

**LOS ANGELES FIRE DEPARTMENT**



**KRISTIN M. CROWLEY**  
FIRE CHIEF

April 25, 2023

BOARD OF FIRE COMMISSIONERS  
FILE NO. 23-047

TO: Board of Fire Commissioners

FROM:  Kristin M. Crowley, Fire Chief

SUBJECT: IN-KIND DONATION OF TRANSFER BOARDS TO THE EMERGENCY MEDICAL SERVICES BUREAU

FINAL ACTION:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved w/Corrections <input type="checkbox"/> Received & Filed	<input type="checkbox"/> Withdrawn <input type="checkbox"/> Other
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**SUMMARY**

The Los Angeles Fire Department Foundation (LAFDF) has graciously donated 137 SafetySure Transfer Boards to the Emergency Medical Services Bureau for each of the basic life support and advanced life support ambulances in the City. The transfer boards will be used to safely move non-ambulatory patients from Los Angeles Fire Department (LAFD) gurneys to hospital beds and reduce injuries to members. The transfer board is 12.5 inches wide, 30 inches long, ¼ inch thick, and weighs three pounds. It is made of hard, flexible plastic and can be easily stored in the backboard compartment of the ambulance. The value of this donation is estimated at \$6,165.

**RECOMMENDATIONS**

That the Board:

1. Receive this report for the In-Kind Donation by the Los Angeles Fire Department Foundation for the items listed above, valued at \$6,165 to the Los Angeles Fire Department.
2. Request the Commission Executive Assistant to transmit this report to the Mayor's Office in accordance with Executive Directive No. 3 and to City Council in accordance with the Los Angeles Administrative Code, Ordinance 15514, Article 12, Section 5.111.4, for consideration and approval.

**FISCAL IMPACT**

There is no fiscal impact on the Department's budget from the acceptance of this donation. Donations provide the necessary items to meet the needs of the respective fire stations or administration sections. Replacement or repair of items meeting City specifications and Fire Department business needs may be borne by General Fund, subject to budgetary constraints.

**CONCLUSION**

The Los Angeles Fire Department benefits tremendously from gracious donations and support provided by the LAFD Foundation. The LAFD acknowledges the LAFDF for its generosity.

Board report was prepared by Acting Public Information Director Cheryl Getuiza, Community Liaison Office.

Attachment

# Training Bulletin

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## SafetySure® Transfer Board



### SafetySure® Transfer Board

1. Introduction
2. Operation
3. Maintenance
4. Specs
5. Safety
6. Storage
7. Conclusion

# SafetySure® Transfer Board

## 1. Introduction

The SafetySure® Transfer Board bridges the gap between two patient transfer points of similar or slightly different heights when a supine patient is moved from the LAFD gurney to a hospital bed.

## 2. Operation

Using the Transfer Board can prevent injuries to the member while moving patients across uneven surfaces. The patient moves easily over the uneven surface of the gurney rail with little resistance while the gurney is in the flat position. It reduces discomfort to the patient as they are transferred over the gurney rail to the hospital bed. It can also be used to move a patient from LAFD gurney to LAFD gurney while in the flat position.

1. Remove the Transfer Board from the backboard compartment and bring the Transfer Board with you into the Emergency Room.
2. Position the LAFD gurney parallel next to the hospital bed.
3. Make sure the hospital bed is slightly lower than top of the LAFD gurney rail. (You want to avoid having to pull the patient up an incline when sliding the patient over to the hospital bed.)
4. Secure the wheels on both gurneys and remove the seat belts of the LAFD gurney.
5. With a minimum of 2 LAFD members (one on each side of both gurneys) have the patient roll slightly away from the hospital bed. An LAFD member must be standing on the side of the LAFD gurney to secure the gurney and patient as they are rolled (6). Be sure to use a member at the head of the patient if the patient has a c-collar on to maintain spinal mobile restriction ( SMR).
6. Slide the transfer board under the sheet and the hips and buttocks of the patient with the remainder of the board resting on the gurney rail and hospital bed (7).
7. The transfer board will flex over any uneven surface as you grab the sheet and slide the patient over to the hospital bed with a push and pull motion. Be sure grasp the sheet with one hand at the shoulder of the patient and the other hand at the thighs and knees of the patient (8).
8. Once the patient is moved onto the hospital bed the board can be removed by grabbing it by the handle and sliding it out from under the patient (9). Be sure to disinfect the board after each use.
9. Raise both rails on the hospital bed and transfer care of the patient to hospital staff.



Transfer Board



Transfer Board



Transfer Board



Transfer Board

### 3. Maintenance

- The transfer board can be cleaned and disinfected with any disinfectant cleaners used by LAFD.
- Be sure to label the board with your ambulance number to make it easily identifiable if misplaced. Best to use permanent marker and avoid using tape to label the board as it will interfere with the smooth surface.

### 4. Specs

The Transfer Board is made of flexible smooth plastic and is easily removed after use.

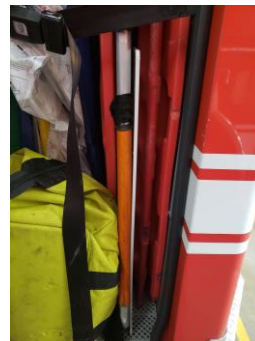
- Model #5051
- Maker -SafetySure®
- Length – 30”
- Width - 12.5”
- Thickness – ¼”
- Weight – 3 lbs

### 5. Safety

- Transfer Board shall be used with **minimum** of 2 members
- The transfer surfaces are to be placed as close as possible with maximum gap of 4 inches
- The Transfer Device is **Not** to be used as a lifting device
- Use more people if needed to move the patient in order to avoid injuries to members and patients.
- Use proper lifting techniques when possible to avoid injuries to members.

### 6. Storage

The transfer board can be easily stored in the backboard compartment of the ambulance.



### 7. Conclusion

- The SafetySure® Transfer Board will make the task of moving patients safer and easier for both member and patients.
- The Fire Foundation has donated the Transfer Boards to the LAFD to be used on all LAFD ambulances