



## FY 2017 Recommended Budget Budget Question

**Board Question #: 32**

**BUDGET QUESTION:** What is the need to have call/training/station activity log books in all stations when we have the CAD system tracking calls and another system tracking training? How much would be saved in the budget if we were to not purchase any more of these log books?

**RESPONSE:** The station log books serve multiple functions for the Department in the area of documentation. They provide a written log of the activities conducted in each station, on each shift. Items logged in these books include basic information on incidents the stations respond to, the personnel working on a specific shift and the unit they were assigned to, information on when various station and equipment maintenance was conducted, training that was conducted, and a variety of other events that would not normally be captured in any of the other systems being used by the Department. This documentation serves as a mechanism to provide pass-down information between an off-going and on-coming shift, and provides a backup to the various on-line record keeping systems the Department utilizes.

At times, due to connectivity issues or other technological problems, the Department's on-line systems may be unavailable. This results in the need for retroactive entry of activities retrieved from the log books once the systems are accessible again. In these situations, the log books are invaluable in assuring accuracy of the data entry, as they provide a mechanism of record keeping that does not depend upon connectivity or other technological needs.

The Department currently purchases approximately 10 of these books annually, at a cost of \$40/each. The expense of \$400 annually provides a written backup of the Department's activities that will not be impacted by technological failures.