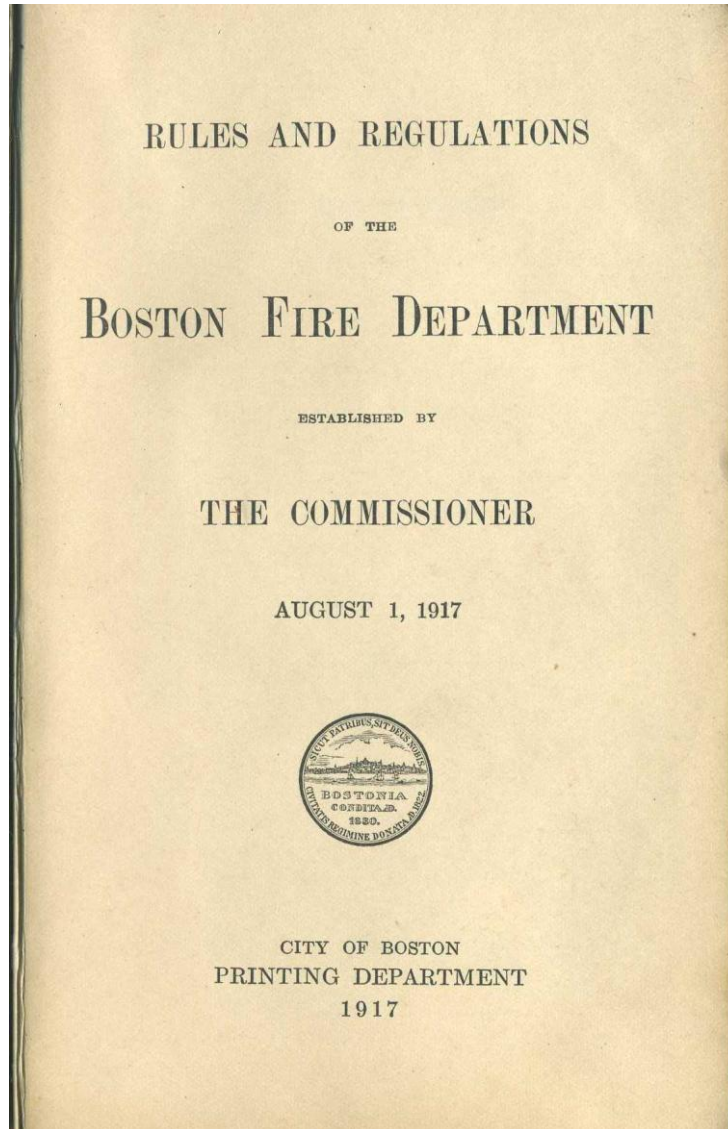


Courtesy: Roderick J. Fraser, Jr., Boston Fire Commissioner



Fire Commissioner

JOHN GRADY

Chief Clerk

BENJAMIN F. UNDERHILL

Chief of Department

PETER F. McDONOUGH

G. W. M. James

Ladder 28

Hyde Park

Badge No. 724

No code of rules can be devised which will provide a specific formula for every circumstance and condition, and every combination of circumstances and conditions, liable to confront the fireman in the course of duty. Nevertheless, it is expected that the within rules and regulations will be found comprehensive enough to fairly cover, either specifically or in a general way, the duties and obligations of the officers and members of the fire department of the city of Boston. When a contingency arises for which specific provision has not been made, the fireman of experience and judgment will not fail to deal with it in the spirit of the rules and in a manner creditable to himself and to the department.

The results achieved by the department depend largely upon the manner in which its officers exercise the authority intrusted to them. This authority should be exercised without fear or favor, and never suffered to lapse into pernicious inactivity. This does not mean that an officer should be a martinet, but it *does* mean that he should be a good disciplinarian, qualified to command respect as well as to inculcate and enforce obedience. An officer who is too indolent or too timid to administer reasonable rules in a reasonable way is out of place in an organization charged with protecting the city from its worst enemy — *Fire*.

The efficiency, loyalty and sense of duty of its members constitute the best assets of the department; and those who contribute most in these respects — who cheerfully do what they ought, rather than grudgingly what they must — will be accounted its best members, with best claims to preferment.

Whether his task shall be to quench a petty blaze or to quell a raging conflagration, the fireman does not know when the alarm sounds. But he *does* know that a few minutes sooner or a few minutes later in coming to grips with the enemy may decide that question — may, when the “all-out” sounds, mean all the difference between a slightly damaged barn and a fire-gutted city. And the good fireman governs himself accordingly, and is ever ready to sweep fireward on the stroke of the tapper, for he knows that *preparedness* is the first principle of firemanship, and *time* an all-essential factor in fire-fighting.

RULES AND REGULATIONS OF THE
FIRE DEPARTMENT OF THE
CITY OF BOSTON.

The fire commissioner of the city of Boston hereby establishes the following rules and regulations for the government and discipline of the fire department of said city, reserving the right (subject to law and ordinance) to amend, revoke or add to such rules and regulations, or to make special exception to any thereof, at his discretion:

DEFINITIONS.

1. In these rules and regulations, unless qualified by other words:

(a) The word "department" shall mean the fire department of the city of Boston.

(b) The word "commissioner" shall mean the fire commissioner of the city of Boston.

(c) The word "rules" shall mean the rules and regulations of the fire department of the city of Boston.

2. The word "officer" or "officers," as used in these rules, shall include and apply to any and every person who has regular and permanent control or oversight of men and supervision of their work.

3. For the purposes of these rules, other words and terms occurring herein shall be construed in accordance with the following:

The word "headquarters" shall mean the office of the fire commissioner, *i. e.*, the administrative centre of the department.

The term "fire force" shall mean the uniformed force employed for the purpose of extinguishing fires, under the direction of the chief of department.

The terms "division headquarters" and "district headquarters" shall mean, respectively, the home quarters of a deputy chief and of a district chief.

4. Unless the sense or context otherwise requires,* the word "report" shall mean a report made to headquarters in writing, and, when used as a verb, shall imply that the report is to be so made. The word "section" shall apply to any one group of rules under a common heading.

5. The word "notify" shall imply *oral* notification, usually by telephone, except when the notification can be readily and more conveniently given in person.

6. For convenience of reference, the rules herein are numbered and subparagraphs letter-designated, and they shall be referred to accordingly, as, for instance, "Rule 14," "Rule 15a."

ORGANIZATION.

7. The department shall comprise the following:

- Headquarters.
- Fire Force.
- Fire-alarm Branch.
- Repair Division.
- Veterinary Service.
- Medical Service.
- Motor Service.

Hereinafter, for convenience and brevity, the fire-alarm branch, repair division and veterinary service shall be referred to collectively as "branch services,"

* As, for instance, in Rules 19, 67, 105, 106, 145, 399, and a few others.

and the officers in charge thereof as "heads of branch services," and both terms shall be construed accordingly.

8. The fire force shall be organized into companies classified as engine, ladder, chemical and tower companies. The class and number of a company shall be its official designation; thus, "Engine Company 1," "Ladder Company 2."

