



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-007

ISSUED DATE: 05-15-05

EFFECTIVE DATE: 05-15-05

REVISION #: 2

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: ADMINISTRATION

SUB-CATEGORY: STANDARD OPERATING GUIDELINES

SUBJECT: RECORDS

Section I – Introduction

A. Objective

The Glastonbury Fire Department has a responsibility to manage information and maintain records pertaining to all aspects of its operation. Firehouse Software Records Management is the department's record keeping system.

B. Applicability

Key records include: Personnel, Fire Reports, Training Reports, Fire and Training Units, Inventories, Equipment Maintenance and Annual Testing and Department Activities Calendar.

C. References

None

Section II – Personnel Records

The Assistant Chief is responsible for department personnel. All personnel records must be kept up to date to ensure the reliability of the system. The department's active rosters must be maintained with the status of each member.

New members will be entered into the system by the Department's Administrative Assistant.

Company Captains will ensure each member's address and telephone numbers are accurate and kept up to date.

The Computer Technician will make all changes to a member status and ensure the department's Company Rosters are accurate and up to date. Past members and members on leave will be kept on the "hidden" personnel records file.

Section III – Fire Incident Reporting

The department subscribes to the National Fire Incident Reporting System (NFIRS). A NFIRS report is required for all incidents to which the department responds. An NFIRS report is also completed for each fire prevention or public education function of the department. The goal of the department is to enter fire incident reports immediately after each call. All NFIRS required fields must be completed by the Incident Commander.

Quality control for all fire incidents reports will be assigned to a Deputy Chief of the department.

Section IV – Training Reports

Company drill reports will be entered at the Company level.

Outside training and the department's mandatory OSHA requirements will be entered by the Deputy Chief of Training.

All training and drill reports must have an associated lesson plan or book reference kept in hard copy at the company or department level. In the note section a description of the training that was conducted and the lead instructor or officer in charge must be noted. It is the goal of the department to maintain a Training Manual in each station containing all lesson plans.

Outside training for any member must be approved by the member's Company Captain and submitted on a "Training Attendance Request Form" to the Deputy Chief of Training for final approval.

Quality control for all training reports is the responsibility of the Deputy Chief of Training.

Section V – Fire and Training Units

All fire incident and training reports are linked to the Unit Pay Reports. The department's Computer Technician will supply the Chief of the Department with a quarterly unit pay report as soon as possible at the end of each quarter. It is the goal of the department to ensure that all fire and training reports are up to date by the end of each quarter – June 30th, September 30th and December 31st. All fire and training reports must be up to date for the end of year, which has been designated as April 1st.

Section VI – Inventories

All tools and equipment must be entered at each company in the inventory records.

Quality control for the inventories and supply re-ordering will be the responsibility of the Assistant Chief.

Section VII – Equipment Maintenance and Annual Testing

Annual Hose, Pump and Ladder tests must be entered into the records.

Regular service and calibration dates of department meters must be entered into the records.

Section VIII – Department Activities Calendar

All fire department meetings, drills and activities will be entered into the department's Activity Calendar at least three months prior to the event. Company Drills with the lessons on subject matter to be discussed must be entered in the Activity Calendar at least three months prior to the event by the Deputy Chief of Training.

Section IX – Approval

Fire Chief Michael P. King

Date of Approval: 1/11/16