

CHAPTER 16

FIREFIGHTERS

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16.A

Introduction to the Fire Fighters Information Window

The Fire Fighters Window allows you to store complete and accurate personnel records for your department. As well you can find most records for individual firefighters here.

16.B

Opening The Fire Fighters Information Window

To open the Fire Fighters Window, go to FirePro2 → **Fire Fighters**.



The following is an example of the Fire Fighters Information Window

A screenshot of the 'Fire Fighters Information' window. The window title is 'Fire Fighters Information'. The main form contains the following information:

- Name:** Skip Cooper
- Initials:** SC
- Updated:** OCT 10 06
- Address:** 2110 Water Street
- City:** Your Town, **Prov.:** ON, **Postal:** L0L 0L0
- Phones:** Home: 666-1111, Work: 666-6112, Other: , Other2:
- E-Mail:** scooper@email.com
- Rank:** Deputy Chief (dropdown menu)
- Station:** Station 1 (dropdown menu)
- Squad:** Sq1 (dropdown menu)
- Officer:** Officer
- Full Time:** Full Time

Below the form is a 'NOTES' section with a text area.

On the right side of the window is a 'Find by Station' panel. It shows a list of firefighters for 'Station 1':

- Skip Cooper
- William Sharing
- Dave Johnson
- Jerry Jones
- Suzie Johnson

Below the list are several buttons: Find, Print, Next, Previous, Add, Edit, Add +, Cancel, OK. There are also sections for 'Incidents', 'Links' (0), 'Payroll', 'Standby', 'Letters', 'Injuries', 'Inventory Assigned', 'Exams & Promos', and 'Pictures' (0). At the bottom of this panel are 'General' and 'Training' tabs.

Fire Fighter Information Window Fields

NAME

FirePro2 will automatically capitalize the first and last name of a fire fighter. Mc or Mac names will stay as you enter them (ie: MacDonald or Macdonald).

Next to the Last Name field, there is a "switch". When the switch is red, it will automatically convert any capital letters (after the first letter) in the Last Name field to lower case. When in edit mode, clicking this switch will change it from red to green. When the switch is green, it will allow for entry of names with capitol letters after the first letter (such as McDonald).

INITIALS

FirePro 2 uses initials to find a fire fighter's record, and as an identifier in "roster" reports. Each fire fighter must be represented by up to 5 characters that are unique not only within her or his station, but within the entire department.

As initials is a search field, some departments choose to change it to a title more fitting to the way their data is organized (e.g. employee number). The field can be re-titled by going to:



20.C.40

RANK

Select rank from the list.

To make changes to the Rank list, see:



20.130

STATION

Select station from the drop-down list.

To populate or edit the Station list, see:



40.B

SQUAD

Choose from the squad drop-down list. The drop-down list will show only the squads that are affiliated with a firefighter's station.

To populate or edit the Squad list, see



OFFICER

Clicking in the Officer check box will add this firefighter to all Officer drop-down lists in the program. This could also affect how your compensation works (depending on how your compensation is setup).

ALL STATIONS

When a firefighter has been designated as an Officer, they are added to the Officer drop-down lists for the station that the firefighter is assigned to. Other FirePro users can only see the Officer lists for those stations allowed in their permissions. If you would like this Officer to appear on all Officer lists, regardless of station, select this flag.

For more information on setting up permissions, go to:



FIND BY STATION

The Find by Station field is located on the right side of the Firefighters Information Window. To locate a firefighter's record, select the Station to which he/she belongs from the drop-down list, and double click on the name of your choosing to view the record associated with it.

Select the station ***Retired** to view a list of all retired firefighters in the system.

16.C.TABS

Fire Fighter Information Window Tabs

The Fire Fighter Information Window contains the following tabs:

- Address (see **16.C.TABS.10**)
- Reminders (see **16.C.TABS.20**)
- Family (see **16.C.TABS.30**)
- Personal (see **16.C.TABS.40**)
- Custom (see **16.C.TABS.50**)
- SCO Tab (see **16.C.TABS.60**) Alberta Only
- Sizes (see **16.C.TABS.70**)
- Employer (see **16.C.TABS.80**)

16.C.TABS.10

Address Tab

Address	Reminders	Family	Personal	Custom	Sizes	Employer
Address:	2110 Water Street					
	City: Your Town		Prov: ON		Postal: LOL OLO	
Phones:	Home: 666-1111		Work: 666-6112			
	Other:					
	Other2:					
E-Mail:	scooper@email.com					

ADDRESS INFORMATION:

Note:

For departments who need to enter International information in the Address fields, the Province Field can be renamed to "State", the length of the Province and Postal Code fields can be increased, and a Country field can be added.

To change the address setting to international-style, go to:



20.C.40

PHONES: WORK

This field can be re-titled by going to:











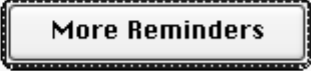
20.C.40

PHONES: OTHER AND OTHER2

This field can be re-titled by first clicking on the "Edit" button, then clicking directly on the word "Other" or "Other2" and changing the name to fax, cell, etc.

16.C.TABS.20

Reminders

Address	Reminders	Family	Personal	Custom	Sizes	Employer
	CPR:	AUG 22 05		Exp:	AUG 22 06	
	First Aid:	MAY 8 06		Exp:	MAY 8 08	
	Medical:	NOV 12 05		Exp:	NOV 12 06	
	Special Training Date:					
	Drivers License					
						

DATE REMINDER FIELDS

The "Exp." (expiry date) sub-fields create reminders for any important "due dates". Common uses for these reminders date fields are: CPR, Medical, Driver's License, First Aid etc.

To add/edit the titles for any of these fields and their expiry date durations, go to:

 **20.C.40**

16.C.TABS.20.D

Reminders Tab Button



Clicking on the More Reminders button opens the following expanded window (**16.G.30**) in which to enter additional reminders for this firefighter

16.C.TABS.30

Family Tab

Address	Reminders	Family	Personal	Custom	Sizes	Employer
Next of Kin: Elsa Cooper-Watson		Relationship:				
Emergency contact no.: 416-555-5875		Spouse				
<div style="border: 1px solid black; padding: 5px; min-height: 100px;">If can't be reached, call Lisa at 416-874-5878</div>						

RELATIONSHIP

This is the relationship of the Next of Kin to the Firefighter.

