

DEPARTMENT RECORDS

DISTRICT RECORDS

Where applicable, the applicable District forms to be used for EMS runs, equipment maintenance, fire reporting, etc. are provided in the appendix to this Section.

A. PERSONAL RECORDS

1. **Department Records** - The District shall maintain records on every member which indicate the member's date of appointment, promotion, and retirement. If there is general information which needs to be put in the file regarding the member, that information should go within the general personnel file of the individual.

2. **Training Records** - The Fire District shall maintain training records for specialized training indicating dates of training, subjects covered, and, if any, certifications achieved. Training records shall be the responsibility of the District's training officer and secretary, as well as the individual member.

3. **Medical Records** - The Fire District shall maintain a medical or health record for each member. A separate file relating to substance abuse shall also be maintained.

4. The Fire District shall maintain individual records of any **occupational exposure** to known or suspected toxic products, infectious or contagious diseases.

5. The Fire District shall ensure that the **health or medical records** for each District member remain confidential.

B. DEPARTMENTAL RECORDS

1. **Personnel/Medical Data Base** - The Fire District shall maintain personnel records for all members. The Fire District shall also establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, or deaths that are or might be job related. The health data base shall remain confidential.

2. **Training** - The Fire District shall maintain training records for each member, and in addition, where the members are trained in a group setting or as an entire department, departmental records reflecting dates of training, subjects covered, satisfactory completion, and, if any, certifications achieved, shall be maintained. Records for the entire department relating to infectious disease and occupational exposure training shall be maintained as required under these SOP's. All fire service training reports and records should comply with NFPA 1401.

3. **Apparatus and Equipment** - The Fire District shall ensure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training. This pertains especially to annual pump, hose, and ladder testing.

4. **Station Records** - The Fire District shall maintain records regarding the status of each station, and any repairs which need to be made, and the date of the completion of any such repair. The station records shall be the responsibility of each station captain and the District secretary.

5. **Inspection Records** - Records of all inspections of any facility made within the District shall be maintained by the District. These records shall be available to the District officers and any inspector for review. The records shall be made available to the public, upon proper request, pursuant to the Revised Code.

6. **Pre-Plan Records** - The District shall attempt to pre-plan all public buildings within its jurisdiction. Copies of the pre-plan shall be kept in the inspection records for the individual building or occupancy. Copies of the pre-plan reports shall be maintained on at least one department vehicle for use in the field. Water supply requirements shall also be supplied to the Aqua Ohio Water Service. Pre-plan reports should comply, where applicable, with NFPA 901, 903, and 1452.

7. **Fire Suppression/Emergency Response Records** - The Fire District shall maintain records of all emergency-related activities in accordance with the reporting requirements set forth by the State of Ohio, including those reports required to be filed under the

Ohio Fire Incident and the National Fire Incident Reporting Systems. These records will be made available to any member of the public, upon proper request. The District may charge for copies or reports for any records made available to the public.

8. **Investigation Records** - The Fire District shall maintain records of any investigation conducted by the Fire District. The investigation records shall remain confidential and may be reviewed only by the officer in charge of the investigation or a fire investigator assigned to that particular case. Upon completion of the investigation and case, the records will no longer be deemed confidential police records, but may be released to the public in accordance with the Ohio Revised Code. Fees may be charged for any such reports released.

9. **Financial Records** - The District shall maintain financial records of all activities. Such records shall be the responsibility of the clerk/treasurer. All such records shall be audited by the state or local auditors in accordance with Ohio law.