

GERMAN TOWNSHIP **FIRE - RESCUE**

PROFESSIONAL VOLUNTEERS FAITHFULLY SERVING

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Evansville, IN 47720
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Email germanfdhq@insightbb.com
Website: www.germanfiredept.org

To: All Officers

Daytime Employees

Administration

From: John M. Buckman III

Date: 11/26/09

Apparatus and Equipment Inventories are completed monthly by daytime personnel. Inventory forms are to be used when completing the inventory inspection.

If an item is removed permanently a written notice must be made to Captain Gries at gtvfd8x53@insightbb.com for changes.

If an item is removed for repair it should be noted on the white board at both stations. The item named, vehicle number and date of removal should be noted on the board.

Items missing from inventories will be noted on the forms and a separate email sent to john.buckman@insightbb.com for additional action.

Inventory reports will be filed by the administrative person. 2 reports will be kept on file. When the 3rd report is generated the first report will be discarded.

If you have any questions on this matter please let me know immediately.

Brother First, Duty Always