



MASON COUNTY FIRE DISTRICT #4

TITLE: ACTION FORM USE

CHAPTER: 2000 NUMBER: 2196 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

In order to reduce the number of forms that the District uses, the Action Form is a master form for inter-department communications.

The following are subjects that would be appropriate to use the Action Form:

- Administrative communications
- After action review
- Supply request
- Maintenance issues
- Equipment issues
- Human resource communications
- Safety issues or concerns
- Training request
- General message or communication
- Work order
- Recommendation
- Notice of excellence
- Discipline communication

This is not intended to be a complete list of communications.

Specific forms that are separate are: District Incident Form, Transport Form, MIR, Training Attendance Form, and specific Human Resource forms.

When completing the Action Form;

- 1) Enter as much information that is available.
- 2) The white, yellow copies are forwarded to your supervisor and/or a Chief Officer.
- 3) The pink copy is for your personal record.

To maintain privacy, Station(s) 1, 4 and 6 have a red secured box (in apparatus bay) to place forms in.