Washington Township Fire Department

PowerDMS

How the management of CPSE accreditation can be faster and easier

Overview

- One **central repository** for all department documents
- **Intelligent keyword search** makes documents easy to find
- **Maintain continuation** with accreditation manager changes
- Able to **assess onsite readiness** with mock audit capabilities

Battalion Chief Adam Smith is not only the department's CPSE accreditation manager, but he also serves on company. The unpredictability of his days pushed him to put systems and processes in place to ensure all the department's documentation is accessible and easy to find. Read to learn how the implementation of PowerDMS keeps Battalion Chief Smith organized and CPSE audit-ready.

The Old Way

In 2019, the Washington Township Fire Department purchased PowerDMS not only to assist the HR department, but to make it easier to manage and maintain their CPSE accreditation. Before implementing PowerDMS, Washington Township had all of its job critical documents in multiple locations, including their internal intranet, a common drive, and individual shared drives. While staff could access department policies on the intranet, while in the field, they would have to know the exact policy name to obtain a search result.

With multiple storage locations, documents were difficult to find, and there were issues with having multiple versions accessible to staff. Critical policies, like sexual harassment, which require a signature, had to be done via paper and ink, which made them difficult to track with 140 full and part-time staff.

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The PowerDMS Way

In only nine months, Battalion Chief Smith was able to transform the organization and management of the department's documentation by utilizing PowerDMS. All job critical content including policies, emergency contact forms, station inventories, safety data sheets, EMS protocols, and are more accessible from one central location. The mobile app gives first responders the option of referencing key documents, like EMS protocols, from their mobile devices. Automated version control ensures information is accurate and up-to-date. The ability to collect electronic signatures has eliminated the need for paper. An intelligent keyword search makes it easy for staff to find what they need quickly.

"With PowerDMS, staff can type in any term (e.g., hazmat) and find all related documentation to that topic. They no longer have to know the exact policy name to find what they need."

Adam Smith
BATTALION CHIEF
WASHINGTON TOWNSHIP FIRE DEPARTMENT (OH)

From a CPSE accreditation perspective, having everything managed and stored in one place makes it easy for Battalion Chief Smith to stay organized and ensure proper continuation if someone else steps in as the accreditation manager in the future. By managing documentation and training in PowerDMS, it's easy for Battalion Chief Smith to generate the exhibits he needs to prove Washington Township has met the performance indicators. Below are a couple of examples:

Performance Indicator	How Washington Township Meets the Requirement	How PowerDMS Helps
✔ The agency conducts a formal and documented appraisal, at least annually, to determine the effectiveness of the fire suppression program and its impact on meeting the agency's goals and objectives.	✔ Create a draft of last year's fire suppression evaluation and conduct a workflow to obtain feedback and make edits/updates to the report. ✔ Once the new report is published, the old one is auto-archived and "invisible" to line staff.	✔ Automatically reminds the accreditation manager when each annual program evaluation is due for review. ✔ Document workflow reports serve as an exhibit.
✔ The agency maintains appropriate training, operations policies, and documentation that response personnel are compliant with all applicable hazardous materials regulations and laws (5H.2 Hazardous Materials).	✔ Maintain policies, procedures, and safety data sheets related to hazardous materials in one place. ✔ Require staff to complete a monthly hazmat IQ quiz.	✔ Automated version controls ensure staff only see the most current version of a document. ✔ Create, disseminate, and track monthly hazmat quizzes. Testing records serve as an exhibit.

> "PowerDMS ties everything together by putting everything in one place. It's the best management tool when dealing with a lot of information and records."

Adam Smith
BATTALION CHIEF
WASHINGTON TOWNSHIP FIRE DEPARTMENT (OH)

Looking to the future, Battalion Chief Smith keeps looking for new ways to leverage PowerDMS to make his job easier. While CPSE requires all departments to upload their accreditation documentation to SharePoint, Washington Township still sees the benefit of the PowerDMS Standards tool. By loading exhibits to the CPSE standards into PowerDMS, Battalion Chief Smith can track his progress and provide continuation for the department's next accreditation manager. They will also be able to conduct mock audits within PowerDMS to gauge their CPSE audit readiness.

About PowerDMS

PowerDMS helps organizations transform how employees receive, read, attest to, and understand critical policies.

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