

# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

---

## Department of Fire and Emergency Services

10 Main Street

605-394-4180

Fax: 605-394-6754

February 17, 2004

LF022504-04

TO: Maggie Paul  
FROM: Frankie *fk*  
RE: Agenda Item

Please place the following on the Council Agenda:

Request for approval for Bill Paez, our Technical Services Specialist, to attend "Firehouse Software Education & Training Seminar" in San Diego, CA, from April 14-18, 2004. Estimated cost for this trip is \$1,550.00, and will be charged against 0202 budget.

Any questions regarding this travel approval should be directed to Assistant Chief Rick Lehmann.

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Walfredo Paez Department 0202 - FIRE

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)  
to attend "Firehouse Software Education & Training Seminar"

List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_

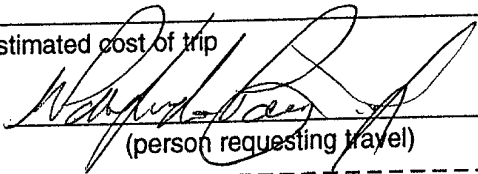
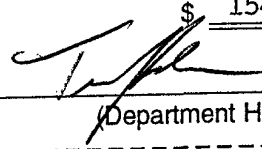
Place of meeting or destination: San Diego, CA

Date of meeting April 14 - 17, 2004

Date trip to begin April 14, 2004 Date trip will end April 18, 2004

Method of transportation requested air

Estimated transportation cost	\$ <u>450.00</u>
Meals	<del>450.00</del> <u>91.00</u>
Lodging <u>4</u> days	<u>450.00</u>
Other costs - description <u>Registration</u>	<u>555.00</u>
Total estimated cost of trip	\$ <u>1546.00</u>

Signed  Date  Date 2-18-04  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

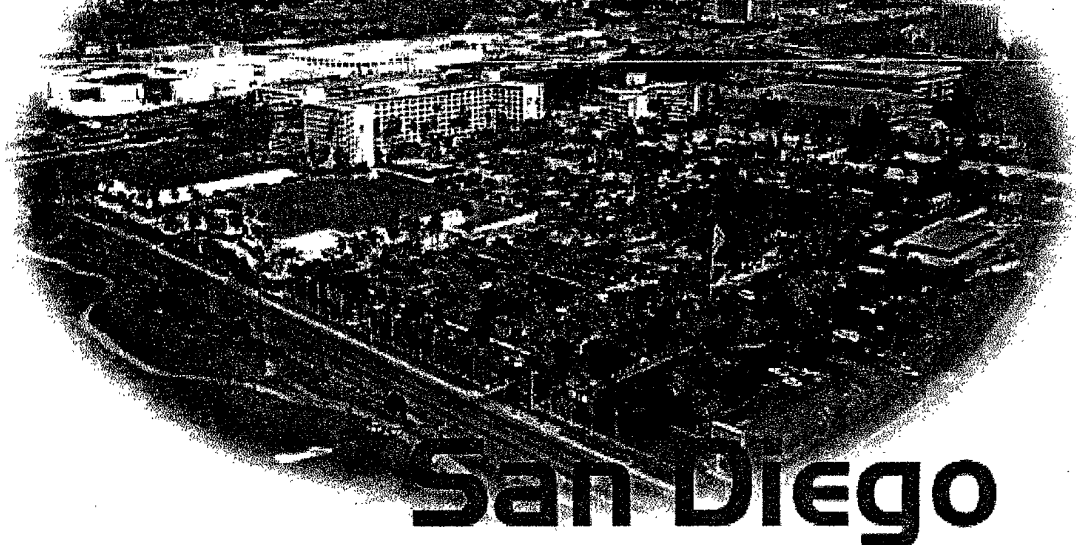
Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

# FHETS 2004



We will be conducting a FIREHOUSE Software Education & Training Seminar at the Town and Country Resort & Convention Center in San Diego April 14-17, 2004.