9. The officers of the fire force shall have titles as follows, and shall rank in order of mention:

- Chief of Department.
- Senior Deputy Chief.
- Junior Deputy Chief.
- District Chief.
- Captain.
- Lieutenant.

10. The officers in charge of branch services, etc., shall have titles as follows:

- Fire-alarm Branch . . . Superintendent of Fire Alarm.
- Repair Division . . . Superintendent of Repairs.
- Veterinary Service . . . Veterinary Surgeon.
- Medical Service . . . Medical Examiner.
- Motor Service . . . Supervisor of Motor Apparatus.

11. For fire purposes the city shall be divided into fifteen fire districts (numbered 1 to 15, respectively), each under the charge of a district chief, which districts shall be grouped into two divisions, namely:

- Division 1 — Comprising districts 1 to 7, inclusive.
- Division 2 — Comprising districts 8 to 15, inclusive.

These divisions shall be, respectively, under the charge of the senior deputy chief and the junior deputy chief.

MONTHLY CONFERENCES.

12. Monthly conferences, presided over by the commissioner, will be held at headquarters on the first secular day of each month (not a holiday) for discussion of the needs of the department and consideration of suggestions and recommendations for the good of the service. Each such conference shall be attended by the chief of department and the deputy chief and district chiefs whom he may designate.

CHIEF CLERK.

13. The chief clerk shall be responsible directly, and only, to the commissioner. He shall have charge of the office of the commissioner and shall keep it open for business during the hours prescribed by ordinance.

14. He shall have the care and custody of all books, records, papers, etc., in the office of the commissioner; shall be responsible for the maintenance of a proper system of accounting and the keeping of necessary records; and shall provide suitable blank forms and all needed stationery and office supplies.

15. He shall have control and direction of the clerks employed in the office of the commissioner, to each of whom he shall assign a definite portion of the clerical work of the office, which work shall include the following:

- (a) The keeping of all records and accounts required to be kept.
- (b) Office correspondence.
- (c) The making up of pay rolls.
- (d) Examination and verification of bills and demands rendered against the department, and the placing of same upon the monthly draft.

(e) Filing and indexing, the latter to include a printed subject-index to each annual series of general orders, for distribution to the department.

(f) Other clerical work as necessary.

16. He shall keep, or cause to be kept, books and records showing:

(a) All official action of the commissioner.

(b) Full name, date and place of birth, former occupation and service record * of every member and employee of the department.

(c) Badge number, height and weight of each member.

(d) Time lost by any member on account of sickness, or otherwise.

(e) Appropriations, receipts, expenditures and unexpended balances.

(f) Expenditures on account of the respective companies and branch services.

(g) Fire statistics (compiled and tabulated from fire reports and giving complete detailed information relative to all fires and alarms).

(h) Permits issued and licenses approved by the commissioner.

(i) Details of bids and contracts.

(j) Property belonging to the department.

(k) Members awarded the "John E. Fitzgerald Medal," placed on the "Roll of Merit," or furnished a "Veteran's Certificate."

17. He shall furnish each member of the fire force

* The "service record" of a member shall include the dates of original and permanent appointment (and of reinstatement, if any), together with dates and necessary particulars of original assignment and of any subsequent transfer, promotion, recognition for merit, penalty, discharge, retirement, etc., while in the service of the department.

with a certificate of original appointment and, if entitled thereto, with other certificates as follows:

- (a) Permanent appointment.
- (b) Transfer.
- (c) Promotion.
- (d) Veteran's certificate (if requested).
- (e) Retirement or honorable discharge.

18. He shall make, or cause to be made, a compilation of the laws relating to the department enacted at each session of the Legislature, and shall have same printed and distributed to the department as soon as practicable after each such session.

19. He shall see that reports, lists, estimates and accounts are duly transmitted to the mayor and heads of public departments as required by law or ordinance, or rule or regulation thereunder, or as directed by the commissioner.

20. He shall duly deposit with the city collector all revenue derived from permit fees, sales of old material, etc.

21. He shall distribute to the department all general orders and shall furnish district chiefs with notices of licenses granted in their respective districts.

22. He shall refer hose reports to the superintendent of repairs, reports on motor apparatus to the supervisor of motor apparatus, and reports of specially meritorious acts to the board of merit.

CHIEF OF DEPARTMENT.

23. The chief of department shall act as the executive officer of the commissioner, shall be the head of the fire force, and shall direct the work of the members of the department in case of fire. He shall enforce the rules

and regulations of the department and promulgate general orders issued by the commissioner.

24. He shall, as often as practicable, assure himself, by personal inspection, that the several companies are maintained at maximum efficiency and the several fire stations properly ordered and conducted.

25. He shall make daily report of the number of men on duty in each company, and shall make arrangements for vacations and days off of deputy chiefs and district chiefs.

26. He shall cause annual inspection and test to be made of all apparatus and equipment, including hose, and shall make such arrangements in connection therewith as he deems necessary.

DEPUTY CHIEFS.

27. Deputy chiefs shall, in their respective divisions, have command of the officers and men of the fire force and be responsible for the maintenance of discipline and efficiency.

28. Deputy chiefs shall have general supervision of the fire stations and coal depots in their respective divisions, and shall see that they are conducted and maintained in accordance with rules.

29. Each deputy chief shall visit every district headquarters in his division at least three times a month, and every other fire station therein at least four times a year. He shall make quarterly inspection of the companies, fire stations, horses, harnesses, uniforms, company books and papers, and coal depots and coal wagons in his division, and shall report on all inspections so made.

30. He shall annually, on the first day of October,

submit a report, on Form 18, for each company in his division, giving the information called for on said form as regards efficiency, condition, etc.

31. He shall supervise the annual inspection and test of hose, apparatus and equipment in his division, and report on same.

32. If notified by a district chief that his district is undermanned, or likely to become so, the deputy chief shall take the necessary action.

DISTRICT CHIEFS.

33. In so far as an individual district chief is concerned, the rules in this section shall, in their application, be limited to his particular district or jurisdiction.

34. Each district chief shall have command of the fire force quartered in his district and shall be responsible for the maintenance of its discipline and efficiency.

35. He shall arrange his district into subdistricts, each of which shall be under the immediate supervision of the commander of the company located therein.

36. A district chief shall not leave his district except in accordance with the rules or as required or authorized by his superiors.

37. He shall visit each fire station daily and see that it is conducted and maintained in accordance with rules; that the company is properly officered; that the apparatus is in efficient condition and adequately manned; that the horses are properly cared for; that the books are being properly kept; and that all necessary supplies are on hand.

38. He shall, from time to time, visit each coal depot and see that the premises are kept clean and in proper condition; that an adequate coal supply is on hand;

and that the coal wagons are loaded and ready, with pole and trace chains suitably painted. He shall also satisfy himself that the wagons are washed monthly and axles kept greased.

39. He shall make weekly and monthly reports on the basis of weekly and monthly reports made to him by company commanders, monthly reports on inspection of uniforms, and weekly and monthly reports covering, respectively, weekly and monthly building inspections.

40. He shall promptly investigate the following, and shall make special reports thereon:

(a) Fires known or suspected to be of incendiary origin.

