**Fire Chief-CAO/City Manager Reporting Form**

**Explanatory Notes**

INCIDENTS

* This category has been broken down line by line for a variety of types of incidents. Regular updates of the types of incidents a department responds to are a great way to determine where to focus prevention efforts and training requirements.

REPORTING

* Injuries/Fatalities – Public; injuries to those that we respond to are typically recorded within the provincial reporting system, but there is no quick search feature to the provincial reporting system to find statistics. Utilizing this form will allow Fire Chiefs to have a quick reference document that they may refer to.
* Injuries – Responder; Any injuries to the members of a fire department must be recorded and reported accordingly. By maintaining a quick reference document of any firefighter injuries, it may assist a Fire Chief in determining where to focus training efforts to eliminate any potential future incidents.
* Fire Reports Outstanding; As per The Fires Prevention and Emergency Response Act s. 25(2), fire reports must be filed within 14 days of an incident. This line will allow a Fire Chief to keep track of how many reports require filing with the provincial reporting system.
* Media Relations; Media sources such as radio, print and social media are great tools that a Fire Chief may utilize to inform the public of the facts following an incident.

PUBLIC EDUCATION

* This category has been broken down line by line for a variety of methods of communicating fire prevention with members of the public.

STAFF

* Available Firefighters - Tracking the availability of firefighters is more than just how many members belong to a fire department. At various times of the year, some firefighters may not have as much availability as needed; for example, during seeding or harvest, or during the breaks that follow the school schedule (spring break, Christmas break, summer) some members of the fire department may not have the ability to respond to incidents and/or may be out of the response area on vacation.
* Hours Training/Hours Incidents – Keeps a quick reference for the number of hours that firefighters spend with the department.
* Average Training Attendance/Average Call Attendance – Shown as a percentage in the report is simply calculated by taking the number of firefighters that attend divided by the total amount of firefighters.

FORECAST TRAINING

* This category lists a variety of available training seminars from either the Manitoba Emergency Services College, Mutual Aid Training and/or meetings, and in-department exercises. This may be utilized to show how often skills are refreshed and to show where a need for training is required. It is also a reference that may support the need for training and assist with budgetary planning to support training.

FORECAST RISKS/THREATS

* This category serves as a reminder, although one cannot necessarily record all the risks/threats within this report, if there is something applicable to record (example-Weather; heavy rains that may cause flooding or extremely dry weather that poses a high risk of wildland fires, the writer may create acronyms to write in the space or use additional pages to record risks.
* Planting/Harvest may have the risk of environmental with field and equipment fires or may also pose the risk of lower staffing numbers in departments where many of the firefighters are involved in agriculture.
* Community events may refer to a community wide celebration (annual events) where firefighters are committed to assisting with events or there is expected to be a large influx of people into a community/area (music or cultural festival) that may cause an increase in incidents.

FORECAST EVENTS/PLANS

* This category may assist in planning with upcoming events and staffing requirements for a variety of events.

CAPITAL PLANNING / OPERATIONAL EXPENDITURES

* This category is designed to assist Fire Chiefs with budgetary planning and to create the conversation between the Fire Department and the Municipality as to requirements for replacement and purchasing of equipment. It is best to begin planning at a minimum one year prior to actual purchase. This allows research on products, contacting sales companies to request demonstrations, request for proposals/quotations and actual planning for the financial obligations required for purchase.