Virginia Association of Counties
ACHIEVEMENT AWARDS

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Virginia Association of Counties

SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2024.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact Gage Harter.

PROGRAM INFORMATION

County: Chesterfield County Virginia

Program Title: Equipment Inventory System

Program Category: Criminal Justice and Public Safety

CONTACT INFORMATION

Name: Cecil Sehlhorst

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Edward L Senter Jr.

Title: Fire Chief

Signature: *Edward Senter*

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USAR INVENTORY SYSTEM

Executive Summary:

Chesterfield County Fire and EMS, Chesterfield County Virginia, has developed an inventory management system used by the Technical Rescue/ Urban Search and Rescue Task Force. This system was developed using the Microsoft "Lists" application located within the Teams environment and is used to track the many individual pieces of equipment within the Technical Rescue/Urban Search and Rescue program.

The Problem or Need for the Program:

Chesterfield County Fire and EMS is an All-Hazards Fire, Rescue, and EMS department. We respond to a variety of unique and highly technical rescue situations. Rescuing people from collapsed buildings, flooded environments, confined spaces, trenches, mass transportation incidents, and high-angle rescues is what the Technical Rescue/Urban Search and Rescue Task Force does. The ability to safely execute rescues in these unique environments requires a vast array of tools and equipment.

The administrative need to maintain an accurate inventory database of these tools is essential. Being able to track a tool's location, compliance with required maintenance, its replacement cost and end-of-service life timeline is essential to maintaining a functional Technical Rescue/ Urban Search and Rescue program. In addition, many of the items were purchased utilizing federal grant funds which require specific information to be tracked.

USAR INVENTORY SYSTEM

No such database existed. Due to budgetary and business practice constraints, purchasing an off the shelf inventory management system was not an option. Tracking of items was done using paper, pen, and individual memories. This system was arguably not considered a "best business practice."

Description of the Program:

An inventory management system was created utilizing the Microsoft Teams environment, capitalizing upon the "Lists" application to run the inventory management system. The objectives of the program were to utilize County approved software with no negative financial impacts, gather the information required by the various grants, provide for accountability of tool and equipment maintenance, and provide for a tool's end-of-service life budgeting.

The development timeline was one week. During that time, the desired information to be collected was identified and formatted to best work with the Lists Application. Information was entered into the inventory system over the course of the next twelve months and is now a functioning tool being used daily.

Chesterfield County, as part of the Microsoft Office Suite, provides the accounts necessary to establish a Microsoft Teams environment.

Cost of the Program:

Given that the Microsoft Office Business Suite is a common platform used by many government agencies, and that this tool provides all necessary options to create this tool, there are no direct costs.

USAR INVENTORY SYSTEM

Results/ Success of the Program:

The program consistently has demonstrated many small victories in achieving the objectives of the program. But the best illustration of this program's success can be illustrated with the Task Force's latest capitol purchase. The shoring/ stabilizing system used to support large, heavy items had exceeded the end of its service life and needed replacement. The manufacturer of the new shoring system was offering a competitor buy back program. To qualify for this buyback program, a detailed inventory list of the old system was needed. All that was required was fifteen minutes of work to configure a report that detailed each piece of the old shoring system. This list was given to the vendor and an $18,000 worth of direct savings was realized.

Worthiness of Award:

This program was born out of necessity to solve a real problem. The success of the inventory management program is rooted in the problem-solving skills of the "boots on the ground" Task Force members. This award program is about recognizing when local government employees identify a problem and execute a solution. This is exactly what the Task Force members did, resulting in many victories for the citizens we serve.