




OFFICE OF THE CHIEF FIRE PREVENTION

May 1, 2013

INSTRUCTIONAL BULLETIN #13-21

TO: All Fire and Rescue Personnel

FROM: Kurtis Wilson, Division Chief/Fire Prevention 

RE: Fire Safety Presentations, Public Education, and Station Tours

Almost on a daily basis, Suppression and Rescue crews deliver fire safety presentations, public education to schools, daycares, social groups, and conduct station tours which inform and instruct children in fire safety practices.

In order to better document field units' efforts for ISO evaluation, please utilize Target Solutions. This also counts towards the two hour daily training requirement.

Recommended Procedures and Settings for Completing the Reports

Log into Target Solutions.

Select the **Administration** tab located on the top part of the page.

Select **Record Completions**.

Select **Company Training, NFPA 1001- 20: Fire Prevention and Public Education**

Then enter your station and personnel information, then select **Continue**.

Select your **Objectives, Additional Information, Date Complete, Duration, Instructor, Location, and Record as Complete**.

Any questions concerning the use of Target Solutions, contact Lt. Tracey Davis at the Training Academy.

