



**Ohio  
State Fire Marshal**

# 3Di Engage

## **Ohio Fire Incident Reporting Management System (OFIRMS) - User Manual for Fire Departments**

**Document version: 1.0**

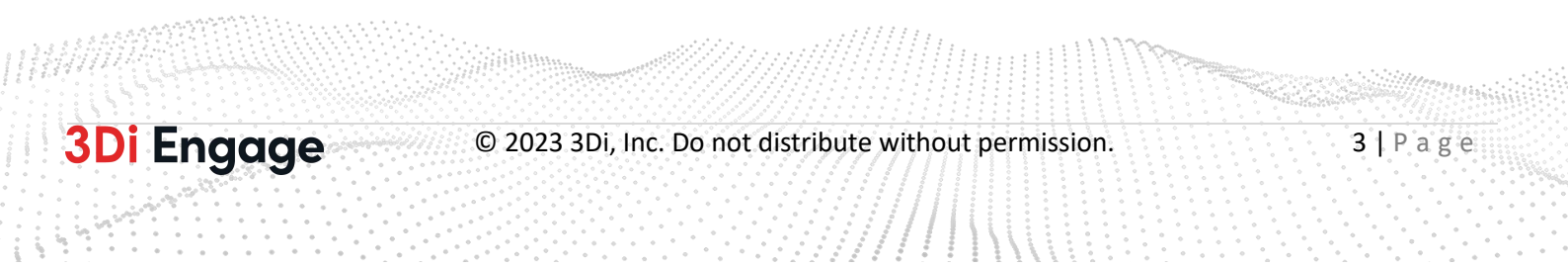
**Release date: 10/17/2023**

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## 1 Introduction

This document is created to outline all the features included in the Ohio Fire Incident Reporting Management System (OFIRMS). The document is a reference/manual for fire department staff in the State of Ohio.

### 1.1 Links to Portal and Apps

#### 1.1.1 Production Version

- Web Portal – <https://sfmengage.com.ohio.gov>

### 1.2 Prerequisite

The Ohio Fire Incident Reporting System (OFIRMS) system is accessible to registered users only. OHID is a prerequisite to access the OFIRMS system. The fire department staff can [register and get a new Ohio ID\(OHID\)](#) or use an existing OHID account.

#### **Steps:**

If the staff members have registered with OHID, follow these to register with the fire department.

**Step 1:** Launch the portal by clicking the URL below and then click the **Register | Sign in** button.

- SFM Portal Link: <https://sfmengage.com.ohio.gov>

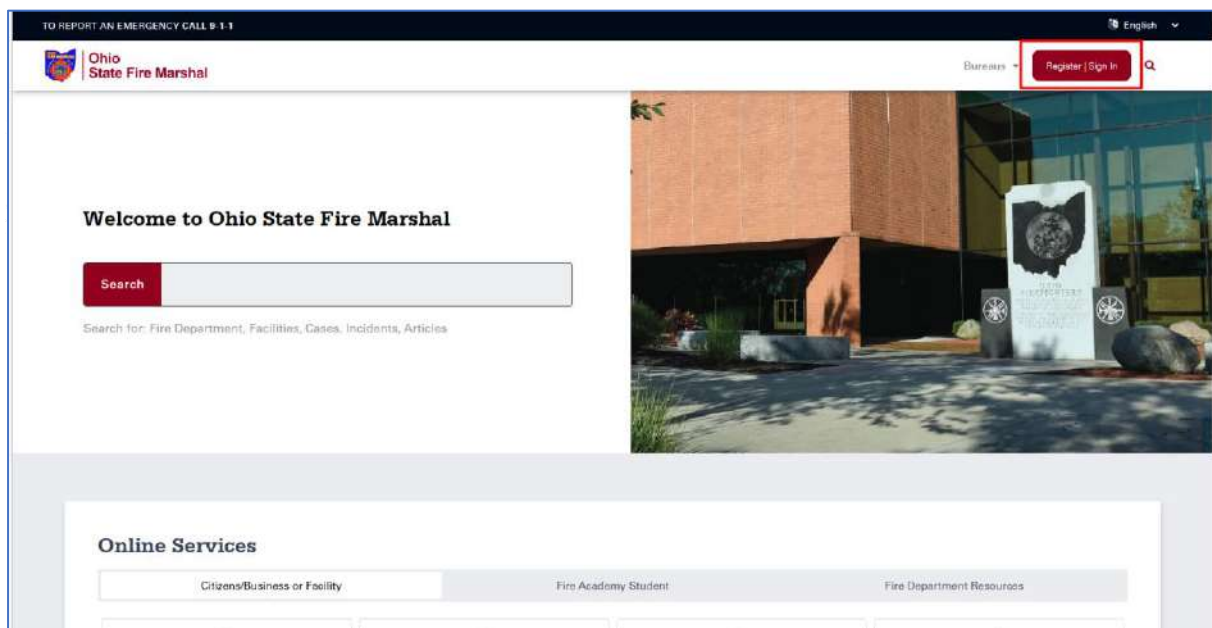
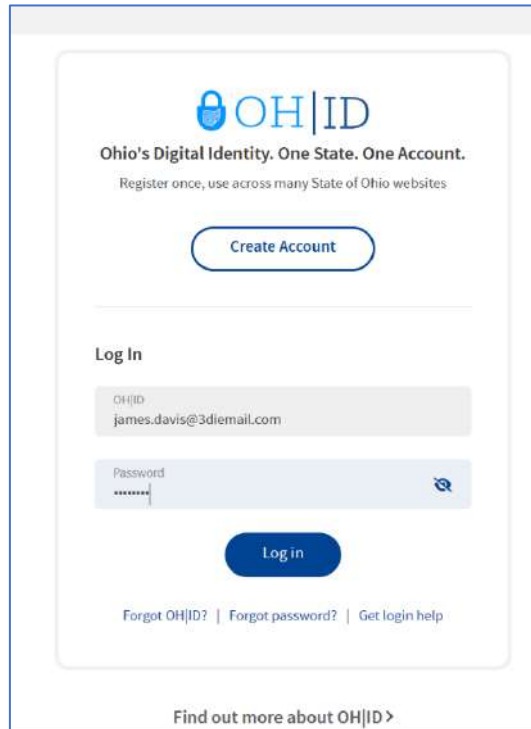


Figure 1: Ohio SFM Portal Landing Screen

**Step 2:** Provide **OHID** credentials and press login.



The image shows the OHID (Ohio's Digital Identity) login screen. At the top, there is a logo with a blue padlock and the text "OH|ID". Below the logo, the text reads "Ohio's Digital Identity. One State. One Account." and "Register once, use across many State of Ohio websites". There is a "Create Account" button. Below that, there is a "Log In" section with two input fields: "OH|ID" (containing "james.davis@3diemail.com") and "Password" (containing masked characters). There is a "Login" button. At the bottom, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help". At the very bottom, there is a link "Find out more about OH|ID >".

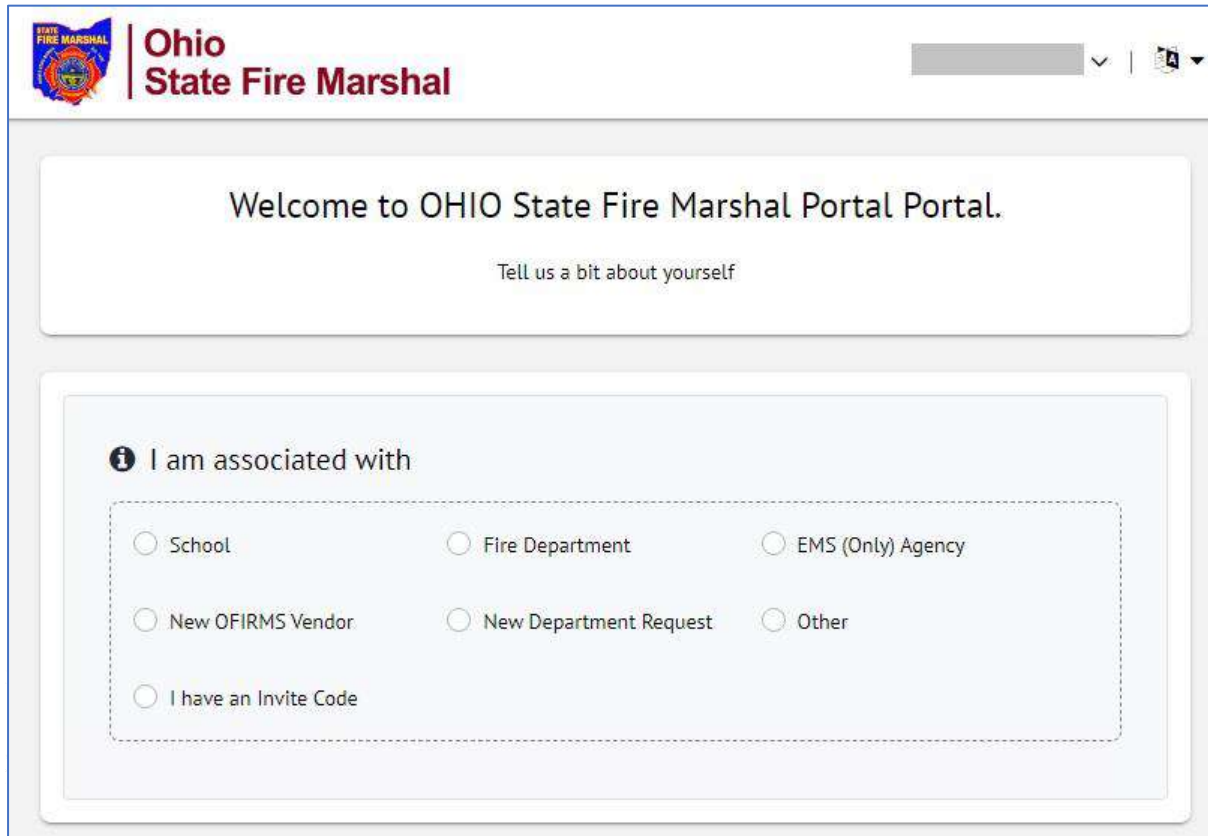
Figure 2: OHID Login Screen

After login, the user will be redirected to the OFIRMS Portal.

