

CHAPTER 16T

FIREFIGHTERS TUTORIAL

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Firefighter Records

The Firefighters Module is one of the core FirePro modules. With it, you can track information about your staff and volunteers, maintain accurate personnel records, monitor meeting and training attendance, create staff equipment lists and even receive automated reminders about expiring licenses and certifications.

Several things need to be considered and planned before you begin entering your firefighters in the module. Generally, firefighter records are some of the first records that you will enter into FirePro, so you can use this opportunity to develop some planning techniques that will make your future use of FirePro much easier.

This Tutorial will take you through the process of planning and setting up the Firefighters Module. More detailed information on each step of the process is available in the appropriate sections of the FirePro Manual.

If you have any questions about how the reference system works, refer to *Chapter 1: Using this Manual.*

Getting Started

FirePro is a highly customizable program and is intended to be set up to mirror how your department is organized. At this point, it's very important to decide what information about your Firefighters you want to track.

Before you start entering your personnel, compare your existing personnel records with the FirePro default settings. Determine what information you are already tracking, and check if there are already places to record everything.

There will probably be some places that FirePro's default fields are different than the personnel information that you have, but since FirePro is so customizable, you'll be able to make some changes.

You should also decide what certifications or accreditations you want to be reminded about. FirePro has a built-in Reminders Module that will prompt you when you login, and you can track a number of reminders for each Firefighter. You will want to decide which reminders you want, since you need to set them up before you start entering firefighters.

Using Custom Setting

Many of the extensive customization options in FirePro are available through the Custom Settings window in the Set-up menu. Only the administrator can access the Set-up menu.

You can make a number of changes to the Firefighters Module by going to the Set-up→Custom Settings→Firefighters Tab.

To learn more about the Custom Settings for the Firefighters Module, go to:



20.C.40

There are several things you should decide when you are looking at the Custom Settings:

Each Firefighter must have a unique identifier, which is entered in the Initials field. This can be letters - usually their initials, or numbers, usually an employee number. You'll want to decide which of these you want to use, so that you can be consistent from the beginning. Small departments will probably want to stick with initials, for convenience, but large departments will likely need to use employee numbers, to ensure unique ID's.

For more information about setting up the Initials Field go to:



20.C.40 - The Firefighters Tab Fields - INITIALS

You have thought about which certifications are important for you to track, but you should also decide how you want to track them. You have several different kinds of reminder fields available - the first has a certification date field and a pre-set expiry length, the second only has a space for expiry date. Finally, there is the "More Reminders" section, which allows you to enter custom reminders.

For more information about the More Reminders section, go to:

16.C.TABS.20.D

It's probably best to use the first type of reminder field for the most common certifications with standard expiry dates, CPR or First Aid, for example. The second type you can use for other types of licenses that expire, like Drivers License. Custom reminders are generally used for reminders that are specific to that firefighter; 6-month review date, for example.

For more information about Reminder Date Titles, go to:



20.C.40 - The Firefighters Tab Fields - REMINDER DATE TITLES

If your department is organized into Squads, you'll want to make sure the Squad List is turned on. We'll talk more about this in a moment.

You can turn on the Monitor Driving and SCBA Use flags here. You can turn on either option at any time, so you can choose whether or not to turn them on now. They both require quite a bit of extra data entry to work properly, and they can be turned on later. You should be using the Incident reporting and Meetings & Training modules before you start tracking SCBA usage, and you will also need to have the Inventory Module set up before you start Monitoring driving.

For more information about turning on the Monitor Driving & SCBA options, go to:



20.C.40 - *The Firefighters Tab Fields - MONITOR SCBA & MONITOR DRIVING*

OR



FirePro Tip O' the Week #65 - MONITORING DRIVING & SCBA

Entering your Firefighters will generate a Firefighter List which is used in a number of other modules, and displays on the right side of the Firefighters Entry Window. You'll want to decide how that list will display names, and how it will be sorted. You can always change this later, but it's a good idea to decide early and keep things consistent.

For more information about displaying the Firefighter List, go to:



20.C.40 - *The Firefighters Tab Fields - FIREFIGHTER LISTS*

16.T.40

Station, Rank & Squad

The Firefighters module has several different levels of organization; Stations, Rank, and Squads. You can also use the Officer Flag to populate the Officer or Officer in Charge lists in various different modules.

STATIONS

The first thing you need to do is set up your station list. If you only have one station, it's quite easy, but if you have several, make sure you set them all up. You can do this in the Set-up→Station Names section.

For more information about setting up Station Names, go to:



40.A

RANKS

You will also need to set up your firefighter ranks before you start entering firefighters.

