

INTER-OFFICE MEMORANDUM

Donald H. Warshaw
City Manager

DATE: 50 MAY -6 MAY 3: 1999

FILE:

FROM:

[Signature]
Chief C.A. Gimenez, Director
Department of Fire-Rescue

SUBJECT:

Procedure for Emergency
Repairs to Fire Stations which
total more than \$4500.00

REFERENCES:

ENCLOSURES:

I respectfully request your approval for the following procedure:

Whenever a condition exist at a fire station which threatens the health and/or safety of Department personnel and whose estimated cost will exceed \$4500.00, the Chief of Support Service will contact the Fire Chief who will in turn request permission from the City Manager to utilize emergency procedures to alleviate the situation. The Fire Chief will subsequently complete the required emergency purchase forms and submit them to the City Manager's Office by the next business day.

It is understood that these procedures will only be utilized when the health and/or safety of Fire Department personnel is jeopardized by not rectifying the situation in an expedient manner.

Your approval will be greatly appreciated and if you require additional information, please contact me at 416-1750.

Approval/Disapproval: *[Signature]*

Donald H.
City Mana

CAG/ef

cc: Chief F. Hernandez
Support Services
R. Sue Weller
Local 587

From: CARLOS A. GIMENEZ, Director

Date:



To:

☐ Chief Jackson ☐ Chief Hernandez ☐ EA Arthur
☐ Chief Rollason ☐ Chief Kemp ☐ EA Cunningham
☐ Chief Wheeler ☐ Chief Mestas ☐ EA Ferrer-Miralles
☐ Chief Abraina ☐ Chief Shelton ☐ PIO Pidermann
☐ Other

Please: ☐ Follow Up ☐ Reply ☐ See me on this issue
☐ Review and Recommend ☐ Prepare for my signature ☐ FYI

Other

Remarks:

Copy to

Sue Weller

Local 587

Victoria Ariza

Ch. Hernandez

Due Date