## 2 New Fire Department Request

This section outlines the process of registration of a New Fire Department with the Ohio Division of State Fire Marshal. The user trying to register a new fire department need to log in to the Portal using the OHID credentials. The process of OHID login and account creation is outlined in the [Prerequisite section above](#) in this document.

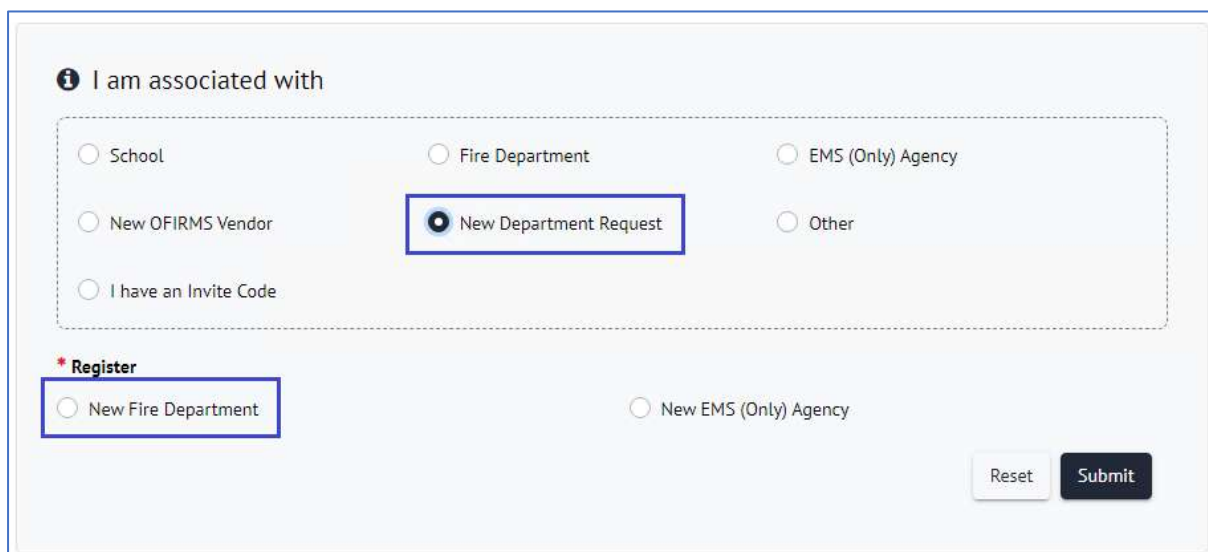
Upon successful log in, the user will be presented with the below options on the OFIRMS Portal.



The screenshot shows the Ohio State Fire Marshal Portal. At the top, there is a header with the Ohio State Fire Marshal logo and name. Below the header, a welcome message reads "Welcome to OHIO State Fire Marshal Portal Portal." followed by the instruction "Tell us a bit about yourself". The main content area is titled "I am associated with" and contains a dashed box with six radio button options: "School", "Fire Department", "EMS (Only) Agency", "New OFIRMS Vendor", "New Department Request", and "Other". Below this dashed box is another radio button option: "I have an Invite Code".

Figure 3: Welcome Screen for first time users

For New Fire Department, select **New Department Request** Option and then **New Fire Department** as shown in the image below:



The screenshot shows the "I am associated with" section of the portal. The "New Department Request" radio button is selected and highlighted with a blue box. Below this section, there is a "Register" section with two radio button options: "New Fire Department" and "New EMS (Only) Agency". The "New Fire Department" option is also highlighted with a blue box. At the bottom right, there are "Reset" and "Submit" buttons.

Figure 4: Options for New Fire Department Creation



Complete the form presented after selection of **New Fire Department** option.

Register

☒ New Fire Department

☐ New EMS (Only) Agency

Fire Department Info

\* Fire Department Name

Disciplines

None selected

County

Select

FIPS County Code

District ( Fire Prevention )

District (Code Enforcement)

\* What is your association with Fire Department?

Select

What geographical area(s) do you cover for primary Fire Protection? ⓘ

Community Type

Select

☐ Add More Community Type

\* Staffing level

Select

Populations Protected

Sq. Mile Covered

# of Fire Stations

# of Paid Fire Fighters

# of Paid Fire Fighters Per Call

# of Volunteer Fire Fighters

\* Physical Address

\* Mailing Address

Website

Are you a private fire company?

☐ Yes ☐ No

Are you a Fire District?

☐ Yes ☐ No

EMS Transporting Agency

☐ Yes ☐ No

Incident Reporting Method

☐ OFIRMS Direct ☐ Outside Vendor

Upload documents

☐ Ordinance

☐ Resolution

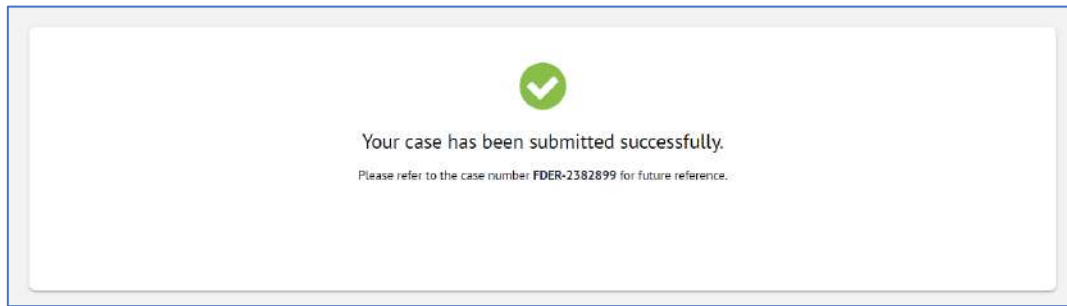
☐ Contract

Reset

Submit

Figure 5: New Fire Department Registration Form

On clicking on submit, the request will be submitted to bureau chief for approval.



Once the bureau chief approves the request, the newly created fire department will be registered.

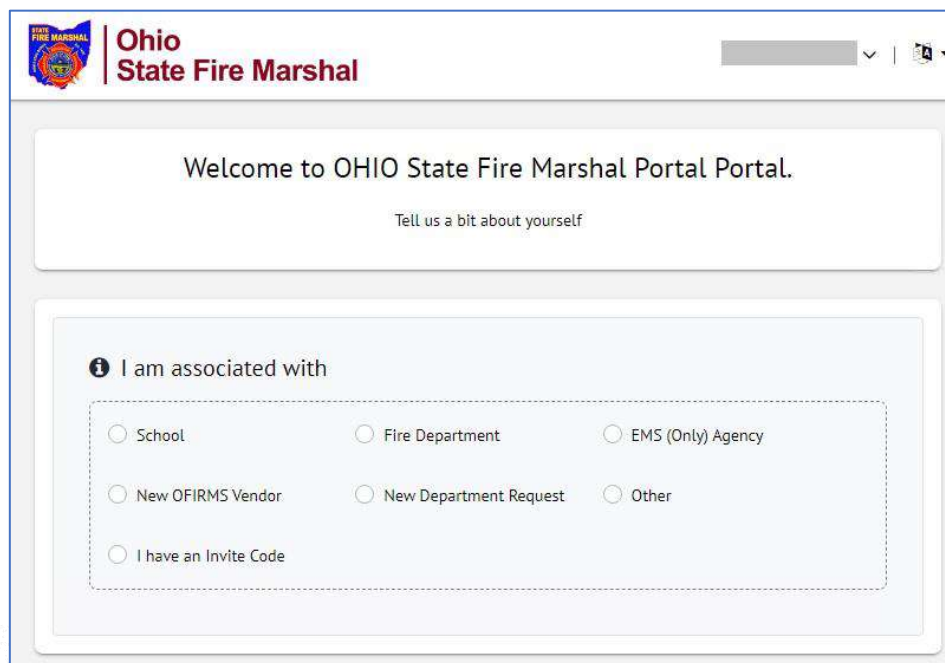
Please log out and log in to access the Pending Approval Screen. You can track your new Fire Department Registration Case from **Pending Approval** Screen.



### 3 Login/Register as Fire Department Staff

This section outlines the process of a Fire Department Staff registration with an existing Fire Department in OFIRMS. The user trying to register with a fire department need to log in to the Portal using the OHID credentials. The process of OHID login and account creation is outlined in the [Prerequisite section above](#) in this document.

