

Hello everyone;

I am pleased to announce that our new MEFIRS reporting system is now online for departments that **ONLY** do **Fire** calls. The **EMS** side of the reporting system will be online on **March 1<sup>st</sup>**. What does this mean?

It means that I will be able to activate the **Fire Agency Administrators** for fire departments. It also means that each fire department that wants to use the MEFIRS Fire reporting system must designate at least one person to be that department's Fire Agency Administrator (we recommend at least two people, so they can unlock each other's accounts). Chiefs should take some time to decide how they want their fire department personnel to be set up in the system. The two permission levels for fire departments are: **Fire Agency Administrators** and **Agency Users**.

**Duties of a Fire Agency Administrator:** they will have to unlock their personnel's accounts if they become inactive; set up the administrative functions in the system (apparatus, personnel, permissions, station locations, call information, etc.); be trustworthy with personnel data, and be willing to go to the ImageTrend and/or Maine Fire Service Institute trainings (coming soon). They can enter Fire run reports into the system, or have several people (or everyone!) be responsible for entering run reports. They will be able to use ReportWriter to create and run data reports.

**Duties of an Agency User:** they are able to enter Fire run reports to the system; update their own personnel records and certifications; use ReportWriter, and use ImageTrend's Library/University. They will be able to change their own passwords.

What is the next step?

Once the departments decide who will be the Fire Agency Administrators, one of them must fill out the attached document (in Word or PDF format) and either **email** or **fax** it to me. The form needs the following information:

1. The name of the fire department
2. The full name(s) of the **Fire Agency Administrators** for this department (this must be their full name ("William", not "Bill"))
3. Their Maine EMS license numbers **or** their birthdates
4. A unique email address for **each Administrator** (these must be unique: they will be used to allow someone to email themselves a temporary password so they can log back into the system if their password expires)

I will be trying to pull each Administrator's name **first** from the EMS licensing database: if I can't find them in the database, I will then create a new account for that person. This is why I need the correct, full name of the person; so we minimize duplicate personnel records in the MEFIRS system.

When I have the accounts set up, I will email each person their user ID and temporary password, and the web address for the MEFIRS login page.

Once the **Fire Agency Administrators** have access to MEFIRS, I suggest they use the Help/University and Tutorials provided by ImageTrend in the MEFIRS system to become familiar with the setup. We will be scheduling ImageTrend to visit the state and do some trainings, and the EMS side of the system will be active at that point; so there will be a lag time between when the **Agency Administrators** are activated, and when the trainings are provided. We suggest people continue to use the free federal NFIRS reporting system, or the third-party reporting system they may have, to enter run reports for a while. When the system is fully online, I will be moving data from the federal database into the ImageTrend system, so we will need to coordinate exactly when departments stop reporting in other systems and enter run reports exclusively in MEFIRS, after they get trained.

Please contact me if you need a federal NFIRS account set up for your department, so you can enter run reports during this transition time.

Regards,

Michelle

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