

	<b>TRAVIS COUNTY ESD #5</b> <b>MANCHACA FIRE RESCUE</b> <b>Department Memorandum</b>	<b>M2025-001</b>
	<b>Records Management System</b>	Effective: 3/4/2025
		Expires:
		From: C. Barron

**Purpose:**

This memo is to outline the importance and process of maintaining accurate records for all members of operations. This will provide you with the information necessary to properly document training sessions and to ensure record compliance, safety and effective skill development. Proper documentation is essential for compliance, safety and effective skill development. Additionally, it ensures the proper tracking of training sessions.

ESO suite provides us with a user-friendly training template. Effective March 4, 2025, all Officer or Acting OIC will be required to submit a training record for our monthly department training.

**Process Overview:**

1. Creating a Class

ESO suite will prompt you to “create a class” for each training session. After creating the class, please complete the following fields:

- Class Name
- Class Description
- Class Objective
- Class Type
- Class Category i.e. Fire suppression, HazMat, Forcible Entry, Wildland, etc.

Once all categories have been filled, you will need to input session details and fill out “New Session” Information.

- Session Name
- Session Description
- Session Objective
- Date
- Start/End time
- Instructor
- Training location.

Once the session information is completed you will save it, and then select “manage attendees”

Submit the following information

- Name
- Shift
- Station
- Rank

Note: It is critical to keep accurate and up-to-date records for all firefighting training. These records may be used for performance reviews, regulatory compliance, and ensuring the safety of personnel during emergency situations. For any questions or assistance regarding training records, please contact Capt. Braumuller or Chief Barron.