

# **DEPARTMENT TRAINING** **TARGET SOLUTIONS**

## **CHAPTER 3.1**

**Issued: January 15, 2013**

**Revised: January 2018**

**Submitted By: Technical Services**

**Approved By: Chief of Fire Rescue**

### **Purpose**

To ensure personnel are trained to a level that enables them work safely and effectively during an emergency response. To properly document training hours and show that ACFR is meeting the required training as recommended by ISO, NFPA, and NIOSH. To document and track required certifications pertinent to departmental employees and emergency operations.

### **Policy**

Alachua County Fire Rescue shall utilize the Target Solutions, Inc. ® online learning management system and training platform as its sole means of recording, tracking, and maintaining department training records.

All shift personnel shall log into Target Solutions at least once per shift.

ACFR firefighter assigned to St 28 should call the company officer at ACFR 24 to report their daily training activities for inclusion into ACFR's Target Solution system.

Personnel shall check the "Schedule" portion of their home page for any new or pending assignments, activities, or courses that need completion. All "assigned" items must be completed by to the due date.

All assignments, activities, or courses that have been assigned to a user shall be completed regardless of applicable CEU and/or ISO hours needed or obtained.

Personnel shall review their credentials to assure they are complete and accurate.

Personnel may assign their own classes utilizing the "Self Assign" tab on the left side of the home screen. These assignments will have no due date and can be completed at the will of the user. These courses are provided by Target Solutions and all requirements are set by the company in accordance to their policies.

### **Company Officer Responsibilities**

The company officer is responsible for ensuring all training is completed and entered in Target Solutions. This includes physical fitness, company and individual training.

The company officer is responsible to enter the daily equipment checks and activities.

The company officer is responsible to enter any other completed training, unless training is conducted by the Training Division.

In the case of company or multi-company training done at the station in which two company officers are present, it shall be made the responsibility of the most senior officer to record the training in Target Solutions.

Company officers shall check all their personnel's progress in Target Solutions on a weekly basis and verify all completed training has been submitted.

To verify that training has been completed and entered, go to Administration tab in Target Solutions and click "generate reports." Next, click "generate report" on the right side of the page.

All current company officers and out-of-class company officers will have the appropriate supervisor rights granted to them in Target Solutions.

Out-of-class eligible personnel shall only record training and run reports when acting as the company officer or instructed to do so by an officer.

### **District Chief Responsibilities**

It is the responsibility of the District Chief to verify that the training has been completed and entered at the company level on their shift.

To verify that training has been completed and entered, go to Administration tab in Target Solutions and click "generate reports." Next, click "generate report" on the right side of the page.

The District Chief shall make every possible effort to get all members through scheduled training. This may require some changes in the schedule developed by the Training Division. The District Chief must coordinate the training around the scheduled leave of personnel on their shift.

The District Chief shall enforce compliance with assigned training deadlines and completed company training.

The District Chief shall update their assigned personnel utilizing the "Manage User" tab under the Administration tab. This will assure users are properly updated with field assignment changes.

All current District Chiefs and out-of-class eligible District Chiefs will have the appropriate supervisor rights granted to them in Target Solutions.

## **Training Division Responsibilities**

The Training Division will assign required training as determined by the ACFR Medical Director and/or the Assistant Chief of Technical Services.

The Training Division will conduct a monthly audit of Completions and Credentials to determine if any personnel have not completed an assigned training task or if any of the required ACFR Credentials are expired/expiring. This will be done the first Monday of each month. A report will be generated and sent to the District Chiefs and the Assistant Chief of Technical Services.

The Training Division shall enter all training activities that are coordinated and delivered by the Technical Services Branch of ACFR. This shall include, but is not limited to, multi-company drills, live fire training, company drills, EMS In-Service and Grand Rounds.

All efforts shall be made to prevent repeat documentation of training. If there are any questions as to whom is to record the training, it shall be discussed amongst the officers present during the training.

## **Credentials Tracking**

The Technical Services Branch of ACFR shall act as the administrator for Target Solutions and shall be responsible for entering and maintaining all department required credentials documentation.

The individual user shall be responsible for ensuring all requirements are met and upheld for all ACFR required credentials within their respective time constraints.

The individual user shall be responsible for creating an electronic copy of the credential and sending it via email to the Technical Services designee prior to its expiration.

The individual user shall review their credentials regularly and assure the accuracy and dates. If there are any discrepancies, the user shall notify the Technical Services designee.