(b) Fires which damage the property of more than one owner, if caused by carelessness or design.

(c) Fires which occur where charcoal is kept or stored.

(d) Fires which occur in theatres or other places licensed by the mayor.

(e) All cases of accident, collision, loss of life, injury to person or damage to property, due to, or in any degree connected with, the operations of his command.

(f) All matters referred to him for investigation and report, such as applications for permits or licenses, communications, complaints, suggestions, etc.

41. He shall examine places holding licenses approved or permits issued by the commissioner, and report any violation of license or permit conditions.

42. He shall not approve or recommend approval of an application for a permit or license until all necessary conditions and requirements are fully complied with.

43. He shall notify the chief of department, deputy chief of division, superintendent of repairs and supervision of motor apparatus of the following:

- (a) Disablement or poor condition of apparatus, vehicles, etc., or any repairs needed in same;
- (b) Defective or inadequate equipment;
- (c) Withdrawal of apparatus from service;

but the said superintendent or supervisor shall be notified only of such defects or deficiencies as concern him, and when these are of minor character the notifications to the chief of department and deputy chief may be omitted.

44. When informed or aware of any street, bridge or ferry conditions that might cause delay or accident to the apparatus, he shall notify department officers concerned therewith of such conditions; and, similarly, shall notify the police or other public officials of any happening, accident or condition requiring attention at their hands.

45. He shall make such details from one company to another as will prevent the strength of any company from falling below an efficient minimum, and if his district is undermanned, or likely to become so, he shall inform the deputy chief accordingly.

46. He shall make arrangements with company commanders for the following, giving such instructions in connection therewith as he deems necessary:

- Company drill.
- Fire drill in theatres and motion-picture houses.
- Inspection of buildings.
- Detailing of members.

47. It shall also be the duty of a district chief to:

- (a) Inspect all uniforms monthly.
- (b) Inspect roof signs when requested and report thereon.

(c) Keep a card record of buildings inspected.

(d) Make arrangements for days off of company commanders.

(e) Make arrangements for competent supervision of the loading and transportation of explosives.*

(f) Make recommendations, as necessary, in regard to establishment of hydrants, change of type, etc.

48. Fire drill in schools (public and private) shall be conducted and reported on by district chiefs, who will in all cases make arrangements in advance with the principal, master or other person in charge.

49. District chiefs are authorized to issue permits which have been duly signed by the commissioner for the storage and sale of fireworks and fire crackers, and for the burning of rubbish, etc., in the open air. Permits for bonfires will be issued from headquarters.

50. District chiefs are especially charged with the enforcement of the rules and regulations of the fire prevention commissioner.

MEDICAL EXAMINER.

51. The medical examiner shall keep his office at headquarters open from 10.30 a. m. to 12 m. on every day on which the office of the commissioner is open.

52. He shall make physical examination of the following persons and shall keep record of such examinations:

Applicants contemplated for appointment on probation.

Probationers before permanent appointment.

* When such loading or transportation concerns two or more districts the arrangements shall be made by the deputy chief.

Applicants for retirement on grounds of injury or disability, and members contemplated for retirement on such grounds.

Members ordered to report for examination on account of sickness, injury or disability, or for the purpose of determining their fitness for any particular duty or return to duty.

53. He shall have general oversight of members off duty on account of sickness, injury or disability.

54. He shall, at his discretion or as required by the commissioner, visit such sick or injured members as are unable to report at his office.

55. He shall instruct members in the giving of "First Aid."

56. He shall inspect all medicine chests semi-annually and report any first-aid kits not in keeping with requirements.

COMPANY COMMANDERS—FIRE STATIONS.

57. The company commander shall have charge of company quarters, and control and direction of members assigned or detailed to his command.

58. He shall have custody of all department property in his fire station, and shall be responsible for its condition and safekeeping.

59. He shall carry out all instructions from his district chief, and shall be responsible for enforcement of the rules in so far as they concern or pertain to his command, quarters or subdistrict.

60. He shall call the roll of the company, daily, at 9 a. m. At that hour all members shall assemble on the apparatus floor, in regulation uniform, and align in order of height, except that the lieutenant (when not

himself in charge) shall take position on the extreme right, or, if there be two lieutenants, the senior on the extreme right and the junior on the extreme left. In addition to calling the roll, the company commander shall read all general and special orders received since last roll-call, call attention to anything objectionable or irregular in dress, deportment or otherwise, and give such instructions as he deems necessary.

61. He shall see that his men are correctly uniformed and of neat and businesslike appearance when on patrol, on the street, or anywhere in public.

62. He shall make arrangements for patrol duty, days off and meal hours, allowing each member for meal hours, daily, either three periods of one hour and fifteen minutes each, or two periods of two hours each. He shall equalize the number of men absent on the several meal shifts as closely as possible.

63. Assignments of days off and meal hours may be changed in case of emergency, or to meet special conditions, such as the taking of examinations, detailing of members on escort or ball duty, etc.

64. He shall apportion house duties among the men as fairly as possible, and equalize assignments to any particular class of duty as far as possible.

65. He shall note in the company journal the number and date of receipt of any general order announcing changes in assignment cards, and the name of the member charged with the making of such changes on the cards.

66. He shall make daily report on Form 11.

67. He shall drill his company once a week and shall make weekly report to the district chief on (a) company drill, (b) buildings inspected. Hose testing shall be considered an exercise in company drill.

68. He shall make monthly reports to the district chief on the following:

- Conduct and efficiency of probationers.
- Schoolhouse inspection.
- External condition of hydrants.
- Days off and vacations of members.
- Horseshoeing slips and bills.
- Washing for previous month.
- Meter readings (water, gas and electric).
- Gasoline consumption (for each separate piece of apparatus).
- Sanitary condition of quarters.

69. He shall report transfer of horses and make monthly reports on hose.

70. He shall notify the district chief of the following and make special report in each case to headquarters:

- (a) Injury or sudden illness of members.
- (b) Hydrants found out of order.
- (c) Disablement or poor condition of apparatus, vehicles, etc., or any repairs needed on same.
- (d) Withdrawal of apparatus from service.
- (e) Defective or inadequate equipment.

In case of withdrawal of motor apparatus from service, a card report, on the form provided, shall accompany the report made on Form 5.

71. He shall also notify the district chief of apparatus being undermanned, of hose used at fires, and of uniforms or parts of uniform obtained by members.

72. He shall notify the chief of the district in which a fire occurs of any injury to a member of his company at such fire, and the amount of hose used thereat by his company.

73. He shall notify the superintendent of fire alarm of any defects or deficiencies in lighting outfit or appliances,

or in any work done in quarters by employees of the fire alarm branch. The superintendent of repairs and the supervisor of motor apparatus shall be similarly notified as regards any defective work by their men.

74. He shall notify the veterinary surgeon of sickness, injury or unfitness for service of horses, and of hay, grain, straw or bran found below standard.

75. He shall be held responsible for the upkeep of company apparatus and its proper outfitting with all necessary appliances and accessories, such as wrenches, reducers, life nets, lanterns, first-aid kits, etc.

