



Metro

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Metropolitan Transportation Authority

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TO: BOARD OF DIRECTORS

THROUGH:  **ARTHUR T. LEAHY**
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FROM:  **GREGORY G. KILDARE**
EXECUTIVE DIRECTOR
ENTERPRISE RISK AND SAFETY MANAGEMENT

SUBJECT: PORTABLE FIRE EXTINGUISHERS RELIABILITY AT METRO FACILITIES AND ON METRO'S FLEET

ISSUE

At the January System Safety & Operations Committee meeting, Director Fasana requested information on the process used to ensure fire extinguisher reliability at Metro's non-Gateway building facilities.

DISCUSSION

The agency provides multiple portable fire extinguishers at each bus and rail Division, and non-revenue facility. These extinguishers are inspected monthly by employees designated as Safety Coordinators. The safety coordinators conduct a walking inspection of the entire facility utilizing a *Facility Inspection Checklist* which also fulfills the requirement to document such inspections. The fire extinguisher is one of the items that is included on this checklist. The fire extinguishers are inspected visually to verify:

- (a) they are stored properly with the pins and seals in tact
- (b) they can be easily accessed
- (c) they are charged and in good condition
- (d) they have location placards/signs
- (e) they have the monthly inspection tag attached (this tag is signed each month by the safety coordinator after inspection)

The fire extinguishers at the Divisions are also inspected as part of Corporate Safety's quarterly inspections and annual reviews. The fire extinguisher inspection portion of these reviews comprise of the same visual inspection elements conducted by the safety coordinators described above.

Reviews By Office Of The Inspector General

Two separate reviews have been conducted by the Office of the Inspector General (OIG) to determine compliance with the inspection and maintenance requirements related to portable fire extinguishers. The first review was conducted for fire extinguishers installed at the Gateway Building. The OIG's report for this review was issued in December 2013. The report included recommendations, which were promptly implemented, to improve the inspection and oversight process for maintaining fire extinguishers at the building. A second review by the OIG was undertaken for the maintenance of fire extinguishers at the operating divisions and facilities. Although the final report has yet to be issued, preliminary findings from this review indicate that 88% of the fire extinguishers reviewed were being properly inspected and maintained.

NEXT STEPS

Staff will review the site-specific findings of the OIG's report and implement the recommendations to improve the overall process for maintaining fire extinguishers at Metro's facilities.