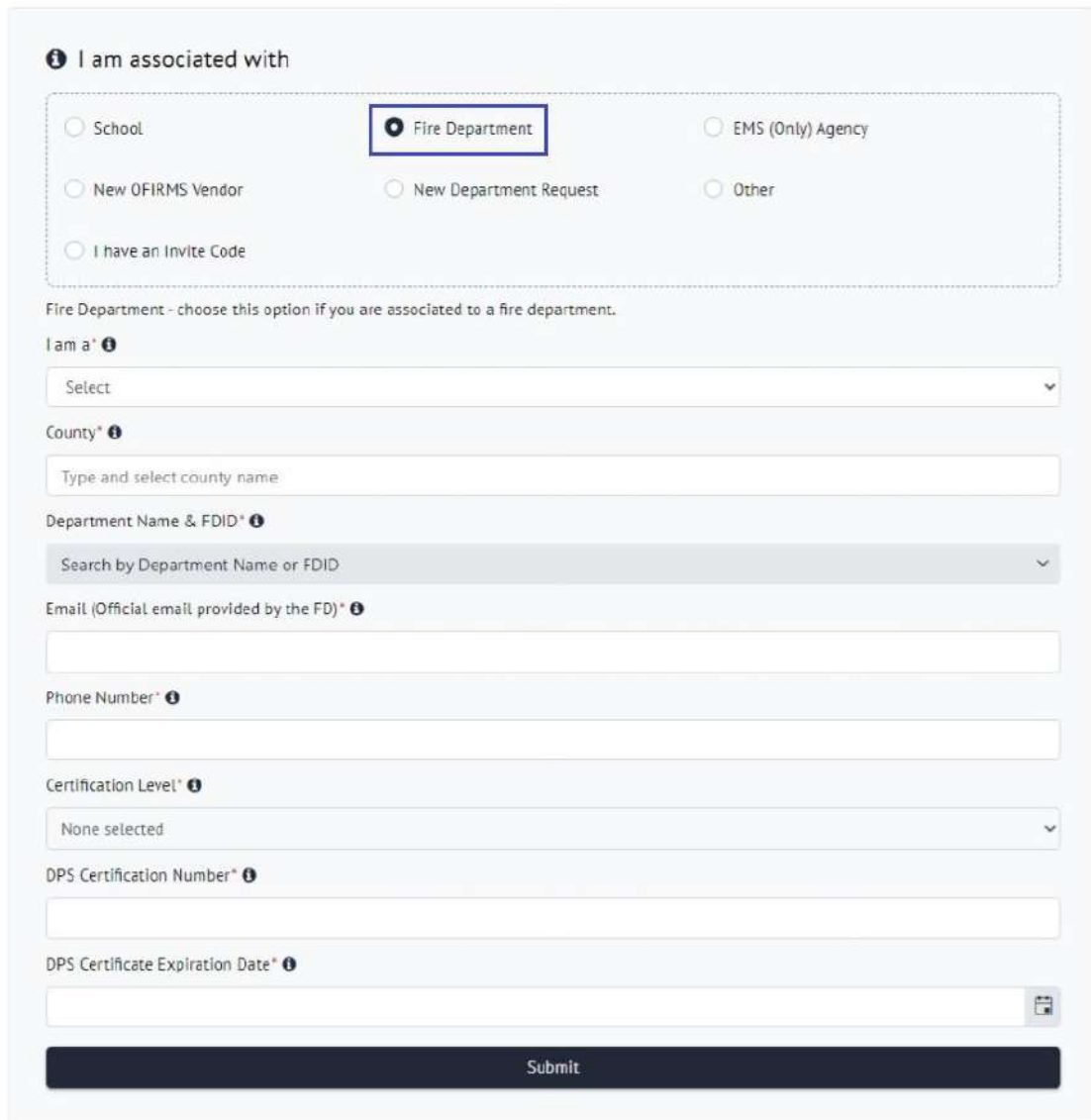
Upon successful log in, the user will be presented with the below options on the OFIRMS Portal.



The screenshot shows the Ohio State Fire Marshal Portal. At the top, there is a header with the Ohio State Fire Marshal logo and name. Below the header, a welcome message reads "Welcome to OHIO State Fire Marshal Portal Portal." followed by a sub-header "Tell us a bit about yourself". The main content area is titled "I am associated with" and contains a list of radio button options: School, Fire Department, EMS (Only) Agency, New OFIRMS Vendor, New Department Request, Other, and I have an Invite Code.

Figure 6: Welcome Screen for first time Users

On the above screen select the Fire Department Option as shown in screenshot below:



**i** I am associated with

☐ School ☒ Fire Department ☐ EMS (Only) Agency

☐ New OFIRMS Vendor ☐ New Department Request ☐ Other

☐ I have an Invite Code

Fire Department - choose this option if you are associated to a fire department.

I am a\* **i**

Select

County\* **i**

Type and select county name

Department Name & FDID\* **i**

Search by Department Name or FDID

Email (Official email provided by the FD)\* **i**

Phone Number\* **i**

Certification Level\* **i**

None selected

DPS Certification Number\* **i**

DPS Certificate Expiration Date\* **i**

Submit

Figure 7: Fire Department User Registration Form

#### Description of the fields in the Form

- **I am associated with** – select Fire Department from the options.
- **I am a** – select your rank within the Fire Department
- **County** – Start typing the fire department's county name, the system will provide suggestions. Select the applicable county from the list.
- **Department Name & FDID** – select department name and FDID from the options.
- **Email** – official email address for the fire department
- **Phone Number** – official phone number for the fire department
- **Certification Level** – select multiple certification level from the options.
- **DPS Certificate Number** – DPS or firefighter certification number from the Department of Public Safety
- **DPS Certificate Expiration Date** - DPS certificate expiration date

**Step 5:** Upon selecting the county, the system will suggest a list of departments within the county. Search and select the **Department Name & FDID** from the list and submit the request.

**Step 6:** After selecting the fire department and FDID, fill in the details for Phone Number, Certification Level, DPS Certification Number and DPS Certification Expiration Date.

Upon submission, the system will show a confirmation message and the registration request will go for approval.

**Note:** Selecting the county name is a prerequisite for populating the Fire Department Name/FDID dropdown.

**Important:** The Fire Chief registration request will go to the **Fire Prevention Bureau** for approval while the rest of the department staff requests will be approved by the Fire Chief. By the large, it will be a good idea to get the fire chief registered before the department staff.

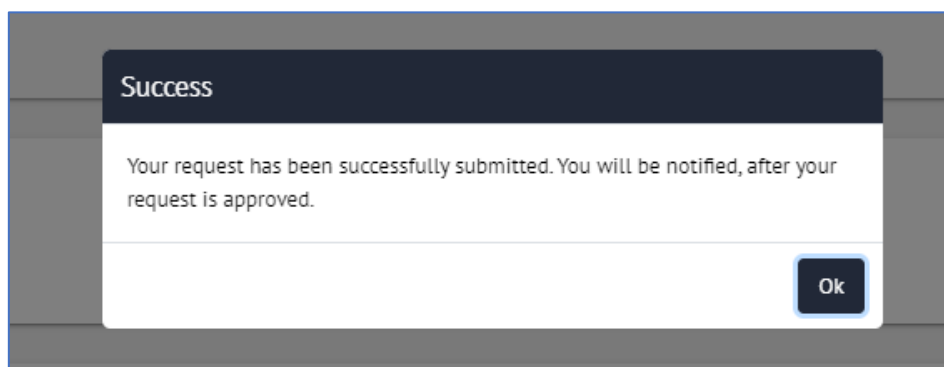


Figure 8: New Fire Department User Registration Confirmation Screen

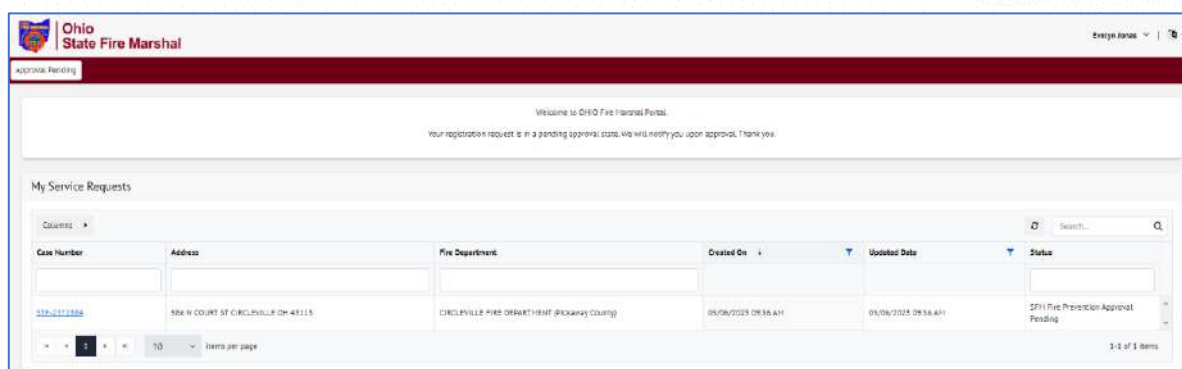


Figure 9: Approval Pending Screen

**Important:** Once the registration request is approved, the requester must log out and log in again to start accessing the OFIRMS system.

Once the registration request is approved, log in again to the system. Upon successful login...

#### Fire Department Staff View

- My Fire Department
- Incidents/Incidents Import
- Activity Tracker
- Create a Ticket

#### The Fire Department Chief View

- Dashboard
- My Work Queue
- My Fire Department
- Incidents
- Activity Tracker
- Admin
- Create a Ticket

## 4 Portal features for all Fire Department Users

All Approved Fire Department Personnel will have access to the following features:

- **My Fire Department** – This is the landing page for Fire Department Personnel other than Fire Chief. This screen displays the Fire Department that the personnel is associated with. The user can associate with additional fire departments from this screen using the “**Register with additional department**”.
- **My Tickets** – This screen displays the tickets that are created by the logged-in user. The screen provides the status of the tickets created by the user.
- **Activity Tracker** – The Fire Department personnel will be able to log additional time using this screen.
- **Create a Ticket** – Create a Ticket is used to create tickets with the Bureau. The user can create the following type of tickets from this screen:
  - Coding Questions
  - Feedback
  - Public Record Request
  - Technical Support

### 4.1 My Fire Department

**Rank:** All fire department staff

The **My Fire Department** page lists all the fire departments that the staff is affiliated with. After successful registration with the OFIRMS system, at least one department will appear on this page with its Name, FDID, and image.