76. He shall see that monthly inspection is made of all hydrants, hydrant location signs and instruction signs (for the giving of alarms) in his subdistrict; that hydrants are salted as necessary; that the horses are duly exercised; and that harnesses are kept clean and metal work polished.

77. He shall have old hydrant signs removed or painted out when Lowry hydrants are replaced by post hydrants.

78. He shall check weekly pay rolls and report any discrepancies appearing upon comparison with company records of leaves of absence, etc.

79. He shall forward to the repair shop, with each piece of hose sent for repairs, a form descriptive of said hose, which form shall be returned from the shop with the disposition made of the hose noted thereon.

80. He shall take the necessary steps to have any unsafe, unsanitary or objectionable conditions in quarters promptly remedied or removed.

81. When a vacancy occurs in the position of senior hoseman or senior ladderman he shall recommend a member for such position, basing his recommendation on conduct, qualifications and length of service.

82. Fire stations shall be kept in orderly, cleanly and well-regulated condition at all times, and the following regulations shall be strictly observed and carried out in all fire stations:

- (a) Floors shall be washed daily and swept as often as necessary.
- (b) Furniture, fittings, etc., shall be kept in clean and tidy condition.
- (c) Rubbish and waste material, ashes, cinders, etc., shall be promptly removed and never permitted to accumulate to an undue extent.
- (d) Beds shall be made up not later than 10 a. m.
- (e) Beds and bedding shall be kept neat and clean and well aired.
- (f) Dormitories shall be kept clean and well ventilated.
- (g) House heaters and engine heaters shall be given due care and attention.
- (h) Boiler sections shall be cleaned at least once a week.
- (i) Stables shall be kept neat and clean.
- (j) Waste paper shall be kept out of stable manure, and the manure regularly removed.
- (k) Frontages (including sidewalk and to middle of street) shall be kept clean and clear of snow and ice.
- (l) In hot weather the street in front of quarters shall be watered.
- (m) Unobstructed drainage of snow and rain water from roofs shall be provided for.
- (n) No advertising matter, posters, private notices or other disfigurement shall be posted or permitted anywhere on the premises.

83. The following are forbidden in quarters:

- (a) Gambling.
- (b) Card playing or other games after 10.30 p. m. or on Sundays.
- (c) Improper or offensive language.
- (d) Disorderly or boisterous conduct; quarreling; fighting; assault.
- (e) Provoking or mischievous conduct.
- (f) Uncleanly or objectionable habits, particularly if persisted in after protest.
- (g) Unnecessary disturbance of sleeping men.
- (h) Meddling with the property or belongings of others.
- (i) Discussion or controversy on matters of religion or politics.
- (j) Smoking on the apparatus floor, or in the stable, stable loft or dormitory.
- (k) Remaining on apparatus floor except when duty requires.
- (l) Social gatherings, except by special permission of the commissioner.
- (m) Hazing.

84. In every fire station the following shall be posted near the patrol desk:

- (a) A card containing the numbers of all boxes to which the company responds on the first alarm.
- (b) Cards showing Boston Automatic and A. D. T. alarms to which the company responds, and giving locations.
- (c) Notices of days off, vacations, leaves of absence and light duty, and of patrol assignments, detail duty and meal hours. (Such notices to be posted at least twelve hours in advance of going into effect.)

(d) Any information on hand concerning water shut off or dangerous or obstructed streets liable to be traversed *en route* to a fire. (This on slate.)

(e) A list of "rings" for stations on the same telephone circuit.

(f) Emergency call for chief of department and special calls for deputy and district chiefs.

(g) Copies of general and special orders, each copy to remain posted five days.

(h) Roster of company.

85. Morning call shall be sounded and members shall arise at 6.45 a. m., but any member or members may be called earlier for any special work or duty that must of necessity be attended to outside of the regular routine.

86. House work shall begin not later than 7 a. m., and be completed by 10 a. m., or as soon thereafter as possible. Such house work as can be dispensed with on Sundays and holidays will be postponed to the following day.

87. House patrol shall be maintained day and night without intermission, except while the company is on fire duty.

88. A file of general and special orders shall be kept within easy access of members.

89. General Order No. 134, series 1914, relative to care of fire hose, shall be strictly observed. (See Appendix I.)

90. Cans in which oil is delivered shall be returned to the repair shop when empty; also tools, paint brushes, pots, etc., when the purpose for which they were loaned has been served.

91. Washing shall be regularly delivered to the laundry wagon.

92. Only electric lamps furnished by the department

shall be used, and no electric installations or repairs shall be made without the approval of the superintendent of fire alarm.

93. "No school" cards will be displayed from the windows from 7.45 to 9.30 a. m., and from 12.45 to 2.30 p. m., on receipt of signal.

94. Superseded or obsolete assignment cards shall be returned to headquarters, with the company designation marked on the back of each.

95. Portable lights shall be provided with guards and carbon lamps, and searchlights shall be kept fit and ready for immediate use.

96. Lights shall be switched off when the apparatus leaves quarters, and the company commander shall designate a member for this duty.

97. Visitors shall be treated with civility and politeness, and accommodated in any way not inconsistent with rules. If they remain in quarters their presence must be announced to the company commander by the patrol or the member on whom they call. They shall not be permitted to remain in quarters after their business has been transacted, and persons who have no legitimate or allowable business to transact will not be admitted.

98. Solicitors, pedlers, canvassers, bill collectors, or promoters of enterprises in which the department has no interest, will not be admitted to quarters except by special permission of the commissioner.

99. Children (unless accompanied by a responsible adult) and loafers or loungers will not be allowed in quarters or on department premises.

100. No animals except the horses — and one cat, if desired — shall be kept or allowed in quarters.

101. Weather permitting, the horses shall be exercised, at moderate speed and within a radius of one-eighth of

a mile from quarters, daily, except on Sundays or when sufficiently exercised on fire duty.

102. The horses shall be trained to take their places at the pole at the sound of the house gong.

103. Fire-alarm box doors shall be opened every Monday in the forenoon, and at other times as directed by the district chief, and the fire-alarm office shall be immediately notified of any boxes needing attention.

104. Public clocks, if any in subdistrict, shall be wound regularly.

105. Members shall not leave quarters without the permission of the company commander, and upon leaving or return to quarters shall report to the patrol.

106. Detailed members shall report to the patrol and the commander of the company to which they are detailed punctually at the time assigned, and shall be subject to the orders of said commander.

107. Members permanently detailed to headquarters or to any of the branch services shall be relieved from duty with their respective companies, and shall be subject to the regulations, hours, etc., of the service or office to which so detailed.

108. The rules pertaining to companies ashore shall apply to fireboats except in so far as differences in situation, conditions, fire-fighting outfits, etc., make such rules inapplicable to companies afloat.

109. Pilots of fireboats shall be held strictly accountable for any accident or damage due to carelessness or inattention to duty on their part.

110. Particular care must be taken that the cable plug is removed from the socket when the fireboat leaves its mooring.

111. When a company commander is serving as acting district chief he shall use the automobile of the district

chief, and at fires shall wear the fire-hat of an acting district chief. He shall also take the days off of the district chief if the latter's absence is for five days or more.

