City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 07/16/2025

2. **Primary contact person and Department requesting agenda item:** Chris Budzinski, Fire

3. **Requested Council meeting date:** July 29, 2025

4. **Subject:** Asheville Fire Department Records Management System Contract

5. **Action Requested:** Resolution authorizing the City Manager to execute a contract with ImageTrend, LLC. for the Asheville Fire Department Records Management System.

6. **Note if time sensitive, and why:** This item is time sensitive as the software has an implementation process that must be completed before our projected activation date of January 1, 2026.

7. **Potential fiscal impact(s) - if known by staff at time of request: The contract is for three years with two one year extension options. The total potential fiscal impact of the contract for five years is $434,190.05.**

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - Funding for this project is provided through City general fund and/or operating budgets. As a result of the RFP process, outreach and engagement followed the City's business inclusion processes. These processes at a minimum required staff to outreach businesses that have a documented contracting disparity directly and/or through prime contractors.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - The Fire Department requests authorization to execute a contract for the provision of a modern Records Management System (RMS).
    - This software solution is essential for centralizing and managing the Department's core operational data.
    - This system will increase efficiency and ensure data integrity for public safety operations.
    - The scope of the system includes managing:
        - Incident Reports: For accurate documentation and state/federal reporting.
        - Training Management: To track certifications, coursework, and compliance.
        - Inspection and Occupancy Records: To support fire prevention and community risk reduction efforts.
        - Data Analysis: To provide insights for strategic planning and improving service delivery.