



General Order

Department of Fire & EMS

G.O. 2-3-2025

Subject: Medical Supplies Inventory

Date: February 12, 2025

Authority: Assistant Chief Dennis Brothers/*DWB*

Effective March 3, 2025, the medical supply inventory will change from a monthly inventory to a weekly inventory. Each Sunday the on-duty EMS crew(s) will conduct a medical supply inventory. Prior to the end of that shift a medical supply requisition will be electronically sent to both the Quartermaster and the Assistant Chief of Training, Health and Safety.

Each Monday morning the Quartermaster will print out all the medical supply requisitions and begin to fill them. As orders are filled, he will email shift commanders, station officers and EMS cars of such. The email is sent to allow units transporting to CHC to stop in during their return to pick up their supplies. The email will also trigger shift commanders and EMS vehicles that may stop by the PSTC for other reasons to pick up supplies for stations they may be visiting that day. All completed supply requisitions will be kept within the secure area in the barn warehouse.

Every Tuesday/Wednesday the Quartermaster will assess which supplies remain and begin to deliver them to the stations. As the Quartermaster makes deliveries, he will again send out an email to the appropriate personnel that their weekly medical supply requisition has been delivered. It is expected that by the end of day on Wednesday that the weekly requisition for that week has been delivered.

Shift commanders / station lieutenants are asked to select one person per station to be the medical supply coordinator. This person will be the direct contact

between the station and the Quartermaster. The station medical supply coordinator will contact the Quartermaster for all routine concerns, problems and issues with medical supplies. Shift commanders/ station officers should submit the names of the designated medical supply coordinator to the Assistant Chief by April 1st. If the designated supply coordinator transfers to another station, then a new coordinator will be selected.

The intent of this change is to streamline the delivery of medical supplies. This will also provide the quartermaster one person per station he can contact to address any issue that may develop with that station.