



Effective Date: 07/01/2014

Revised Date:

DAILY REPORTING, LOGS, AND CHECK SHEETS

Purpose

Every VCES employee shall be knowledgeable and able to fill out logs and check sheets without error, and complete the paperwork within a timely manner.

Policy:

- I. EMS Reporting system
 - a. Full time paid staff
 - i. EMS calls “answered” MUST be entered in electronic form on NMEMSTARS within 48hrs and/or no later than the end of the unit’s shift/tour whichever comes first. However, exceptions can be made but only by the company officer in the event there are late calls, or extraordinary amount of Emergency response calls in a shift, or tour with prior notice.
 - b. Part time paid staff
 - i. All EMS calls EMS calls “answered” MUST be entered in electronic form on NMEMSTARS no later than the end of the unit’s covered shift. However, exceptions can be made but only by the company officer in the event there are late calls, or extraordinary amount of Emergency response calls in a shift, or tour with prior notice.
 - c. All finished reports will be collected and turned into the EMS division chief the first day of each new month.
 - d. The report numbering system shall reflect the change in month, and year as applicable.
 - e. Each EMS run report shall be entered into the run log located at the home station of each ES unit. EMS run numbers shall be entered as follows:
 - The ES unit number
 - The year the call was answered
 - The Month the call was answered
 - The number of call for that month.Ex] 2-1301001



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- f. When entering reports into NMEMSTARS, the **call number** will be entered as the **VCES report number**. The **PSAP number** shall be entered as the **CAD number** as provided by Valencia County Dispatch
- II. Fire report numbering system
- a. Full Time paid staff
 - i. Fire calls “answered” MUST be entered in electronic form on NMEMSTARS no later than prior to the end of the unit’s shift/tour. However, exceptions can be made only by the company officer for late calls, or extraordinary amount of Emergency response calls in a shift, or tour with prior notice.
 - b. Part time paid staff
 - i. Fire calls “answered” MUST be entered in electronic form on NMEMSTARS no later than the end of the unit’s covered shift. However, exceptions can be made only by the company officer for late calls, or extraordinary amount of Emergency response calls in a shift, or tour with prior notice.
 - c. All finished reports will be collected and turned into the Fire division chief the first day of each new month.
 - d. Each Fire run report will be entered into the run log located at the home station of each ES unit. The report number (CAD) used to enter these reports into electronic form will be obtained by the ES employee from Valencia County Dispatch. A CAD number will be utilized for all fire, hazmat, vehicle extrication, or any other type emergency response that would not require an EMS type report.
 - e. Fire reports entered by ES career staff will be entered under the respective county fire district, if the ES unit assumes command, or is the 1st arriving unit on scene. The report number (CAD) requires an uppercase letter “A” be placed at the beginning when reports are entered into electronic form (NIMFRS) ex] A14-00000. This letter “A” reflecting career staff has entered the report. Should the county fire district respond and assume command, or is the 1st arriving unit, ES shall log the run number, but is not required to enter a report into electronic form.
 - f. It is also mandatory that the Fire Marshall attach an investigation report (FMO report) on all fires related to property loss, i.e structure fires, vehicle fire etc.



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III. APPARATUS CHECKS

- a. Apparatus checks are to be completed at the beginning of each shift/tour and logged using the appropriate check sheet (SEE APPENDIX A). The apparatus MUST be monitored by the driver/operator throughout the duration of the shift/tour. Any and all discrepancies or concerns will be documented and reported to the company officer by email as soon as it is found.
- b. Part of the apparatus check is the clip board. The VCES employee shall ensure the clip board is present, with the following;
 - X20 blank EMS run reports minimum
 - X20 blank Fire run reports minimum
 - X20 HIPAA forms
 - X10 refusal forms
 - X20 VC burn ordinance, hours, regulations pamphlets and/or sheets

To also include but not limited to any other paperwork needed or required, such as burn ban, firework bans, etc.

IV. SCBA

- a. SCBA checks MUST be conducted and completed following apparatus checks. SCBA's checks will be documented on the appropriate check sheets (SEE APPENDIX B), to include all harnesses, bottles, and masks. Any and all discrepancies or concerns will be documented and reported to the company officer by email as soon as it is found.

