FELTON FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURES

ARTICLE: I SOP: 1403

SECTION: 1400 GENERAL ORDERS

SUBJECT: STREET MAPPING

PURPOSE: To provide for a consistent method of updating the FFPD "Street Data

Base" and Emergency Response Books.

SCOPE: These procedures are to be followed to ensure that our street mapping

system will reflect a high degree of accuracy through a systematic

updating procedure.

PROCEDURE:

OWNERSHIP OF THE DATA BASE AND MAP BOOKS

The FFPD is the owner of the Street Data Base and all associated products of it.

No portion of the Data Base may be copied or given to another agency or individual without the approval of the Fire Chief,

No pages or copies of pages of the response books or associated hard copies of the Data Base may be given to another agency or individual without the permission of the Fire Chief.

RESPONSIBILITIES

The Fire Chief shall reserve the right to set policy on the use and maintenance of the Street Data Base and its associated products.

The Fire Chief shall be responsible for the proper routing of pertinent information, such as lot splits, land divisions, hydrant additions and new addresses.

The Fire Chief will be responsible for the overall management of the program including; design, planning, training, and formulation of a yearly budget.

The District Secretary shall be available for support of the maintenance, update and exchange of the electronic street data base information, as well as specification and budgeting of additional equipment.

UPDATING AND MAINTENANCE PROCEDURES

1. APN Maps:

As new APN maps are received from the County, they shall be routed to assigned for processing. Each map will be checked against existing maps for changes. All significant changes shall be highlighted in a contrasting color and the highlighted maps will be given to an outside contractor to make corrections to the data base.

After completion by the contractor, they shall initial and date each document and forward the highlighted maps to the District.

On the first of each month, the contractor shall provide a floppy disk containing all up date information. A billing indicating hours involved with each document and their respective charges shall accompany the update floppy disk.

Updates shall be generated by District personnel based on the need. Once updates are done, the contractor shall make necessary changes to the data base as per any existing agreements.

2. Response Book Corrections:

inaccuracies found in the response books such as missing or improper addresses, wrong street names, etc., need to be corrected. To do this, first take a photocopy of the suspect page and note the needed changes in red ink along with any needed explanation. The person requesting the change shall sign the photocopy, date it and forward it, along with map update form, to the fire chief. The fire chief shall evaluate the request and cause a correction to the data base and response books to be done if required. This correction to the data base must be forwarded to the contractor for updating.

3. "Final" New Development Maps:

New development "Final Maps" shall be routed from the planning department of jurisdiction to the FFPD. Review shall cause the needed corrections to the data base to be done.

4. Importing and Exporting of Electronic Information:

In an effort to keep both the contractor and the FFPD current with like map files, information must be exchanged as to what updates have been done to the data base on a consistent basis. This is best accomplished by exchanging floppy disks or a magnetic tape of update information on a regular basis.

Developers, at the time of submitting plans to the District for proposed development, shall be given a specification sheet outlining the requirements of submitting final maps in diskette form. If a developer chooses not to provide the District this information in disk form, he/she shall be subject to the cost of converting that information to floppy disk at the hourly rate that the District's contractor charges for digitizing such information.

See Attached Pages

MAPPING SYSTEM REQUIREMENTS

The Felton Fire Protection District maintains a computer mapping data base of the fire district. This system provides accurate and current information for the engine company personnel to utilize when responding to emergencies.

In an effort to keep the data base updated when changes occur through new development it is necessary that final maps be submitted in electronic format (disk) or hard copy tract/site plan.

Drawings of the plans shall be submitted on an Auto CAD drawing up to version 11 or a DXF File on a high density 5 1/4" 1.2 MB floppy disk. If you are unable to provide a disk or prefer to submit a hard copy drawing, a \$40.00 per hour fee, plus printing cost, will be charged to convert the drawings to the fire district digital mapping consultants.

Disk or final plan should be submitted to the Fire District. If you submit a hard copy drawing please include the person and/or firm to be billed.

FELTON FIRE PROTECTION DISTRICT $Map\ Update\ Request$	
DATE MAP PAGES APN# STREETS	
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