

## BULLETIN

NO.: 23-019  
DATE: February 7, 2023  
TO: All Personnel  
FROM: Willy Melendez, Battalion Chief, Training & Education Division  
SUBJECT: New Probationary Firefighter Report Platform

The Training & Education Division and Post Academy Training personnel have struggled with the current platform for probationary firefighter reports. This platform which utilizes VectorSolutions has been utilized since 2013 and has remained unchanged since. The current platform used in VectorSolutions is not user-friendly and can easily be described as archaic when trying to gather data/reports on an individual employee.

To streamline the process and ensure report completions, PAT tested the use of SmartSheet for the 95<sup>th</sup> Academy graduates from November 26 through January 31, 2023. PAT Captains and the three Battalion 7 Chiefs have widely accepted and championed this trial. SmartSheet has made it easier for officers to complete reports, easier for firefighters to acknowledge the report, and automates notifications for “unsatisfactory” and “needs improvement” evaluations. All the existing probationary report criteria remained the same on the SmartSheet platform.

Effective February 15, 2023, the Training and Education Division will transition probationary firefighter reports away from Vector Solutions and implement a new platform through Smartsheet. **This process is only for the rank of firefighter. Probationary engineers, captains, and battalion chiefs shall continue with the direction provided when they are promoted.**

Below is an overview of the expectations for captains completing probationary firefighter reports.

- The report will be completed by the captain, whom a probationary firefighter is assigned for a minimum of 8 hours and a maximum of 96 hours
- The probationary firefighter will email a link to the captain
- The captain will complete the report and review it with the probationary firefighter
- If the probationary firefighter receives a needs improvement or unsatisfactory, the system will automatically notify the appropriate PAT personnel, including the Battalion 7 Chiefs
- If the captain doesn't complete the probationary report within two shifts, the probationary firefighter will re-email the captain and cc the admin captain

Any additional questions can be directed to the Battalion 7 Chiefs.