SUPERVISOR OF MOTOR APPARATUS.

112. The supervisor of motor apparatus shall be held responsible for the maintenance, repair and testing out of all self-propelled motor apparatus (exclusive of ladder equipment), and of all tractors, motor pumping engines, automobiles and emergency and supply trucks. He shall comply with the requirements of the chief of department relative to such maintenance, repair, etc.

113. He shall respond to all multiple alarms except second alarms.

AIDE TO THE CHIEF.

114. The aide to the chief shall be in personal attendance upon the chief of department at all times, except when relieved of duty under the rules or when excused or otherwise ordered by the chief of department.

115. He shall assist the chief of department in every way required, and shall transmit his orders and drive and have charge of his automobile.

116. He shall have charge of the assignment cards.

117. He shall be subject only to the orders of the commissioner and chief of department.

ENGINEERS AND ASSISTANT ENGINEERS.

118. Each engineer shall keep the engine in his charge in good order and readiness for immediate use, and shall render other services as required by his company commander.

119. He shall keep the fire in the engine heater in proper condition at all times, and must always have sufficient fuel on hand, the necessary kindling material in the fire-box of engine, and a basket filled with kindling wood and excelsior.

120. On return to quarters after a fire he shall immediately inform his company commander of the condition of the hydrant or hydrants tried or operated, and shall clean out the fire-box and prepare the engine anew for service.

121. After housing the engine he shall remove from in front of quarters the burnt material taken from the fire-box.

122. He shall make weekly report on the condition of his engine.

123. The assistant engineer shall aid the engineer in the discharge of his duties as far as required or necessary and in the absence of the engineer shall assume his duties and responsibilities. He shall also perform such other duties as may be required by the engineer or the company commander.

124. Each engine in service must be attended by an engineer or assistant engineer at all times.

DRIVERS.

125. The word "driver," as used in these rules, shall include chauffeurs and operators of motor or steam apparatus as well as drivers of horse-drawn apparatus or vehicles, the context indicating which is referred to, or whether the rule applies generally. The term "chiefs' drivers" shall include drivers for district chiefs and deputy chiefs.

126. A driver shall be responsible for the proper care

and treatment of the horses in his charge, including their feeding, grooming, housing and exercise, and he shall have such horses always ready for service.

127. He shall feed the horses regularly, put bit in mouth after feeding, and change bits daily. The regulation allowance of oats—two quarts per meal—shall not be deviated from except with the consent of the veterinary surgeon.

128. He shall notify his company commander or other immediate superior of sickness or injury of horses, and of any defect in, or damage to, apparatus or vehicle in his charge.

129. He shall thoroughly acquaint himself with the locations of all first-alarm boxes for his company, and the most direct route to same.

130. He shall keep informed of street conditions as posted in quarters, and be guided thereby in selecting the route to a fire.

131. He shall, when driving, keep a sharp lookout ahead so as to avoid accident, and shall maintain full control of his horses or apparatus, especially going downhill. Every effort must be made to avoid accident or injury to person or property.

132. He shall reduce speed to suit the conditions when passing through crowded thoroughfares or turning corners, especially corners where surface tracks or elevated railway columns increase the liability to mishap. Under such circumstances he will reduce to a walk if necessary.

133. He shall reduce speed when rounding curves, approaching grade crossings, or nearing the draw of a bridge, or when the view is obstructed.

134. If necessary to insure safety, a member will precede the apparatus when passing through crowded thoroughfares or approaching dangerous grade crossings.

135. If necessary to avoid collision or the running down of pedestrians the apparatus will be brought to a full stop.

136. If there be a possibility of danger at grade crossings, the apparatus will not proceed until it has been ascertained that the railroad track is clear.

137. Racing and reckless or careless driving are strictly forbidden.

138. After each run the driver shall carefully inspect his apparatus and notify the company commander forthwith of anything found wrong or out of order.

139. Drivers of automobiles shall be held responsible for keeping them in proper condition and having them in readiness for service at all times.

140. On the first and fifteenth of each month the driver of each piece of motor apparatus shall report its condition on the form provided.

CHIEFS' DRIVERS.

141. Chiefs' drivers shall be responsible directly, and only, to their respective chiefs, except that in their home quarters they shall be subject to the orders of the company commander, and at fires to the orders of the officer in command.

142. They shall act as telegraphers at fires, or as assistants to the telegrapher, and shall be held exempt from other duty at fires, except as may be required by their respective chiefs or the officer in command.

143. They shall remain, with their automobiles, near the box which is being operated, and shall assist the telegrapher in any way required by him, such as conveying messages, etc.

144. In operating boxes at fires they shall follow the special instructions given telegraphers, the more important of which are contained in Appendix II. hereof.

HOUSE PATROL.

145. A member detailed on house patrol shall report for such duty at the exact time assigned, and shall relieve the member then on patrol and assume charge of the apparatus floor and company journal.

146. The house patrol shall engage in no duties other than those pertaining to his watch. He shall be at all times vigilant and on the alert for an alarm, and shall always keep within perfectly distinct hearing range of the tapper. Sleeping while on house patrol is strictly forbidden.

147. He shall count accurately every alarm received and write the box number on the slate.

If the company responds he shall sound the house gong and release the horses on receipt of the first round on the tapper.* He shall then write the box number on the slate, count succeeding rounds, and announce the box number and location (or the house to be covered) loudly and clearly, which announcement shall be then repeated to the driver by the company commander.

148. In case the company is assigned to respond to the fire on the next following alarm the horses shall be hitched for fifteen minutes, except from 10 p. m. to 7 a. m. and during feed hours.

149. On receipt of a first alarm to which the company does not respond the house patrol shall immediately ascertain location of box and whether or not the company is due to respond on any subsequent alarm from the box.

* It is here assumed that the first round has been counted correctly, and such is the requirement. In case of doubt, however, the patrol may count the second round, or even the third, before proceeding as above; but when he does so he must report the fact to his company commander, who will note it (with name of patrol) in his fire report, for record at headquarters.

150. On receipt of any alarm to which the company does not respond he shall cut out the gong, taking care, however, to allow it to remain cut out *only* while the alarm is being struck.

151. He shall promptly notify the company commander of any failure of tapper or gong to strike correctly.

152. He shall notify the member detailed to relieve him at least ten minutes before his watch expires, and thoroughly awaken such member if asleep at the time. If not relieved at the proper time he shall report the fact to the company commander and be governed by his instructions, but under no circumstances shall he abandon his watch until duly authorized or relieved.

153. He shall call the company for drill at the appointed time, and shall call any member or members at such time as directed or requested.

154. He shall notify the chief of department, if in quarters, of any emergency call for him. Special calls for deputy and district chiefs shall be similarly attended to.

155. He shall examine the water and steam gauges on the engine every hour and enter in the company journal the water level and steam pressure shown on each examination.

156. He shall permit no violation of the rules relative to apparatus floor, visitors, etc.,* and shall acquaint the company commander immediately of any irregularities persisted in after his protest.

157. He shall confine his conversation with visitors to ascertainment of their business.

158. He shall make entry in the company journal of the matters specified in Rule 164 (except item "c"), signing his name immediately under the last entry.

