

**DATA TABLE 1: OVERVIEW OF THE AGENCY**

Information Component	Client Name
<b>RESPONSIBILITIES &amp; AUTHORITY</b>	
Type of governing body?	
Head of elected governing body (title)	
No. of members of governing body	
Is elected official authority defined?	
Top appointed official (title)	
Fire chief position (name)	
Hired by contract?	
If yes, length of contract	
Chief performance evaluations given?	
Chief's span of control (highest ratio)	
Who has FD hiring/firing authority?	
Policy & administration roles defined?	
Is agency subject to Civil Service rules?	
<b>AGENCY DESCRIPTION</b>	
Department legal name	
Department preferred (dba) name	
Abbreviation used for department name	
Agency type (fire district, city, other)	
Service area/response zone in square miles	
Headquarters location (physical address)	
Other facilities (describe)	
Agency(s) providing ground EMS transport	
Agency(s) providing aeromedical transport	
<b>ORGANIZATIONAL STRUCTURE</b>	
Structure type (attach organization chart)	
Job descriptions maintained for positions?	
When was organization formed?	
Is FD history maintained?	
Individual or group responsible?	
<b>STATIONS &amp; OTHER FACILITIES</b>	
Total number of fire stations	
Number of stations staffed full-time	
Number of stations staffed part-time	
Number of stations staffed by volunteers	
Number of totally unstaffed stations	
Standard response protocols adopted?	
By alarm/incident type?	
By apparatus type?	

SERVICE AREA & DEMOGRAPHICS				
Total area served (square miles)				
Area for EMS transport (if different)				
Current population estimates (year, source)				
Percent urban/suburban/rural/remote				
SERVICES PROVIDED				Comments
Fire suppression	Yes		No	
EMS first-response (levels provided)	Yes		No	
Ambulance transport (levels provided)	Yes		No	
Specialized/technical rescue (describe all)	Yes		No	
Hazmat response (level)	Yes		No	
Fire inspection/code enforcement	Yes		No	
Plan reviews	Yes		No	
Public education/prevention	Yes		No	
Fire & arson investigation	Yes		No	
Other services:				
Other services:				
OTHER ATTRIBUTES				
Current ISO rating				
Date of most recent rating				
Accredited through CFAI?				
CAAS accredited?				
Other accreditation?				
Rules/regulations last reviewed/updated?				
Process for revision provided to line staff?				
Outside legal counsel retained (name)?				
Consultation available to fire chief?				
Labor counsel available to fire chief?				
Target hazards identified?				
Pre-incident plans used? (describe)				
Plans in all frontline apparatus?				
Disaster plans in existence? (describe)				
Maps in vehicles? (MDC's, hard copy, etc.)				
Other:				
Other:				