

BULLETIN

NO: 18-240
DATE: December 10, 2018
TO: All Personnel
FROM: Chris Webber, Assistant Fire Chief, Emergency Operations
SUBJECT: Morning Meetings - Effective Department Communications

Effective January 1, 2019, the department will be changing back to the practice of company officers reviewing department communications with their crews during morning meetings.

After the department began using TargetSolutions to distribute communications to personnel individually the practice of reading and discussing these communications as a crew at the morning meeting stopped. This practice was an important way for fire officers and experienced personnel to share in depth information and address questions. The leader's intent of reintroducing this practice of company officers reading and discussing communications at morning meetings is to provide for more in-depth and effective understanding of department communications.

To assist crews in finding all the recent communications in one place a "**Morning Meeting**" link will be provided under the "Quick Links INDEX". The new link will contain all the most current communications, including announcements, so personnel will not have to search for them if already marked as complete. The use of iPads to access this resource at the morning meeting is encouraged. All department communications will still be assigned individually so that personnel on leave or individual work assignments will still receive the information. In addition to going over department communications, company officers should be using the morning meeting for the opportunity to establish crew assignments, review training needs, address facility/equipment issues and set up for a successful and productive shift.

As a reminder, the existing "**Safety Communications**" link should also be read and discussed as outlined in Bulletin 18-018.

Questions should be directed through the chain of command.