V. MED BAGS/EQUIPMENT

- a. Medical bags and equipment checks MUST be conducted and completed following SCBA checks. Medical bag/equipment checks will be documented on the appropriate check sheets (SEE APPENDIX C). This includes the vitals/first in bag, airway bag, medications bag, suction unit and batteries, AED and batteries, MVC bag, and START Triage kit. The VCES employee shall also ensure the ES unit is equipped with a functional stair chair, KED, LSB, Traction splint, and a mega mover to include any other equipment as needed or assigned. At the end of each shift/tour or each use, all equipment needing to be recharged such as suction unit, AED etc. will be plugged in and ready for use by the next in coming shift.



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- a. All supplies MUST be restocked from the overstock supply located at each ES units home station. All equipment and supplies use will be logged onto the back side of the medical bag check sheet form per each day of the tour. The overstock supply cabinet or "tote" will be inventoried and restocked from VC Fire Administration at the end of each tour or as needed throughout the tour. All Supplies obtained from VC Fire Administration must be logged on the appropriate sign out sheet located in the supply room. ES units are encouraged to restock basic supplies not including medications from the transport service however; restock shall not hinder nor delay patient care or rapid transport.

VII. PPE CHECKS

- a. Each VCES employee is required to conduct an inspection once a month and after each use on structural and wild land PPE. These checks will be logged on the appropriate forms (SEE APPENDIX D). Any and all discrepancies or concerns will be documented and reported to the company officer by email as soon as it is found. Any discrepancies that render the equipment out of service MUST be reported to the company officer. Inspection documentation after each use will be assessed with all fire reports.

VIII. SMALL ENGINE CHECKS

- a. All small engine equipment on ES units shall be started a minimum of once per shift and left running at an idle for at least five (5) minutes. The employee will ensure the engine runs properly, by checking the oil, fuel level, spark plugs, and air filter at a maximum and logged on the appropriate form (SEE APPENDIX A). A company officer's approval shall be obtained for any other diagnostics, or service that is required for any small engine.

IX. HYDRAULIC EXTRICATION EQUIPMENT

- a. All hydraulic equipment on VCES units will be ran, connected and exercised a minimum of once per tour for a total of twice per week, conducted once by A shift and once by B shift. All hydraulic tools will be cleaned, maintained and logged on the appropriate check sheet (SEE APPENDIX F). Any and all discrepancies or concerns will be documented and reported to the company officer by email as soon as it is found.



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- X. STATION CHECKS
- a. Each ES unit will conduct station checks at all Valencia County Fire Stations, including Station 3 warehouse and station 7 warehouse each Saturday and logged on the appropriate check sheet (SEE APPENDIX E). When conducting station checks, all small engines shall be started and filled with oil and/or fuel as needed unless advised otherwise by the district chief or company officer. Any discrepancies shall be documented and reported to a Company officer by email. VCES shall then forward the information to VC command staff, who will forward the issues to the individual station officers.
- XI. Special Considerations –
- a. ES unit conducting checks at VC station 12, Shall check and log all SCBA's with a VC SCBA check sheet. Any other special considerations will be delegated by a chief officer as needed.
- XII. Additional assignments:
- a. Generator on MCI Trailer shall be started a minimum of once per shift and left running at an idle for at least five (5) minutes. The employee will ensure the engine runs properly, by checking the oil, fuel level, spark plugs, and air filter at a maximum
 - b. Air Truck: start truck, ensure fuel levels are above $\frac{3}{4}$ tank, ensure Cascade system is full and ready for deployment. If not connect to the stationary cascade system, and fill. In the event the person(s) has not been properly trained on the cascade system, contact will need to be made to a company officer before attempting to use. The generator shall be started a minimum of once per shift and left running at an idle for at least five (5) minutes. The employee will ensure the engine runs properly, by checking the oil, fuel level, spark plugs, and air filter at a maximum
 - c. Any persons who have outstanding/pending fire or EMS reports will NOT be eligible for any additional or specialized activities such as but no limited to specialty deployments, RMP deployments etc.



Policies & Procedures

Article 2.6

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Signature of approval

Printed name