



FIRE AND RESCUE DEPARTMENT

DIVISION CHIEF OF OPERATIONS

April 26, 2013

INSTRUCTIONAL BULLETIN #13-20

TO: All Fire and Rescue Personnel

FROM: Charles E. Drysdale, Division Chief/Operations *CED*

RE: **DOCUMENTATION IN TARGET SOLUTIONS**

Effective immediately, all training shall be documented using the Target Solutions platform. Traditional station log books should be used as a supplement to record daily activities and other pertinent information.

In addition, all Battalion and District Chiefs shall run completions reports for all stations in their respective districts on a bi-monthly basis. Generating these reports every other month will allow you to monitor the training being documented and identify those members not meeting the requirement of 20 hours per month.

Please see below for step by step instructions on how to set the filters on the "New Report" page of your Target Solutions platform.

Should you have any questions regarding the use of Target Solutions, contact Lt. Tracey Davis at the Training Academy.

Thank you for your attention in this matter and have a safe day.

CED/afh

RECOMMENDED PROCEDURES AND SETTINGS FOR COMPLETIONS REPORTS

From the NEW REPORTS page in Target Solutions, name your report e.g. Station 31 April 2013.

Enter completion date range e.g. 4/01/2013 4/30/2013 (Recommend generating separate reports for each month).

Display Options: Select only "Last Name" "Assignment Name" "Completion Date" and "Duration".

Limit Users: Pull down Station menu then select Station. (Recommend generating separate reports for each station in your district).

Push "Create Report".

Reports may be viewed in either HTML format or Excel.