

GENERAL ORDERS
NO. 1

HEADQUARTERS FIRE DEPARTMENT,
BOSTON, JANUARY 4, 1921.

I. MOTTO.

1. Acting under rule No. 368 of the rules and regulations a member of the Fire Department suggested to the Fire Commissioner that the motto "Semper Paratus" might be inscribed on the walls of the quarters of Engine Co. 26/35. The suggestion was made with the idea that this motto could be adopted by the Boston Fire Department.
2. The Commissioner found that the motto "Semper Paratus" had already been adopted by another organization so that it could not be considered.
3. The members of the department are requested to suggest an appropriate motto for the department. The suggestions are to be submitted in writing, signed by the member of the department sending it, and forwarded to the Fire Commissioner at Headquarters, Bristol Street. All suggestions should be sent on or before the 15th day of February, 1921.

II. COMMENDATIONS.

1. Capt. Florence Donahue of Ladder Co. 5 is commended for responding to and working at fire, still alarm, corner of Dorchester Street and Broadway, January 14 1920, while on a day off.
2. Capt. Charles A. Donohoe of Ladder Co. 15 is commended for responding to and working at fire, box 2365, January 1, 1920, while on a day off.

By order of the Fire Commissioner:

Peter E. Walsh,

Chief of Department.

The last General Orders, series 1920, was numbered 61.

GENERAL ORDERS
NO. 2

HEADQUARTERS FIRE DEPARTMENT,
BOSTON, JANUARY 5, 1921.

I. PROMOTION.

1. The following promotions are announced to take effect at 9 A.M., Friday, January 7, 1921:

Lieut. Edward McDonough of Engine Co. 8 to be Captain
Ladderman Thomas D. Brown of Ladder Co. 3 to be Lieutenant,
Hoseman Thomas F. Ryan of the Fire Prevention Bureau to be
Lieutenant.

II. TRANSFERS.

1. The following transfers are announced to take effect at 9 A.M., Friday, January 7, 1921:

Captain Philip P. Leahy	From Ladder 2 to Engine 30
Captain Edward McDonough	From Engine 8 to Ladder 2
Lieut. John J. Burke	From Engine 49 to Engine 16
Lieut. Michael D. Sullivan	From Ladder 28 to Engine 8
Lieut. Thomas D. Brown	From Ladder 3 to Ladder 28
Lieut. Thomas F. Ryan	From Fire Prevention Bureau to Engine 49.

By order of the Fire Commissioner:

Peter E. Walsh,
Chief of Department.

I. INVENTORY.

1. Inventory of stock will be taken in the Bureau of Supplies and Repairs, Fire Alarm Branch, Veterinary Hospital, Fire Prevention Bureau, Wire Division, Headquarters Division, and the various fire stations and coal stations in the department.
2. Form No. 1 - "SCHEDULE OF PROPERTY" will be distributed to the various companies and divisions and an inventory of stock or property belonging to the City will be made and the several items inserted under the headings provided in said Form 1.
3. Where headings are incomplete and it is found that there is stock or material on hand not embodied in said schedule, said items will be included under the heading of "MISCELLANEOUS".
4. If tools or material on hand have been loaned by the Bureau of Supplies and Repairs, or any other branch to your company, it will be so stated under articles loaned.
5. All returns must be made to this office no later than Monday, January 31, 1921.

By order of the Fire Commissioner:

Peter E. Walsh,

Chief of Department.

I. INFLUENCE.

1. The attention of the department has been drawn to Rule No. 370 of the rules and regulations on previous occasions. A violation of the above rule will cause charges to be preferred against the member breaking the rule.

II. SUSPICIOUS FIRES.

1. Paragraph II, General Orders No. 60, series 1920, is hereby amended by striking out the second sentence and substituting in place thereof the following:

"The Fire Alarm Office will transmit the information to the Headquarters of the Boston Police Department immediately."

so that the paragraph, as amended, will read as follows:

"Officers in command of fires, which are of suspicious origin, will, in addition to notifying the police officer at the fire, on return to quarters, report the matter to the Fire Alarm Office without delay. The Fire Alarm office will transmit the information to the Headquarters of the Boston Police Department immediately. This is in addition to notices sent to the State Fire Marshal and others."

