
Memorandum

To: Budget Standing Committee
Cc:
From: Jeff McCormick, Acting Fire Chief
Date: November 15, 2017
Subject: Software Costs

Please accept this memo as clarification to a question that occurred as part of the FEMS 2018 budget presentation on November 6, 2017.

Line item 710.100.314 Software has \$30,936 allocated to it in 2018. These costs are for our Firehouse Records Management System. The department has been using this Cloud Based records retention system since 2016 and this is the annual fee that will continue through to the end of the existing contract which expires in 2021.

There was a reduction of \$1,700 to the line item (710.100.314 - Software) as a result of a decision to re-allocate the annual costs associated with our on-line Incident Management System training program into a training division line item. This was done to reflect that what were traditionally shown as software costs that are in fact registrations costs that are applied when new hires are added to the on-line training program.

So while line item 710.100.314 was decreased by \$1,700 that same \$1,700 (plus additional amounts) were added to line 710.100.430 (training).

The purpose of this re-allocation was to properly account for training costs of our new personnel.

Respectfully submitted,

Jeff McCormick

Jeff McCormick
Acting Fire Chief, Directors of Fire and Emergency Management Services