

Instructions For Preparing Monthly Fire Report (Form SFM-FR-2002)

(Make copy for department records when completed)

This report was developed for use by the local fire department to compile monthly data for the State Fire Marshal's Office (SFMO) and was revised in October, 2001.

Please do not use SFM-FR-88-1.

The SFMO participates in the National Fire Incident Reporting System (NFIRS) and uses the information compiled from these statistics. In addition, your department must report this information to receive Fire Protection Funds as defined in the Fire Protection Regulations (NMAC 10.25.10). **REPORTS MUST BE FILED REGARDLESS OF ACTIVITY. THE REPORT IS DUE ON THE 10TH DAY OF EACH MONTH FOLLOWING THE REPORTING PERIOD (JANUARY REPORT IS DUE FEBRUARY 10TH, ETC.)**

There are several options for providing this information to the SFMO.

- Written Reports – Use the form enclosed and make copies as needed.
- Use the Word Form and fill in the blanks. They can then be printed or emailed to dan.wright@state.nm.us
- Access the State Fire Marshal's Office Internet site at <http://www.nmprc.state.nm.us/> (this site is currently under construction and should be online in 2002).

Instructions for the written report

Enter your department name, code number in the spaces provided. Your code number can be obtained from the SFMO. Identify your county and enter month and year for the period the report covers. Please use numerals rather than spelling out. (Ex. Use "0", do not use "none" or "zero".) Do not use hash marks (IIIH) to fill in the blanks.

- I. **TOTAL ALARMS ANSWERED:** This is a total of all alarms answered during the month, including all false alarms, rescue and public service calls. If no alarms were answered during the month, indicate this by placing a zero in this category.

- A. **TYPE OF RUN:** In this section, please indicate type of run. Note: Item 04, *Automobile* – this item should include all vehicles. (pick-up, semi, tractor, car, etc.)

- K. **NUMBER OF DEATHS:** Please fill in total number of deaths resulting from fire. If there are any deaths to report, this form should be accompanied by a FIRE DEATH REPORT FORM, SFM-FD-1.

TRAINING CONDUCTED

This is a new addition to the report. The categories listed for Structural Fire Training are the types of information requested by the Insurance Services Office, Inc. (ISO) for its survey. Fire department meetings are not considered training sessions and should be documented separately. An explanation for each category is listed here.

2A Multi-company – Multi-company typically applies to large departments where several fire companies are involved in the training session. However, for small departments this may include mutual aid training, provided that the training includes a broad spectrum of typical structural fire response activities (use of bunker gear, ladders, hose evolutions, search and rescue, water supply, pump operations, etc.)

2B Company – Training activities involving a company, (a company usually consists of at least 3 personnel, which may perform a number of tasks such as haz mat, rescue, engine or ladder work), where the company conducts training specific to its job duties. A company can also consist of personnel in a small department providing needed services in a broader sense.

2C. Officer(Leadership) - Training specifically for officers to include command and control functions of the fire departments operations.

2D. Driver/Operator – Training of personnel on the safe and effective driving and operations of vehicles for fire suppression.

2E. New Driver/Operator – Training of personnel who have recently assumed responsibility for driving and operation of fire apparatus with little or no previous training. A policy should be developed to determine when this period ends.

2F. Radioactivity / haz mat – Courses in radioactive and hazardous materials should be documented in this category.

2G. Recruit – New personnel training should be listed here. This may include introductory courses or fire department orientation training.

3. EMS

4. WILDLAND

5. BUSINESS MEETINGS