**I want to know about previous FHETS events...**

## **Schedule**

The following schedule is subject to change.

### **Wednesday, April 14 2004**

1800-2000 Early Registration & Welcome Reception

### **Thursday, April 15 2004**

0730-0900 Late Registration

0730-0830 Continental Breakfast Provided

0830-0900 Welcome and Layout of Conference

0900-1700 One on One Sessions

0900-1200 Educational Sessions

1200-1300 Lunch Provided

1300-1700 Educational Sessions

### **Friday, April 16th 2004**

0800-1700 One on One Sessions

0800-0900 Registration

0800-0900 Continental Breakfast Provided

0900-1200 Educational Sessions

1200-1300 Lunch Provided

1300-1700 Educational Sessions

1700-1800 Reception / Social Hour

**Saturday, April 17th 2004**

0800-1530 One on One Sessions  
0800-0900 Continental Breakfast Provided  
0900-1200 Educational Sessions  
1200-1300 Lunch Provided  
1300-1600 Educational Sessions

A tentative list of sessions is available [here](#).

Registration is \$555 for the full three day session and \$285 for a single day. The online registration is available [here](#).

Not sure if your department is registered? Go [here](#) to see if your department is listed. If you have registered and wish to change details, please [email us](#) with the changes instead of registering again.

Accommodations need to be reserved directly from the Town and Country Resort & Convention Center. Rooms are available for FHETS attendees for \$99 per night. Details about the facility where the seminar is being held at are available at <http://www.towncountry.com>.

	<p>maintenance staff of needed maintenance, set up consumable items (flares, needles, etc.) and how to track quantities on hand, how to use the Details section of the Maintenance/Test Detail form for pass/fail results, how to set up automatic daily reminders of maintenance/testing coming due based on schedules, how to attach external files to Equipment records (pictures, invoices, etc.), and how to enter equipment usage records from incident reports.</p>	
Administration of FIREHOUSE Software	<p>Learn about FH administrative functions like database backup/restore, how to update FH, add users, set up automated tasks, export incidents to your state, and other key points to help you ensure that FH operates smoothly.</p>	<p>Intermediate users are familiar with at least one area of FH. An intermediate user can enter records, find specific records, and run reports.</p>
Networking/ FH Enterprise Maintenance	<p>Overview for FH Enterprise clients or FH standard clients running FH in a network environment about running in each of these environments. Learn the proper set up procedures to optimize the performance of FH, and learn how to maintain your database integrity on an SQL server.</p>	
What's New? Interfacing FH with Other Systems	<p>Learn about new FH features. Interfaces to specific CAD systems and EMS Billing export are also covered. Learn how FH can continually use other resources to help your department run more efficiently.</p>	
Station Management	<p>Did you know that you can see available staff and units and access unit response history at a glance in FH using station management? Learn about station management, including how to set up units and personnel to adequately manage your staff and resources on a daily basis, and learn about importing and exporting to and from outlying stations.</p>	
Staff Scheduling	<p>Learn about the overall concept of staff scheduling, how to set up a schedule, and how to schedule exchanges.</p>	<p>Basic users may or may not have substantial computer experience, but are just learning to use FH. The sessions in the Basic category will still benefit Intermediate and Advanced level users looking for an</p>
FH Onsite Inspections	<p>FH Onsite Inspections covers the process of using FH Onsite Inspections from the start to finish of occupancy inspections.</p>	
Occupancy/ Inspections	<p>Familiarize yourself with Occupancy and Inspection forms used to track information like preplans, onsite chemicals, proximity to hydrants, and other important information. Also learn how to enter and track inspections, violation information, and other occupancy related activities.</p>	
Inventory Basics	<p>Learn FH inventory basic data entry for apparatus, equipment, and gear issued to help you organize your equipment and supplies. You will learn to set up maintenance schedules (reminders) and enter work orders for testing and maintenance, and linking equipment to apparatus (i.e., units). After this class you will understand some of the terminology used within the inventory module, as well as the basics of properly setting up each inventory item.</p>	
Staff, Training and Programs	<p>Learn how to enter staff members and pertinent information that corresponds with each member. We go through the Staff, Staff Activity, and Training module and describe how it is used to make record management easier for your department. Specific topics include entering contacts, administrative and historical information for each staff member, tracking incident and non-incident staff activities, entering training class and training program information, and training attendance.</p>	
NFIRS Incident Reporting	<p>This class is for NFIRS incident reporting end users and administrators. Basic topics about entering data into a NFIRS Report as well as tips on getting the information out of FH that you want will be covered. NFIRS 5.0 standards are covered,</p>	

