

# 2022 Annual Fire Department Roster Update

NEW this year, you are now able to complete this requirement using RespondNH.

Rather than manually compiling all the required information log onto <https://www.respondnh.org/> and follow the simple instructions on the attachment

If you need assistance with RespondNH, please contact [nhesr@dos.nh.gov](mailto:nhesr@dos.nh.gov)





## Annual Fire Department Roster Update – How-To Guide

### Purpose

This training guide is to help Service Leaders in completing their annual roster updates, as required by Fire Standards and Training Commission Administrative Rule Fire 602.01. Annual Roster Updates must be completed by December 31<sup>st</sup> of each year.

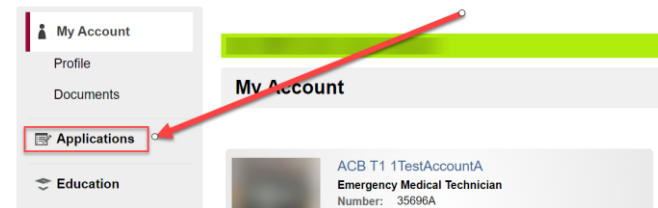
This guide will direct service leaders on how to launch the Annual Roster Update Application from their RespondNH Accounts.

### Procedure

1. Log into your RespondNH Account at <http://www.respondnh.org>

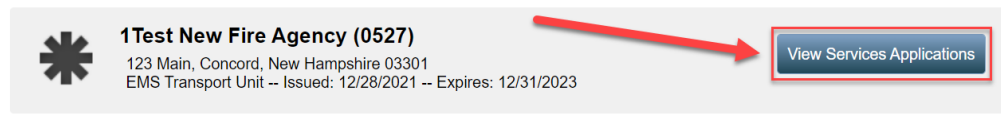
*For assistance with claiming your account see [Claiming Your RespondNH Account](#)*

2. Choose “Applications”:



3. Choose “View Services Applications” next to the service you wish to update the roster for:

*Note: You must be a Director/Chief, Deputy, or Authorized Signer to have access to this application*



4. Choose “Apply Now” next to “Annual Fire Department Roster Submission”:



5. Confirm Department Information
6. Select the Radio Button under “I have read and understand the instructions. I am ready to process my:” *Annual Fire Department Roster Update*

7. Please confirm all information about each staff member and update any remaining red exclamation marks on your roster.

To update a staff member:

1. Choose the blue square icon with the pen next to the user you want to update or remove. **Scroll to the bottom of the staff list; the user's information will populate at the very bottom of the form:**

▼ Roster Updates

Service Member	Primary Job Role	Secondary Responsibilities	Employment Status
<input checked="" type="checkbox"/> 1Katzenberger, Jay Ted (T67123456796)	Fire Suppression	Not Applicable	Call
<input checked="" type="checkbox"/> 1TestAccountA, ACB T1 A (35696A)	Fire Suppression	Patient Care Provider	Call
<input checked="" type="checkbox"/> 1Training, Practice User A (TEMP-098776)	Rescue Provider	Officer/First-Line Supervisor	Call

\*Service Member:

\*Primary Job Role:

\*Secondary Responsibilities:  Patient Care Provider  Fire Suppression  Rescue Provider  Driver/Pilot  Training Officer/Preceptor  
 Officer/First-Line Supervisor  Administrator/Manager  Administrative Support / Biller  Law Enforcement  
 Air Crew  Wheelchair Van Driver  Other (Not Listed)  Not Applicable  Not Recorded

\*Employment Status:

Done  Remove

2. For all users marked with an Exclamation mark: Please open the user and make the necessary updates to the user service affiliation information. Please choose a "Primary Job Role" that is performed 51% of the time or more by the individual. Please then select any additional secondary responsibilities performed by the individual.
3. A "Done" button will appear:  Done. Choose this button to confirm the changes to the selected user. You may then select another user to update.

To remove a staff member:

1. To remove the user from your roster, choose the "Remove" Button and confirm the user's removal from your service.
2. Important: Please list all users removed from your service in the text box below. This will serve as a permanent record of their removal from your service.

To add a staff member:

1. Complete the application form in its entirety.
2. Follow the instructions in this document to have your missing service members request an affiliation with your service: [User Affiliation Request](#).

When satisfied with the selections, choose "Submit" at the bottom of this page. Your service roster will be automatically updated.