

# CITY of NOVI CITY COUNCIL

**Agenda Item: G**  
**Nov. 10, 2008**

**SUBJECT: Approval of payment to Oakland County for \$18,456.68 for administration, management and support of the Fire Records Management System.**

**SUBMITTING DEPARTMENT:** Fire *J.S.*

**CITY MANAGER APPROVAL:** *Pam (cm)*

<b>EXPENDITURE REQUIRED</b>	<b>\$18,456.68</b>
<b>AMOUNT BUDGETED</b>	<b>\$18,456.68</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ NA</b>
<b>LINE ITEM NUMBER</b>	<b>101-337.00-802.000</b>

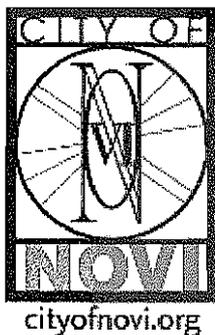
**BACKGROUND INFORMATION:** The Fire Department uses Oakland County to administer the Fire Records Management System for all Fire Department incident reporting. This system functions alongside the Novi Police/Fire Dispatch center and automatically populates individual reports on desktop computers supplied by Oakland County located in all four fire stations. In addition, Oakland County provides computer connections for all fire stations, computer hardware and printers for each station.

The software provides storage of records management for all Fire/EMS reports. The County IT Department provides support for the FRMS and locally customized reporting queries. The system is utilized to submit electronic reports to the State of Michigan and National Fire Incident Reporting System which is a mandated report. Occupancy records for all businesses are accessible and well as other types of special reports. Novi Fire Department has used this software since the County program inception in 2003.

**RECOMMENDED ACTION:** Approval of payment of \$18,456.68 to Oakland County for administration, management and support of the Fire Records Management System.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



**TO:** CLAY PEARSON, CITY MANAGER  
**FROM:** FRANK A. SMITH, FIRE CHIEF *fas*  
**SUBJECT:** OAKLAND COUNTY FIRE RECORDS MGMT. SYSTEM  
**DATE:** OCTOBER 30, 2008

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This memo is to recommend the approval of payment to Oakland County for the administration and management of the Fire Records Management System (FRMS).

Since 2003, Novi Fire Department has used Oakland County to administer the FRMS for all incident reporting. In addition to data terminal connections and printers at all four fire stations and software in all desktop and laptop computers, the County supports, upgrades, stores and maintains the FRMS for the Novi Fire Department. Occupancy records for businesses and custom-written local reporting queries are also a portion of the services provided by Oakland County.

Besides the ability to file Fire Department incident reports with the State of Michigan, The National Fire Incident Reporting System (NFIRS) also captures information from the current Oakland County-based format.

The City of Novi IT Department has determined that the Oakland County-based Fire Records Management System currently fulfills our needs and should be used for the next year.

**Oakland County  
Fire Records Management System**

**2006 - 2009 Fee Structure**

2006	2007	2008	2009
Annual Department Fees	Annual Department Fees	Annual Department Fees	Annual Department Fees
\$ 3,500.00	\$ 3,850.00	\$ 3,966.00	\$ 4,085.00
Annual Additional Station Fee	Annual Additional Station Fee	Annual Additional Station Fee	Annual Additional Station Fee
\$ 300.00	\$ 330.00	\$ 340.00	\$ 350.00 $\times 3 \div 4$

1621.25

Approved 1/11/2006  
By Oakland County Fire Governance Committee

Note: This is the first fee increase since the program's inception.