete lower the lever and then replace the nozzle.

VEHICLE NUMBERS

Vehicle	Fueling Number
Engine 1	6110
Medic 1-1	6101
Gator 1	6180
Ladder 2	6221
Engine 4	6410
Medic 4-1	6401
Utility 4	6470
Wagon 5	6511
Medic 5-2	6502
BAT 6	57
OPS 6	275
FM 6-1	15
Safety 6	129
Leak & Spill 6	286
Canteen 6	232

Vehicle	Fueling Number
Wagon 1	6111
Medic 1-2	6102
Truck 2	6220
Serv 2	6270
Wagon 4	6411
Medic 4-2	6402
Engine 5	6510
Medic 5-1	6501
Utility 5	6570
FC-6	20
EMS 6	70
FM6-2	255
Hazmat 6	227
ADM 6	16
Gator 6-1	6680