III. NEW APPARATUS IN SERVICE.

1. On January 5, 1921, Engine Co. 26 returned to the remodeled quarters on Mason Street from the temporary quarters on Vhurch Street. The tractor drawn steam fire engine formerly assigned to this company was replaced by an American-LaFrance gasoline pumping engine of 1,000 gallons capacity. An American-LaFrance combination hose and chemical car was also installed. The tractor drawn engine was put in reserve.
2. On January 5, 1921, a 750-gallon American-LaFrance gasoline pumping engine replaced the self-propelled steam fire engine formerly in service with Engine Co. 35. The Seagrave combination hose and chemical car formerly in service with this company was replaced by an American-LaFrance High Pressure Hose Car. The high pressure car is equipped with two Morse guns. There are six $2\frac{1}{2}$ inch inlets to each gun, with nozzle tips ranging from $1\frac{1}{2}$ to $2\frac{1}{2}$ inches in diameter. This wagon is to carry 2,000 feet of hose, divided as follows: 1,300 feet of 3-inch and 700 feet of $2\frac{1}{2}$ -inch hose. The self-propelled fire engine and combination hose and chemical car were placed in reserve.

IV. BOARD OF MERIT.

1. The Board of Merit is hereby re-organized and until further notice will consist of the following officers of the Department:
 Chief of Department, Peter E. Walsh, Chairman,
 Second Deputy Chief, Daniel F. Sennott
 District Chief Fitzgerald M. O'Lalor.
2. The Board will meet at the call of the Chairman.

V. NEW FIRE ALARM BOX CIRCUITS.

1. Two new fire alarm box circuits have been established, and changes from other circuits to make up these two new circuits are as follows:

<u>NO. 64 CIRCUIT</u>					<u>NO. 65 CIRCUIT</u>				
Box	2314	out	of	Circuit 21	Box	2515	out	of	Circuit 25
"	2316	"	"	" 21	"	2517	"	"	" 13
"	2341	"	"	" 21	"	2522	"	"	" 25
"	2343	"	"	" 21	"	2533	"	"	" 25
"	5121	"	"	" 14	"	254	"	"	" 25
"	5126	"	"	" 51	"	2541	"	"	" 25
"	5127	"	"	" 51	"	2543	"	"	" 25
"	5137	"	"	" 51	"	2546	"	"	" 25
"	5141	"	"	" 51	"	2615	"	"	" 13
"	5151	"	"	" 45	"	2623	"	"	" 13
"	5184	"	"	" 51	"	2625	"	"	" 13
"	5192	"	"	" 45	"	2632	"	"	" 23
"	5233	"	"	" 46	"	2712	"	"	" 13
"	5234	"	"	" 46	"	2742	"	"	" 13
"	5252	"	"	" 51	"	2744	"	"	" 13
"	5256	"	"	" 46	"	2746	"	"	" 23
"	5271	"	"	" 14	"	2756	"	"	" 23
"	5275	"	"	" 45					
"	5295	"	"	" 46					

2. Other circuit changes have been made as follows:
 Box 2516 taken out of Circuit 42 and connected into Circuit 25
 " 2544 " " " Circuit 42 " " " " 25
 " 2713 " " " Circuit 42 " " " " 13
 " 2724 " " " Circuit 42 " " " " 13
3. A new circuit card will be furnished for circuit No. ~~54~~ 65. Company commanders will see that the necessary corrections are made in the other circuit cards.

VI. COMMENDATIONS.

1. Capt. Dennis Driscoll of Engine Co. 37 is commended for responding to and working at fire, box 2552, January 11, 1921, while on a day off.
2. Capt. Philip A. Tague of Engine Co. 50 is commended for responding to and working at fire, box 455, January 11, 1921, while on a day off.
3. Capt. Joseph P. Hanton of Engine Co. 33 is commended for responding to still alarm of fire, 421 Commonwealth Avenue, January 8, 1921, while on a day off.

