



FCM 131-2016

FIRE CHIEF MEMORANDUM

DATE: November 2, 2016

TO: All Members

THROUGH: Eric C. Tade, Chief of Department *ECT*
Todd A. Bower, Deputy Chief of Department *TAB*
Scott Heiss, Division Chief, Safety and Training *SEH*

FROM: Chad Burdorf, Assistant Chief, Safety and Training *CB*

SUBJECT: DRILL GROUND SCHEDULER

Safety and Training, with the assistance of Superintendent of Fire Alarm Mike Stutz, has developed a new tool for District Chiefs and Company Officers to schedule time on the drill ground at the Denver Fire Academy. The new Drill Ground Scheduler can be found on the DFD Web under the Training tab. The scheduler is broken into three different time slots: morning, afternoon, and evening, and will give all members the ability to see when the drill ground is available. All Chiefs will have full access to schedule time on the drill ground. Company Officers who want to schedule time on the drill ground are to contact their District Chiefs to schedule the time.

Scheduling time on the scheduler is very simple. Open the scheduler on the DFD Web, click on the time slot that is desired, fill in the activity to be performed and the details pertinent to the activity. For example, Auto Extrication: click on the Company or Companies who will be attending. The Companies attending is not required to be checked; this allows the District Chiefs the ability to be flexible in their scheduling. If the training will require any special items such as vehicles or wood for the vent props, please also send an email to Captain Cory DeBaere, cory.debaere2@denvergov.org requesting those items at least one shift in advance.

CB:kfc/H/FCM/2016/131-2016 Drill Ground Scheduler

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.
DISTRIBUTION: Suppression and Support Services (*electronic*)