EMERGENCY CONTACT NO.

Enter an emergency number for Next of Kin in this field.

16.C.TABS.40

Personal Tab

Address	Reminders	Family	Personal	Custom	Sizes	Employer
Birthdate:	JAN 20 1971		SIN #:	479908756		
Health:			Blood:			
Driver Lic #	569152365123645		Class:			
Equipment #			DL Expiry:			
Custom Text			Designation:			
Hired:	JUN 22 1995					
Order Hired:	1			6		
Retired:						
Certified:			Electronic ID:	16		
Re Certified:						

BIRTHDATE

The year of birth must be entered as a 4-digit number, (e.g. 1973).

EQUIPMENT #

As this is a searchable field, some departments choose to change it to a title by which they will want to search (e.g. employee number).

The equipment field can be re-titled by going to:



20.C.40

CUSTOM TEXT

This text field will be hidden until named.

The Custom Text field can be named by going to:



20.C.40

HIRED

Enter 4 digits for the year in which the fire fighter was hired. This field creates a "years of service" record for every five years of employment. The first reminder for "years of service" will be displayed after either 5 years or 20 years, (according to your department's preference).

ORDER HIRED

Enter a number here if you hired more than one FireFighter in one day and want to specify the order for seniority purposes. This number will be used to sort FireFighters hired on the same day for Overtime Scheduling.

RETIRED

Find by Station	
Station:	*RETIRED
	Main Firehall
	Sub-Station 1
	Inspections Dept
	✓ *RETIRED

Entering a date in the Retired field will move the Firefighter off the active list and onto the ***Retired** list as of that date. Their firefighter record will not be deleted, but it will no longer appear on any of the Firefighter lists in FirePro. Use the **FIND BY STATION** field in the upper right to view the ***Retired** list.

PREVIOUS MONTHS OF SERVICE

This field will only be present if activated. It is useful in cases when a re-hiring has taken place and the previous months of service need to be taken into consideration when calculating the Years of Service Reminder. The number entered in this field will be used to determine Years of Service.

To Activate the Previous Months of Service, see:



20.C.40

DL EXPIRY

Enter the date that the Firefighters drivers' license will expire. See **16.R.137** for the report associated with this field.

CERTIFIED / RE CERTIFIED

Enter the date when the firefighter is certified or re-certified.

ELECTRONIC ID


The number of digits in the electronic ID for the fire fighter.


16.C.TABS.50


Custom Tab

Address	Reminders	Family	Personal	Custom	Sizes	Employer
---------	-----------	--------	----------	--------	-------	----------

Text field:

Hep B: 

Date 2: 

Date 3: 

On Call Start Hrs:

Total On Call Hrs:

Monitor SCBA

Monitor Driving

1 Apparatus

TEXT FIELD

This custom field will only show on the firefighter's window if it has been defined in the set-up window.

To enter a title for this Custom Text Field, go to:



20.C.40

CUSTOM DATE FIELDS

These five date fields are generally used to enter dates that only need to be entered once, as they are not linked to the reminder system. (An example of this, might be Hepatitis B shot)

To enter a title for these Custom Date Fields, go to:



20.C.40

INCIDENT SIGNER (BC ONLY)

Click here to add an individual firefighter to the list of Reporters on the BC Provincial report. The **BADGE** field will be activated only once the Incident Signer check box has been checked. Fill in badge information for this firefighter as needed.

ON CALL START HRS / TOTAL ON CALL HRS

If you have the optional Overtime Call Out Module (**chapter 20**), the following fields will be on the window.

On Call Start Hrs:	0.00
Total On Call Hrs:	0.00

ON CALL START HRS

The amount of hours (or equivalent) that this firefighter has been offered to date, but not entered in the system.

TOTAL ON CALL HRS

The total number of hours this firefighter has been offered in the Overtime Call Out Module (**chapter 20**) plus the "On Call Start Hrs" entered above. The lower this number the more on calls they will be offered.

MONITOR SCBA

Check this box if you wish to monitor SCBA for this FireFighter. You can enter SCBA information for all FireFighters, but only Fire Fighters that have this corresponding checkbox selected will appear on the reports and reminders.

MONITOR DRIVING

Check this box if you wish to monitor driving for this FireFighter. When this is checked, an Apparatus button and number will appear. You can enter driving information for all Fire Fighters, but only Fire Fighters that have this corresponding checkbox selected will appear on the reports and reminders.

If you have "Monitor Driving" turned on and do not have the Inventory module, you can use the Truck Chart unit list.

See:  **20.110.30**



Click on this button to select all of the apparatus this FireFighter should be monitored for.

16.C.TABS.60

SCO TAB (AB ONLY)

Address	Reminders	Family	Personal	Custom	SCO	Sizes
---------	-----------	--------	----------	--------	-----	-------

SCO #:	SCO 222 550
Designation #:	0 00002888
Phone:	403.555.1256

SCO#

Inserting a number in the SCO # field will add this firefighter to the SCO field accessed from the More Info Button on the Incidents window. (Alberta only)

16.C.TABS.70

Sizes Tab

Address	Reminders	Family	Personal	Custom	Sizes	Employer
					Height: 6'2"	Waist: 36
					Weight: 210	Leg:
						Inseam: 36
					Neck:	FF Gloves: lg
					Chest:	Rescue Gloves: lg
					Arm Length:	Balaclava:
					Shirt Length:	SCBA Mask:
					T-Shirt Size: XL	Shoe: 14
					Hat:	Boot: 14

Use this tab to record firefighters' measurements and sizes to assist with purchasing firefighter clothing.

Two custom fields are available on the sizes tab. To name these fields, go to:



20.C.40.10

All field names in the Sizes Tab are customizable. To rename size fields, go to:



20.C.40.20

16.C.TABS.80

Employer Tab

Address	Reminders	Family	Personal	Custom	Sizes	Employer
Company:	ABC Accounting					
Contact:						
Address:	1234 Main Street Your Town, ON					
Phone:	416-555-1354					
E-Mail:	scooper@abcaccounts.com					

For volunteer or part time firefighters, their employer information can be added.

