



# CENTRAL FIRE PROTECTION DISTRICT of Santa Cruz County

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## Enterprise System Information as Required by SB272

SB 272 defines an "enterprise system" as a "software application or computer system that collects, stores, exchanges and analyzes information that the agency uses" that is (1) a multidepartment system or a system that contains information collected about the public and (2) a system of record. A system of record is in turn defined as a system that serves as an original source of data within an agency. In other words, SB 272 requires a local agency to create a catalogue of data systems used to collect, store, exchange or analyze information gathered from multiple departments or from the public and post the catalog on its agency website. Enterprise systems do not include cybersecurity systems, infrastructure and mechanical control systems, or physical access control systems such as video monitoring or employee ID systems.

Although SB 272 attempts to define "enterprise system," the bill in reality does not go far enough in providing examples of what types of systems are covered. In fact, the legislative analysis published prior to SB 272's enactment recognizes that the definitions in the law need to be fine-tuned. Unfortunately, the bill as enacted never addresses these deficiencies. As SB 272 is new, there are as of yet no court decisions defining the term. The legislative history of the bill, however, provides agencies with some insight.

The legislative history suggests that enterprise systems are a combination of hardware and software systems that an agency uses to collect, manage, store or analyze intra-agency and local data for business development and operations purposes, e.g. budget data or constituent data. This may include email systems, document management systems, systems used to store patient records or insurance records, financial data collected by various departments, etc.

Once an enterprise system is identified, its catalogue must be compiled and must include a list of the enterprise systems utilized by the agency and for each system, disclose:

- Current system vendor, e.g. The contractor from whom the product was purchased
- Current system product, e.g. Microsoft SQL
- A brief statement of the system's purpose, e.g. the system is used to store patient records
- A general description of categories or types of data.
- The department that serves as the system's primary custodian.
- How frequently system data is collected.
- How frequently system data is updated.

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The catalogue must be posted on the agency's website by July 1, 2016. Disclosure is not required if the agency determines that not disclosing the information clearly outweighs the public interest serviced by the disclosure.

## **Firehouse (Currently being replaced by Emergency Reporting)**

Current system vendor: Firehouse Software - A Xerox Solution

Current system product, Microsoft SQL

A brief statement of the system's purpose: The system is a records management system for Fire Departments.

A general description of categories or types of data: Its primary purpose is to store data for incidents the Fire Department is called out to, using the National Fire Incident Reporting System (NFIRS) standard. Firehouse stores and reports on other data including data on Hydrants and Occupancies.

The department that serves as the system's primary custodian: All departments

How frequently system data is collected: 24x7 whenever the Fire Department is called out.

How frequently system data is updated: 24x7 whenever the Fire Department is called out.

## **Emergency Reporting**

Current system vendor: Emergency Reporting

Current system product, Cloud based/SaaS

A brief statement of the system's purpose: The system is a records management system for Fire Departments.

A general description of categories or types of data: Its primary purpose is to store data for incidents the Fire Department is called out to, using the National Fire Incident Reporting System (NFIRS) standard. It stores and reports on other data including data on Hydrants and Occupancies.

The department that serves as the system's primary custodian: All departments

How frequently system data is collected: 24x7 whenever the Fire Department is called out.

How frequently system data is updated: 24x7 whenever the Fire Department is called out.

## **Fieldbridge (Hosted by the County of Santa Cruz)**

Current system vendor: ImageTrend, Inc

Current system product, Cloud based/SaaS

A brief statement of the system's purpose: Collect emergency call out and patient care data.

A general description of categories or types of data: The data collected describes medical problems of patients.

The department that serves as the system's primary custodian: Paramedic

How frequently system data is collected: 24x7 whenever the Fire Department is called out.

How frequently system data is updated: 24x7 whenever the Fire Department is called out.

## **Telestaff**

Current system vendor: Kronos

Current system product, SQL Anywhere 12 (iAnywhere Solutions, Inc)

A brief statement of the system's purpose: Staff rostering and autohire via automated phone calls

A general description of categories or types of data: Staff data required for payroll.

The department that serves as the system's primary custodian: Admin

How frequently system data is collected: Most of the day every day

How frequently system data is updated: Most of the day every day

## **MS Office 2007**

Current system vendor: Microsoft

Current system product: MS Office format documents

A brief statement of the system's purpose: General documentation

A general description of categories or types of data: Accounting spreadsheets, Standard Operating Procedure documentation, general word processing.

The department that serves as the system's primary custodian: Admin

How frequently system data is collected: Mainly business hours

How frequently system data is updated: Mainly business hours

## **Claims system**

Current system vendor: Pagoda Technologies

Current system product: Visual Foxpro

A brief statement of the system's purpose: Primarily handles accounts payable

A general description of categories or types of data: Accounts payable data, purchase orders, inventory data

The department that serves as the system's primary custodian: Admin

How frequently system data is collected: Mainly business hours

How frequently system data is updated: Mainly business hours

## **OneSolution (hosted by County)**

Current system vendor: SunGuard

Current system product: SQL database

A brief statement of the system's purpose: Accounting

A general description of categories or types of data:

The department that serves as the system's primary custodian: Admin

How frequently system data is collected: Mainly business hours

How frequently system data is updated: Mainly business hours

## **Repair Order System**

Current system vendor: Pagoda Technologies

Current system product: Microsoft SQL

A brief statement of the system's purpose: Staff use the system to create and maintain work orders for repair of apparatus.

A general description of categories or types of data: Apparatus, staff and pending and completed repairs.

The department that serves as the system's primary custodian: Operations

How frequently system data is collected: Once or twice a day

How frequently system data is updated: Most days

## **CFA Fleet Maintenance**

Current system vendor: CFA Software

Current system product: Microsoft SQL

A brief statement of the system's purpose: Maintain fleet maintenance records

A general description of categories or types of data: Apparatus, inventory and work orders.

The department that serves as the system's primary custodian: Fleet Services

How frequently system data is collected: Business hours

How frequently system data is updated: Business hours