By order of the Fire Commissioner:

Peter E. Walsh,

Chief of Department.

I. EXAMINATION FOR PROMOTION.

1. The Department of Civil Service and Registration, Commonwealth of Massachusetts, announces that it will hold a competitive examination on Tuesday, February 1, 1921, to establish an eligible list for promotion from the rank of captain to the rank of district chief in the Boston Fire Department. All members of the department holding the rank of captain and who have served in that rank, in accordance with Civil Service Rules, for at least one year immediately preceding the date of the examination, are eligible to take the examination.
2. "Application blanks may be secured by applying in person or by letter at the office of the Department of Civil Service and Registration, Division of Civil Service, Rooms 147-152, State House, Boston. Only the first two sheets of this application need to be filled out. They should then be returned to the office of the Department of Civil Service and Registration, Division of Civil Service, to be placed on file on or before January 25, at 12:00 o'clock noon.
3. "The subjects of examination with their respective weights will be as follows: Experience (13); Thesis (4); Fire Fighting Problems; Questions on Fire Prevention; and Rules and Regulations of the Department (8); Total (25).
4. "Experience will be marked on the following basis:

One year eligible	70%
5 years following at 2% a year	10

"In estimating a man's length of service, the unit shall be six months.

"Credit for class or so-called "zone service" will be based upon the highest class or zone service an applicant has had up to the maximum of six years. Credit for this service is given only in a man's present grade. Classes or zones with their credits are as follows:

Zone A at 1/2 % per year	✓
Zone B at 1/3 % per year	✓
Zone C at 1/6 % per year	

"In estimating zone service the unit shall be six months. Length of zone service credited will correspond with and not exceed the period of eligibility plus the period for which credit is given for seniority as outlined above.

Executive officer of officer's School	2%
Drill Master	2
Engineer	1
Asst. Engineer	1
Telegrapher	1
Chauffeur	1
Aide to Chief, 1 per year. Maximum	5
Provided not more than five years have elapsed since such service.	
Acting District Chief -- 1/2% for each six months (Maximum 5 years)	
Clear record	/

Commendations - Maximum Credits

Ordinary commendations, such as responding to alarm while off duty or other meritorious act, etc	1%
High Commendation	2%
Special Commendation	3%
Roll of Merit	4%
Fitzgerald Medal	5%

Only commendations appearing in the records of the Department and received in a man's present grade will be recognized.

Penalties - Maximum Demerits

Insubordination	4%
Cowardice at Fire	4
Disrespect to superior	3
Conduct prejudicial to good order	3
Neglect of duty	3
Under influence of Liquor	3
Conduct unbecoming a member	3
Other penalties	1 to 3

"Note: Penalties given above are the maximum in each case, the particular number of points deducted being determined at the discretion of the Civil Service Commissioners.

"If an applicant has a clear record for the past five years no demerits will be given for reprimands or penalties received before that time. If however, his record for the past five years is not clear, all reprimands and penalties will be taken into consideration.

5. "Captains who make application for the examination on February 1st for promotion to District Chief, will in due time received a set of experience sheets on which Question 9 reads as follows: "Have charges ever been made against you, or have you ever been complained of, reprimanded, fined, suspended, or punished in any other way? If so, state fully the date and circumstances of each case, including penalties and final disposition." In answering this, the applicant is required to state ALL reprimands, penalties, etc., he has EVER received while a member of the Boston Fire Department.

This is necessary in order to determine whether a man has a CLEAR record, for a bonus of one per cent. for a clear record is given only to those men who have had no reprimands, etc., during their membership in the department.

6. "Credit for certificate from Fire School will be given as follows:

(a)	certificate without honor	1/2%
(b)	certificate with honor	1%
(c)	Certificate with high honor	1 1/2%
(d)	Certificate with Highest Honor	2%

7. Failure on the part of an applicant to answer fully and clearly the questions on his experience sheet will NOT be regarded as sufficient reason for withholding the establishment of the eligible list until the difficulties brought about through such failure have been settled."