16.D

Fire Fighters Information Window Buttons

These buttons are accessed by clicking the "General" or "Training" tabs below the buttons.

16.D.30

Incidents

Produces a report of all incidents attended by this firefighter during the period specified. (**16.R.10**)

16.D.40

Payroll

Since all compensation systems are different, this function is customized to your department.

16.D.50

Standby

Produces a report of all standby assignments for this firefighter. (**16.R.20**)

16.D.60

Injuries

This opens a list of all injuries for this firefighter with the most recent injuries at the top of the list (**16.G.20**).

16.D.80

Exams & Promos

This opens a list of all exams & promotions for this firefighter with the most recent items at the top of the list. (**16.G.60**)

16.D.90

Inventory Assigned

This opens a window showing all inventory items assigned to this firefighter. (**16.G.50**).

16.D.100

Meetings/Training

The Meetings/Training button opens the Meeting and Training Report window where you can produce a report on all "in-house" training and meetings attended by this fire fighter during the period specified (**16.R.5**)

16.D.110

Special Training

Records all courses taken outside of the department by this fire fighter.
(**16.G.10**)

16.D.120

Subjects Signed Off

This creates a report showing all subjects signed off for this fire fighter.
(**16.R.30**)

16.D.130

Subjects Not S/O

This creates a report showing all subjects not signed off for this firefighter.
(**16.R.35**)

16.D.140

Subjects (Not) Taken

This creates a report that can show all the subjects that a firefighter has or has not taken, or both at once.
(**16.R.37**)

16.E

Fire Fighters Information Window Action Menu Items

The Action Menu section of the FP2 Fire Fighters Information Window Chapter examines the commands that can be performed through this window's Action Menu items. In some cases, the Action menu is an alternative method of performing some of the actions that can be carried out by using the Fire Fighters window buttons.

Action	
A <u>dd</u>	Ctrl+A
E <u>dit</u>	Ctrl+E
Add Many	
Scan Electronic ID Card	
<hr/>	
F <u>ind</u>	Ctrl+F
N <u>ext</u>	Ctrl+N
P <u>revious</u>	Ctrl+R
<hr/>	
D <u>elete</u>	
<hr/>	
P <u>rint Details</u>	Ctrl+P
Print Inventory Assigned	
Print Shift Changes	
Print Modules and Components Signed Off	
Print Certification Information	
Print Employer Information	
OverTime Ranking Report	
<hr/>	
Update Reminder Dates for many FF	

16.E.5

Action → Scan Electronic ID Card

If you have the ID card module, you can use this action item to record or change the ID for each firefighter. Select this action item from the firefighter's record that you wish to add a card to and a window will open – scan the card in your card reader and you will see "*" characters, then the window will close and the ID will be stored in the system.

16.E.20

Action → Print Inventory Assigned

This action menu item allows you to easily access a report on inventory assigned to either the individual firefighter displayed on your screen, or for all firefighters. . (**16.R.40**)

16.E.30

Action → Print Shift Changes

Use this action menu to access a report on shift changes that have occurred within your specified time parameters for either the individual firefighter displayed on your screen, or for all firefighters. (**16.R.50**). This report picks up its information from the Daily Personnel Reports module (Chapter**19**).

16.E.32

Action → Print Modules and Components Signed Off

Print the modules and components signed off for this fire fighter.

16.E.33

Action → Print Certification Information

This action will print a report showing the subjects that have certification hour requirements, the number of hours that this fire fighter has completed, and the deficit hours remaining.

16.E.35

Action → Print Employer information

Print the employer information for the current fire fighter.

16.E.37

Action → OverTime Ranking Report

This action item will build the same list as the "Call Now" button on the OverTime Callout window (see **20.D.10**). Select the rank, station and squad (if you don't choose a squad all squads will be included). This report will only print to screen.

16.E.40

Action → Update Reminder Dates for many FF

This action item will open a new screen that allows you to update any of the date entries for any group of firefighters, including all custom date fields you have entered through the set-up window. See **16.G.40**

16.G

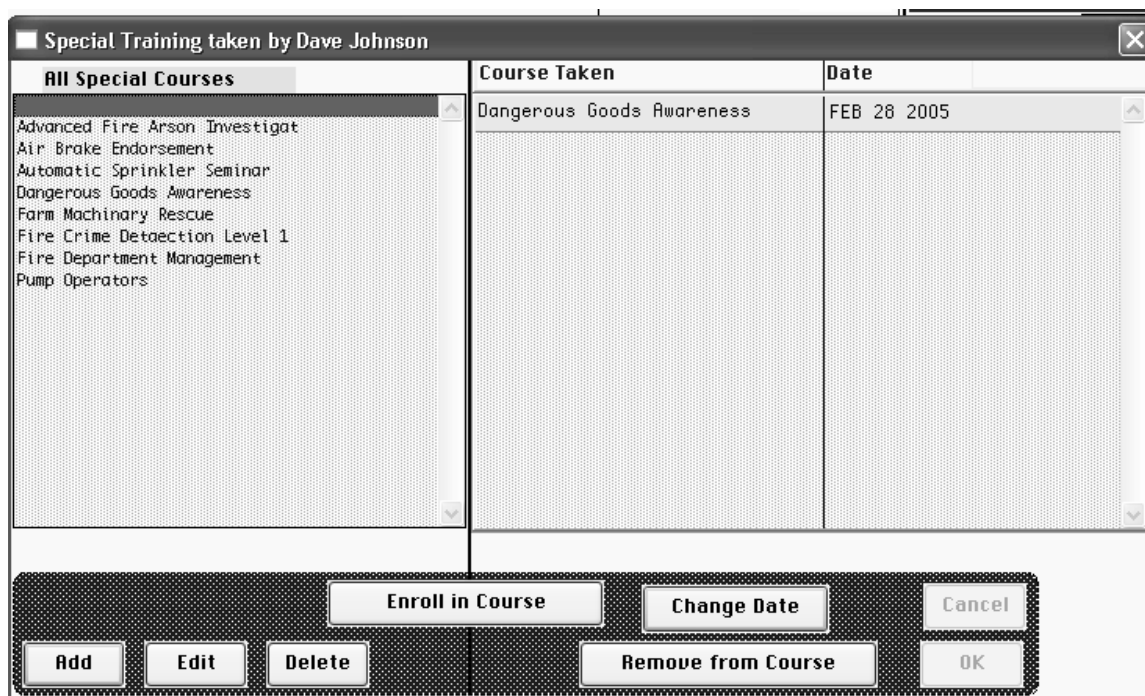
Other Windows

This section of the Fire Fighters Chapter offers a detailed description of Other Windows accessed through the Fire Fighters Information window buttons.

