

CC 207  
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CITY COUNCIL MEETING  
SEPTEMBER 5, 1984

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PURCHASE OF  
PERSONAL COMPUTER  
SOFTWARE, ETC.  
APPROVED FOR  
FIRE DEPT.

Following introduction of the matter by Staff, Council, on motion of Council Member Olson, Hinchman second, approved the purchase of an IBM Personal Computer for the Fire Dept. and software, furniture, and supplies for the subject computer. \$7,701 of the purchase is to be charged to the 12-Equipment Fund and \$1,045 to the Contingent Fund.

RECEIVED

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ALICE M. REINCKE  
CITY CLERK  
CITY OF LOS ANGELES

MEMORANDUM

TO: Henry A. Graves, Jr., City Manager

FROM: Robert H. Holm, Chairman  
M.I.S. Steering Committee

DATE: August 6, 1984

SUBJECT: Committee Recommendation - Personal Computer for the Fire Dept.

Presently the Fire Department is using an Apple II computer which is owned by an employee of the department and is presently being used to record fire inspections. There is a need to expand the usage of a micro-computer in this department and the Apple II is not large enough to accommodate other information systems.

Attached for your review is your copy of the report of the M.I.S. Steering Committee meeting of 8/2/84, which goes into detail regarding the Fire Department's need for a micro-computer.

The M.I.S. Steering Committee feels that the Fire Department is ready to go with their information systems. It is the Committee's unanimous opinion that an IBM personal computer is the most appropriate micro to be purchased.

I have attached two Special Allocations for your approval. One to cover the purchase of the micro and the other to procure the necessary software, furniture and supplies.



RHH

attachments

MEMORANDUM

TO: Henry A. Graves, Jr., City Manager

FROM: Robert H. Holm, Chairman  
Management Information Systems Steering Committee

DATE: August 6, 1984

SUBJECT: Report on M.I.S. Steering Committee Meeting of August 2, 1984

Present: Robert H. Holm, Chairman  
Alice Reimche  
Steve Raddigan  
Rich Prima  
Linda Sunday

Bud Kruse (non-voting member)

Absent: Jerry Glenn (on vacation)

Bob Holm asked Linda Sunday for a progress report on the grant application from the Office of Criminal Justice Planning.

The Request for Proposal (RFP) has not been received but is expected the week of August 6th. Linda answered questions regarding the grant and the availability of firms who specialize in police systems. There was concern expressed that if the City does receive the grant, would funds be denied for any reason the second or third year. If the City follows the guidelines set down by the grant committee, the funding would be forthcoming each year. During the 3-year time frame of the grant the City would be expected to match funds as follows:

1st year	10%
2nd year	20%
3rd year	30%

In slowly assuming a larger percentage of the cost each year, it is felt that the City would be in a position to take over the cost of the system at the end of the grant period.

Word processing applications would also tie in (be compatible) with the proposed police system.

Linda will be looking into getting information regarding service contracts on equipment. That cost is a known factor which can be considered at the time of the request for the grant.

Mr. Glaves  
August 6, 1984

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The grant application will be completed and submitted by the end of August with the decision on which cities will receive the grants by mid-September.

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Steve Raddigan, Fire Training Officer, gave a presentation of the Fire Department's needs for computer services within the department.

In compiling the information for the justification of a micro-computer, Steve found many areas which needed implementation into the larger system. Some of the applications now on the Apple II and those needing implementation are as follows:

Inspection:

- When was the last inspection?
- What are the boundaries of inspection?
- What was found wrong at the time of the last inspection?

Implementation of Little Apple computer:

- Businesses and apartments entered on Data Base.

Information was sorted by area and street:

- Starting point for each area.
- Fire Department now inspects by street.

Process:

- Making of labels and reports
- Assign inspection location
- Forward to Company Officers

After inspection:

- Information returned for data processing

Process:

- Enter into communications systems

Benefits:

- Where the FD is at the present time.
- Where the department is going in the future.
- What the department did.
- Who did what.

Productivity:

- A determination of who performed and who was not contributing to the workload of the department.

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Form:

- Information on each building
- Information on hazards
- Hydrant choices available
- Call out information

Information:

FD able to retrieve by building address, not just by the name of the business.

Other uses for the computer:

- Individual training
- Hose record
- Hydrant records
- SCBA records
- Equipment inventory
- Station inventory
- Run reports

Cost analysis:

Capability

Station communications:

Informing Fire personnel who are returning to work on what has happened while they were off duty. A lot can happen during a 4-day time off.

The goal of the department is to continue to update data files on all aspects of Fire Department operations from equipment inventories to the training of new personnel and ongoing training of present Fire personnel.

The Fire Department is ready to implement all of the above applications. All data is ready to enter. The micro-computer will be located in the Fire Department dispatch office. The printer could be located in the next room if the noise level is such that a problem develops for personnel.

It is hoped that the Fire Department will be able to equip the outlying stations (tie into) within the next two to three years.

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After discussion by the Committee, it was recommended by Jerry Glenn that the Committee give the go ahead for the purchase of the micro-computer for the Fire Department. The Committee unanimously agreed. Bob Holm will send a letter of recommendation to the City Manager for his approval. Two Special Allocations will be attached to the request to the CM. One for the hardware and one for software and operating expenses. Steve will be giving Bob the firm figures Monday for this purchase.

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Parks & Recreation 1984-85 budget requests were once again discussed.

It was agreed that the constant rescheduling of games and working hours for part-time personnel would be a needed application for word processing (computer). The Committee is waiting for Ed DeBenedetti to submit additional information and cost figures for this implementation.

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An update on the Word Processing Committee was given by Alice Reimche. She spoke to the Department Heads at their last regular meeting to inform them of the text processing survey which will be conducted to gather information to help in the recommendation of needs within the City for word processing units. It was agreed that all departments would cooperate fully with this survey. The surveys are due back to the Committee by mid-September.

An on site visit was made to American Savings in Stockton. Other on site visits are planned to Stockton and Modesto.

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cc: Department Heads