* See Rules 83j, 83k, 97, 98, 99, 100.

159. He shall not sit in a lounging attitude or with feet on the desk or coat unbuttoned.

160. When the commissioner or any officer above the rank of captain calls, or stops by the door, the house patrol shall rise, salute and give the box number of the last alarm, and of any other recently-received alarm, stating, as regards each, whether or not the "all-out" has been received.

161. No member shall go on patrol unless authorized by the company commander.

COMPANY BOOKS.

162. The officer in charge of each company shall keep or cause to be kept a journal, hose book, supply book, washing book and shoeing book.

163. Entries in the journal shall be made by the patrol*—those relating to fires and alarms in *red ink*.

164. The company journal shall be so kept as to afford at any time detailed and accurate information as to the following:

(a) The time at which any and every alarm of fire was received; the box number of each alarm, and its character (first, second, third, etc.); any mistake made in receiving it, or any failure of gong or tapper to signal it correctly.

(b) The time at which the apparatus left and returned to quarters; how long it was operated at the fire; and what members, if any, failed to respond, and why.

(c) Names of members injured at the fire, or

* Except entries made by the company commander under Rules 65, 422.

who were left to guard against rekindling, and the name of the person in charge of the premises when the fire guard left.

(d) Names of members injured elsewhere than at a fire, with particulars of time, place, etc.

(e) Names of members ordered to replace uniforms or parts of uniforms.

(f) The time at which any member left or returned to quarters, and the reason for his absence.

(g) The time at which detailed members (designated by name and company) reported for duty, and the time at which they left quarters.

(h) Supplies received and materials delivered; their kind and quantity; and by whom received and delivered.

(i) The time at which the commissioner or any officer of the fire force other than a company officer visited quarters.

(j) The water level and steam pressure of engine as determined by hourly examination of the gauges.

(k) The hours during which the horses were exercised, or, if not exercised, the reason for omission.

(l) Laundry received and delivered, specifying number and kind of pieces.

(m) The exact time at which relieved of watch.

(n) Any other matter of interest to the department that transpires in quarters.

165. On the first page of every journal shall be entered the day and night address and telephone number of the blacksmith assigned to do the shoeing for the company, and on the back page the dates when apparatus was

greased and extinguishers recharged, with the name of the member who did the work in each case and the number of each extinguisher recharged.

166. The hose book shall be so kept as to show the number, size, kind and maker of each piece of hose received by the company, and when so received; also, when and what subsequent damage it sustained; when and what repairs were made upon it; and when and how finally disposed of, so far as the company is concerned.

167. In the supply book shall appear full and complete details of all requisitions made for supplies and repairs, including the date when each was made and executed, or if not executed, the reason why.

168. In the washing book and shoeing book shall be itemized, respectively, the washing and shoeing done for the company, and when and by whom same was done.

FIRE DUTY.

169. The term "Fire Duty" shall include and apply to all movements and operations in connection with a fire or alarm of fire from receipt of the alarm to rehousing of the apparatus, and the rules in this section shall apply to such duty.

170. The ranking officer present shall have command at a fire, and upon arrival thereof shall immediately relieve the officer theretofore in command, who shall, then and there, fully inform him as to existing conditions.

171. An officer of the district in which the fire occurs or originates shall have precedence in command over an officer of the same rank from another district.

172. A regular officer in any grade shall have precedence in command over an officer temporarily serving in such grade.

173. An officer serving temporarily in a grade higher than his regular grade shall have precedence in command over officers of such regular grade.

174. Should the officer in command be disabled or temporarily incapacitated, command will devolve on the officer who would have exercised it if such disabled officer had not been present.

175. The orders of the officer in command shall be obeyed by all persons present at a fire or on duty connected therewith.

176. Alarms of fire shall be instantly responded to, irrespective of any other consideration whatsoever.

177. Members shall immediately report on the apparatus floor when the house gong is sounded. This applies to all members in the fire station, whether the company be double or single, but only the company assigned to respond shall leave with the apparatus.

178. Care shall be taken that the horses are properly hitched and bitted, and that the destination is correctly announced and understood. Before leaving quarters on covering duty the company commander shall consult the assignment card to make sure of his destination.

179. The apparatus shall leave quarters at the word "Go" from the company commander.

180. Motor apparatus shall leave quarters ahead of horse-drawn apparatus if ready before or at the same time as the latter.

181. The leaving of quarters in response to a still alarm shall be telephoned to the fire alarm office.

182. The shortest route to a fire shall be taken, except when, by reason of street conditions, it is not available, or when better time can be made or better travel secured by a less direct route.

183. While *en route* to a fire, hosemen shall put on

their spanner belts (with two spanners and hose line attached to each), and laddermen designated by their company commanders to dog ladders and ventilate shall put on the belts with dog hammer attached and carry the dog chains about the neck, and when designated for sealing ladder service shall put on the life belts and make life lines ready.

184. Apparatus shall proceed to a fire as quickly as possible, consistent with safety to itself and those aboard, and to persons and property *en route*. The company commander shall regulate the speed.

185. To guard against accidents in travel, bells or whistles will be sounded with such frequency as speed and conditions *en route* require. These warning signals shall be given in quick succession when traversing crowded thoroughfares or approaching crossings, or when needed to avert collision or danger to pedestrians, but shall be dispensed with as far as possible, consistent with safety, in the immediate vicinity of hospitals, of hotels at late hours of night, and of schools, churches and theatres during hours of public attendance, so that persons in such buildings may not be needlessly disturbed or alarmed. In general, the pitch and frequency of these signals should correspond to the necessity therefor, and not exceed it, particularly at night.

186. Apparatus *en route* to a fire shall not delay, because of the break-down of another piece of apparatus, further than to ascertain the cause and nature of such break-down, which information shall, upon arrival at the fire, be immediately communicated to the officer in command. Only so many of its crew as are needed to repair the damage shall be left with the disabled apparatus, but in no case shall it be left without at least one member to keep watch over it.

187. When it is known that other apparatus of the same type is, or should be, already at the fire, speed should be moderated, unless it is eye-evident that the fire is a serious one.

188. In going to cover or returning from a fire speed will be limited to a trot, and correspondingly reduced for motor apparatus.

189. Running abreast of, or passing, other apparatus is forbidden, unless it has broken down or the horses have become exhausted; but motor apparatus may pass horse-drawn apparatus at any time provided it has clear way.

190. If the wheeling be so heavy or the grade so steep as to require it, the men will assist in propelling the apparatus.

191. To prevent skidding, chains will be applied to the tires when, in the opinion of the company commander, conditions require it.

192. Commanders of ladder companies and officers in charge of water towers shall ride as near their drivers as possible, so as to direct the movement of the apparatus and indicate where it shall locate.

193. Members should not wait until the hose wagon or ladder truck comes to a full stop at a fire, but when sufficiently slowed up for safety should jump off and begin preliminary work at once.

194. Upon arrival at a fire the immediate procedure and operations shall be as follows:

(a) The officer who first arrives shall assume and exercise command until the arrival of a superior officer.

