
Instructions for the Fire and EMS Department Checklist

The Pima County community is in the process of reviewing the current communications system. We are asking that the Fire and EMS Departments participate in an information gathering process to assist in obtaining information regarding the existing Computer Assisted Dispatch operating systems in use in the community. The intent of this review is to determine the size and capacity required now, and in the future, and elicit responses concerning operational features. The existing systems may require enhancement for size and capacity; as well as the addition of new features and functions. The existing systems should be applied to standards created by the National Fire Prevention Association in their NFPA 1221. These NFPA 1221 requirements as they apply to CAD systems are included at the end of this document for your review.

We ask you to read closely the following checklist. If you know the number then fill-in the space provided. If it is a statistic that is not readily available we ask that you provide your best estimate. These numbers should be as accurate as possible, but we are not asking you to perform a large research effort to obtain the answer.

In each category there is also an additional space provided for an estimate of your five year growth. (We do not feel that there can be truly accurate ten-year predictions.) We also ask that you fill out this space. The growth entry can be in either a number or a percentage of growth. If the item is a statistic you do not feel applies to your agency simply leave the space blank.

If there are other features, functions, or concerns that you have, please write them out in free form and simply attach them to your checklist.

This process will give us a base of the volume of activities that are required in the CAD systems. Other technical groups will be working on such system parameters as computer processor size and data speeds to handle the volume of work.

We thank you in advance for your efforts.

Fire and EMS Department Checklist

- 1) Department Name _____

- 2) Contact Name _____

- 3) Contact Telephone Number _____

- 4) Primary Response Area _____

- 5) Number of Personnel

Current _____ 5 Year Growth _____

- 6) Number of Fire Trucks and/or Engines

Current _____ 5 Year Growth _____

- 7) Number of Rescue and/or EMS response vehicles

Current _____ 5 Year Growth _____

- 8) Number and description of specialized vehicles (such as HAZMAT, Aerial, Command, Heavy Rescue, etc.)

Description _____

Current _____ 5 Year Growth _____

Description _____

Current _____ 5 Year Growth _____

- Description _____
- Current _____ 5 Year Growth _____
- 9) Number of Fire or EMS stations
- Current _____ 5 Year Growth _____
- 10) Number of Fire and/or Response Zones
- Current _____ 5 Year Growth _____
- 11) Number of Fire runs per year
- Current _____ 5 Year Growth _____
- 12) Number of EMS responses per year
- Current _____ 5 Year Growth _____
- 13) Number of Other calls requiring a unit (education, assist citizen, standby, etc.)
- Current _____ 5 Year Growth _____
- 14) Number of calls (included above) that are out of your District/Jurisdiction.
- Current _____ 5 Year Growth _____
- 15) Number of calls (included above) that are out of Pima County.
- Current _____ 5 Year Growth _____
- 16) Number of calls (included above) that are out of Arizona.
- Current _____ 5 Year Growth _____
- 17) Number of HAZMAT pre-plans

Current _____ 5 Year Growth _____

18) Number of structure and location pre-plans

Current _____ 5 Year Growth _____

19) Number of Move-up Plans

Current _____ 5 Year Growth _____

20) Number of fire hydrants

Current _____ 5 Year Growth _____

21) Number of Mobile Data terminals

Current _____ 5 Year Growth _____

22) Number of Station Computers or others that would log-on to the network

Current _____ 5 Year Growth _____

23) Number of personnel that would require an individual log-on password

Current _____ 5 Year Growth _____

Provisions of NFPA 1221

Annex D Computer-Aided Dispatching (CAD) Systems

D.1 The CAD system should provide automated decision-support aids to telecommunicators by organizing and managing the real-time processing of informational items belonging to the following classes:

1. Alarms, including other requests for service
2. Incidents and events
3. Resources utilized by the communications center
4. Other classes, as directed by the authority having jurisdiction

D.1.1 Each item should have the following characteristics:

1. Unique identifier
2. Status
3. Location
4. Description
5. Relationship to other items
6. Other characteristics, as directed by the authority having jurisdiction

D.1.1.1 Alarm times should, as a minimum, also include the following characteristics:

1. Source
2. Priority
3. Type

D.1.1.2 Incident items should, as a minimum, also include the following characteristics:

1. Incident management structure
2. Evidentiary information

D.1.1.3 Resource items should, as a minimum, also include the following characteristics:

1. Capabilities
2. Authorizations
3. Assignments
4. Activities

D.2 The CAD system should archive items in a records management system for later retrieval, analysis, and reporting.

D.3 The CAD system should record a history (audit trail) of the following actions taken with the items:

1. Creation
2. Change, including modification, deletion, or supplementation
3. Disposition, including close-out, archiving, and transfer

D.3.1 Each entry in the history should include the following:

1. Coordinated universal time (UTC) of action
2. Identification of the individual performing the action
3. Effects of action on the characteristics of the items

D.4 The automated exchange of digital information related to alarm objects between the communications center and external systems should be accomplished in accordance with standards published by the National Emergency Numbering Association (NENA) and the Association of Police Communications Officials, International (APCO).

The automated exchange of digital information between communications centers should be accomplished in accordance with standards published by APCO.

The automated exchange of information between communications center and transportation information systems should be accomplished in accordance with standards registered with the Intelligent Transportation Systems (ITS) Data Registry.

D.5 Reference Material

D.5.1 APCO Project 36 addresses standard format and content requirements that apply to information exchanged between CAD systems.

APCO International, Ind., World Headquarters, 351 N. Williamson Blvd., Daytona Beach, FL 32114-1112; (904) 322-2500, (888) 272-6911; Fax (904) 322-2501.

D.5.2 NENA Standard 02-010 addresses standard format and content requirements that apply to information exchanged with 9-1-1 databases.

National Emergency Number Association, 4350 North Fairfax Drive, Suite 750, Arlington, VA 22203-1695; (800) 332-3911; (614) 741-2080; Fax (614) 933-0911.

D.5.3 Intelligent Transportation Systems Data Registry includes standards with standard format and content requirements that apply to information exchanged with transportation information systems.

Institute of Electrical and Electronics Engineers, ITS Data Registrar, P.O. Box 1331, Piscataway, NJ 08855-1331; (732) 981-0060; Fax (732) 981-1721.