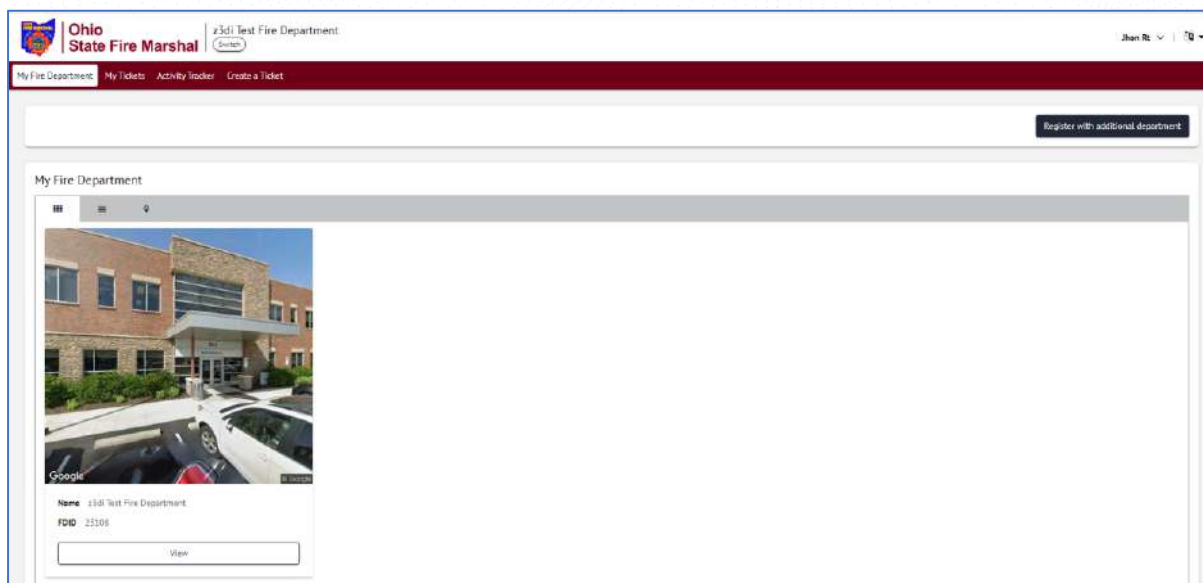
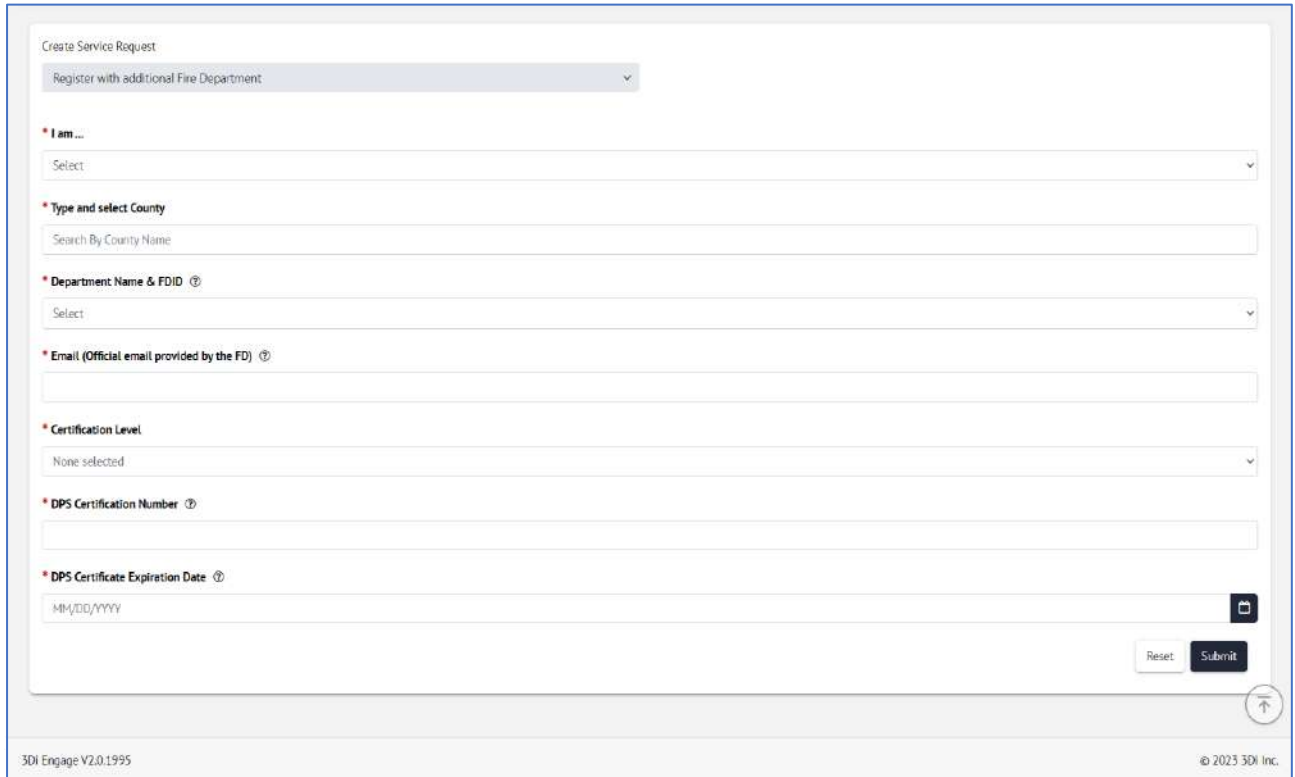


Figure 10: My Fire Department Screen

## 4.2 Registering with Additional Fire Departments

If the department staff is affiliated with more than one department then hit the **Register with additional department** button. The system will start a registration process described in the [Login and Register as Fire Department Staff](#) section. After submitting, the user will see a submitted successfully message with a case number and must wait for approval.



The screenshot shows a web form titled "Create Service Request". At the top, there is a dropdown menu with "Register with additional Fire Department" selected. Below this are several required fields, each marked with an asterisk and a help icon:

- \* I am ...**: A dropdown menu with "Select" as the current option.
- \* Type and select County**: A text input field with the placeholder "Search By County Name".
- \* Department Name & FDID**: A dropdown menu with "Select" as the current option.
- \* Email (Official email provided by the FD)**: A text input field.
- \* Certification Level**: A dropdown menu with "None selected" as the current option.
- \* DPS Certification Number**: A text input field.
- \* DPS Certificate Expiration Date**: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.

At the bottom right of the form are "Reset" and "Submit" buttons. Below the form, the footer text reads "3Di Engage V2.0.1995" on the left and "© 2023 3Di Inc." on the right.

Figure 11: Register with Additional Fire Department form

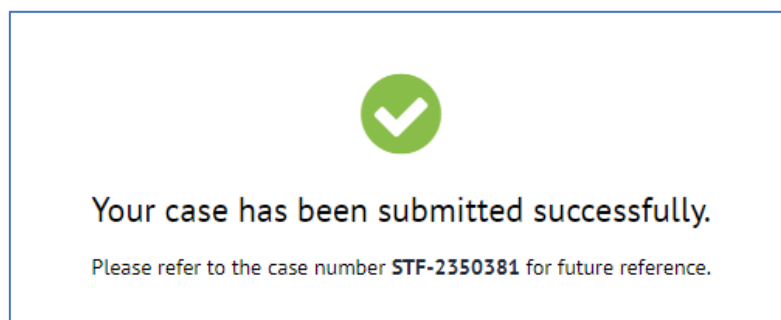


Figure 12: Register with additional Fire Department Confirmation Pop-up

### 4.3 Switch Fire Department

The OFIRMS system shows one fire department data at a time which includes fire department details, staff member details, incidents, work queue records, etc. In case a staff member is associated with more than one fire department, then the member must switch the fire department to see desired fire department details. The switching for the FD can be done by clicking on the 'Switch' button from the header.

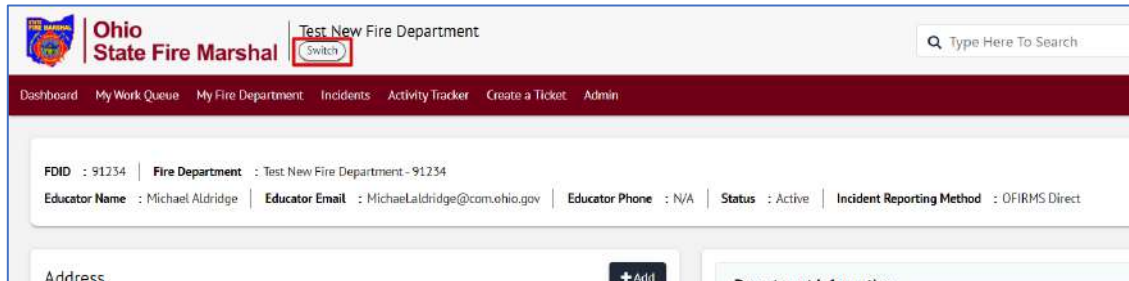


Figure 13: Switch Fire Department in header

A Switch Organization popup appears on the screen. The user will get the option to select the Fire Department that the user is associated with. Select the desired fire department from the list and click on the Submit button.