(b) Officers of equal or lower rank shall report at once to the officer in command. This applies also to heads of branch services or their representatives.

(c) The telegrapher shall immediately report to the fire-alarm office through the box from which the alarm was received, or, if this box cannot be utilized, through the nearest available box or telephone.

(d) Drivers shall blanket their horses, and in severe or stormy weather provide them with such shelter as may be available. Drivers of motor apparatus shall stop the motor, and if the hand brake does not hold they shall chock the wheels.

(e) All requisite hydrant connections shall be made at once, and, as a matter of course, hydrants on the high side of the fire shall be used in preference to those on the off side.

(f) Ladders shall be immediately raised if life or limb be in jeopardy or ladder work needed for ventilation; otherwise ladder trucks shall come to a halt not less than one hundred feet from the fire pending further orders.

(g) Chemical companies shall immediately operate on the fire if apparatus work be needed and no other stream is being played; otherwise tanks will be charged only as ordered.

195. The officer in command should station himself at some point well suited to observation and direction of his forces as a whole, and where he can be readily located and reached by officers, messengers, etc., and such point shall be indicated by a red light.

196. When the engine is located the horses shall be unhitched.

197. The first engine to connect to a post hydrant shall attach to the large outlet, and if the hydrant has no independent gates Morse gates shall be placed on the two smaller outlets unless otherwise ordered.

198. Care must be used in opening or closing independent gate valves, as undue strain is liable to break the stems.

199. Ladder trucks shall not locate near a hydrant.

200. Aerial ladder trucks and water towers shall so locate as to be always in position to turn around and move elsewhere without delay or difficulty.

201. Apparatus shall not locate where it would cause the "pocketing," or hamper the movement or operation, of itself or any other piece of apparatus. Coal wagons shall take the most convenient position consistent with this rule, and need not necessarily draw up close to the engine when the coal can be distributed in bags.

202. Public convenience shall be considered and the rights of general traffic respected as far as possible. Streets shall not be needlessly obstructed by the crowding of apparatus into a too limited area.

203. The blocking of short or narrow streets shall be avoided as far as possible, and in such streets, or elsewhere, engine companies shall not locate at points that should manifestly be kept open for chemical or ladder companies. Better the laying of extra hose than the obstructing of urgently needed work.

204. Late-arriving companies shall assist those already on the ground in ladder-raising, line-running, etc., when such assistance is needed or better general results can be thus secured. When cooperation — teamwork — is needed company rivalry should give place to union of effort and comradeship of duty in a common interest.

205. Drivers shall keep in touch with their respective company commanders and engineers, whom they shall keep informed of their whereabouts at all times.

206. Drivers shall be held responsible for the hose and tools on their trucks or wagons, and no driver shall permit any member not of his company to take such hose or tools

unless he names the officer under whose orders he is acting and is either personally known to the driver or identifies himself by name and company. Property aboard fireboats shall be similarly looked out for.

207. Trucks or wagons shall not be kept at a distance from the fire merely to avoid the use of their hose or tools by other companies.

208. Apparatus not engaged shall be kept or moved out of the way of apparatus in action.

209. Unless otherwise ordered, members shall remain near their apparatus when it is not engaged.

210. No member shall leave his assigned post of duty until duly authorized or relieved.

211. Company commanders shall direct the operations of hosemen playing the pipe. Water must not be played carelessly, or from ladders until hose lines and ladders are secured.

212. Lieutenants shall keep sharp watch for any remissness on the part of the men, and lieutenants of engine companies, if not in command, shall take charge of the lines of hose.

213. Such apparatus as is ordinarily in charge of either the superintendent of repairs or the supervisor of motor apparatus shall be under his supervision at fires, and his orders relative to the care and operation of same shall be obeyed.

214. The superintendent of repairs shall have general charge of coal wagons and the care of defective or frozen hose, and his orders relative to same shall be obeyed.

215. Engineers shall give timely notice to coal wagon drivers to provide needed coal.

216. When large quantities of coal are needed, the hauling will be distributed as evenly as possible amongst the different teams.

217. The work of hauling coal must be done as expeditiously as possible, and drivers of coal wagons will be held responsible for any unnecessary delays.

218. Engineers shall, when circumstances permit, assist coal wagon drivers in making deliveries of coal, and shall notify them of any unused coal left on the street, and the drivers shall transfer such unused coal to their wagons.

219. Upon return to the depots from a fire, coal wagons shall be refilled and made ready for immediate service.

220. Drivers of companies assigned to supply coal at fires shall acquaint themselves with the assignments of their respective companies in that respect.

221. The laying of lines of hose which are not needed will be avoided as far as possible.

222. No greater length of hose than is necessary shall be laid, as the shorter the line the more effective the stream.

223. Couplings must be made tight and the hose kept free of kinks.

224. Metallic hose jackets shall be applied when needed.

225. The hose hoist and life line must invariably be used in hoisting hose over a building or to the roof or upper floors.

226. When operating the Morse gun on hose wagons the wheels shall set in the same direction.

227. When hose bursts, or is otherwise injured or found defective at a fire, it shall be at once marked with tape or string to distinguish it from sound hose.

228. If hose be left at a fire, or if any shortage of hose be discovered on return to quarters, the amount of such hose and the reason for leaving it, and the cause of the shortage, if known, shall be reported.

229. The superintendent of repairs shall be notified at once, or as quickly as possible, of hose injured, frozen or left at a fire.

230. Driving over a line of hose, unless absolutely unavoidable, is strictly forbidden.

231. Fire-hats shall be worn at fires except in the case of engineers, assistant engineers and drivers, who, however, shall also wear them when in exposed positions. Fire-hats shall be carried on the apparatus and donned *en route*.

232. When torches are used the holders shall be kept filled with water.

233. The utmost precautions should be taken to insure safety in electric light and power stations, the wires in such places being particularly dangerous.

234. Unless lights are needed the main switch will be opened on entering a building, so as to shut off electric current. If the fire was caused by electric wires, the main switch must be opened, and it shall be left open on leaving the building, so as to prevent recurrence of the fire.

235. Before starting elevator work it must be ascertained that the power is shut off.

236. Officers and members are strictly forbidden to get on to the Elevated structure or tracks, or to place obstructions thereon, until the third-rail power has been cut off and the section safeguarded against bridging over of trains, and until positive assurance to that effect has been received from the responsible officials of the Boston Elevated Railway Company. To effect prompt cutting off of power, etc., department officers will follow the procedure set forth in Appendix III. hereof.

237. The officer in command at a fire in a railroad yard shall notify the men in the signal towers to permit no moving train or cars to approach or pass through the fire lines.

238. Officers shall order their men from roofs, floors and other places which they consider unsafe, and in no case shall life or limb be unnecessarily jeopardized.

239. Suitable and sufficient clothing to safeguard from colds, frostbites, etc., must be worn in low temperatures. This applies particularly to the wearing of rubber boots, mittens, skull caps, etc.

240. Companies shall be relieved from duty only by the officer in command, and when so relieved shall return to quarters, *directly* from a first-alarm fire, and in accordance with Rule 264 from a fire involving covering movements.

