

Subject:	ANNUAL REPORT
Section:	PPG# 3010
Chapter:	Community Relations
Effective Date:	7/1/98

1.0 POLICY

1.1 The chief shall prepare an annual report which describes, but is not limited to the following activities:

1. Fire suppression emergency responses.
2. Hazardous materials emergency responses.
3. Medical emergency responses.
4. Community service including CPR training, blood pressure screening, classroom presentations and fire prevention education.
5. Training sessions for firefighters (paid and volunteer).
6. Training sessions for commissioners.
7. Job-related injuries or illnesses.
8. Major acquisitions of equipment and apparatus.
9. Personnel turnover (paid and volunteer).
10. Changes in department policies.

Such report shall be submitted to the board by February 1. After acceptance of the report, copies will be made available to the general public upon request.