



# TOLEDO FIRE & RESCUE DEPARTMENT



## Directive: 24-12 - Notification to a Deputy Chief

### 2024 Directives

Date Issued: 09/18/2024

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### Injury or Illness Notification:

Anytime a Toledo Fire and Rescue member, either uniform or civilian, is transported for a medical condition while on-duty, the Deputy Chief or their designee, who is responsible for the bureau the member works in, will immediately be informed by phone of this situation. This includes injury or illness.

The Battalion Chief or Bureau Supervisor directly in charge of the affected member is responsible to ensure that this information is delivered to the Deputy Chief. The Deputy Chief will then determine whether additional responses are appropriate and if the Fire Chief must be informed at that time.

*The Deputy Chief of Operations is to be emailed information concerning staffing below 113;*

When the minimum staffing cannot be met for more two hours (currently at 113), this information is to be emailed to DC 114. This is to include the times that this occurred, which crews were affected, and the efforts made to correct the situation. These situations are now required to be regularly explained and documented; so your narrative assists to accurately define the circumstances that occurred.

Reduction of Response Units due to Staffing Shortage (Directive #23-5):

- Whenever staffing drops below 111, and an engine is taken out-of-service due to a staffing shortage.
- Whenever staffing drops lower so that any additional response vehicles are also taken out-of-service.
- Whenever staffing increases so that these response vehicles are returned to service and the minimum staffing level has been restored.

**Effective Date: September 18, 2024**

Directive 24-12 revises 23-05

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