

ADOPTED: JULY 1, 2018

REVISED

PURPOSE

Jefferson Fire District has Ordinance 2018-001 allowing the Fire District to charge non-residents for services rendered. This Operational Guideline provides guidance for what information needs to be collected at the scene. This data is important because it will determine if the Fire District can recover cost and then determine what those cost should be.

PROCEDURES

It is the responsibility of the IC to see that the information is gathered and recorded at the scene. The information and data should be collected using the EF Recovery mobile application. If the mobile application is not available, you can use paper form. If the EF Recovery mobile application is used to record the information, it should be submitted to the Fire Chief for review. If a paper form is used it shall be attached to the alarm report.

INFORMATION and DATA NEEDED

The information and data collected is only for Jefferson Fire District resources used at the scene.

- A. Personnel on scene by type.
 - 1. Fire Chief
 - 2. Assistant Chief
 - 3. Division Chief
 - 4. Logistics/EMS
 - 5. Administrative Assistant
 - 6. Volunteer Personnel and number of volunteers
- B. Apparatus on scene.
 - 1. Engines, E60, E61, E63, E64
 - 2. Brush Units, B60, B63, B64
 - 3. Tenders, T60, T63, T64
 - 4. Rescue, R60
 - 5. Boat, Boat 60
 - 6. Command/Support, C60, U60 (pickup), S60 (Suburban)
- C. Times
 - 1. Alarm time
 - 2. The time the last unit clears and goes available
- D. Consumables - Do not include any consumables that were replaced by ODOT or any other agency on the scene.
 - 1. Absorbent boom
 - 2. Absorbent pads
 - 3. Absorbent granular
- E. List any equipment or PPE destroyed.

- F. Class A Foam, in gallons used.
- G. All task performed at the scene.
 - 1. Debris removal
 - 2. Extrication
 - 3. Fire suppression
 - 4. Incident command
 - 5. Patient care
 - 6. Rescue boat deployed
 - 7. Rescue boat standby
 - 8. Road block/detour
 - 9. Scene safety
 - 10. Traffic control
 - 11. Vehicle stabilization
 - 12. Water rescue/recovery
- H. Involved individual's information.
 - 1. Picture of the front of driver's license, each vehicle operator
 - 2. Picture of the vehicles insurance card
 - 3. Picture of the vehicle registration
 - 4. Pictures of the scene
 - 5. Pictures of the vehicles involved license plates