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TO: All Fire & Rescue Personnel

FROM: Paul Burroughs, EMT/FF Technician
Scott Kensinger, Deputy Chief

RE: Electronic Check Sheets

DATE: February 1, 2015

INFORMATIONAL BULLETIN IB-15005

At the request of many Company Chief's, supervisors and the department's desire to move towards a paperless system; the apparatus, generator, and cascade paper check sheets have been converted to Excel spreadsheets and made available to staff in the "Fire All Users" directory on your desktop.

EMT/FF Technician Burroughs has been testing and tweaking these spreadsheets during the month of January and some stations have already completely converted over to using them already. Beginning today (February 1, 2015) we will go live with their utilization.

To make access to the spreadsheets, simply log in to the City station computer and select the "Fire All Users" directory that is located on your desktop screen. Next, select the "Station Check Sheets" directory. Once in that folder select your respective station and you will see the spreadsheets that are available for your use.

While you must still complete your month end data entries in the spreadsheets such as ending mileage and engine hours for each of the sheets, we will not require the sheets to be printed and sent to the office at the end of each month as these will now be available to us electronically. The only item that will still need to be sent to the office at the end of each month is your training logs.

If you have any questions on the use of these spreadsheets or have suggestions for additional features for them, please contact PJ or me.