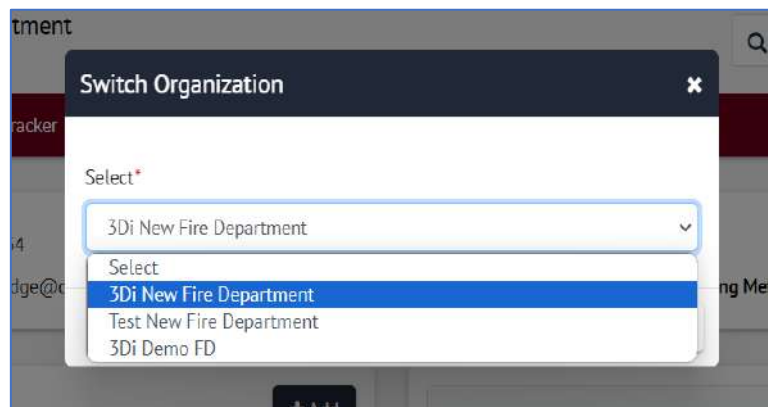


Figure 14: Switch Fire Department pop-up

Upon Submit, the user will be navigated to the Portal Home Page for logged-in user. The changed fire department name appears in the header. The system starts rendering details of the new fire department.



## 4.4 Department Detail Page

**Rank:** All fire department staff

From the **My Fire Department** page, click on the **View** button to see the details of the fire department.

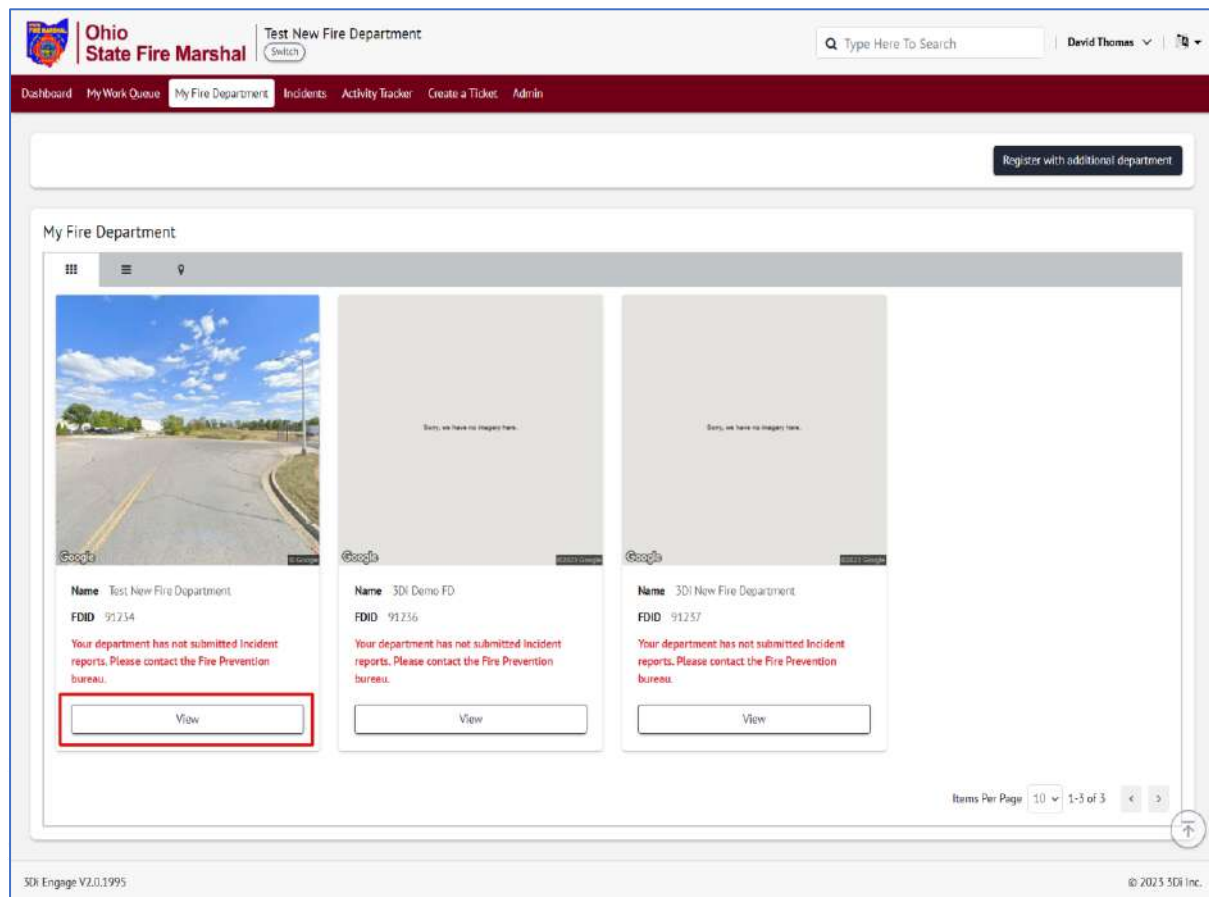



Figure 15: My Fire Department Screen

The **Fire Department detail** page consists of...

- **FDID and Fire Department name, Educator details, Status, and Incident Reporting Method**
- **Department Image and Address**
- Information like **Disciplines, district, county, contact details**, etc.
- **Fire Station**
- **Apparatus**
- **Jurisdiction**
- **Decal Requests**
- **Associated Vendor Info**
- **Personnel** (staff details)
- **Documents**
- **Change Log**



## 4.4.1 Fire Department Detail Screen

**Ohio State Fire Marshal**

Test New Fire Department

Q Type Here To Search

David Thomas

DashboardMy Work QueueMy Fire DepartmentIncidentsActivity TrackerCreate a TicketAdmin

FDID : 91234 | Fire Department : Test New Fire Department - 91234

Educator Name : Michael Aldridge | Educator Email : Michael.Aldridge@com.ohio.gov | Educator Phone : N/A | Status : Active | Incident Reporting Method : OFIRMS Direct

BackAction

Address




Image ViewMap View

Mailing Address

1451 Commodory Boulevard  
Lockbourne OH 43137 US

Office

1450 Commodory Boulevard  
Lockbourne OH 43137 US

+ Add

Department Information

Edit

Disciplines

: Regional/metropolitan transportation authority or airport fire department

Email Address

: david.thomas@3diemail.com

District (Code Enforcement)

: Code Enforcement

District ( Fire Prevention )

: 10

County

: Adams

Schedule

: 24/48

Staffing level

: Mostly Volunteer

Phone

: (415) 555-0100

Fax

: (123) 456-7890

Website

: https://www.fakemamegenerator.com

Sq. Mile Covered

: 100

# of Fire Stations

: los angeles fire department

Populations Protected

: 1000

FIPS County Code

: 5

# of Paid Fire Fighters

: 51

# of Volunteer Fire Fighters

: 5

# of Paid Fire Fighters Per Call

What geographical area(s) do you cover for primary Fire Protection?

Community Type

: Village

County

: Adams

Village

: Adena

EMS Transporting Agency

: No

Are you a Fire District?

: Yes

Fire Station

+ Add

Export to Excel

Search...

| Action  | Station ID | Station Name           | Address   | Phone          | Email Address       | Occupied | Type          |
|---|------------|------------------------|---|----------------|---------------------|----------|---------------|
|  | 009        | test one one           | 21500 Emery Road North<br>Randall OH 44128 US       | (072) 394-6329 |                     | Yes      | Volunteer     |
|  | 998        | test fire station four | 6949 Good Samaritan Drive<br>Cincinnati OH 45247 US | (073) 585-2548 |                     | Yes      | Career        |
|  | 556        | Test ES                | 11590 Township Road 298<br>East Liberty OH 43319 US | (565) 656-5656 | testfs@3diemail.com | No       | Part time     |
|  | 687        | test_fire              | 65 Kenworth Drive<br>Chillicothe OH 45601 US        | (079) 846-3745 |                     | Yes      | Volunteer     |
|  | 334        | test station five      | 543 Taylor Avenue<br>Columbus OH 43203 US           | (037) 956-9655 |                     | Yes      | Mostly Career |

1-5 of 22 items

Apparatus

+ Add

Export to Excel

Search...

| Action  | Apparatus Name | Apparatus ID | Apparatus Use | Apparatus Type                 | Fire Station              | Location                          | Asset Status |
|---|----------------|--------------|---------------|--------------------------------|---------------------------|-----------------------------------|--------------|
|  | T-103          | T-103        | EMS           | Privately owned vehicle        | New Richmond Fire Station | 100 Main St Groveport OH 43125 US | Active       |
|  | DE1            | 125          | EMS           | Rescue unit                    | new fire station          |                                   | Active       |
|  | test           | test         | Suppression   | Ground Fire Suppression        | testing fs 3di            |                                   | Active       |
|  | 6              | 83           | Suppression   | Ground fire suppression, other | 3difs                     |                                   | Active       |
|  | testing        | 45           | Suppression   | Privately owned vehicle        |                           |                                   | Active       |

1-5 of 14 items

## Registration Cases

Export to Excel

Search...

| Case Number                  | Applicant Name   | Title      | FDID  | Case Type                          | FD Name                              | Created On | Status                      |
|------------------------------|------------------|------------|-------|------------------------------------|--------------------------------------|------------|-----------------------------|
| <a href="#">VRFD-2382615</a> | Vendor Three     | Fire Chief | 91234 | OFIRS Vendor FD Access Request     | ["Test New Fire Department - 91234"] | 09/26/2023 | Approved                    |
| <a href="#">VRFD-2382608</a> | Vendor Two       | Fire Chief | 91234 | OFIRS Vendor FD Access Request     | ["Test New Fire Department - 91234"] | 09/26/2023 | Pending Fire Chief Approval |
| <a href="#">VRFD-2381166</a> | vendorupload yes | Fire Chief | 91234 | OFIRS Vendor FD Access Request     | ["Test New Fire Department - 91234"] | 09/24/2023 | Approved                    |
| <a href="#">SIF-2381156</a>  | Ava Liam         | Fire Chief | 91234 | Fire Department Staff Registration | Test New Fire Department             | 09/23/2023 | Approved                    |
| <a href="#">SIF-2379733</a>  |                  | Fire Chief | 91234 | Fire Department Staff Registration | Test New Fire Department             | 09/21/2023 | Fire Chief Approval Pending |