8. Each applicant should bring his own penholder, pen, blotter, pencil, eraser and ink.

9. Days off for January 31 and February 1, 1921, will start at 8 A.M.

10. Changes in days off must be made so those taking the examination will go on day off February 1, 1921.

By order of the Fire Commissioner

Peter E. Walsh,
Chief of Department.

GENERAL ORDERS
NO. 7

HEADQUARTERS FIRE DEPARTMENT,
BOSTON, JANUARY 20, 1921.

I. ASSIGNMENT.

1. The following assignment of a man on probation is announced to take effect at 9 A.M., Friday, January 21, 1921:

Paul L. Doherty To Ladder 29.

II. TRANSFERS

1. The following transfers are announced to take effect at 9 A.M., Friday, January 21, 1921:

Michael F. Quirk	From Engine 26/35 to Engine 15.
Thomas P. Lane	From Ladder 28 to Engine 26/35

By order of the Fire Commissioner:

Peter E. Walsh,

Chief of Department.

I. COLD WEATHER PRECAUTIONS.

1. During cold weather, officers in charge of motor apparatus of American-LaFrance make will see that the following precautions are strictly observed.
2. CARBURATOR CHOKER - Be careful to avoid running the motor with the carburetor choke control raised. This control should be used only for a few seconds at starting, and gradually worked down until out of use as the motor warms up. Too rich a carburetor mixture and improper use of the choke control results in the dilution of oil in the crankcase.
3. GAUGES - PUMPS - Especial care and attention should be given pumpers to prevent freezing of the auxiliary cooling line, gauge lines and pump. After every pump operation, the pump should be immediately drained. Allow it to turn over slowly and screw down the grease cups on the pump head, or inject oil with the Swift lubricator, thus expelling the water and lubricating the pump for its next service. The drain cocks underneath the gauges should be opened so that the water can drain there, and prevent the freezing of these lines, unless glycerine is used in the pressure gauge line, in which instance, of course, you would not want to drain the glycerine. By shutting off the valve immediately above the water circulating pump on the motor in the auxiliary cooling line, it is possible to drain this cooling line by opening up the valve underneath the left hand corner of the seat, where the cooling line from the pump makes the angular turn to the motor.
4. RELIEF VALVE - The relief valve also should be given attention after every pumping operation by removing the hexagonal-headed cap and wiping the chamber clear of water. Introduce a light grade of oil, and push the plunger down with the thumb until it returns of its own accord. This will assure you that the relief valve is in proper condition for its next operation.
5. RUNNING GEAR - The cooling system is not the only part of an automobile which suffers severe strains in freezing weather. When the streets are covered with ice and snow or large and deep snow-drifts are encountered, it is very essential that the running gear, clutch and brakes of the apparatus are in good condition.
6. BRAKES - All braking parts, spring shackle bolts, etc., needing lubrication about the apparatus should receive careful attention and a great deal lighter grade of grease should be used in the winter time than in the summer.

7. TRANSMISSION - The grease level in transmissions should be carefully inspected, especially in pumpers. If the kind of grease being used does not flow properly in cold weather, the gears will merely cut a path in the grease and then run dry. We would suggest that a grease of the proper consistency for the cold weather be used. On pumping cars, the grease level should be to the top of the road transmission, so that the pump transmission gears can receive a sufficient supply of lubrication. On other cars the grease level should be over the top of the secondary shaft.
8. CLUTCH - In parts of the country where snow drifts are encountered, the clutch will probably receive more abuse in bucking snow-drifts than any other part of the apparatus, and for your own protection it behooves you to make sure that your clutch is in good condition and properly adjusted. Be sure there is a space of at least a $\frac{1}{4}$ " to $\frac{1}{2}$ " between the actuating ring and adjusting ring or clutch cover when the clutch is fully engaged. Your clutch pedal lever should have $\frac{1}{8}$ " to $\frac{3}{4}$ " clearance underneath floor boards before touching the floor boards.
9. Last, but not least, make sure that your supply of skid chains is in good condition and instantly available.

