



Western Berks Fire Department
111 Stitzer Ave.
Wernersville, PA 19565
(610) 678-1332 - Phone
(610) 898-4280 - Fax
<http://www.westernberksfire.org>

SPECIAL ORDERS



WESTERN BERKS FIRE DEPARTMENT

Special Order

Form: WB SO v.1

DATE: 12-17-13

S.O. #: 13-1

Drafted By: K.L.Kulp

Approved By: J. Weidner

All Members;

Effective immediately no purchases shall be made without completing the attached Request for Purchase Form.

The completed form shall be forwarded to the Fire Chief for review and approval and forwarded to the Fire Commissioner for final approval and processing.

This is not to preclude members from purchasing items covered by credit accounts for day to day repairs / operations.



Western Berks Fire Department
111 Stitzer Avenue
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Request to Purchase

For any product or service

Member Requesting Purchase: _____

Item(s): _____

Vendor: _____

Quote for Item(s)/Service: _____

Description of Item(s) or Service:

Initial

Date

Approved By Fire Chief: _____

Approved By Fire Commissioner: _____



WESTERN BERKS FIRE DEPARTMENT

Special Order

Form: WB SO v.1

DATE: 09-09-2014

S.O. #: 14-09-1

Drafted By: K.L.Kulp

Approved By: K.L.Kulp *KLK*

Restoration of Fire Alarm System At Grecian Terrace (S.S. Borough)

After speaking with the property manager from the above mentioned properties, we have agreed that the best action for both parties would be to “Silence” the Fire Alarm System for unfounded alarms and not to “Restore” it. If there are products of combustion present an attempt should be made to “Restore” the system.

This will allow the service technician to trouble shoot the effected detector rather than the entire system.

This will also prevent the reactivation of the system due to the same detector, preventing the unnecessary response from the Fire Department.

That being said effective immediately the responding companies shall “Silence” the system.



WESTERN BERKS FIRE DEPARTMENT

Special Order

Form: WB SO v.1

DATE: 10-16-2014

S.O. #: 14-10-1

Drafted By: K.L.Kulp

Approved By: K.L.Kulp

Apparatus Refueling

The intent of this order is to provide clarity to a standing (non-written) policy.

The subject is when to fuel apparatus.

Effective immediately apparatus shall be fueled when the fuel gauge is “noticeably” below the $\frac{3}{4}$ tank indicator.

“Noticeably” shall be defined as any space between the indicator for $\frac{3}{4}$ and the gauge needle.