

# Fire Rescue Records Maintenance

## CHAPTER 12.2

<b>Issued: October 2021</b>	<b>Revised:</b>
<b>Submitted by:</b>	<b>Approved by: Chief of Fire Rescue</b>

### **Purpose**

This policy identifies what records Alachua County Fire Rescue is responsible for maintaining, how/where they are stored, length of retention, and destruction method if applicable.

### **Dispatch Records**

Dispatch records are maintained through the Alachua County Sherriff's office at the Combined Communications Center and available by utilizing the Visinet Browser (Tritech CAD) on the county intranet. Dispatch records are maintained on their servers indefinitely.

### **Patient Care Records (PCR)**

ACFR utilizes ESO Solutions, Inc. for EMS and fire reporting. All patient contacts will result in an ESO patient care record being completed and submitted by end of shift or as otherwise approved by the supervising District Chief for that shift. Records are maintained on the ESO servers for a minimum period of at least 5 years as required by Florida Administrative Code 64J-1.014 - Records and Reports.

### **Financial Records**

All financial records are stored through the Alachua County's hosted software, New World. G.A.A.P. principles are followed for length of storage. The retention of these files are governed by Florida State Statute Chapter 119.

### **Vehicle & Equipment Maintenance**

Alachua County Fleet Maintenance utilizes the fleet operating system "FASTER". This software maintains all vehicle and equipment records electronically. All records are stored on their servers permanently. This includes all parts, labor, fuel and commercial repairs over the life of the asset.

### **Performance Improvement**

All measured departmental performance standards are stored on county servers or through their respective software servers (e.g. Neogov: annual employee evaluations,

ESO: medical QPI, Trittech: unit response records, etc.) as directed by the Deputy Chief and Fire Chief for review and implementation.

### **Unusual Incidents**

The department utilizes situation reports for all incidents requiring administrative review. The health and safety officer is responsible for the review and processing of these reports. Records are stored permanently through a database under the fire rescue section of the shared drive on county servers.

### **Safety**

Per OSHA 1904.33(a) ACFR will maintain the OSHA 300 log, privacy case list (if one exists), annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

Records regarding vehicle accidents and incidents are retained for 3 years per Federal Motor Carrier Safety Administration section § 382.401.

### **Compliance Program Documentation**

ACFR maintains documents on county servers in compliance with Florida Medicaid rule 59G-1.054 "Recordkeeping and Documentation Requirements" and CMS title 42, chapter 15.

### **Employee Health**

Occupational Health records are retained for the tenure of the employee and in some cases 25 years beyond separation per Admin Code 1B-20.003 General records Schedule GS1-SL. Workers Compensation records are kept for 2.5 years. Alachua County references FL Admin Code 1B-20.003 General records Schedule GS1-SL. Retention periods are updated in conjunction with FL admin code 1B-20.003 General records Schedule GS1-SL.

### **Customer Comments**

Citizens can provide comments through a web-based format called Share Point. This is monitored by the Deputy Chief, Assistant Chiefs, Accreditation Team, and the Alachua County Fire Rescue awards committee. These records are stored indefinitely on the county server.

### **Training**

All training records are recorded and stored in the online training platform Vector Solutions. These records consist of individual and group trainings for ACFR operational employees. Group trainings are linked to each attending individual's training record for reporting purposes. These records are kept as part of the individual's personnel record for 30 years after any manner of separation or termination of employment.

### **Certification and Credentialing**

Individual employee certifications and licenses are tracked in Vector Solutions as credentials. This allows for easy access to essential certifications/licenses as well as to provide a means of notifying the individual and their supervisors of approaching expirations. The employee is to email a color copy of the certificate/license to [acfrtraining@alacuacounty.us](mailto:acfrtraining@alacuacounty.us) who will save the document on the ACFR server in the employee's file located at

**V:\Fire\_Rescue\_Section\Tech\_Services\_Branch\_FY2021\OPS\_Certificates.** The Vector Solutions credential is then updated and the file attached. These records are kept as part of the individual's personnel record for 30 years after any manner of separation or termination of employment.