For more information about setting up Ranks, go to:



20.130

SQUADS

If your department is organized by Squad, you will also want to set up a squad list. To do that, go to the Set-up→Squad Lists window.

For more information about setting up Squad Lists, go to:



50.A

Officer Flag

Checking this flag on a firefighter's record will designate them as an officer, it will also give you the option of turning on the "All Stations Flag"

For more information about the Officer and All Stations flags, go to:

16.C - OFFICER & ALL STATIONS

16.T.50

Entering Firefighter Records

You are now ready to start entering your Firefighter information in the module. By doing this, you are creating new Firefighter Records. Since this is probably one of the first records you'll be creating in FirePro, this is a good opportunity to familiarize yourself with how records work.

The record management buttons in FirePro are used to create, move through and edit records.

For more information about using the record buttons, go to:

3.20 The Next & Previous Buttons

3.30 The Add Button

3.40 The Add+ Button

3.50 The Duplicate Button

3.60 The Edit Button

3.70 The OK and Cancel Buttons



The Address Tab

The Address Tab is designed to store a firefighters home address and contact information. Once you have added addresses, FirePro has a build-in Address Label feature, which allows you to easily print labels.

For more information about the Label Report, go to:



[16.R.70](#)

Remember that you can re-title the Work Phone field from the Set-up Menu, and you can change the default Other and Other2 fields for each firefighter on the Firefighter window.

To find out how to change the Other and Other2 field names, go to:

[16.C.TABS.10 - PHONES: OTHER AND OTHER2](#)

The Reminders Tab

The Reminders Tab is where you can input the certification dates for the reminders that you set up earlier. All your reminders will show here, and remember how the different kinds of reminder dates work, some will generate reminder dates for you, others just require the expiry date. You can also use the "More Reminders" button to create unlimited custom reminders.

To find out more about the More Reminders button, go to:

[16.G.30](#)

The Family Tab

This section is used to record next of kin or emergency contact information.

The Personal Tab

Most personal information about a Firefighter is recorded in the Personal Tab, and there are a number of customizable fields that you can use to ensure that there are fields for everything you need to record. You should already have decided what information you will be entering, and have customized the fields in the Custom Settings window, so at this point, you're just entering information.

To find out more about the fields in the Personal Tab, go to:

[16.C.TABS.40](#)

There are several optional or adjustable fields in this tab that you can use, depending on how you track information. The fields which you may want to use include:

EQUIPMENT NUMBER

This is a searchable field, so you may want to change the title to a more appropriate one, like Employee #.

ORDER HIRED

Use this field only if you hire more than one person on the same day and want to keep track of seniority between them. FirePro uses this field to track seniority for those individuals.

RETIRED

Moves this Firefighter to the Retired List.

To find out more about the Retired field, go to:

16.C.TABS.40 - Retired Field

or



FirePro Tip O' the Week #84 - RETIRING A FIREFIGHTER

CERTIFIED & RECERTIFIED DATES

FirePro can track the number of hours of education required for Certification and Re-Certification through the Meetings & Training Module. These fields are used to record dates used by this process. It is important to enter these dates accurately, as they are used by FirePro to track the number of hours needed for the next certification. If you are not using FirePro to track Certification, these fields can also be used to simply record these dates.

To find out more about tracking Certification hours, go to:



FirePro Tip O' the Week #63 - TRACKING COURSES FOR CERTIFICATION

ELECTRONIC ID

FirePro is fully compatible with scanners that read barcodes, magnetic codes and RFID tags. The Electronic ID field shows a number if an electronic ID has been associated with the Firefighter (the number of digits in their electronic ID). There are a number of ways that you can use scanners, including course registration, incident attendance or the new Accountability Module.

Note:

To get more information about using scanners with FirePro, contact Ingenious Software at: (250) 352-9495

The Custom Tab

A lot of the Customizable content in the Firefighters Module appears on the Custom Tab. There is a text field that appears here, as well as all the custom date fields that you can use to record one-off dates like Immunizations.

INCIDENT AUTHOR

Turning on this flag will populate this Firefighter on the Incident Author List in Incident Reports.

To find out more about using the Incident Author List, go to:
[6.C.Tabs.A.27](#)

There are several other flags and headings that can also appear on this tab, if you turn them on.

TEXT FIELD

This field has a customizable title and can be used to record any text-based information. Some departments call it Special Notes.

DATE FIELDS

Up to 5 custom date fields can also be added to this page. They are useful for recording dates that do not change or require reminders, Hep B Vaccination date is one example.

ON CALL START HOURS

This field only appears if you are using the optional Overtime Call-Out Module.

