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Collection Summary

Repository: Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Creator: Fire Department. City of Manchester, NH.

Title: Incident Reports

Collection Number: 0405.005

Accession Number: 2019.008

Dates: 1990 – 2008

Volume: 7 cubic feet

Languages: Collection materials are in English, including codes based on National Fire Incident Reporting System (NFIRS)

Related Collections: Call Box Reports, 1915-1990 (0405.006); Fire Department Log Books (0405.003)

Access: Access to collection is open to the public. Please contact the archives for an appointment to view materials. Cite the collection number, box and folder numbers when making an appointment. Materials may be accessible online; please reference the digital note below.

Digital Note: Materials are not accessible online at this time.

Conservation Notes: Not applicable.

Finding Aid Prepared by: Mike Intranuovo, 2019.

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Historical Note

On October 26, 1839, the town of Manchester held a meeting in which voters adopted certain fire protection measures. There was an appointment of eleven fire wards, a chairman, and a chief. There was also a purchase of some equipment, a new station was built, and there was an appropriation of \$1,000.

In April of 1841, almost a full year after a major fire destroyed the Island Mill building which was located below the Amoskeag Falls, the first hook and ladder company was established in Manchester. The company served as volunteers, without compensation, until 1852.

In 1845, after the original town hall building was destroyed by a fire on August 12, 1844, a Board of Fire Engineers was established. This board replaced the previous organization of fire wards, and was led by Daniel Clark, the first Chief Engineer. At the annual town hall meeting on March 10, 1845, it was voted to pay fire fighters ten cents an hour for actual service at fires.

After Manchester became a city, the department went through numerous organizational changes and experienced different technological advances in its equipment, including motorized vehicles replacing horse-drawn carts.¹ The Board of Mayor and Aldermen approved the establishment of the Board of Fire Commissioners on March 27, 1917, and it was organized on May 1 of the same year, bringing the department under its auspices.²

Although it has evolved over the course of its history, the City Fire Department continues to provide Manchester with emergency response services.

¹ Pierson, Charles, and James Burkush. "History – Reflecting the Past." *Manchester Fire Department, 1839-1994*. Manchester, NH: Manchester Fire Dept., 1994. 10-27. Print.

² Annual Report, 1917; pages 3-4. Fire Department Annual Reports. Collection 0405.001, accession 2014.103. Box 01, Folder 19. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Collection Description

Incident reports were created by the Manchester Fire Department during its regular course of business. Reports were created on an annual and/or monthly basis, and reports were also created to document specific incidents. The type of information contained in a report varies depending on when it was created and whether it is an annual, monthly, or incident-specific. All reports document the date, time, location, and type of incident.

Records from January 1990 through March 1996 only include annual incident reports. These reports offer a comprehensive list of incidents that occurred during the year; they document the location, date, and situation type of each incident. Annual reports list incidents in alphabetical order by street address. Additionally, supplemental reports exist for 1996 which were created based on the call box or location of the incident.

Records from January 1997 through September 2007 contain monthly incident reports as well as detailed incident-specific reports; no comprehensive annual reports are included. Monthly reports list incidents in chronological order as they occurred, documenting the location, date, and situation type of each incident. Incident-specific reports have the same type of information as the monthly report, but may also contain the following information: type of action taken by department; whether or not mutual aid was given or received; the property use (residential, commercial, etc.); ignition factors; occupant's name and contact information; method of alarm; station number/shift to respond; injuries; fatalities; etc. Incident-specific reports are filed behind the correlating monthly report in chronological order.

Records from October 2007 through December 2008 contain only incident-specific reports, and are non-inclusive for that time period.

The majority of reports use codes based on the National Fire Incident Reporting System (NFIRS) to describe incidents, usually with an accompanying narrative description. In some cases, it may be necessary to look up a code using the NFIRS Reference Guides, which are available online through the US Fire Administration website.

Overall, the collection is arranged in chronological order – the first six years annually, and the remaining years monthly. Records were maintained in the original order that they were received in from the Fire Department.

This collection gives a detailed account of the incidents that took place in Manchester which required services provided by the Fire Department. It can be used to gain an overall understanding of the department's activities during a specific year or month, or can be used to better understand a specific incident.

Box Inventory

Description	Box Number
Annual Reports, 1990 – 1995; Annual Report, January – March 1996	07
Supplemental Reports by call box/location, 1996	01
Monthly Reports with incident-specific reports, January 1997 – March 1998	02
Monthly Reports with incident-specific reports, April 1998 – August 1999	03
Monthly Reports with incident-specific reports, September 1999 – May 2002	04
Monthly Reports with incident-specific reports, June 2002 – September 2004	05
Monthly Reports with incident-specific reports, October 2004 – December 2006	06
Monthly Reports with incident-specific reports, January – September 2007; Incident-specific Reports, October 2007 – December 2008	07