

BULLETIN

NO: 25-127
DATE: July 21, 2025
TO: All Personnel
FROM: Ted Moran, Deputy Fire Chief, Logistics Division
SUBJECT: Equipment Center Operating Hours

The Logistics Equipment Center Operates from 0600 – 1600 hours daily, Monday through Friday. To improve operational efficiency and reduce workplace interruptions, the Logistics Equipment Center (Storeroom 42) will implement new operating timeframes and access protocols effective August 4, 2025. These changes are intended to ensure staff can perform critical administrative functions while continuing to support Emergency Operations.

- 0600 – 1100 hours: Open for walk-ins and drive-ups (no appointment required)
- 1100 – 1300 hours: Closed to all non-emergency needs
- 1300 – 1600 hours: Open for pre-scheduled visits only

Emergency equipment and PPE needs required to maintain operational readiness will be accommodated at all hours. Routine PPE exchanges are not considered emergencies and must occur during open or prescheduled hours.

Visits between 1300–1600 hours must be scheduled in advance with Equipment Center staff. Unscheduled visits require Battalion Chief approval and notification to Logistics prior to arrival. Non emergent unannounced or unauthorized visits will be turned away.

Operations personnel will be provided limited access to the Equipment Center. Personnel will no longer be permitted to enter stock areas without escort or permission by Logistics staff. Additionally, a new flow path for providing service will be as follows:

Individuals requiring service can enter through the main office door during walk-in hours and for prescheduled visits.

Commonly issued items will be maintained in the Blue Floor room and issued through the service gate at the garage door opening. Therefore, first responder companies will access drive up service through the open garage door on the north end of the equipment center. (Blue Floor). Upon arrival, ring the doorbell to notify

Logistics personnel of your presence. Logistics staff will respond to the notification. Supplies and equipment will be issued at the gated entry area of the Blue Floor room.



These adjustments are designed to better balance service demands with behind the scenes logistical responsibilities that support Emergency Operations. Your cooperation with this change is appreciated.

For questions or to schedule a visit, contact the Logistics Equipment Center at 858-573-1351.