

Memo

To: Steve Giesbrecht, Borough Manager
From: Sandy Dixon, Fire/EMS Director
Date: September 13, 2017
Re: Fire Department purchase of Reporting Software

The Fire Department would like to Sole Source purchase an electronic reporting software from ImageTrend, Inc. The contract would be a 3-year commitment for a total cost of \$17,770.

Purchase of the ImageTrend Elite Rescue product and associated modules will allow Fire and Emergency Medical Services (EMS) to meet State and Federal mandatory reporting requirements. The State of Alaska EMS Office has been moving towards mandatory electronic reporting and will soon not certify any ambulance service that does not meet that electronic reporting requirement.

The Fire Department will be able to complete and submit Fire Reports, Fire Investigation Reports, Patient Care Reports, and track equipment and training electronically with this software.

In addition, ImageTrend is compatible with Spillman (computer aided dispatch) and Omni EMS Billing (EMS billing company) that we currently use. Spillman is used by the Police Department and Fire Department for dispatch and call information. That information will prepopulate into ImageTrend reports. Omni Billing currently offers the patch (at no cost to us) necessary to submit Patient Care Reports via ImageTrend for billing.

Purchase and use of ImageTrend Elite Rescue will provide cost savings in time (completing reports, inputting data, prepping and submitting forms, and querying data, etc), improve quality of documentation, reduce human error, and track equipment and personnel training.

The Fire Department has all required hardware at this time. The total cost would be \$17,770 for the 3-year contract. There are two options to pay for this contract.

- Option 1 – Year 1 = \$10,400 to purchase (includes annual maintenance fee); Year 2 = \$3,650; Year 3 = \$3,650.
- Option 2 – Year 1 = \$5,900; Year 2 = \$5,900; Year 3 = \$5,900

I propose Option 2, the amount to be paid over the life of the contract (\$5,900 per year for 3 years). I intend to pay for Year 1 of the contract by adjusting line items and staying within the current Fire Department budget. For Year 2 and Year 3 of the contract, I will include a specific line item for ImageTrend Software in the Fire Department's proposed budgets.

Please see the attached documents for additional information and let me know if you have any questions.

Respectfully submitted,



Sandra K. Dixon
Fire/EMS Director