16.G.10

Special Training Window

The special training window is accessed through the Special Training Button on the Firefighter Information Window (**16.D.110**)



16.G.10.C.10

ALL SPECIAL COURSES

Lists the names of all courses (except "in-house" training) that have been entered into the system to date. Use the Add, Edit and Delete buttons to manage the course list.

16.G.10.C.20

COURSE TAKEN

Lists courses that this fire fighter has taken, or will be taking.

16.G.10.D.10

Enroll in Course

Click on a course from the "All Special Courses" list, and then click the Enroll in Course button to add a course for this firefighter. Enter the date that the course was taken.

16.G.10.D.20

Remove from Course

The Remove from Course button allows you to remove a course from the list on the right if the firefighter has not completed the course, or it was entered in error.

16.G.10.E

Special Training Window Action Menu

Action	
Add New Course	Ctrl+A
Edit Course Name	Ctrl+E
Delete Course	
<hr/>	
Enroll in Course	Ctrl+L
Change Date	
Remove from Course	
<hr/>	
Print Courses taken	
Export Courses taken	

16.G.10.E.10

ACTION → PRINT COURSES TAKEN

This Action menu item will produce a report showing all courses taken by a particular firefighter.

16.G.10.E.20

ACTION → REBUILD COURSE LIST

This Action menu item can be used if for some reason the courses in your list were accidentally deleted. This feature will re-build the Special Training list based on all the courses that are already recorded as having been taken by the firefighters entered in the system. Under normal circumstances, managing the course list occurs from the Special Training window using the Add, Edit, or Delete buttons.

16.G.10.E.30

ACTION → EXPORT COURSES TAKEN

The Export Courses option allows you to export all the Special courses for the currently selected Firefighter to a spreadsheet.

16.G.20

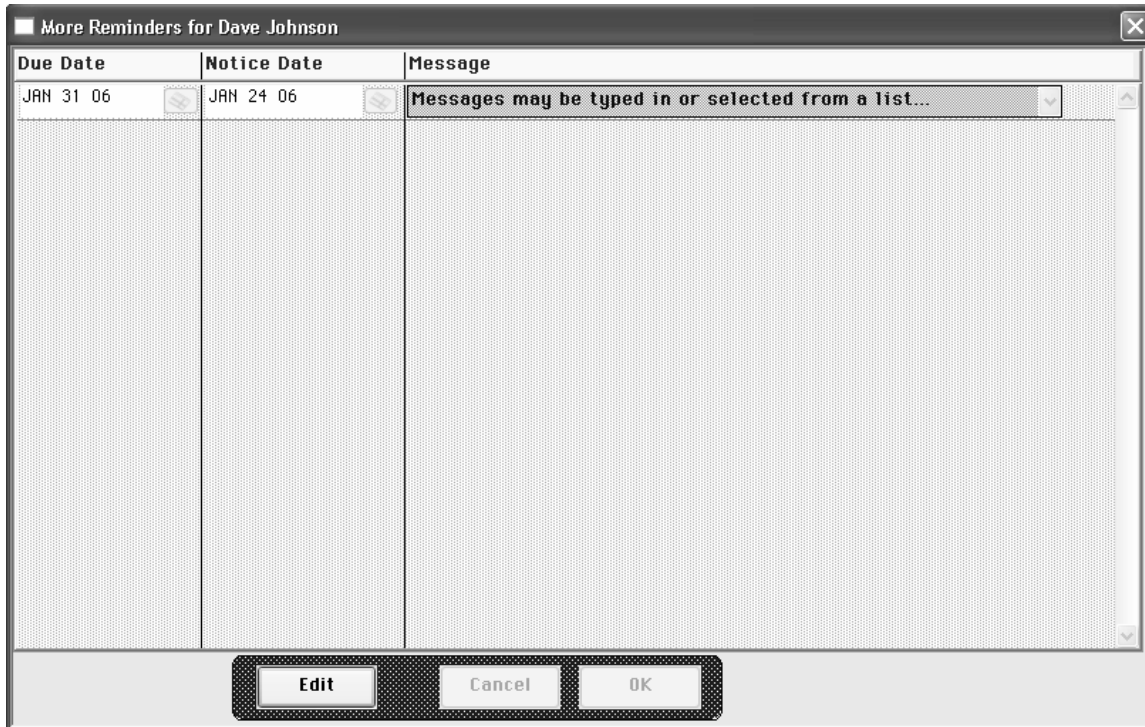
Injuries

The injuries window is accessed through the “**Injury**” button on the firefighter Information Window (**16.D.60**).

Date	Injury Description	Time Loss
JAN 28 2008	Re-injured Ankle	<input checked="" type="checkbox"/> JAN 28 08
JAN 5 2008	Sprained Ankle	<input checked="" type="checkbox"/> JAN 5 08 JAN 9 08

The most recent injuries are at the top of the list. To add an injury to the list, click on the edit button, then use the Tab key to move through the fields to a new line where you can enter the dates and details of the injury. If a Fire Fighter is injured and will miss time, click on the Time Loss flag. The Time Loss date range windows will become available. Enter the date range the Fire Fighter is expected to be away (Out of Service). That Fire Fighter will be marked as Out Of Service for the duration of the injury, and once the end date from the Time Loss column is reached, the Out Of Service flag will be removed from the Fire Fighter. If no end date is entered, the Fire Fighter is Out Of Service indefinitely, until an end date is entered for that injury. You will not be able to enter Time Loss dates unless the Time Loss flag is turned on.