By order of the Fire Commissioner:

Peter E. Walsh,

Chief of Department.

I. CORRECTION.

1. In the assignment of Men on Probation, Paul L. Doherty, Paragraph I, General Orders No. 7, c.s., "Ladder Co. 29" should read "Ladder Co. 28".

II. VETERINARY SURGEON.

1. The duties of the Veterinary Surgeon of the Department, Dr. Daniel P. Keogh are extended this day by including as part of his work the supervision of all houses of the department as regards sanitary conditions, repairs, etc.
2. The Veterinary Surgeon will make regular and frequent inspections of all houses of the department and submit his reports and recommendations, through official channels, to the Commissioner.

III. PAID DETAILS.

1. General Orders No. 53, series 1920, is hereby amended by substituting the following new schedule of prices for officers and members of this department assigned to paid details, the same to go into effect this day:

Continuous Details of members for 24 hours for one or more days to be divided into three periods, with rates as follows:

From 9 A.M. to 5 P.M.-----\$6.00 From 5 P.M. to 1 A.M.---\$6.00
From 1 A.M. to 9 A.M.-----\$6.00

THEATRES having permanent details for the season:

Each performance, day or evening-----\$3.00

BASEBALL GAMES.

SINGLE		DOUBLE HEADERS	
Lieutenants-----	\$5.00	Lieutenants-----	\$6.00
Members-----	3.50	Members-----	4.50

FOOT BALL GAMES

IMPORTANT GAMES		MINOR GAMES	
Lieutenants-----	\$6.00	Lieutenants-----	\$4.00
Members-----	4.00	Members-----	3.00

CIRCUS DETAILS

DAY		EVENING	
Lieutenants-----	\$5.00	Lieutenants-----	\$5.00
Members-----	3.50	Members-----	3.50

Firms, Corporations or individuals, desiring continuous services of Members during the day time from 7 A.M., to 5 P.M. one hour being allowed for lunch-----\$6.00. For all other details, except as specified, the rate charged to be as follows:

For two hours or fractional part thereof-----\$2.50

For more than two hours-----\$1.25 per hour for first two hours, and 75¢ for each additional hour or fraction thereof.

By order of the Fire Commissioner:
Peter E. Walsh,
Chief of Department.

I. WORCESTER FIRE.

1. On January 19, 1921, Engine Co. 26 was sent to Worcester in response to a request for help. The detailed consisted of Engine 26, a 1,000-gallon motor driven pumping engine, a motor driven combination hose and chemical car, one officer and ten men. In addition the Engineer of Motor Apparatus of this department was ordered to accompany the apparatus.
2. The apparatus left Mason Street at 6:30 A.M., and under its own power reached the fire, over the road, in two hours and ten minutes, after a run of approximately forty-six miles.
3. The apparatus from Boston was ordered to the Central Fire Station, on arriving in Worcester, with instructions to answer any alarms that might be received. At 10.20 A.M., the apparatus being no longer needed, it was released by the Chief of the Worcester Fire Department and ordered to return to Boston. The apparatus returned in approximately the same length of time that was taken in going to Worcester. The total mileage covered was approximately ninety-two miles.
4. In reference to the service rendered at the Worcester fire by the Boston Fire Department, His Honor, Mayor Andrew J. Peters, says in a special communication:

"At this time I desire to congratulate you and the members of your department on the splendid services which Engine Co. 26 rendered at the Worcester Fire. The run to Worcester was indeed a severe test of the discipline and courage of your men and their conduct deserves my highest commendation."

II. COMMENDATIONS.

1. Capt. Michael F. Silva of Engine Co. 48 is commended for responding to and working at fire, 28 Garfield Street, still alarm, January 24, 1921, while on a day off.
2. District Chief Frank A. Sweeney of Fire District No. 7 is commended for responding to and working at fire, 1021 Washington street, still alarm, January 26, 1921.

