

## COUNCIL COMMUNICATION

|                                                                                   |               |                             |            |                  |
|-----------------------------------------------------------------------------------|---------------|-----------------------------|------------|------------------|
|  | Number:       | 25-390                      | Meeting:   | October 20, 2025 |
|                                                                                   | Agenda Item:  | 38                          | Roll Call: | 25-1417          |
|                                                                                   | Submitted by: | John F. TeKippe, Fire Chief |            |                  |

### AGENDA HEADING:

Approving the procurement of a Records Management Services (RMS) and related annual maintenance for a five (5)-year period, licensing, implementation and training services (“initial RMS services”), and additional related services on an optional basis (“optional RMS services”) for the Fire Department.

### SYNOPSIS:

As a result of a thorough selection and vetting process, utilizing vendors within available cooperative purchase contracts, the Fire Department, along with the Information Technology (IT) Department and Public Safety Technology recommends procurement of the RMS solution offered by Carahsoft Technology Corporation and through its reseller Locality Media Inc. d/b/a First Due (107 7th Street, Garden City, NY 11530; Andreas Huber, Co-Founder and CEO).

The Fire Department recommends initial RMS services will be purchased with a five (5)-year total amount not to exceed \$290,974.73, and optional services may be purchased at the City’s discretion in a total amount not to exceed \$1,121,083.99 also over five plus (5+) years, subject to funding availability and determination of need by the Fire Department in conjunction with the IT Department (Public Safety Technology).

### FISCAL IMPACT:

Amount: Estimated five (5)-year cost for minimal implementation are \$290,974.73 and total costs will vary depending on scope and breadth of implementation, but not to exceed \$1,121,083.99 over a five plus (5+) year period.

Funding Source: Fire Department Operating Budget – FD102000 and FD10500, Object Code 525195 (Software Licenses)

### ADDITIONAL INFORMATION:

- RMS is critical to the day-to-day operation of the Fire Department.
- This purchase allows the Fire Department to be compliant with the upcoming January 1, 2026, national mandate (NERIS) for incident reporting. Annually, the department completes approximately 35,000 incident reports. Of these reports about 25,000 are Emergency Medical

Services (EMS) related, another 7,000 are fire related, and the remaining fall into specialty (Haz-Mat, water-emergency, technical rescue, or other).

- This software will assist in capturing valuable data points necessary to complete reports, provide analytics, and maintain compliance for reporting.
- The existing Fire Department RMS program was implemented in 1994 and has exceeded its useful life, is beyond any technical support capacities, is not compliant with the January 1, 2026, national mandate for incident reporting, and is an extreme vulnerability.
- This selected replacement is capable of replacing the emergency patient care reporting (EPCR) software currently utilized by the Fire Department; and that is included within the optional costs described above.

#### **PREVIOUS COUNCIL ACTION(S):**

Date: March 21, 2022

Roll Call Number: [22-0445](#)

Action: [Procurement](#) from ESO Solutions (Chris Dillie, President) of SaaS Software applications providing electronic records management for the Fire Department, \$62,081.60. ([Council Communication No. 22-114](#)) Moved by Boesen to adopt. Second by Gatto. Motion Carried 7-0.

#### **BOARD/COMMISSION ACTION(S): NONE**

#### **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Since the product being acquired is a software as a service, there are annual subscription and maintenance fees (which are included in the above costs – projected out for the next five [5] years).

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