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**Section: 1.32      Parking and Snow Removal Policy**

Effective Date:      08/28/2011

Revision Date:      11/21/2011

Approved by: Fire Chief Ehret 09/07/2011

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**SCOPE:**

This guideline applies to all South Metro Fire personnel.

**PURPOSE:**

The purpose of this policy is to assist in creating a plan for parking and snow removal expectations and plan.

**PROCEDURE:****Station 1****Parking**

The parking spaces at the front of the building are primarily reserved for the public and in-service department vehicles. When parking a department vehicle, the vehicle should be backed into place unless there is need to plug the vehicle in. Additionally, the spaces can be utilized for short term parking for staff; for example when a crew member tramps between stations for a short term or perhaps for conducting business.

**Snow Removal**

Since we typically don't have vehicles parked up front, it makes plowing fairly easy for plow crews. Flexibility with the plow crew remains key to the success and positive relationship.

Sidewalks and entrances; when you notice snow, please take a few moments to clear the snow, and monitor for ice. When ice is present please spread salt in the areas. Normally, it is WSP building maintenance, but when we notice snow or ice the expectation is for SMFD crews to handle.

The city plans to first make the front drive a priority for police and fire. When they plow the lot they ask that we keep the front park spots open to expedite plowing. The city plans to call us 10 minutes prior to snow removal in our parking lot and will likely be asking you to move the vehicles to the center lot. When you show up for work and notice the FD is in need of plowing, park in the center lot.

The city will store the snow blower in the station and is available for use.

**Station 2****Parking**

Parking is tight at station 2 making it necessary to work together. The front spot is reserved for the public; any parking in this spot is short term, however, staff may park in this spot from 2000hrs – 0800hrs.

**Snow Removal**

The city will swing through the apron area as able; their first priority has been the alley near the station, city parking lot, and the apparatus apron. When we are expecting snow, please make sure your personal vehicle is parked in a parking space. The city has expressed two normal options for plowing the parking area; option a. they will call the station giving 10 minute advanced notice typically between 0630 and 0700 or when you show up for work and notice the apron is cleaned and the parking spaces are snow covered please find and alternate location for parking until the parking space is cleared.

The city has plans to store the sweeper and blower in the station. Please keep snow accumulation cleared in front of the overhead doors and please keep the sidewalk in front of the station cleared and apply salt on the sidewalk/entrance area as needed.

Again keep in mind the city has a large area to keep clear and your continued positive working relationship is necessary with the plow crews.