By order of the Fire Commissioner:

Peter E. Walsh,
Chief of Department.

GENERAL ORDERS
NO. 11

HEADQUARTERS FIRE DEPARTMENT,
BOSTON, JANUARY 31, 1921.

I. DEPARTMENT BALL.

1. Members of the department detailed for duty at the Department Ball will report to the Floor Marshal, Lieutenant Louis C. Stickel, at Mechanic's Hall, Monday, February 7, 1921, at 6 P.M., sharp.
2. Members will attend strictly to the duties assigned them.
3. Company Commanders will arrange exchange of days-off in order that those men detailed to the Ball will be assigned that day for their regular day-off.
4. The regulation uniform, sack coat, white shirt, white standing collar, white gloves and aide badge will be worn on this occasion.
5. Members of the Department who are to act as aides at the Annual Ball will report to Captain Charles A. Donohoe at 10:30 A.M., February 3, 4 and 5, at Mechanic's Hall, Huntington Avenue, to be drilled. Members will enter the hall for these drills at door No. 135.

II. EXAMINATION FOR CAPTAINS..

1. The examination for captains for promotion to the rank of district chief will be held at 9 A.M., Tuesday, February 1, 1921, at the State House, at room 15. All captains who have filed applications to take the examination will report at the above mentioned time and place.

By order of the Fire Commissioner:

Peter E. Walsh,
Chief of Department.

I. COMMENDATIONS.

1. The Board of Merit, organized under paragraph IV, General Orders No. 5, c.s., has met and investigated certain cases referred to it by the Fire Commissioner. The findings of the Board of Merit, approved by the Commissioner, are as follows:
2. **COMMENDATION FOR HOSEMAN WILLIAM E. DOLAN OF ENGINE CO. 42.**
Hoseman Dolan stopped a runaway horse at the corner of Caroline Avenue and Newburn Street at 12:20 P.M., April 6, 1923, while on a day-off, at a time when the streets in that vicinity were crowded with school children.
3. **COMMENDATION FOR LADDERMAN FRANCIS KEHOE OF LADDER CO. 29.**
Ladderman Francis Kehoe stopped a runaway horse attached to a light wagon on Warren Street near Grove Hall Station at 1:45 P.M., May 20, 1920. By his prompt action, Ladderman Kehoe probably saved a woman and child from serious injury, as witnesses aver they were directly in the path of the horse when brought to a stop.
4. **HIGH COMMENDATION FOR CAPTAIN P.J.V. KELLEY OF ENGINE CO. 23.**
At 12:30 P.M., June 9, 1920, a horse attached to a city cart becoming frightened by a passing elevated train on Washington Street near Brookline Street, bolted, throwing the driver and one of the helpers to the street. Captain Kelley made a dash, caught the bridle of the horse and was dragged a considerable distance, finally stopping the horse in the doorway of the drug store at corner of Washington and Brookline Streets. His determination in holding onto the horse without regard to his own safety probably averted a serious accident.
5. **HIGH COMMENDATION FOR HOSEMAN DANIEL A. GILL OF ENGINE CO. 36.**
Hoseman Gill, while on a day-off Sunday, August 29, 1920, and visiting at Silver Lake, Wilmington, Mass., applied artificial respiration on a boy named Carl Burke of Reading, who, while bathing sank to the bottom of the lake remaining five minutes before he was brought to ~~xx~~ shore in an unconscious condition. Hoseman Gill applied artificial respiration for thirty minutes, and by his good judgement and persistent efforts, the boy was revived and his life saved, according to witnesses present, including Dr. Buck of Wilmington.
6. **COMMENDATION FOR LADDERMAN JOSEPH A. HAYNER.**
At 2 P.M., September 13, 1920, while at the quarters of Engine Co. 14, in charge of 2nd Deputy Chief Sennott's automobiles, received notice from a police officer from Division 10 that a woman was unconscious from the inhalation of illuminating gas. He proceeded ~~in~~ with the automobile to the quarters of Ladder Co. 4, after getting in touch with 2nd Deputy Chief Sennott, procured a pulmotor and from thence to #12 Highland Street, operated the pulmotor and saved the woman's life.

