

## **FIRES - Fire Reporting System**

**F**IRES is an on-line, automated data management system for Fire and Rescue Agencies. FIRES can stand alone, or work in conjunction with other CISCO software. Like all CISCO software, FIRES is built with a modular design with easy to use menus. The system design is flexible enough to meet the data storage and report needs of all fire and rescue agencies. User-defined code tables allow each agency to customize data entry.

FIRES provides all records and fields. The system accepts Calls For Service data. CISCO's Computer-Aided Dispatch (A-modules for creating comprehensive product includes the Personnel Processing tracks personnel training. Also provided is the station and firefighter equipment.



required for National Fire Incident Reports. entered either directly or transferred from CAD) System. In addition, FIRES provides all Building and Business Preplans, and the base Subsystem, which, among other functions, Central Stores Subsystem for tracking inventory and issuance of fire

### **FIRES MODULES**

#### **ADMINISTRATION**

The Administration module maintains record files for Fire Departments. If CISCO's CAPS software is present, the Calls For Service information is shared to reduce data input. Each function includes a data entry feature which allows records to be entered, altered, and deleted. An inquiry feature provides a file search based on a specified data field, and a report feature provides a variety of reports for each file.

**PERSONNEL PROCESSING** - The Personnel Processing module is a comprehensive compilation of employee information, handled by fourteen submodules: Employment Information, Personal Information, Training Information, Schedule Cycle Definition, Schedule Employee Time Off, Schedule Temporary Assignment, Employee Assignment, Non-Agency Training, Recruitment, Injury Tracking, Course Scheduling, Personal Equipment Inventory and Inventory Transactions.

Numerous reports are produced by these submodules, including Rosters by Name, Rank, Division, Evaluation Due Date, ID Number, Listing for Free Time, Department; Personal Information by Name or ID Number; Training Information reports by Division, Course, Skill, ID Number; Personnel Schedule reports by Duty Cycle Code, Individual Employee Schedule, listings of All Schedule Definitions, Individual Schedule Definition, Employee Shift Rosters, Call Back Rosters; reports of Employee Time Off by Employee, Date Range and Reason.

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**EQUIPMENT** - The Equipment module tracks all equipment as it is acquired and installed. The information maintained includes: agency, department, assigned number, serial number, equipment make, model, style and color, the source of purchase, purchase order number, acquisition date, value, and cost, monthly rent, terms, location of equipment, sale date and price, inspection interval and when the next inspection is due. A narrative can be entered for a lengthy description or discussion of the equipment. Reports include: equipment by inspection date and equipment by make.

**CENTRAL STORES** - This subsystem provides the ability to enter and track equipment and supplies which are issued to a station, an individual or a position. For example, soap and toilet paper would be issued to a station, sheets and blankets would be issued to an individual and flashlights and axes would be issued to a position. The subsystem modules are:

**PURCHASE REQUISITION.** This module provides the means for requisitioning and recording purchases for the Equipment Storage Inventory, which is the central acquisition and distribution site for all equipment and supplies referenced by these modules. Data captured includes requisition number, date, department, account number, quantity, type and price, vendor information, approval information and delivery instructions.

**EQUIPMENT STORAGE INVENTORY.** This module is used by the central facility to record the acquisition of equipment and supplies for each of the three types of issuance: D(Departmental), P(Personal) or O(Positional). This record maintains a count of each item on hand and a re-order point. Changes made in the Transaction module update the corresponding fields in this record.

**EQUIPMENT STORAGE TRANSACTION.** This module records the issuance of inventoried items to stations and interacts with the inventory module to reduce the quantity-on-hand amount, which is compared to the re-order point. When the re-order point is reached, the system alerts the operator and a report may be requested.

**PERSONAL EQUIPMENT INVENTORY.** This module is used by a station to record the initial inventory of personal items, such as bedding; once this information is entered, this module does not need to be accessed again, except to record any new items which have been added to the inventory. Additions and subtractions to existing items in the inventory are handled through the Equipment Storage Transaction and Personal Equipment Transaction records. This record maintains a count of items on hand and a re-order point. These fields are updated by the Transaction modules.

**PERSONAL EQUIPMENT TRANSACTION.** This module records the issuance of inventoried items to individuals and interacts with the personal inventory module to reduce the quantity-on-hand amount, which is compared to the re-order point. When the re-order point is reached, the system alerts the operator and a report may be requested.

**DEPARTMENT EQUIPMENT/SUPPLIES INVENTORY.** This module is used by a station to record the initial inventory of station-related items, such as soap and toilet paper; once this information is entered, this module does not need to be accessed again, except to record any new items which have been added to the inventory. Additions and subtractions to existing items in the inventory are handled through the Equipment Storage Transaction and Dept. Equipment/Supplies Transaction records. This record maintains a count of items on hand and a re-order point. These fields are updated by the Transaction modules.