Reminders



You may enter Due dates, Notice Dates and a text message in this Reminders window. The message can be typed directly in the field or chosen from a drop-down list. This reminder will show on the reminder list when you open FirePro or access the reminder list through the FirePro Menu (FirePro2 → Reminders)

To populate or edit the message list, see:



20.170

Update Reminder dates for many Firefighters

The screenshot shows a software window titled "Update Reminder dates for many Firefighters". On the left, there is a list of firefighters under the heading "Station: Station 1": Joe Blow, Skip Cooper, Dave Johnson, Suzie Johnson, and Jerry Jones. Below this list is an "Add to list -->" button. To the right of the list is a table of dates for various certifications:

CPR:	FEB 22 05	Exp:	FEB 22 06
First Aid:	FEB 22 05	Exp:	FEB 22 06
Medical:	JUL 13 05	Exp:	JUL 13 07
Special Training Date:			
Drivers License:			APR 21 08
HepB:			

Below the table is a section titled "Fire Fighters' records to change" containing a list of names: Skip Cooper, Suzie Johnson, and Jerry Jones. Overlaid on the bottom right of the window is a dialog box titled "Set Dates to be changed" with a "Write dates NOW" button, a "Cancel" button, and an "OK" button.

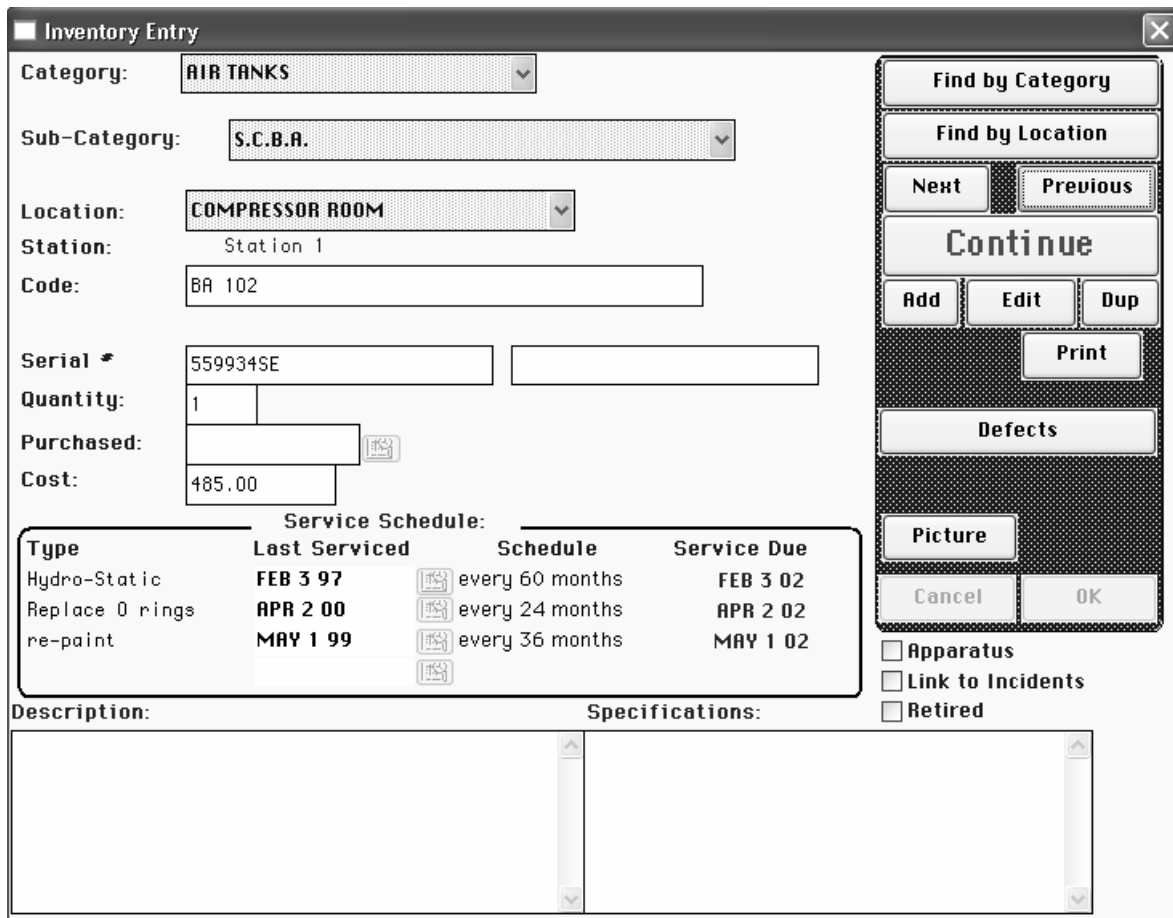
This allows you to update any of the date entries for any group of firefighters.

Click the "**Set Dates to be changed**" button and enter in the dates that you want changed. If a date is left blank, the corresponding date on the Firefighter Window will be left as it is. Select the firefighters that you want updated and add them to the bottom list, then click "**Write Dates NOW**". This will update those records.

Inventory Assigned Window



This window shows all inventory items assigned to a particular firefighter. To add an inventory item to the list for this firefighter, click the **“Add”** button to open the Inventory Entry window (as follows).

