

Winnipeg Fire Paramedic Service

Records related to the Fire Paramedic Service and its respective service responsibilities. Includes records related to the provision of effective and efficient fire services and all definitive pre-hospital emergency patient care and transport of the sick/injured in Winnipeg and the provision of professional extrication services for victims trapped or entangled following motor vehicle or industrial accidents.

96. Fire Paramedic Service

96. Fire Paramedic Service		Function	Description	Retention and Disposition
96(1) / (70.01)	"911" Emergency Call Recordings	To maintain a record of all incoming calls requesting emergency services	Audio recordings of all dispatch centre telephone and radio traffic	Destroy 7 years after record creation.
96(2) / (70.02)	Fire and Paramedic Chief's Files	To provide a record of the general administration of emergency medical care and fire suppression services provided by the City of Winnipeg under The City of Winnipeg Charter and The Regional Health Authorities Act as carried out by the Fire and Paramedic Chief.	Correspondence, reports, agreements, directives, minutes and other records related to the provision of emergency medical care and fire suppression services as carried out by the City of Winnipeg Fire and Paramedic Chief	Archival.
96(3) / (70.03)	Fire and Paramedic Daily Incident Reports	To maintain a daily record of emergency incidents responded to by Fire Paramedic personnel.	Records and reports of the location, time and the dispatch and incident details pertaining to calls requesting the service of Fire Paramedic resources.	Destroy 1 year after record creation.

97. Fire Code Inspection



97. Fire Code Inspection		Function	Description	Retention and Disposition
97(1) / (71.01)	Fire Code Inspection Records	To maintain a record of inspections performed of buildings for compliance with the Manitoba Fire Code as permitted by By-law 1322/76.	Records of inspections of buildings for compliance with the Manitoba Fire Code as required by provincial or municipal regulations or in response to a complaint; includes inspection field forms, inspections of vacant buildings, inspections of smoke alarms, violations filed, related orders and related correspondence and other records resulting from compliance with the orders.	Destroy 10 years after file closure.
97(2) / (71.02)	Fire Inspection Reporting Records	To maintain a historical record of inspection and safety information about buildings for operational purposes.	Historical information about past fire code inspections, violations and complaints for buildings in the City of Winnipeg.	Destroy 2 years after obsolete or superseded.

98. Fire Investigation

98. Fire Investigation		Function	Description	Retention and Disposition
98(1) / (72.01)	Investigation Records	To maintain a record of fire investigations performed by the FPS as required by the Fires Prevention and Emergency Response Act.	Reports of fire investigations conducted on residential and commercial properties by the FPS as well as related correspondence and communications.	Destroy 2 years after obsolete or superseded.

99. Fire Safety Education



99. Fire Safety Education		Function	Description	Retention and Disposition
99(1) / (73.01)	Public Education Records	To maintain a record of public education programs conducted by the FPS.	Correspondence, communications, program and project records, promotional literature, presentations and talks related to public education efforts concerning fire safety and prevention, including records related to anti-arson, station tour, "Safety House", "Youth Fire Stop", and "S.A.F.E. Baby" programs and other related programs.	Destroy 2 years after obsolete or superseded.

100. Fire and Rescue

100. Fire and Rescue		Function	Description	Retention and Disposition
100(1) / (74.01)	Fire Reports	To maintain information about fires and/or accidents that were responded to by the FPS for legal, informational and insurance purposes.	Filed reports of fires/accidents that were responded to by the FPS.	Destroy after 6 years.
100(2) / (74.02)	Platoon Management Minutes	To maintain a record of the meetings of Platoon managers and administration personnel.	Minutes of the management meetings for platoon officers.	Destroy 1 year after record creation.

101. WFPS Training Records

101. WFPS Training Records		Function	Description	Retention and Disposition
101(1) / (128.01)	Academy Records	To maintain a historical record of the training of Winnipeg Fire Paramedic Service recruits and non-members from outside agencies at the WFPS Academy.	Records include class lists, test marks, class standings, photographs and other related records.	Archival.
101(2) / (128.02)	Training Records	To maintain a record of training and testing provided to members of the WFPS.	Records related to the training, testing and evaluation of members of the WFPS and records of other in-service training provided.	Destroy 60 years after termination of employment.

102. Medical Emergency Response

102. Medical Emergency Response		Function	Description	Retention and Disposition
102(1) / (75.01)	Ambulance Reports	To maintain a record of incidents responded to by FPS ambulances.	Ambulance incident reports, records of medical care and treatment administered to patients as well as related billing records.	Destroy 10 years after file closure.

103. Supporting Emergency Preparedness

103. Supporting Emergency Preparedness		Function	Description	Retention and Disposition
103(1) / (51.01)	Emergency Preparedness Coordinator's Files	To maintain a record of the City's preparation for and response to natural and man-made disasters as carried out by the Emergency Preparedness Office under the direction of the Emergency Preparedness Coordinator.	Reports, studies, correspondence, minutes, press releases, corporate communications, publications and other records relating to the administration of the City's Emergency Preparedness programs.	Archival.