**DEPARTMENT EQUIPMENT/SUPPLIES TRANSACTION.** This module records the issuance of inventoried items to stations and interacts with the Department inventory module to reduce the quantity-on-hand amount, which is compared to the re-order point. When the re-order point is reached, the system alerts the operator and a report may be requested. The module also tracks equipment and supplies turned-in, with date, quantity and reason returned.

**POSITIONAL EQUIPMENT INVENTORY.** Before using this module, each item in the Positional Equipment Inventory must have been entered in the Equipment Storage Inventory record as an O (Positional) item. This module is used by a station to record the initial inventory of positional items, such as flashlights and axes; once this information is entered, this module does not need to be accessed again, except to record any new items which have been added to the inventory. Additions and subtractions to existing items in the inventory are handled through the Equipment Storage Transaction and Positional Equipment Transaction records. This record maintains a count of items on hand and a re-order point. These fields are updated by the Transaction modules.

**POSITIONAL EQUIPMENT TRANSACTION.** This module records the issuance of inventoried items to stations and interacts with the inventory module to reduce the quantity-on-hand amount, which is compared to the re-order point. When the re-order point is reached, the system alerts the operator and a report may be requested.

**SPECIAL EVENTS** - This file maintains information on special events hosted or attended by the agency. Information stored includes an assigned event number, beginning and ending dates of the event, beginning and ending times, place, descriptions and comments. The report lists all events for a specified date range.

**FIRE INCIDENT LOG** - The Fire Incident Log prints a log of all calls received within a specified date range. Information provided includes incident number, officer assigned, additional units, complainant, type of call, location, time received, dispatched, arrived, completed, spent, and the disposition.

**EXPOSURE** - Exposure tracks personnel who have been exposed to hazardous materials or contagious disease. This module is also integrated with the Personnel Injuries module, such that the Exposure data entry screen is brought up when the Injury exposures flag is Yes.

### **FIRE PREVENTION**

The Fire Prevention module maintains comprehensive information on buildings and businesses. Each file has a data entry, inquiry and report feature.

**BUILDING INFORMATION** - This file maintains records on buildings and associated businesses within the agency's jurisdiction. All information about a building that is pertinent to either an emergency response or a building inspection is included: assigned building and business numbers, name, owner's name, address and phone number, mailing address, emergency contact names, comprehensive information about insurance, and structural information such as size, alarms, sprinklers, fire exits, extinguishers, windows, hazardous materials and locations, permits, inspections and violations. Permit Processing is also handled as one of the submodules. The Inspections subsystem provides for scheduling inspectors and inspections, as well as modules for handling violations found and complaints or requests for inspection. Space is provided for extensive comments. Reports include a pre-plan description,

building locations by type and by location, buildings by last inspection date and next inspection date. An additional In-House Inspections system is described below.

**HYDRANT/MAIN LOCATIONS AND INSPECTIONS** - All hydrant and main locations are stored in this file. Information includes an assigned hydrant number, type, model, location, status, inspection dates, alternate hydrants in the same area, and comments. The reports include a list of all hydrants, hydrants by location, type, model, service status, last inspection date, and next inspection date. A separate Inspections file maintains records on all hydrant inspections.

**HOSE LOCATIONS** - This file tracks hose locations. Information includes an assigned hose number, type, length, what unit it is on or where it is stored, last test date, next test date, comments, date of purchase, who it was purchased from, and purchase comments. Reports include hose location listing, hose by type, unit, last date tested, next test date, and purchase date.

**HOSE TESTING** - The hose testing file tracks such information as an assigned test number, hose number, location, test date, inspector, comments, next test date, and service status. Reports include hose tests by unit, date tested, next test date, and inspector.

**FIRE LAWS** - Each agency establishes a list of fire laws applicable to its jurisdiction. These laws can then be printed out through the report function to act as a checklist when inspections are done.

### **NFIRS**

The NFIRS module maintains information to produce the National Fire Reports. Data is entered through the maintenance function and the reports compile and print all information necessary to complete the NFIRS. Optionally, NFIRS data is available on floppy disk or tape.

### **FIRE INVESTIGATIONS**

This selection offers Fire Investigators the Criminal records needed to investigate and arrest persons for Arson offenses. Modules included are: Arrest, Juvenile, Offense, Property, Vehicle, Master Name Index, Incident Name, Incident Suspect and Victim Names.

### **IN-HOUSE INSPECTIONS**

The In-House Inspections modules provide the Fire Department with the ability to track inspections on stations and station equipment, grounds and vehicles. User defined code tables establish the areas to be inspected. A Station could include Kitchen, Bathroom, Sitting room, Office, Storage rooms, Apparatus room, Dormitory, Workshop, Other; Grounds would include Lawns and grounds, Walks and driveways, Miscellaneous; Vehicle Inspections apply to Motor, Battery, Undercarriage, Body, Hose, Tools, Tires, Other.

Included is In-House Repairs which captures repair information on items which were identified during the inspection process.