

## South Placer Fire Protection District Enterprise Systems Catalog

Vendor Name	Product Name	Purpose	Data Type	Custodian	Frequency of Data Collection	Frequency of System Update
Docuware	DocuWare	Document management	Text, numeric, graphical	IT Manager	Daily	Monthly
ESRI	ArcGIS	Map preparation, spatial analysis	Text, numeric, logical, spatial	SCI Consulting Group	Annually	Annually
ImageTrend	Elite Rescue	Incident and patient care documentation	Text, numeric	IT Manager	Daily	Monthly
ImageTrend	Continuum	Incident analytics	Text, numeric, graphical	IT Manager	Daily	Monthly
Kronos	Workforce Telestaff	Staff scheduling, timekeeping	Text, numeric	IT Manager	Daily	Daily
Lexipol	KMS	Policy and guideline catalog	Text, numeric	Operations Chief	Monthly	Annually
Microsoft	Dynamics GP 2018	Financial accounting	Accounts payable, receipts, general ledger, cash management, vendor information	Business Manager	Daily	Bi-weekly
Microsoft	Exchange/Office 365	E-mail system/scheduling	Electronic mail & calendar	District staff	Daily	Daily
Microsoft	Office 2013	Document creation: agendas, budgets, memos, minutes, policies, reports, resolutions	Text, graphics, numeric	Administration	As needed	Monthly
Microsoft	SQL Server	Phone inquiry collection	Text, numeric, logical	SCI Consulting Group	Daily	Daily
Microsoft	Visual FoxPro	Special tax and special assessment administration	Text, numeric, logical	SCI Consulting Group	Biannually	Biannually
Vector Solutions	TargetSolutions	Firefighter training management system	Employee training status information, drivers licenses, DMV medicals, paramedic licenses	Training Manager	As needed	As needed

Senate Bill 272, approved on October 11, 2015, adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

An "enterprise system" is a software application or computer system that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:

- \* A multi-departmental system or a system that contains information collected about the public.
- \* A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- \* Information Technology security systems, including firewalls and other cybersecurity systems.
- \* Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- \* Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas or water or sewer functions.
- \* Systems related to 911 dispatch and operation or emergency services.
- \* Systems that would be restricted from disclosure by Section 6254.19.
- \* The specific records that the information technology system collects, stores, exchanges or analyzes.

SBS 272 requires that the agency:

1. Create a catalog of enterprise systems, containing:

- \* Current system vendor
- \* Current system product
- \* System's purpose
- \* A description of categories or types of data
- \* The department that is the prime custodian of the data
- \* The frequency that system data is collected
- \* The frequency that system data is updated

2. To make the catalog publicly available upon request

3. To post the catalog in a prominent location on the agency's website

Exception:

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.