1 2 3 4 5 ... 5 Items per page

1-5 of 47 items

## Governing Body

Export to Excel

Search...

| Governing Body Name                     | Fiscal Officer Name | Title          | Email                   | Phone          |
|---|---------------------|----------------|-------------------------|----------------|
| <a href="#">Test New Governing Body</a> | Jack Gvr            | Fiscal Officer | jack.smith@3diemail.com | (676) 516-4546 |

1 10 Items per page

1-1 of 1 items

## Decal Requests

[+ Request Decal](#)

Export to Excel

Search...

| Case Number                | Issuing Year | Vehicle Owner Name | Requested On | DPS Certification Number | License Plate Number | Manufacturing Year | Make and Model | Maltese Cross Required | Status           |
|----------------------------|--------------|--------------------|--------------|--------------------------|----------------------|--------------------|----------------|------------------------|------------------|
| <a href="#">EP-2382645</a> | 2023         | charles williams   | 09/27/2023   | 32820                    | OH-6357652           | 2023               | ola            | Yes                    | Pending Shipment |
| <a href="#">EP-2382642</a> | 2023         | charles williams   | 09/27/2023   | 24368                    | OH-6357652           | 2023               | Ola 1          | No                     | Pending Shipment |
| <a href="#">EP-2382641</a> | 2023         | charles williams   | 09/27/2023   | 2762757                  | OH-8358582           | 2023               | Ola            | No                     | Pending Shipment |
| <a href="#">EP-2382640</a> | 2023         | charles williams   | 09/27/2023   | 34543                    | OH-938920            | 2023               | Honda          | Yes                    | Pending Shipment |
| <a href="#">EP-2381157</a> | 2023         | ava liam           | 09/23/2023   | dsp001                   | OH01AH001            | 2009               | Honda          | Yes                    | Pending Shipment |

1 2 3 4 5 ... 5 Items per page

1-5 of 18 items

## Associated Vendor Info

Export to Excel

Search...

| Vendor Company Name          | OFIRS Vendor ID | NFIRS SID | Vendor Uploading Files | Contact Name | Email Address        | Status          |
|------------------------------|-----------------|-----------|------------------------|--------------|----------------------|-----------------|
| <a href="#">Vendor Three</a> | 20003           | 41500     | Yes                    | Vendor Three | vendor3@3diemail.com | Approved Vendor |

10 Items per page

1-1 of 1 items

## Personnel

+ Add Personnel

Export to Excel

Search...

| Action | Name                           | Personnel ID | Rank/Position   | Supervisor | Certification Level         | Fire Station           | Certification # | Date of Joining | OFIRS Contac |
|--------|--------------------------------|--------------|-----------------|------------|-----------------------------|------------------------|-----------------|-----------------|--------------|
|        |                                |              |                 |            |                             |                        |                 |                 |              |
|        | <a href="#">Kate Lintleton</a> |              | Battalion Chief |            | Emergency Medical Responder | test station one       | DPS11           |                 | No           |
|        | <a href="#">Logan Paul</a>     |              | Engineer        |            | Hazard Recognition Officer  | test station five      | D999123         |                 | No           |
|        | <a href="#">Smith Wilson</a>   |              | EMT             |            | Emergency Medical Responder | Commodity fire station | DPS-5001        |                 | No           |
|        | <a href="#">Smith Wilson</a>   |              | EMT             |            | Emergency Medical Responder | Commodity fire station | DPS-5001        |                 | No           |
|        | <a href="#">Stallin Mike</a>   |              | Fire Marshal    |            | Paramedic                   |                        | 9001234         |                 | No           |

5 Items per page

1-5 of 33 items

## Documents

+ Add Document

No Document associated with case

## Change Log

|                     |   |                  |
|---------------------|---|------------------|
| 09/27/2023 07:50 AM | Fire Station Added : test one one           | Charles Williams |
| 09/27/2023 07:38 AM | Fire Station Added : test fire station four | Charles Williams |
| 09/27/2023 07:24 AM | Fire Station Added : Test F5                | David Thomas     |
| 09/27/2023 07:11 AM | Fire Station Added : test.. Fire            | Charles Williams |
| 09/27/2023 06:57 AM | Hydrant Status Added : Active               | Charles Williams |

## 4.5 Leave Request Action for Fire Department Personnel

Leave request can be applied by the staff from Fire department detail page Action.

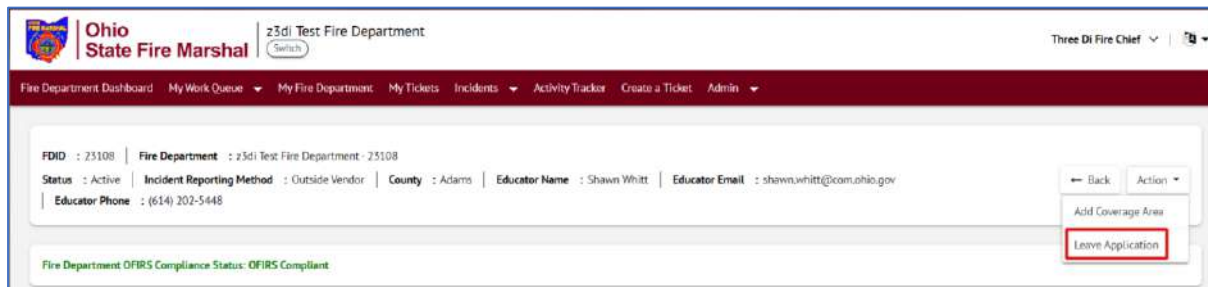


Figure 16: Actions for Fire Department Personnel on Fire Department Detail Screen

On clicking on Leave application, it will open a popup wherein the user can enter his leave details.



Figure 17: Leave Application Form pop-up.

On clicking on submit, the leave request will go to the fire chief for approval and a success message will be visible as below:

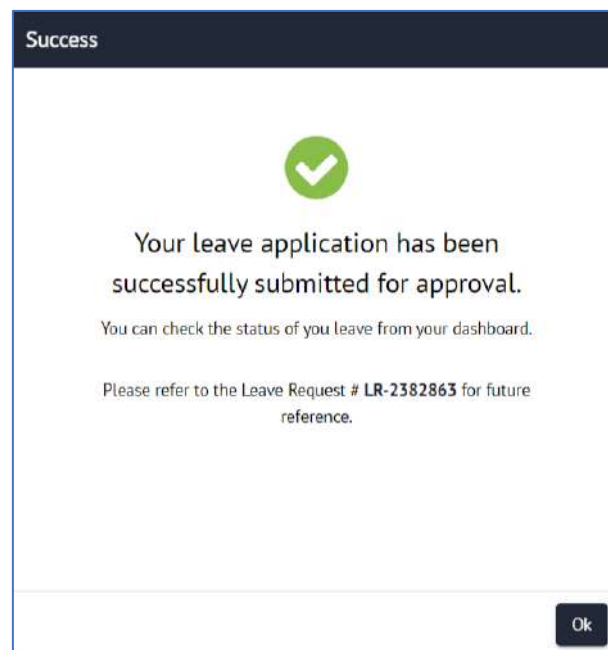


Figure 18: Leave Application Submission Confirmation Screen

The user will be able to view the Leave Applications Status from the My Tickets on the OFIRMS Portal.



## 5 Portal features for Fire Department Chief

OFIRMS Portal for Fire Department Chief, provide the Fire Department Administration Features in addition to the basic features available for Fire Department Personnel.

Fire Department Chief is responsible for setting up the Fire Department, Approval of the Fire Department Personnel and Vendor, Fire Incident Creation/Uploads, etc. This section provides an overview of the functions available to the Fire Chief in the OFIRMS Portal.

### 5.1 Dashboard

**Rank:** Fire Department Chief

When the Fire Department Chief logs into the OFIRMS System, the Fire Department Dashboard is presented.

The dashboard displays a snapshot of the tasks where the Fire Chief's action is required. The individual card's link takes the user to the appropriate screens under My Work Queue. The Fire Chief will be able to take the appropriate actions from the Sub sections of My Work Queue.

- **New User Registration – Pending Approval:** Displays the count of Fire department staff registration request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → User Registration Requests screen.
- **User Additional FD Registration – Pending Approval:** Displays the count of personnel's Additional Fire Department registration request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → User Registration Requests screen.
- **Decal - Pending Fire Chief Approval:** Displays the count of Decal Request of the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → Pending Decal Request screen.
- **OFIRMS Vendor FD Access Request:** Displays the count of OFIRMS Vendor FD Access Request for the selected Fire Department. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → Vendor Access Request screen.
- **Staff Leave Request:** Displays the count of Leave request by the Personnels of the selected Fire Department that require approval. When the Fire Chief Clicks on the count, the user will be navigated to My Work Queue → Leave Request screen.

