

## **Example of an EMS Chief's Report**

(date or time period)

### A. Operations

- a. Incidents
  - i. Incidents by type (since last report)
  - ii. Incidents year-to-date, by type
  - iii. Incidents year-to-date compared to last year-to-date, by type
- b. Training
  - i. Individual (professional development, conferences, workshops, etc.)
  - ii. Group (first responder training, CPR, etc.)
- c. Changes
  - i. Standard Operating Procedures/Guidelines
  - ii. Vehicle/Major equipment assignments
  - iii. Shift/Station/Vehicle assignments
- d. Vehicle/Equipment Maintenance (including radios)
  - i. Routine checks, maintenance, servicing, etc.
  - ii. Major/Minor projects or repairs
- e. Accidents/Work Compensation Insurance Claims/Near Misses

### B. Major Activities

- a. Community/Public Relations (Chamber events, social media updates, etc.)
- b. Media Relations (Media stories, etc.)
- c. Special Projects (Inventory, storage room cleaning, etc.)
- d. Inter-governmental (9-1-1 Board, regional chiefs' meeting, meeting with Sheriff, etc.)
- e. Strategic Planning (Status of key projects, initiatives, or compliance efforts)

### C. Administration

- a. Building and Grounds (including radio towers)
  - i. Routine checks, cleaning, maintenance, servicing, etc.
  - ii. Major/Minor projects, remodeling, repairs, etc.
  - iii. Utility or neighborhood issues
- b. Computer and Telephone Systems
  - i. Software/virus protection updates, etc.
  - ii. Major/Minor upgrades or repairs

### D. For Consideration by the Board

- a. Proposed policy changes
- b. Purchases/Contracts
- c. Personnel recommendations
  - i. Employment
  - ii. Promotion/Demotion/Other Changes requiring Board approval
  - iii. Discipline
  - iv. Resignations/Terminations