



**FCM 096-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** August 26, 2016

**TO:** All Affected Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT*  
Todd A. Bower, Deputy Chief of Department *TAB*  
Steve Ellis, Division Chief, Technical Services *SE*

**FROM:** Scott Reeves, Captain/Quartermaster, Technical Services *SR*

**SUBJECT: DFD WAREHOUSE INFORMATION**

As the new Quartermaster at the DFD Warehouse, I would like to provide some clarity regarding firehouse/support supply ordering. In the process of learning the responsibilities of my new position, I quickly realized I had a very limited understanding of DFD Warehouse processes and the reasoning behind those processes. After spending some time here, I decided that I needed to share my new-found knowledge so that House Captains and other members ordering supplies can understand the inner workings of the DFD Warehouse.

A lot of you have asked about the ordering of day to day supplies needed to keep your firehouses stocked (bottled water, Gatorade, toilet paper, etc.) Specifically you asked why the order you received had been changed; you ordered five cases of water and we delivered two cases. The reason for this is space, or lack thereof. Everything you do as a firehouse is multiplied by 35 for us; there are 35 fire stations ordering from the Warehouse. We have a very limited amount of space to carry stock items, and strive to make sure that every station has what they need to run efficiently and comfortably. Please, by all means, if you run out of an item, call or email us and we will do our best to fulfill your request.

Finally, the step by step process for picking up sections of hose that need to be sent to Station 15 is:

- Email us at [dfdwarehouse@denvergov.org](mailto:dfdwarehouse@denvergov.org)
- List how many sections of hose
- List what size of hose

We will make every attempt to fit the sections of hose you would like removed onto our Warehouse delivery truck. Sometimes delivery schedules and larger sections of hose will require the stake bed truck, so your understanding and patience is much appreciated in these instances.

SR:kfc/H/FCM/2016/096-2016 DFD Warehouse Information

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)