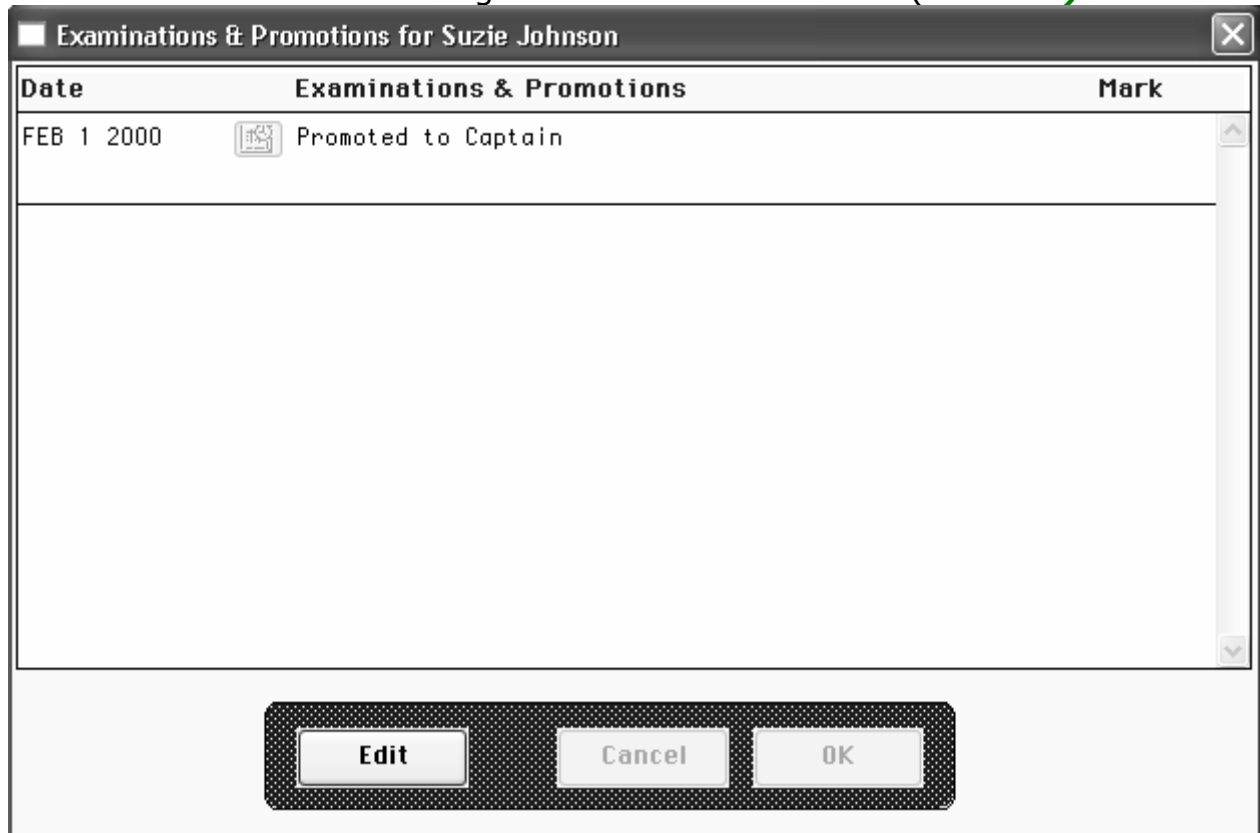


You can find the inventory item you are looking for by using the **“Find by Category”**, **“Find by Location”**, **“Next”** or **“Previous”** buttons. If it is a new item, you can **“Add”** it to the inventory window at this time. When you

find (or add) the inventory item you wish to link to the firefighter, click "**Continue**". This will add the item to the firefighter record and take you back to the "Inventory Assigned" window.
For more information on inventory, please see chapter **24**.

Examinations & Promotions Window

The Examinations and Promotions window is accessed through the “**Exam & Promos**” button on the firefighter Information Window (**16.D.80**)



The window lists exams & promotions for this firefighter with the most recent items at the top of the list. You may add or edit the information for this firefighter by clicking the “**Edit**” button.



Reports



Reports → Special Training Attendees

Produces a report showing who attended external training courses.

The following reports are accessed through buttons on the Fire Fighters Windows.



Meetings and Training

The Meetings and Training report shows all "in-house" training and meetings attended by this fire fighter during the period specified.



Incident

The Incident report shows all incidents attended by this firefighter within a specified time.



Standby

The Standby by report shows a list of the scheduled standby for a firefighter for a range of dates.



Subjects Signed Off

The Subjects Signed Off report shows a list of the training completed and signed off for a firefighter for a range of dates.



Subjects (Not) Signed Off

This report shows a list of the training NOT signed off for a firefighter for a range of dates.



16.R.37

Subjects (Not) Taken

This report shows Subjects for the selected firefighter that were **Taken or Not Taken, Taken Only, or Not Taken Only.**

You can also include Special Training courses by turning on the "Include Special Training" flag.

The following reports are accessed through the Action menu on the Fire Fighters Windows



16.R.40

Action – Print Inventory

The Print Inventory will produce a report showing all inventory assigned to one or all firefighters.



