



## STAFF REPORT

**DATE:** June 1, 2021

**TO:** Kent Cagle, City Manager

**FROM:** Jim Kubinski, Fire Chief

**SUBJECT:** Amendment to the ESO Master Agreement to include Fire Reporting

### **BACKGROUND AND FINDINGS:**

The National Fire Incident Reporting System (NFIRS) was developed in 1973 and has two objectives: to help state and local governments develop fire reporting and analysis capability for their own use, and to obtain data that can be used to more accurately assess, and subsequently combat, the fire problem at a national level.

Historically the Killeen Fire Department has used Zoll Fire Report Management System (RMS) to submit our NFIRS and medical reports. On October 6, 2017 the KFD officially transitioned from Zoll to ESO's software to submit reports for medical calls due to the customization capabilities, ease of using the program, and uniformity with local hospitals and other local EMS providers who also use ESO Solutions. The Zoll Fire RMS has become incompatible with fire department needs. ESO Solutions is a single source provider of Fire RMS software compatible with ESO's EMS/Medical RMS software. The KFD recommends amending the original agreement with ESO Solutions (approved by City Council in September 2017 through CCMR 17-109) to add the Fire RMS software to the current Master Subscription and License Agreement. The KFD has found the ESO software to be the fire department's best option for collecting, sharing, reporting, and analyzing EMS, fire, and arson investigation reports and improving continuity between the EMS, fire, and arson reports systems. By moving entirely to ESO Solutions, the KFD will save time, improve accuracy, and simplify the reporting process. Additionally, the KFD also feels that if the department chooses to expand departmental functions regarding record keeping, ESO will accommodate these functions seamlessly.

This amendment to the agreement will bring the contract total over \$50,000, requiring City Council approval. Once amended, the new amount for this fiscal year will be \$64,119.85 which includes a one-time transfer fee for the Fire Module of \$17,085, the initial recurring fee for the Fire Module of \$14,810, and the EMS recurring fee of \$32,224.85.

### **THE ALTERNATIVES CONSIDERED:**

- 1) Renew our contract with Zoll and continue to use Zoll's fire reporting system
- 2) Amend the contract with ESO Solutions to add fire reporting system and use as the KFD's unified fire and EMS reporting system

**Which alternative is recommended?**

The Staff recommends amending the contract with ESO for better continuity across the KFD's reporting system.

**CONFORMITY TO CITY POLICY:**

This alternative conforms with City policy. ESO Solutions is a single source provider of Fire RMS software compatible with ESO's EMS RMS software and the needs of KFD's billing service. The sole/single source justification procedures outlined in E. General Exemptions of the October 2020 Financial Management Policy were followed.

**FINANCIAL IMPACT:****What is the amount of the expenditure in the current fiscal year? For future years?**

Expenditures for the current fiscal year total \$64,119.85. This includes the annual subscription cost for the EMS reporting system, currently under contract, a one-time cost of switching software in the amount of \$17,085 (the cost of transferring data from our current system and training our personnel to use the new system) and an annual subscription fee of \$14,810.

Expenditures for future years will include a 3% increase for the annual subscription fee for the EMS and Fire reporting systems. This expense will be included in future budgets proposed for the Information Technology Department.

**Is this a one-time or recurring expenditure?**

One-time

**Is this expenditure budgeted?**

Yes, funds are available in the Information Technology account #627-2705-419.46-40.

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

Staff recommends the Council authorize the City Manager or his designee to execute an amendment in the amount of \$31,895 to the contract with ESO Solutions to add the Fire reporting system and to unify the Fire and EMS reporting system.

**DEPARTMENTAL CLEARANCES:**

Information Technology, Purchasing, Finance, Fire, Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Master Agreement  
Agreement Addendum  
Quote  
Single Source