



STRONG
for **YOU**

2020-AP-137

Memorandum

Date: March 12, 2020
To: All Personnel - Fire and Paramedic Staff
From: Mark Hodge
Deputy Fire Chief
Russ Crocker
Deputy Chief-Operations
Subject: COVID-19 Related Stock Orders

Effective immediately, in order to ensure critical items remain available for frontline personnel, the following procedural change has occurred concerning the ordering and issuing of the following:

- V-Flex masks
- N-95 1870 masks (Fire and Paramedics)
- P100 masks (Fire and Paramedics)
- Surgical mask (patient care Paramedics item)
- Hand sanitizer (Fire and Paramedics)
- Hand sanitizer wipes (Paramedics item)

All orders from the warehouse will only be accepted through the Platoon Chief for Fire and the Logistic Superintendent for Paramedic Services with the Deputies from both services being copied. Distribution to front-line staff will occur by request to the Platoon Chief (Fire) or Operations Superintendent (Paramedics).

MH/RC/kd