

ATTENTION ALL STATIONS

Due to some confusion regarding Train Tracker and the submission of training rosters (IIPP-6), I have not been receiving these required reports by many of our stations. I've tried to put some simple instructions together regarding the how and when....

TRAINING ROSTERS (IIPP-6)

All IIPP-6s are to be submitted by **FAX** to the Training Office (831) 335-2068 **ON THE DAY** of training. This document supports all Train Tracker and TR-3 reports and is an OSHA requirement.

- Please enter all information, such as: Instructor Name, Date, Location, and Subject.
- If the training is an In-Service Drill, please indicate which one, i.e. Wildland, June - Drill A

TR-3s

Train Tracker has replaced the TR-3 for Paid personnel; **HOWEVER**, TR-3s are *still required for Volunteer Company personnel*. This is a pay document for the annual Volunteer stipend, which must have BC approval, and is due in the Training Office by the 10th of the month following training.

DRILLS / TRAIN TRACKER

All station training (**DRILLS**) are to be entered into Train Tracker at the station and forwarded *via email to me by the 10th of the month*.

- For example, the training done in May 2004 should be emailed to me by June 10, 2004.
- Once these have been emailed to me, you **do not** need to send me the hard copies via mail. These go to your BC.

FORMAL CLASSES

All training certificates from **Formal Classes** are entered at the Training Office once a fax or copy of the certificate has been received. If the class was given by **CZU Training**, then I **already have a copy on file**. If the training was taken **ANYWHERE** else, I do not receive a copy unless you send it to me. This can be faxed, scanned, mailed, or personally delivered.

HOW DO WE FIX IT?

To send all Train Tracker training records for the year 2004 (*which will get us caught up*), please follow these directions:

1. Click on the Train Tracker icon on your desktop
2. Click on "Transfer Training Records"
3. Click on "Export Selected Training Records"
4. Enter the start date as: "01/01/04"
5. Enter the end date as: "06/30/04"
6. Enter my email in the Default Email address window: "Ginny.Petras@fire.ca.gov"
7. Click on "Export Records Via Email"
8. This will automatically write an email to me with the correct training records attached.
9. Click send if indicated.

If you have ANY problems, please feel free to email me. Thank you!

Ginny Petras

CZU Training Coordinator