



Columbia Fire Department

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Removal Date: RETAIN

Memo#:08-012R

To: All Employees

From: Rick Dunn, Assistant Chief of Professional Services

Date: June 30, 2008

Subject: Electronic & Paper Training Reports

Effective May 1, 2008, we went live with the FH Training Module. This means that from May 1st and on, all training reports must be done in Firehouse and paper reports are no longer required. **Please be aware that this means that training reports are to do be completed daily instead of monthly.**

Per instructions given during the FH Training Module class, everyone needs to go back and enter January thru April training into the FH Training Program. This will give us a full year of computerized records that we will be able to collect important data from.

The following directives must be completed immediately:

1. Jan-April 2008 Paper Training Reports

All Paper reports for Jan-April 2008 need to be submitted to the Training Bureau

2. Jan-April 2008 Electronic Training Reports

All Jan-April 2008 reports must also be entered in the FH Training Module.

3. Effective May 1, 2008 Electronic Training Reports Only

As of May 1st, all training reports must be entered in the FH Training Module.

Electronic training reports are to be completed on a daily basis. Only paper training reports prior to May 2008 will be accepted by the Training Bureau.

Company Officer Responsibilities:

Overall, it is the company officers' responsibility to enter or make sure training reports have been entered into the FH Training Module, regardless of who conducts or sponsors the training. Training reports must be accurate, complete and in compliance.

Battalion Chief's responsibilities:

It is the Battalion Chief's responsibility to make sure that all stations under his span of control are doing training reports accurately. Battalion chiefs should check the system weekly to ensure all stations are in compliance.

If any station or unit's training reports are not in compliance, it is the Battalion Chief's duty to have the company officer who is responsible to correct them.

Training Bureau Responsibilities:

- Enter training reports for all training sponsored by the Training Bureau.
- Compile quarterly reports of training hours by shift for performance measurement review.
- Contact company officers & battalion chiefs regarding any changes or updates to FH Training Module.
- Monitor the FH Training Module to ensure compliance. Notify company officers & battalion chiefs of any common problems/mistakes as well as notify the Division Chiefs and Command Staff of noncompliance.
- Train new personnel; provide refresher training and technical support on FH Training Module.

Individuals will submit items 9-11 to their company office to enter.

Types of Training	Who enters Training in FH
1. Station level (Daily training)	Each company officer
2. Multi-company training (More than one company)	One company officer enters all personnel
3. Battalion level training (Organized by Battalion Chief)	One company officer enters all personnel
4. Shift level training (Ex: Jonwal Court, Trenholm Rd, Boozer tour)	Each company officer for their company only
5. Training Bureau sponsored (including ER Recerts., Hazmat Refresher, Multi-co. drills (SCFA), Recruit School, SFF, OCP)	Training Bureau
6. ER Recertification (Amer. Red Cross)	Training Bureau
7. HazMat Inservice Training	Company officer in charge of training
8. Rescue Inservice Training	Company officer in charge of training
9. SCFA Individual Classes	Individual
10. City of Columbia Training Classes	Individual
11. Any other individual certificate	Individual