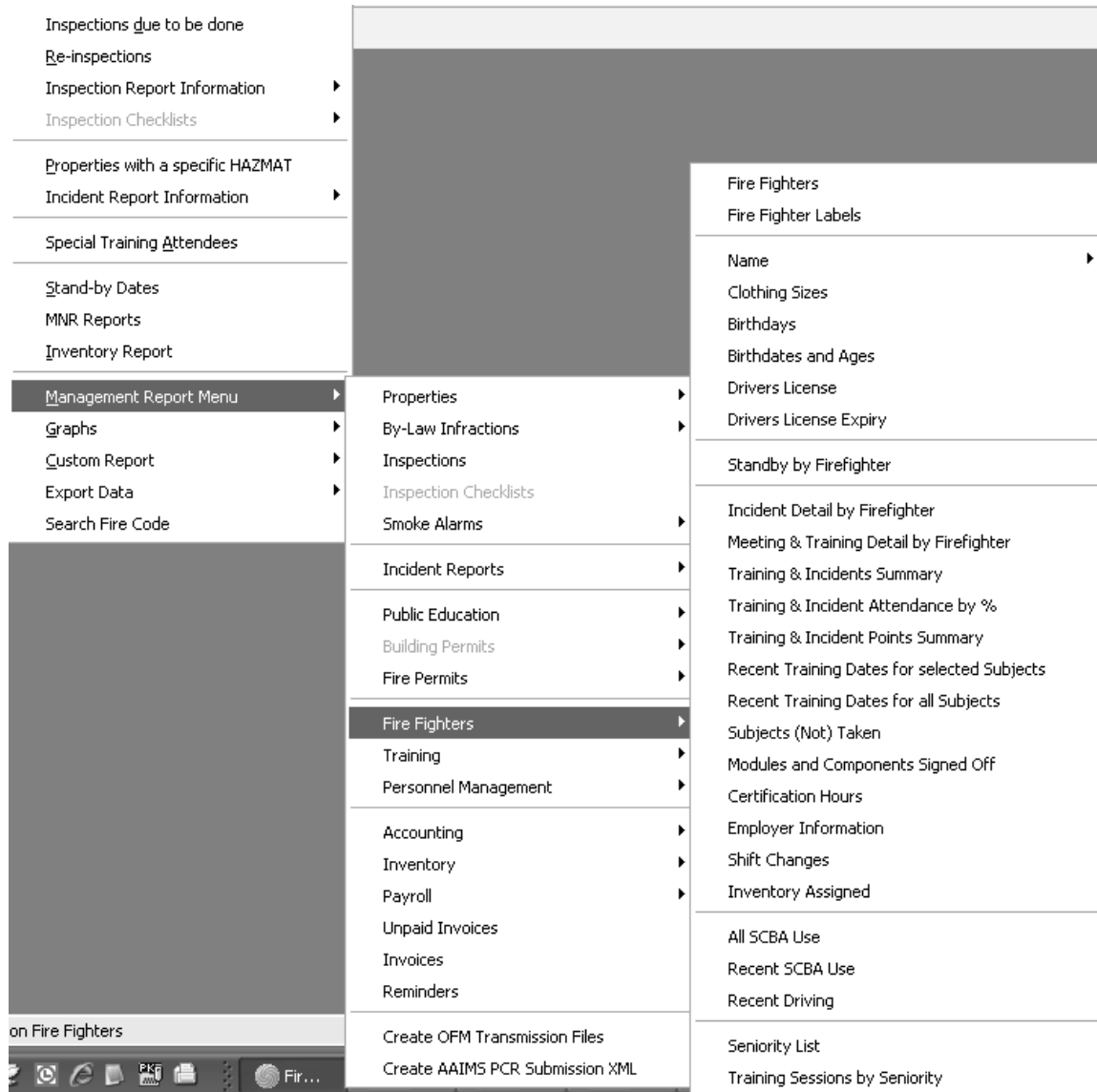
16.R.50

Action → Print Shift Changes

The Print Shift Changes will produce a report showing any shift changes (for a variety of reasons i.e.: sick, shift change, vacation etc.) for one or all firefighters for a range of dates. This information comes from the Daily Personnel Reports module (chapter **19**).

The following reports can be accessed by going to:

Reports → Management Report Menu → Fire Fighters.



Management Report Menu → Fire Fighters → Fire Fighters

Specify the details to be included in the report on firefighters, by choosing from the printing parameters given.

Note:

By default, clothing sizes is not included in this report. Click in the "Sizes" checkbox to include this information in the report.



16.R.70

Management Report Menu → Fire Fighters → Labels

Creates a mailing label for each fire fighter selected.

Note:

Label format is 1" x 2 5/8" (30 per sheet)

Management Report Menu → Fire Fighters → Name

This option will bring up this sub-menu:

Name Only
Name - Initials
Name - Rank - Station
Name _Phone #s
Name, Next of Kin _Phones
Name _Text Field



16.R.80

Management Report Menu → Fire Fighters → Name → Names Only

Lists all fire fighter names for one or all stations.



16.R.90

Management Report Menu → Fire Fighters → Name → Name - Initials

Lists all fire fighter names and initials (or whatever value is being used in the initials field - see **16.C** for more info) for one or all stations, sorted by the initials field.



16.R.100

Management Report Menu → Fire Fighters → Name → Name - Rank - Station

Lists all fire fighter names by rank for one or all stations.



16.R.110

Management Report Menu → Fire Fighters → Name → Name - Phone #'s

Lists all fire fighter names and phone numbers for one or all stations.



16.R.120

Management Report Menu → Fire Fighters → Name → Name, Next of Kin - Phones

Lists all fire fighter names, spouse names and phone numbers for one or all stations.



16.R.125

Management Report Menu → Fire Fighters → Name → Names & [text field]

Prints a report summarizing the Fire Fighter's names and the text field for all or one stations.



16.R.130

Management Report Menu → Fire Fighters → Clothing Sizes

Lists fire fighter clothing sizes by name, for one specific station or all stations.



16.R.135

Management Report Menu → Fire Fighters → Birthdays

Lists birthdays broken down by month. You will be prompted to enter a station (or all stations), and a start and end month. It can be printed for any range of months, up to 12 months.



16.R.136

Reports --> Management Menu → FireFighters → Drivers License

Prints a report showing all Firefighters and their Driver's License information.



16.R.137

Reports --> Management Menu → FireFighters → Drivers License Expiry
Prints a report showing all the Drivers Licenses due to expire for a given date range.



16.R.140

Management Report Menu → Fire Fighters → Incident Detail by Firefighter

This is the same report as (**16.R.10**) except that it is for all firefighters instead of just one. It is also possible to use the "Station Firefighter is

Assigned to" and "Station Incident is Assigned to" lists to determine which Firefighters and which incidents will be included on this report.



16.R.150

Management Report Menu → Fire Fighters → Meeting & Training Detail by Firefighter

This report is the same as the report (**16.R.5**) except that it is for all firefighters instead of just one. It is also possible to use the "Station Firefighter is Assigned to" and "Station Incident is Assigned to" lists to determine which Firefighters and which incidents will be included on this report.



16.R.160

Management Report Menu → Fire Fighters → Training and Incidents Summary

Cross references incident activity with training for the date range specified, for each firefighter. It is also possible to use the "Station Firefighter is Assigned to" and "Station Incident is Assigned to" lists to determine which Firefighters and which incidents will be included on this report.



16.R.161

Management Report Menu → Fire Fighters → Training and Incidents Attendance by %

This report displays the total number of Incidents and Training sessions for a defined time period, and the number and percentage of those sessions that each Firefighter attended. It is also possible to use the "Station Firefighter is Assigned to" and "Station Incident is Assigned to" lists to determine which Firefighters and which incidents will be included on this report.

There are 2 different ways to run this report. The first is to allow FirePro to calculate the base %100 value automatically, using the total number of courses or incidents in the selected date range. The second is to manually enter the base %100 number for each station.