7. **COMMENDATION FOR HOSEMAN WILLIAM J. HENNESSEY OF ENGINE Co.2.**
Hoseman Hennessey, while in a hay-loft in quarters of Engine Co. 2, saw a runaway horse attached to a light grocery wagon coming down over Broadway Hill from H. Street. He immediately ran down stairs and out the front door, grabbed the horse by the bridle and was dragged a considerable distance before stopping him at the corner of O and East 4th Streets.
8. **HIGH COMMENDATION FOR JOSEPH J. CASEY, HOSEMAN OF ENGINE CO.15.**
Hoseman Casey was driving the Christie tractor steamer responding to box 1411 at 3:29 P.M., October 9, 1920, Fire Prevention Day, proceeding along Dorchester Ave approaching Summer Street, a five passenger automobile appeared directly ahead. Hoseman Casey turned out of the rail to clear the car when the driver of the car turned again in Casey's path and by his race good judgement and skill, he avoided a serious accident to the occupants of the car.
9. **HOSEMAN COMMENDATION FOR HOSEMAN MICHAEL J. MCGONIGLE OF Eng.12.**
At 3:15 P.M., October 8, 1920, while Hoseman McGonigle was exercising horses on Forest Street he saw a runaway horse attached to a light wagon running down Vine Street from Mt. Pleasant Avenue. Hoseman McGonigle turned the care of the fire horses over to a citizen, run after and caught the runaway horse in time to avert serious injury to the driver, Mr. Harry Green of #43 Elmo St., Dorchester, who was lying across the whiffletree in a helpless condition.
10. **COMMENDATION FOR LADDERMAN WILLIAM H. SULLIVAN OF LADDER CO. 8.**
At 5 P.M., October 11, 1920, while going to supper, Ladderman Sullivan stopped four runaway horses between Canal and Causeway Streets. The horses were being taken from Brook's Sale Stable to the Boston & Maine freight sheds. The horses became frightened at the noise of the elevated trains and broke away from the man leading them. The streets in the vicinity at this time were crowded with people going to the North Station.
11. **COMMENDATION FOR LADDERMAN EDWARD J. DONELAN OF LADDER 23.**
At 9:45 A.M., November 1, 1920, Ladderman Donelan stopped a runaway horse attached to a wagon owned by James J. Gentle of Mattapan, on Park Street near the corner of Alpha Road, Dorchester.

By order of the Fire Commissioner:

Peter E. Walsh,
Chief of Department.

I. INSPECTION REPORT
FORM 12.

1. A new form on which brief reports of buildings and premises are to be made is hereby issued to the department, - numbered FORM 12.
2. This report is intended to cover in brief, hazardous conditions, such as combustible waste material; defective smoke pipes; use of volatile inflammable fluids; etc., which are often found to exist in buildings and on premises.
3. Reports covering a large number of complaints with recommendations in one building are to be forwarded on Form 5 as heretofore.

II. MEDICAL EXAMINER'S FORM.
FORM 6 A.

1. FORM 6 A. in use by the Medical Examiner reporting members back to LIGHT HOUSE, LIGHT or FULL duty is enlarged and now includes space for a return report, which is to be filled out by company commanders when members referred to report at the time specified by the Medical Examiner.
2. Whenever members referred to by the Medical Examiner do not report at the time specified, company commanders will make a brief statement to that effect in the column of remarks.
3. Company commanders will forward these reports through regular channels.

By order of the Fire Commissioner:

Peter E. Walsh,
Chief of Department.

I. INSTRUCTIONS FOR CARE AND OPERATION
OF THAWING DEVICE.

1. The following instructions for the care and operation of the Ross thawing devices to be used in the department:

2. TO PREPARE THAWING DEVICE FOR USE.

Fill copper water tank "A" (Capacity of water tank about two gallons) through filling cap "B" with solution consisting of 1/2 denatured alcohol and 1/2 water. This mixture is used to prevent freezing when device is not in use and will stand about 40 degrees below zero. Be sure air vent hole in filling cap "B" is open and not plugged.