For more information on using this field, go to:
[16.C.Tabs.50](#)

or

[Chapter 20 - Overtime Call-Out Module](#)

MONITOR DRIVING & MONITOR SCBA

If you are monitoring driving and/or SCBA usage for this firefighter, turn these fields on.

APPARATUS

Use this button to select which vehicles this firefighter will be driving.

For more information about monitoring driving and SCBA usage, go to:
[16.C.Tabs.50 - MONITORING DRIVING & SCBA](#)

or



[FirePro Tip O' the Week #65 - MONITORING DRIVING & SCBA](#)

16.T.50.60

The Sizes Tab

This tab can be used to record equipment sizes for each firefighter, so you can refer to it when purchasing gear. Remember that there are 2 custom size fields that you can add if you need additional spaces.

To find out more about adding custom size fields, go to:



20.C.40

16.T.50.70

The Employer Tab

This tab is intended to be used primarily by volunteer departments to track employment information for firefighters.

16.T.60

The Information Window Buttons

There are a number of reports and records that can be accessed from the Firefighters Module and most of them are accessed through the Information buttons in the lower half of the blue button bar that runs vertically through the right side of the module.

There are also additional information buttons related to training that can be accessed through the Training Tab at the bottom of the blue button bar.

The Record Management Buttons

Find, Print, Edit, etc... are record management buttons, and affect the content of the fields.

To find out more about the Record Management Buttons, go to:

Chapter 3 - Recurrent System Components

The Information Window Buttons are:

Incidents	16.D.30
Payroll	16.D.40
Standby	16.D.50
Injuries	16.D.60
Exams & Promos	16.D.80
Inventory Assigned	16.D.90

The Training Tab Window Buttons are:

Meetings & Training	16.D.100
Special Training	16.D.110

Subjects Signed Off	16.D.120
Subjects Not S/O	16.D.130
Subjects (Not) Taken	16.D.140

16.T.70

Additional Buttons

There are several additional buttons attached to the Firefighters Record. These buttons are used throughout FirePro to attach additional information to records.

**You can find out more about these buttons in:
*Chapter 3 - Recurrent System Components***

LINKS

A link to any file can be added to a Firefighter record using the Link button. Remember that the file is stored on your computer, not in FirePro, so the link will break if the file is moved or deleted.

**To find out more about the Link Button, go to:
*3.90***

PICTURES

A link to a photograph of the Firefighter can be added to the record using the Pictures button. Initially, you can only add one picture, but you can adjust the Custom Settings so that you can attach more than one. When you add a pictures to a record, a copy is made in the FirePro/Pictures folder.

**To find out more about the Pictures Button, go to:
*3.100***

LETTERS

The Letters module allows you to create letters in a word-processor format, and to create letter templates that draw information from the firefighter record to which they are attached. They are an excellent way to record information without having to refer to a paper file.

**To find out more about the Letters Buttons, go to:
*3.110***

The Action Menu

Some of options in the Action Menu duplicate functions that are available through the buttons on the Firefighter Record - Add or Find, for example.

There are several options that are only accessible through the action menu, and those include:

Action→Scan Electronic ID Card

This command will allow you to use FirePro in conjunction with a scanner to record an electronic ID which will be attached to the Firefighters record

To learn more about Electronic ID's, go to:
16.E.5

Action→Print Shift Changes

This command can be used in conjunctions with the Daily Personnel Reports Module to print information about shift changes.

To find out more about printing shift changes, go to:
16.E.30
or
Chapter 19 - DAILY PERSONNEL REPORTS

Action→Print Certification Information

If you are tracking Certification through the Meetings and Training Module, use this report to find out the Certification information for this firefighter.

To find out more about tracking Certification hours, go to:
16.E.33
or



FirePro Tip O' the Week #63 - TRACKING COURSES FOR CERTIFICATION

Action→Overtime Ranking Report

If you are using the Overtime Call Out Module, you can use this option to print a report that orders firefighters of a specific rank by the number of overtime hours they have received.

To find out more about Overtime Ranking, go to:
16.E.37
or
Chapter 20 - OVERTIME SCHEDULING

Action→Update Reminder Dates for Many FF

This option is useful if you have group training sessions for certification courses, like CPR. You can use this option to update the training date and reminder dates for multiple firefighters, without having to go into each record.

To find out more about Updating Reminder Dates for Many FF, go to:
16.G.40

16.T.90

Firefighter Reports

A number of different reports about Firefighters are available with FirePro. Generally, reports regarding an individual fire fighter can be accessed through the buttons on the Firefighter record or through the Action Menu. Reports that deal with all your fire fighters, or everyone from one station, can be accessed through the Reports Menu.

To learn more about the available Firefighter Reports, go to:



16.R - Reports