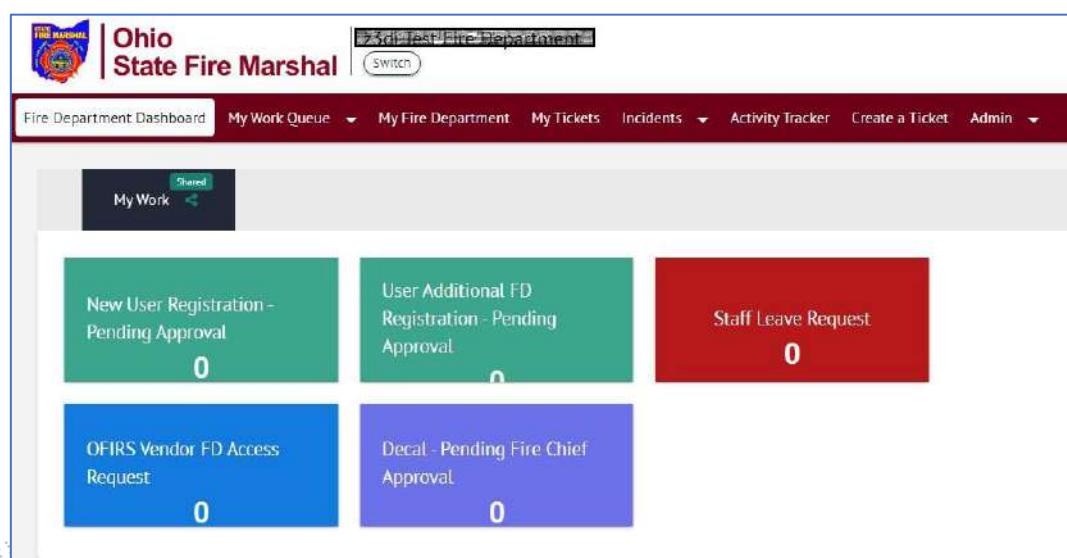


Figure 19: Fire Department Dashboard for FD Chief

## 5.2 My Work Queue

**Rank:** Fire Department Chief

My Work Queue for Fire Department Chief is the section from where the FD Chief can perform actions on tasks assigned to the FD Chief.

My Work Queue has the following sub sections based on the type of tasks/cases:

1. **User Registration Requests:** This screen displays the New User Registration Request with the Fire Department and Additional Fire Department User Registration Requests. Refer to the [User Registration Request approval](#) section for more details.
2. **Pending Decal Request:** This screen displays the Pending Decal Requests by the personnel of the selected Fire Department.
3. **Vendor Access Request:** This screen displays the Vendor Access Request to associate the Vendor with the Selected Fire Department.

### 5.2.1 User Registration Requests

**Rank:** Fire Department Chief

This screen displays the New User Registration Request with the Fire Department and Additional Fire Department User Registration Requests.

User can click on the **case number** field to view the details.

The Action column has the actions that can be performed by the FD Chief. The Fire Chief will be able to Approve or Cancel the User Registration Request.

- Upon Approve action, the requesting user will be associated with the Fire Department.
- Upon Cancel action, the requesting user will not be associated with the Fire Department.

| Action            | Case Number | Applicant Name | Title                | Fire Department Name             | FDID  | District | Status                      | Requested On |
|-------------------|-------------|----------------|----------------------|----------------------------------|-------|----------|-----------------------------|--------------|
| Approve<br>Cancel | STF-2379779 | ram son        | Engineer             | Test New Fire Department - 91234 | 91234 | 10       | Fire Chief approval pending | 09/21/2023   |
|                   | STF-2378864 | test testing   | Assistant Fire Chief | Test New Fire Department - 91234 | 91234 | 10       | Fire Chief approval pending | 09/19/2023   |
|                   | STF-2378864 | test testing   | Assistant Fire Chief | Test New Fire Department - 91234 | 91234 | 10       | Fire Chief approval pending | 09/19/2023   |

Figure 20: User Registration Request Grid on User Registration Requests screen

### 5.2.2 Pending Decal Request

**Rank:** Fire Department Chief

This screen displays the Decal Request submitted by the personnel of the Fire Department which require FD Chief Approval.

User can click on the **case number** field to view the details.

The Action column has the actions that can be performed by the FD Chief. The Fire Chief will be able to Approve or Cancel the Decal Request.

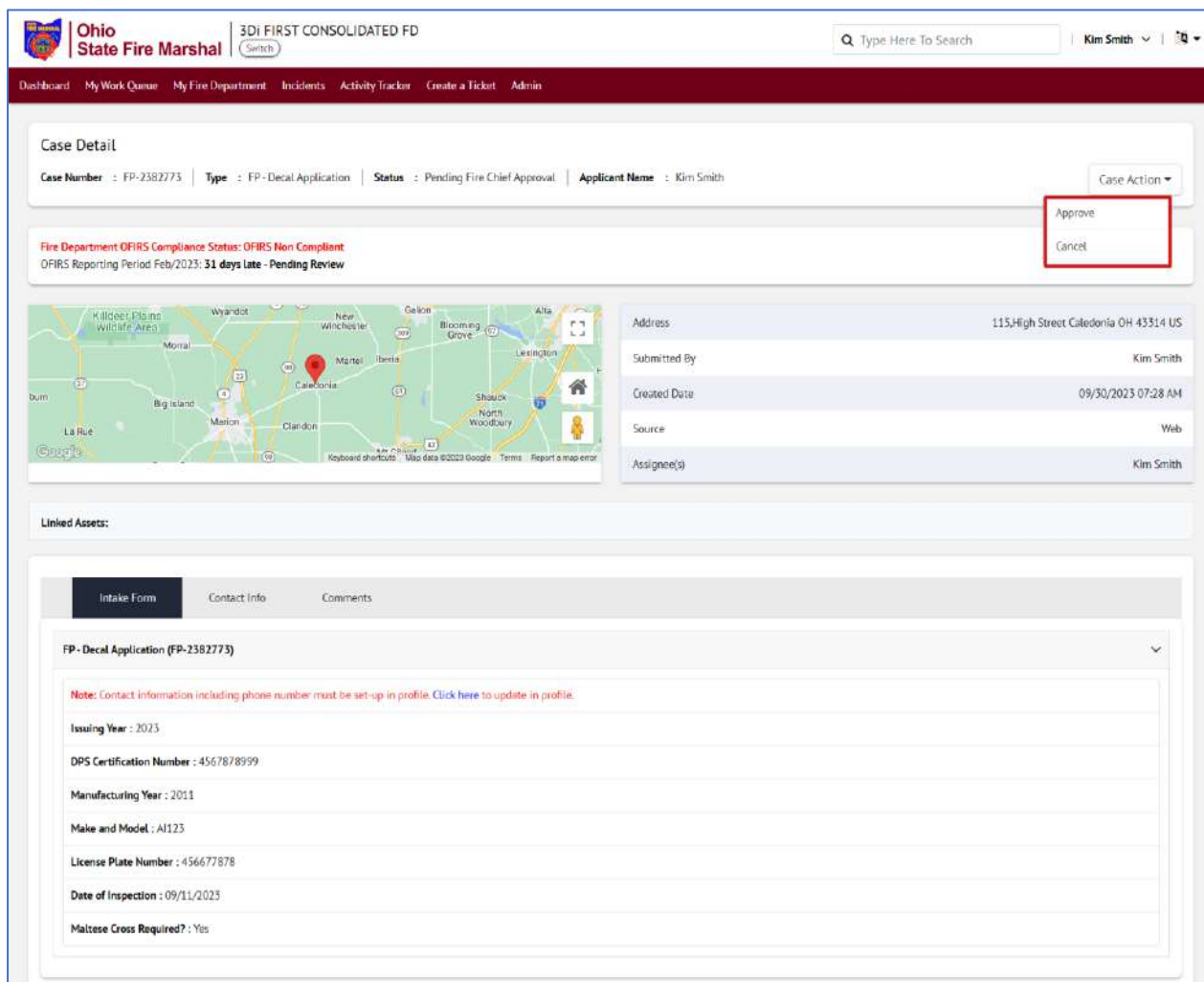
- Upon Approve action, the Decal Request will go to the Fire Prevention Bureau for Approval. The status of the Request will change to **Pending Certificate Verification** and the request will be assigned to Bureau. After the required verification by the Bureau, Decal will be issued and shipped to the fire department. If the verification fails, then Bureau can cancel the Decal request.
- Upon Cancel action, the Decal Request will be cancelled.



| Action  | Case Number | County | Fire Department/ EMS Agency | Maltese Cross Required | FDID/EMS Number | Issuing Year | Vehicle Owner Name | DPS Certificate Number | Requested On |
|---|-------------|--------|-----------------------------|------------------------|-----------------|--------------|--------------------|------------------------|--------------|
|  | FP-2382273  | Marion | 3Di FIRST CONSOLIDATED FD   | Yes                    | 91213           | 2023         | Kim Smith          | 4567878999             | 09/30/2023   |

Figure 21: Pending Decal Request grid on Pending Decal Request screen





The screenshot displays the 'Case Detail' page for a 'FP-2382773' decal application. The page header includes the 3Di logo, 'Ohio State Fire Marshal', and '3Di FIRST CONSOLIDATED FD'. A search bar and user profile 'Kim Smith' are in the top right. A navigation bar contains links: Dashboard, My Work Queue, My Fire Department, Incidents, Activity Tracker, Create a Ticket, and Admin.

The 'Case Detail' section shows the following information:

- Case Number:** FP-2382773
- Type:** FP - Decal Application
- Status:** Pending Fire Chief Approval
- Applicant Name:** Kim Smith

A 'Case Action' dropdown menu is visible, with 'Approve' and 'Cancel' options highlighted by a red box.

A red alert message states: 'Fire Department OFIRS Compliance Status: OFIRS Non Compliant' and 'OFIRS Reporting Period Feb/2023: 31 days Late - Pending Review'.

