



General Order Number 19

October 1, 2012

To Officers and Members

Johnson Creek Fire & EMS Department

Effective October 1, 2012

Every department owned vehicle has a logbook that should have journal entries for each use and other significant events. The purpose of this logbook is to communicate important information and to hold every operator accountable for each use of a vehicle. Examples of journal entries would be; when the vehicle is fueled and the quantity, where the vehicle responded to for an emergency, who operated the vehicle, any damages that occurred to the vehicle or equipment, repairs to the vehicle, any equipment that was used while on an emergency, and equipment used during training. Public relations activities such as fire prevention efforts, school visits, and parades should also be recorded in the logbooks. Post incident vehicle checks will also be kept with this logbook.

The following are two entries as examples;

October 1, 2012, Firefighter Jones checked all vehicle systems and refueled at the Mobil station with 7.8 gallons. No problems found. Signed: *Firefighter Jack Jones*

September 27, 2012, Squad 28 moved up to quarters in Fort Atkinson at 0730 hours. No further action required. Returned to station at 0900 hours. Refueled at the Mobil station with 28.3 gallons. Signed: *Operator Sam Smith*

This order will take effect and be in force on and after 0700 hours on the date indicated.

David F. Peterson

Fire Chief