16.R.165

Management Report Menu → Fire Fighters → Training and Incident <Points> Summary

This report shows actual hours & minutes for each incident attended by each firefighter. As well it will show the training and meeting records with hours or points assigned (depending on your set-up).

It is also possible to use the "Station Firefighter is Assigned to" and "Station Incident is Assigned to" lists to determine which Firefighters and which incidents will be included on this report.

Select the parameters for the report. If the "Hide FireFighters" checkbox is checked, the report will show grand totals only. The "Show Totals Only" checkbox will show totals for each Fire Fighter and the grand totals.

Choose the parameters for this report

JAN 1 06 to AUG 1 06

Fire Fighter Station:
<All Stations>

Show Totals Only
 New Page For Each FireFighter
 Include Unpaid
 Hide FireFighters

Cancel
OK



Management Reports→Firefighters→ Recent Training Dates for Selected Subject

This report allows you to print the most recent training dates for up to 8 Subjects.



Management Reports→Firefighters→ Recent Training Dates for all Subject

This report prints a grid, showing the most recent training date for each firefighter on each subject.




Management Reports→Firefighters→ Subjects (Not) Taken

This report shows the entire subject list, and you can select courses that were **Taken or Not Taken, Taken Only, or Not Taken Only.**



Management Reports Menu → Firefighters → Modules and Components Signed off

If a department has the "Sort by Modules and Component" flag turned off (see  **20.C.50**) this report will be titled:

Management Reports Menu → Firefighters → Subjects Signed off

Prints the modules and components or subjects signed off for all or selected fire fighters



16.R.174

Management Reports Menu → Firefighters → Certification Hours

Run this report to view the progress of each firefighter in the certification process. For each Fire Fighter, the report will print the list of courses that they need for certification or re-certification, the number of hours each course requires, the number of hours they have completed, and the number they still require. The report is based off the Fire Fighters individual certification or re-certification date (see **16.C.TABS.40** Certification / Recertification), and will only count the courses taken after that date for their next certification.



16.R.176

Management Reports Menu → Firefighters → Employer Information

Employment information for all or selected firefighters.



16.R.178

Management Reports Menu → Firefighters → Shift Changes

Prints the shift changes for all or selected fire fighters.



16.R.179

Management Reports Menu → Firefighters → Inventory Assigned

Prints the Inventory assigned to firefighters.



16.R.180

Management Reports Menu → Firefighters → ALL SCBA use

Prints the SCBA use for each fire fighter, for the selected date range.



16.R.190

Management Reports Menu → Firefighters → Recent SCBA use

Prints the most recent date for SCBA use for each firefighter that is marked for SCBA monitoring.



16.R.195

Management Reports Menu → Firefighters → Recent Driving

Prints the most recent driving date for each fire fighter, on each vehicle the firefighter is being monitored for.



16.R.200

Management Report Menu → Fire Fighters → Seniority

Lists firefighters according to seniority.



16.R.210

Management Report Menu → Fire Fighters → Training Sessions by Seniority

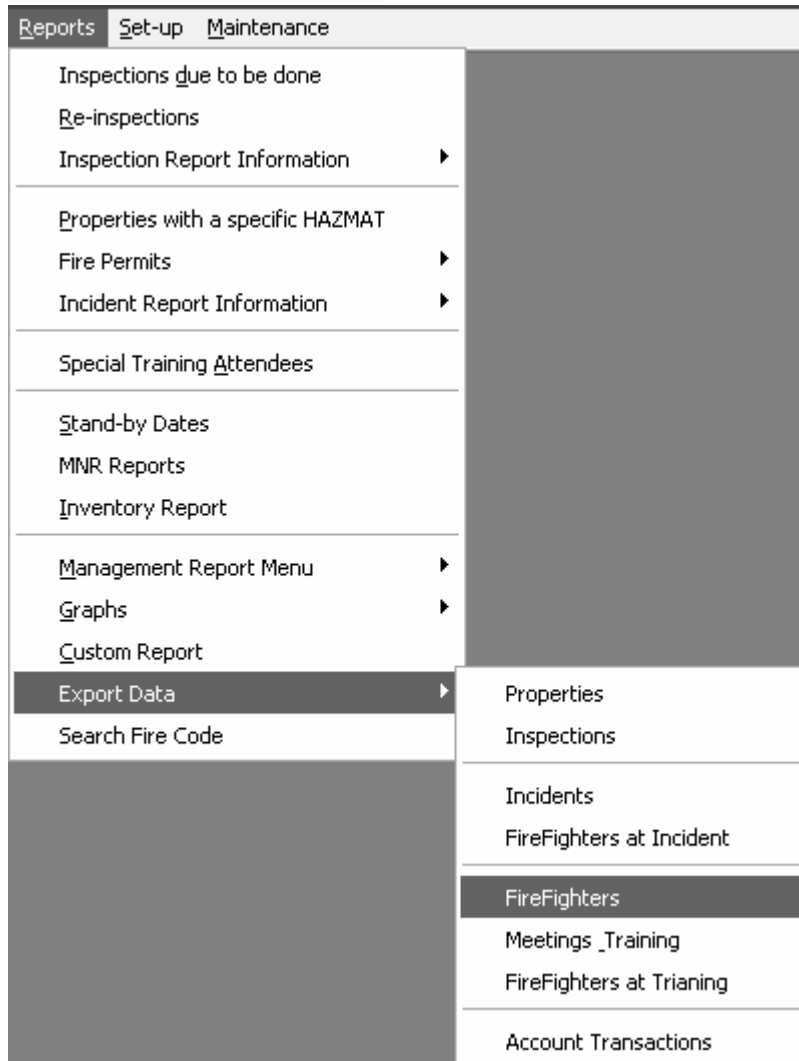
Lists fire fighters according to number of years of service and the number of sessions or hours attended within a selected time frame.



16.R.220

The following reports, pertaining to individual fire fighters, can be accessed by going to Reports→**Export Data**

For more information on exporting data to another application, see **3.220**



Reports → Export Data → Firefighters at Incident

Choose which incidents, and then which firefighter fields to export.

Reports → Export Data → Firefighters

Choose which station, and then which firefighter fields to export.

Reports → Export Data → Firefighters at Training

Choose which training session, and then which instructor to export.