

# Memo

**To:** ALL FULL TIME MEMBERS  
**From:** CHIEF JIM REDD  
**CC:** EACH MEMBER  
**Date:** October 23, 2007  
**Re:** MEDICAL GEAR INVENTORY

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As a result of many complaints from shift personnel about shortages found on arrival to medical calls, the following will be accomplished each shift. This will allow members to become familiar with the location of the equipment in the kits and to identify shortages at the beginning of the shift. The authority surrounding medical control for this department is BC Shawn Harter. BC Harter will develop Standing Operating Guidelines for this topic. BC Harter will report to the Chief the status of our medical equipment and any problems that have occurred.

A medical inventory form was developed to use on a daily basis and is located at each station in a binder. If a shortage occurs, a copy of the inventory form is to be placed in the BC Harter's mail box at the appropriate station. Do not call BC Harter at GSP.

Only two medical kits will be set up for First Responder Response. These will be located at the radio table in each station. Each shift should insure that these are placed on the truck when responding to a medical call.

c: SOP Binder, Ea Member