241. The officer in command shall order the all-out signal at the earliest moment he considers expedient.

242. The rekindling of fires must be carefully guarded against, and when necessary for this purpose a member or members shall be left on guard at the premises until all possibility of rekindling has disappeared. Such member or members shall ascertain the name of the person in charge of the premises when they leave, and report it to the patrol on return to quarters.

243. Upon return to their own quarters, or upon arrival at other quarters, company commanders shall report to the fire-alarm office by telephone before the apparatus is housed, and deputy chiefs and district chiefs shall similarly report.

244. If the conditions surrounding a fire are of a suspicious nature, indicating arson or incendiarism, the district chief shall make rigid investigation, and shall at once notify the police authorities (state and city).

245. Every officer of the fire force who has command of one or more companies at a fire, or whose apparatus leaves quarters in response to an alarm, shall make report

of the operations or movements of his command in connection with such fire or alarm. Memorandums of burst hose shall accompany fire reports.

246. The rules and discipline which govern in its own quarters shall apply to a company while covering in other quarters, and the same routine of house duty shall be followed. Beds, bedclothes, etc., in such other quarters must not be soiled. Patrol shall be maintained and the company journal kept in the usual manner; stable work and house-cleaning shall be attended to at the proper time; the house heater and engine heater shall be duly cared for, and for an absent engine fuel shall be made ready.

ALARMS.

247. All alarms shall be struck throughout the entire system, on tappers and gongs, as follows:

First Alarm.— Three rounds of box number on tappers, followed by two rounds on gongs.

Second Alarm.— Two blows, followed by box number.

Third Alarm.— Three blows, followed by box number.

Fourth Alarm.— Four blows, followed by box number.

Fifth Alarm.— Five blows, followed by box number.

Sixth Alarm.— Six blows, followed by section number in which the box is located. To be struck twice.

Seventh Alarm.— Seven blows, followed by section number in which the box is located. To be struck twice.

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248. The chief of department shall prescribe and regulate responses to alarms, and make such arrangements as he deems proper with the fire officials of outside cities and towns for mutual assistance and coöperation in case of need.

249. The term "multiple alarm" shall apply to any alarm after the first when struck for the *same* box as the first alarm.

250. A multiple alarm shall be ordered only by the officer in command at a fire.

251. Companies shall respond to alarms in accordance with their respective assignments and the rules here following (Nos. 252 to 259); and the apparatus shall not leave quarters otherwise, except by order of the commissioner or chief of department, or for drill exercise in suitable weather.

252. When notified of a fire by message personally delivered at the station, or when directed to respond by the fire-alarm office, the company so notified or directed shall respond.

253. In case of first alarms from two boxes, and *all* the engine companies assigned to respond to the second box have already responded to the first box, the response and covering for engine companies will be as under a *second* alarm from the *second* box. This rule shall also apply, in exactly the same way, to ladder and chemical companies.

254. One or more multiple alarms may be omitted and the next in order struck; thus, a second alarm may be omitted and a third struck, or a second and third omitted and a fourth struck, and so on. In such case, the multiple alarm sent out shall be understood to include those omitted, and each company assigned to the fire on either of said alarms shall immediately proceed thereto,

and covering companies shall proceed *direct* to the stations they are assigned to occupy under such multiple alarm.

255. In case a multiple alarm should include one or more alarms not provided with assignments on the assignment card, the companies covering, or assigned to cover, in stations of the first-alarm assignment for the box shall proceed to the fire.

256. A company covering the station of another company will follow the assignments of that company, except for a multiple alarm from the box under which it is covering, in which case it shall follow the assignment card for that box.

257. In case companies have not returned to their stations from an alarm of fire, and another box is received to which they are assigned, such companies will not respond to the second box.

258. Assignments on first alarms between 8 p. m., July 3, and 12 o'clock midnight, July 4,* shall be reduced in accordance with schedules made out by district chiefs and approved by the chief of department. If during this interval the special schedule does not provide sufficient apparatus and the regular first-alarm complement is needed, the officer in command at the fire shall order the additional apparatus through the fire-alarm office instead of ordering a second alarm. The provisions of this rule shall apply to District 2 (Charlestown), during corresponding hours, on Bunker Hill Day or the day celebrated as such.

During the intervals referred to in this rule, telegraphers will not telegraph location of fires or other matters of minor importance that can be postponed without detriment to any interest concerned; but such matters should

* To be read "8 p. m., July 4, and twelve o'clock midnight, July 5," when Independence Day is celebrated on July 5.

be telephoned, if feasible. The object is to keep the lines open for important business and free from needless interference, in view of the increased number of alarms.

259. At least one engine company, or a chemical company, and a ladder company shall respond on still alarms.

260. Deputy chiefs and district chiefs shall respond to alarms in accordance with their respective assignments, or as directed by the chief of department, and under exceptional or emergency conditions district chiefs shall follow instructions from the fire-alarm office.

261. The fire-alarm office is charged with seeing that the apparatus which responds to any *box* alarm (first alarm) shall *always* consist of at least two engines and one ladder truck, and that, as far as possible, the same complement shall be furnished for *each* alarm included in a multiple alarm but not provided with an assignment on the assignment card.

262. If Rule 253 should fail to provide a chemical company for response to the *second* box, the fire-alarm office shall send a chemical company, if conveniently located or not too far from the fire; but no chemical company shall be ordered from a remote or unreasonably distant point.

263. Under conditions not specifically provided for in this section, fire-alarm operators will be expected to supplement the rules with such action as will effectively meet the emergency or need, subject, of course, to any special orders of the chief of department or the officer in command at a fire.

264. Unless otherwise directed by the officer in command at the fire or by the fire-alarm office, the return of companies to quarters from multiple alarms, or from any fire involving covering movements, shall be made in reverse order to the movement toward the fire.

265. Failure of tapper or gong to strike correctly shall be immediately telephoned to the fire-alarm office.

266. Except as provided for in assignment cards, apparatus shall leave the city only as ordered by the commissioner or chief of department. When railroad transportation is necessary, arrangements therefor will be made by the superintendent of repairs.

MOTOR APPARATUS.

267. No person shall act as chauffeur or operator of motor apparatus without a certificate from the supervisor of motor apparatus, and the limitations of such certificate as to the apparatus that may be operated must be strictly observed.

268. The instructions of the supervisor of motor apparatus relative to the care and operation of motor apparatus shall be strictly followed, and no repairs, adjustments or alterations shall be made on such apparatus without his permission.

269. In order that the members of a company who are designated as drivers may be kept familiar with the running of motor apparatus, the duty of driving back to quarters shall be alternated amongst them as equally as possible; thus, the return runs from fires X, Y, Z, etc., shall be made, respectively, by drivers 2, 3, 4, etc.

270. The motor shall be started daily at 7 a. m. and 8 p. m. and run for a few minutes, and if fitted with a self-starter, the hand crank shall be used at least once a day. Racing the motor is strictly forbidden.

271. In cold weather, when the apparatus is on the street, the hood and radiator must be covered to prevent freezing, and the motor shall be started occasionally.

272. Correct account of the amount of gasoline used at