

BULLETIN

NO.: 22-144
DATE: September 1, 2022
TO: All Personnel
FROM: Willy Melendez, Battalion Chief, Training & Education Division
SUBJECT: Electronic Apparatus Task Books

After a successful pilot program, the Training and Education Division will be implementing a new process for the documentation of Fire Apparatus Certification training.

The pilot program involved 3 basic Fire Apparatus Certifications (Chemical Pickup, BC Vehicle, 4 Wheel Drive Utility) and was put into place beginning with the 91st Academy. Only PAT Battalion Chiefs, Captains, and Engineers were included. Beginning with the 94th Academy, the BC Vehicle and 4 Wheel Drive Task Books were combined into one BC/4WD Utility Task Book.

The latest addition to this new process will involve the current Driver Operator class and the Triple Combination Pumper (TCP) Certification. Following the success of this, the remaining Fire Apparatus Certifications will also be converted to electronic documentation.

In simplest terms, what used to be documented in the paper task book, will now be documented electronically in VectorSolutions by the Captain, and Battalion Chief. The paper task books should still be printed and used by the instructor as a reference guide, training tool, and back-up documentation for the student.

The Fire Apparatus Certifications will be listed as a credential in VectorSolutions. Similar to your Driver's License and EMS Certification Credentials.

A "How To" document and video will follow this bulletin.

Questions may be directed to Captain Robert McAllister, Online Education/EMS Officer at rmcallister@sandiego.gov, (619) 692-4982, or Captain James Laing Driver Training Officer at jlaing@sandiego.gov, (619) 692-4981.

VectorSolutions Electronic Apparatus Task Book Process

1. VectorSolutions Task Book Credential

- a. Student requests that the Driver Training Officer (DTO) initiate a Fire Apparatus Task Book Certification Training Records Credential in VectorSolutions for a specific apparatus. (ie. TCP)
- b. Academies will have the 2 Fire Apparatus Task Book Certification Training Records Credentials initiated upon Graduation from the Academy.
 - i. BC/4WD Utility Pickup Vehicle
 - ii. Chemical Pickup
- c. DTO adds a Credential Start Date
 - i. Fire Apparatus Task Book Certifications must be completed within 6 months from the Start Date
 - ii. Probationary firefighters must complete both Task Books before the end of probation
 1. The normal 6-month completion window does not apply to these 2 Task Books

2. Student Prints the Paper Task Book

- a. VectorSolutions *File Center/Training Division/Driver Training/Task Books*
- b. A guide to help the instructor conduct and track training and as back-up documentation for the student

3. VectorSolutions Training Entries-Engineers should **NOT** be completing these entries

- a. Captain enters a *Record Completion* in VectorSolutions
 - i. Search the words **Task Book**
 - ii. Choose one of the Main Task Book Categories

1. For example:

Fire Apparatus Task Book Training - Task Book- (Chemical Pickup) Driver Training 2 hour Minimum

Fire Apparatus Task Book Training - Task Book- (TCP) Driver Training 10 hours minimum

2. Within each Main Category entry, the Captain will select:

- a. The type of training completed during that session
 - b. The date the training was done
 - i. "Important" as you are limited on the number of hours per shift
 - c. The number of hours dedicated to that type of training that session
 - d. The Instructor for that training session
- b. As each *Record Completion* training entry is made, it will populate a percentage of completion for that Main Category.
 - c. Each student will monitor their own progress

4. Task Book Certification Completion

- a. Student will ask their Battalion Chief to validate completion of their Task Book
 - i. Student will show their BC, via their own TargetSolutions login, their documented training entries, and the completion of each Main Category for the apparatus
- b. Battalion Chief will enter a *Record Completion* in VectorSolutions
 - i. Search the words **Task Book**.
 - ii. Choose the correct entry for the specific apparatus (Chemical Pickup, BC/4WD Utility, TCP...)

iii. For Example, Fire Apparatus Task Book Training - Task Book Completion-Battalion Chief Validation TCP

- c. Student will then email the DTO that the Task Book is complete
- d. DTO will validate the Battalion Chief's entry in VectorSolutions
- e. This will complete the requirements of the Task Book (100%)

5. DTO adds the student to the ***Fire Apparatus Task Book Certifications Completions Credential***

- a. This is a separate Credential Category to track who has completed Task Books