	<p>maintenance staff of needed maintenance, set up consumable items (flares, needles, etc.) and how to track quantities on hand, how to use the Details section of the Maintenance/Test Detail form for pass/fail results, how to set up automatic daily reminders of maintenance/testing coming due based on schedules, how to attach external files to Equipment records (pictures, invoices, etc.), and how to enter equipment usage records from incident reports.</p>	
Administration of FIREHOUSE Software	<p>Learn about FH administrative functions like database backup/restore, how to update FH, add users, set up automated tasks, export incidents to your state, and other key points to help you ensure that FH operates smoothly.</p>	<p>Intermediate users are familiar with at least one area of FH. An intermediate user can enter records, find specific records, and run reports.</p>
Networking/ FH Enterprise Maintenance	<p>Overview for FH Enterprise clients or FH standard clients running FH in a network environment about running in each of these environments. Learn the proper set up procedures to optimize the performance of FH, and learn how to maintain your database integrity on an SQL server.</p>	
What's New? Interfacing FH with Other Systems	<p>Learn about new FH features. Interfaces to specific CAD systems and EMS Billing export are also covered. Learn how FH can continually use other resources to help your department run more efficiently.</p>	
Station Management	<p>Did you know that you can see available staff and units and access unit response history at a glance in FH using station management? Learn about station management, including how to set up units and personnel to adequately manage your staff and resources on a daily basis, and learn about importing and exporting to and from outlying stations.</p>	
Staff Scheduling	<p>Learn about the overall concept of staff scheduling, how to set up a schedule, and how to schedule exchanges.</p>	
FH Onsite Inspections	<p>FH Onsite Inspections covers the process of using FH Onsite Inspections from the start to finish of occupancy inspections.</p>	<p>Basic users may or may not have substantial computer experience, but are just learning to use FH. The sessions in the Basic category will still benefit Intermediate and Advanced level users looking for an</p>
Occupancy/ Inspections	<p>Familiarize yourself with Occupancy and Inspection forms used to track information like preplans, onsite chemicals, proximity to hydrants, and other important information. Also learn how to enter and track inspections, violation information, and other occupancy related activities.</p>	
Inventory Basics	<p>Learn FH inventory basic data entry for apparatus, equipment, and gear issued to help you organize your equipment and supplies. You will learn to set up maintenance schedules (reminders) and enter work orders for testing and maintenance, and linking equipment to apparatus (i.e., units). After this class you will understand some of the terminology used within the inventory module, as well as the basics of properly setting up each inventory item.</p>	
Staff, Training and Programs	<p>Learn how to enter staff members and pertinent information that corresponds with each member. We go through the Staff, Staff Activity, and Training module and describe how it is used to make record management easier for your department. Specific topics include entering contacts, administrative and historical information for each staff member, tracking incident and non-incident staff activities, entering training class and training program information, and training attendance.</p>	
NFIRS Incident Reporting	<p>This class is for NFIRS incident reporting end users and administrators. Basic topics about entering data into a NFIRS Report as well as tips on getting the information out of FH that you want will be covered. NFIRS 5.0 standards are covered,</p>	