

Record Series #: 5100-014
Name: Savannah Fire and Emergency Services Bureau Records,
General Subject Files-Policy and Program Development
Records-Analysts
Dates: 1976-1998, no date
Extent/Size: 1 records carton (0.8 cubic feet)

Scope and Content:

Record Series 5100-014, Savannah Fire and Emergency Services Bureau Records, General Subject Files-Policy and Program Development Records-Analysts (1976-1998, no date), includes the records of senior management analysts that worked in the department's administration office under the Fire Chief. The records are arranged by analyst, then chronologically by subject. The records include special surveys and studies completed by the analysts based on departmental records and reports, as well as recommendations for the improvement of the department based on the analysis of that information. Similar records can also be found in Record Series 5100-018.

Inventory:

Box 5100-014-1

Senior Management Analyst-DeHaven, J. Clarke, circa 1979-1985

- Folder 1 Injury Leave Study, circa 1979-1981 [research, statistics, drafts, and reports]
- Folder 2 Fire Department Safety Committee, 1980-1983 [memorandums, reports to City Safety Committee, and fire department safety suggestions and recommendations]
- Folder 3 Fire Studies, circa 1981-1984 [research and statistics]
- Folder 4 Fire Department Report, 1983-1984 [draft]
- Folder 5 Performance Evaluation Suggestions, 1984 [suggestions for changes to performance evaluation tools]
- Folder 6 False Alarm Study, circa 1984-1985 [research, statistics, and report]
- Folder 7 Fire Department Objectives and Goals, circa 1984-1985 [statistics, drafts, and report]

Senior Management Analyst-Williams, Othello (O. J.), 1976-1998, no date

- Folder 8 Fire Fatalities, 1976-1986
- Folder 9 Southside Annexation and Fire Service, circa 1986-1996 [statistics and reports]
- Folder 10 National Survey Responses, 1988 and 1993 [SFD responses to national surveys]
- Folder 11 Showcase Areas, 1989 and 1992 [memorandum regarding inspections and maps delineating areas]
- Folder 12 Fire Alarms, 1989 and 1992 [research]
- Folder 13 Fire Studies, circa 1989-1994 [research, statistics and reports]
- Folder 14 Smoke Detector Program, circa 1989 and 1994 [memorandum, fact sheet, and program description]
- Folder 15 Fire Bureau Budgeting, 1990-1991 [money allotments by categories]
- Folder 16 Information from other Fire Departments, 1991 and no date [SFD-issued survey results and information fact-gathering]
- Folder 17 Fire Station Location Study, 1991-1992 [study description, computer program description, and results]

- Folder 18 Fire Station Location Study, 1991-1992 ["Link" work sheets for computer program]
- Folder 19 Fire Station Location Study, 1991-1992 ["Fire Demand Zone" work sheets for computer program]
- Folder 20 Fire Station Location Study, 1991-1992 ["Fire Demand Zone" work sheets for computer program]
- Folder 21 Fire Station Location Study, 1991-1992 [print-outs of computer program results] (1 of 2)
- Folder 22 Fire Station Location Study, 1991-1992 [print-outs of computer program results] (2 of 2)
- Folder 23 Analyst Williams' Advancement, 1993 [memorandum regarding advancement and Williams' advancement plan]
- Folder 24 Fire Department Goal and Objectives, circa 1993-1995 [notes, drafts, and reports]
- Folder 25 First Responder Program, circa 1996 [information regarding the necessity for program and the training and equipment needed]
- Folder 26 Special Projects Status, 1996 [reports and memorandums]
- Folder 27 Fees for Fire Services, 1998 and no date [notes and email]