Prest-O-Lite tank "C" should be connected to burner base "D" and to obtain satisfactory results, the Prest-O-Lite tank should register at least 80 pounds. If pressure is less, tank should be replaced by a new one as not enough gas is furnished the burner to give sufficient heat for thawing. The proper size Prest-O-Lite tank "C" to use, is known as the Prest-O-Lite style "B".

3. TO OPERATE THAWING DEVICE.

Place lighted match or tapers over gas burners "E" through opening in metal shield "F" surrounding burners. Open Prest-O-Lite valve "G" slowly until gas ignites at burner, then continue opening valve until flame projects 8" to 10" above the top of the device. Start pumping water into coils "H" immediately by operating force pump handle "I". At no time after the burners have been lighted should the operator stop pumping as serious damage will be done to the coils by overheating and burning out same. Pump handle "I" should be operated at the rate of about 75 to 100 strokes per minute. If flame is not applied to burner until after gas is turned on, a loud pop will result similar to a back fire in an automobile. This, however, will cause no damage but will be avoided by holding flame over burner while turning on gas.

It is advisable to have the nozzle in the open air until the device is in operation. The operator can see when steam is coming from the nozzle. When insert the nozzle in the hydrant and use a fair amount of pressure so that same is always being forced against the ice. Not over 20 seconds should elapse from the time the device is started before steam is coming from the nozzle ready for thawing.

It is IMPORTANT that the operator of the thawing device operate it out of doors several times before trying to thaw out a hydrant in order to become familiar with the device and learn how to operate it efficiently to get the best results possible.

While operating the device in practice, the nozzle should be placed so that the operator can see it and become accustomed to regulating the speed at which he operates the pump to correspond with the amount of heat supplied the coil by the burner.

It requires about two complete turns to open the valve of the Prest-O-Lite tank wide, and it will be noted that it starts to close again after reaching its maximum opening.

When device is properly operated, steam as it leaves the nozzle will be blue and transparent, condensing to a white vapor within a few inches. If steam leaves nozzle in form of heavy white vapor accompanied by water and fine spray, it is an indication that pump is being operated too fast, gas is not turned on enough, or pressure in gas tank is too low. This condition should be remedied, if possible, by turning on more gas to give greater heat. If this is not possible, then pump slower. Maximum efficiency can not be obtained with pressure in gas tank below 80 pounds.

After using the device a few times with the nozzle where the operator can see it, he will know how fast he can operate the pump to get the proper results by watching the steam as it issues from the nozzle.

4. TO PREPARE DEVICE FOR SERVICE AFTER USING.

Drain tank and re-fill with a fresh non-freezing solution 1/2 denatured alcohol and 1/2 water. Alcohol evaporates at a lower temperature than water and a new solution should be used each time after operating in order to be sure tank is filled with a non-freezing solution as it is impossible to tell without the proper hydrometer how much alcohol is left in the solution after operating.

If Prest-O-Lite tank does not show 80 pounds pressure, replace tank with a new one.

A strong odor of alcohol will be noticed from the escaping steam. This is as it should be and need not cause any uneasiness. The solution from which the steam is generated is composed of 1/2 alcohol and 1/2 water; the odor being caused by the evaporation of the alcohol.

There is a drop in the pressure of the Prest-O-Lite tank if exposed to cold. A tank in a warm house registering 100 pounds will drop in a few minutes, exposure to weather of Zero to 80 pounds. More satisfactory results will be obtained in actual service if a newly charged style "B" size Prest-O-Lite tank is substituted each time the device has been run for any considerable time.

The tank pressure may be tested while in quarters by turning on gas and lighting burners, but not having them lit over two or three seconds or just long enough to make sure the flame has the desired force. In this case, the pump need not be operated.

By order of the Fire Commissioner:

Peter E. Walsh,
Chief of Department.