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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision/Review Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Annual and Monthly Reports**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:** Fire Department will provide written monthly reports to municipalities to which the FD has a primary response area. Annual reports will be submitted to the same municipalities. All reports will be available on the FD web site (or available by request if no web site is available).

**Purpose:** Municipalities providing funding or other support to the FD need to be kept up-to-date with activities of the FD on a periodic basis and recognized for their contribution to the FD.

**Scope:** Report is compiled from information from a variety of sources including incident reports, vehicle maintenance records, training records, community risk reduction activities, facilities, human resources, fundraising activities and income/expenditures.

**Procedure:** The reports should be clear and concise. A combination of written text, charts and pictures will help to present a clear picture of activities. Keep in mind the audience – most readers of this document will have little experience with emergency service organizations. Avoid acronyms without explanation and industry terms specific to fire and EMS. Keep the information simple and show the value of your organization. Volunteer organizations may want to include information on cost-savings. Fire and EMS cost-savings calculators and presentation templates are referenced below.

Information to include:

* Call statistics (including missed calls with explanation)
* Vehicle usage and maintenance performed
* Training hours completed
* Community Risk Reduction activities
* Facility improvements
* Human Resources (new members/employees, termination, promotions)
* Fundraising activities
* Income/expenses, budget, funding requests
* Election (plans and results) or change in primary point of contact

The lead person (Fire Chief, President or Executive Officer) should attempt to deliver the report in person at least once every six months – quarterly or monthly is recommended.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Fire Cost Savings Calculator

<https://www.responderhelp.com/organization-and-administration/budget-finance/fire-service-cost-savings-calculator/>

EMS Cost Savings Calculator

<https://www.responderhelp.com/organization-and-administration/budget-finance/ems-cost-savings-calculator/>

Fire Service Customizable Cost-Saving Presentation Template

<https://www.responderhelp.com/organization-and-administration/budget-finance/fire-service-cost-saving-customizable-presentation-template/>

EMS Customizable Cost-Saving Presentation Template

<https://www.responderhelp.com/organization-and-administration/budget-finance/ems-cost-saving-customizable-presentation-template/>