**MUSCATINE**

**FIRE DEPARTMENT**

## MEMORANDUM

TO:             Jerry Ewers, Interim City Administrator
Nancy Lueck, Interim City Administrator

FROM:      Gary Ronzheimer, Battalion Chief

DATE:       October 29th, 2019

SUBJECT:   City Council Agenda Item – Issue Purchase Order Station Software

INTRODUCTION:
Request to purchase Station checking and tracking software.

BACKGROUND:
The Muscatine Fire Department requested to purchase software to track and maintain vehicle and building maintenance, personnel protective equipment, EMS inventory, ambulance and fire apparatus check out software. Currently all of this information is tracked by hand and manually entered on various spreadsheets. Daily, weekly and monthly checks are all completed by printed check out sheets for each apparatus. The check out sheets are all printed monthly and redistributed to each station. At the end of the month the data from the check out sheets are then scanned and entered into a database on our server. This requires a significant amount of paper and manpower to complete.

Station Check software works with the end user (FD) and designs the template while having fire department personnel build the various layers needed and input the data needed for each check out sheet. The work load requires a significant amount of time that is not quantifiable on the fire department side and creates an unknown implementation time line. Station Check also does not include an inventory management portion where as PSTrax is able to set up consumable inventory management. Inventory management can be purchased for another $300.00 per module from Station Check.

Another concern was that PSTrax includes all the training in the initial fee with no hidden costs. Station Check stated they would include telephone and computer training for an additional $300 per session.

PSTrax builds and designs the entire program in the included quote. Station Check utilizes a per block fee ($300/10 hour). If the need arises that a new apparatus is purchased or a new station is

added, PSTrax includes these additions in their annual fee with no fire personnel assisting in building layers or additional build costs. Station Check also charges for data use if we were to exceed our usage agreement, PSTrax includes the data in their annual cost and PSTrax costs are locked in for three years.

It is our opinion that the unknown cost, additional staff time, inadequate software capabilities, and potential hidden costs found with Station Check lead to PSTrax being the lowest responsible quote. We request approval for $5838.00 to be utilized to purchase PSTrax.

Two other similar companies were reviewed to provide station the software. One (Halligan) uses an application based program which we did not include because we are looking at a cloud based solution. The second company Station Check is also included and has the lower quote but does not have the same capabilities as PSTrax software. John Kreuzenstein supports our recommendations.

RECOMMENDATION/RATIONALE:
Request authorization to issue purchase order to PSTrax in the amount of $5838.00. The total amount budgeted was $6000.00.


Attachments:
Quote List

Quote List:

| | |
|---|---|
| PSTrax | $5838.00 |
| Station Check | $3600.00 |