A map shows the location of Caledonia, OH. To the right, a table lists details:

|              |  |
|--------------|--|
| Address      | 115, High Street Caledonia OH 43314 US |
| Submitted By | Kim Smith                              |
| Created Date | 09/30/2023 07:28 AM                    |
| Source       | Web                                    |
| Assignee(s)  | Kim Smith                              |

Below the map, a 'Linked Assets' section contains tabs for 'Intake Form', 'Contact Info', and 'Comments'. The 'Intake Form' tab is active, showing a form for 'FP - Decal Application (FP-2382773)'. A note indicates that contact information must be set up in the profile. The form fields are as follows:

|                          |            |
|--------------------------|------------|
| Issuing Year             | 2023       |
| DPS Certification Number | 4567878999 |
| Manufacturing Year       | 2011       |
| Make and Model           | A1123      |
| License Plate Number     | 456677878  |
| Date of Inspection       | 09/11/2023 |
| Maltese Cross Required?  | Yes        |

Figure 22: Decal Request Case Detail Screen

**Important:** The Fire Prevention Bureau may not approve the request due to verification failures. The request would then be rejected by bureau staff and the Decal request will be sent back to the requester as **Certification Verification Failed**.

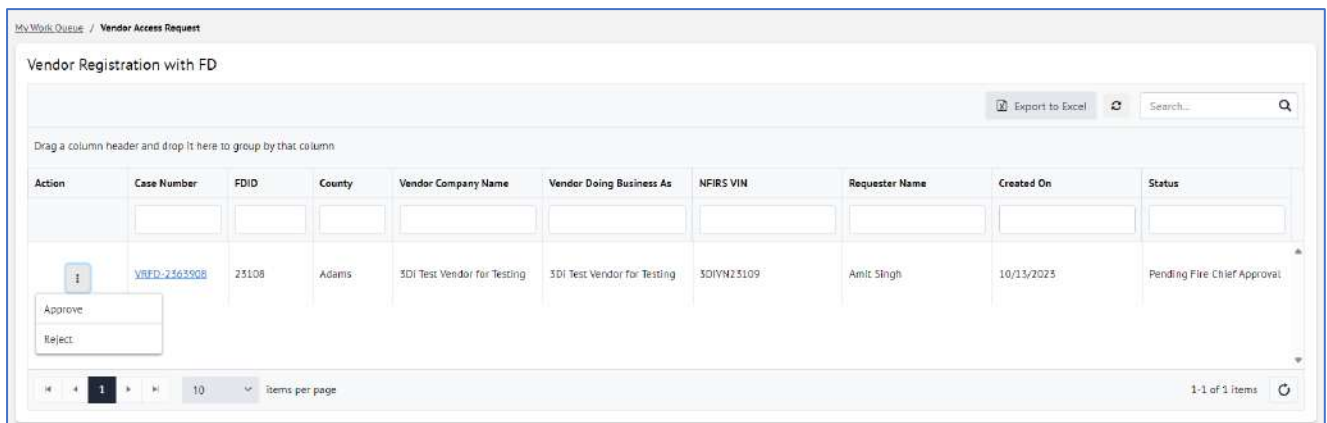
### 5.2.3 Vendor Access Request

This screen displays the Vendor FD Access Request submitted by the Vendor for the Selected Fire Department.

User can click on the **case number** field to view the details.

The Action column has the actions that can be performed by the FD Chief. The Fire Chief will be able to Approve or Reject the Vendor FD Access Request.

- Upon **Approve** action, the Decal Request will go to the Fire Prevention Bureau for Approval. The request will move to Pending Bureau Approval state. The Vendor will have access to Fire Department only after the Bureau Approves the request.
- Upon **Reject** action, the Vendor FD Access will be cancelled.



| Action                               | Case Number                  | FDID  | County | Vendor Company Name         | Vendor Doing Business As    | NFIRS VIN  | Requester Name | Created On | Status                      |
|--------------------------------------|------------------------------|-------|--------|-----------------------------|-----------------------------|------------|----------------|------------|-----------------------------|
| <div>Approve</div> <div>Reject</div> | <a href="#">VRFD-2563908</a> | 25108 | Adams  | 3DI Test Vendor for Testing | 3DI Test Vendor for Testing | 3DIYN25109 | Amit Singh     | 10/13/2023 | Pending Fire Chief Approval |

Figure 23: Vendor Access Request grid on Vendor Access Request screen

## 5.3 Fire Department Management

This section contains the functions related to Fire Department Management. Below is a summary of all the Functions:

### 5.3.1 FD Management Functions from Fire Department Detail Screen:

1. Actions Menu
  - a. Add Coverage
  - b. Change Name
  - c. Disassociate Vendor
2. Fire Department Address
  - a. Add
  - b. Edit
  - c. Delete
3. Edit Fire Department Information
4. Fire Station
  - a. Add
  - b. Edit
  - c. Delete
5. Apparatus
  - a. Add
  - b. Edit
  - c. Delete
  - d. Inactive
  - e. Add Maintenance History
  - f. Edit Maintenance History
  - g. Engine Check
6. Personnel
  - a. Add Personnel
  - b. Edit Personnel
  - c. Promote to FD Chief
  - d. Invite Personnel
  - e. Set Employment Status / Schedule
  - f. Assign Fire Station
  - g. Remove from Fire Department
  - h. Modify Schedule

### 5.3.2 FD Management Functions from Admin:

1. User Management
  - a. Edit FD User Permissions
2. Leave Request
  - a. Approve/Deny Leave Requests
3. Manage Schedule
  - a. Create / Edit / Delete Department Schedule
  - b. Assign Personnel to Schedule
4. Personnel Management
  - a. Add Personnel
  - b. Edit Personnel
  - c. Promote to FD Chief
  - d. Invite Personnel
  - e. Employment Status
  - f. Assign Fire Station

- g. Remove from Fire Department
  - h. Modify Schedule
- 5. Log Activity Hours
  - a. Add Activity
- 6. Checklist Management
  - a. Add/Edit Checklist
  - b. Copy Checklist
  - c. Delete Checklist
  - d. Activate/Deactivate Checklist

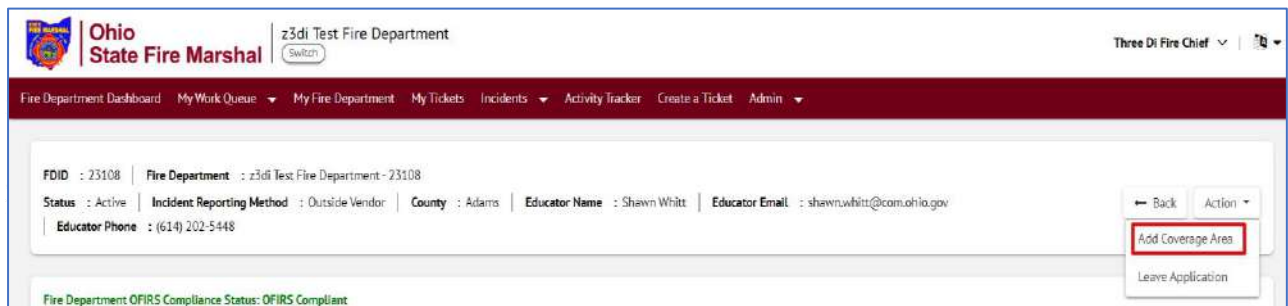
### 5.3.3 Fire Department Actions:

The Fire Department Chief has the option to perform the following actions from the Fire Department Detail Screen:

- **Add Coverage Area** – As a chief, you can add additional Coverage area that the fire department covers.
- **Disassociate Vendor** – This action allows the Fire Chief to disassociate an existing vendor and associate with a new vendor or change the Incident Reporting Method to OFIRMS Direct on the Portal.

#### 5.3.3.1 Add Coverage Area

To add additional coverage area, from the Action menu, click on “**Add Coverage Area**” action. This will open the Add Coverage Area Form in pop-up.

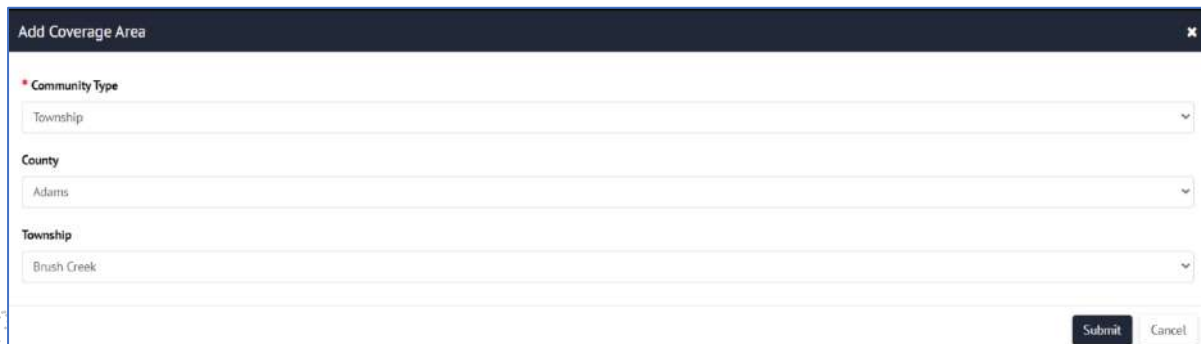


The screenshot shows the 'Fire Department Detail Screen' for 'z3di Test Fire Department'. The page header includes the Ohio State Fire Marshal logo and the user 'Three Di Fire Chief'. The main content area displays details for Fire Department 23108, including its status (Active), incident reporting method (Outside Vendor), county (Adams), and educator information (Shawn Whitt). A green banner at the bottom indicates 'Fire Department OFIRS Compliance Status: OFIRS Compliant'. On the right side, an 'Action' dropdown menu is open, with 'Add Coverage Area' highlighted by a red box. Other options in the menu include 'Back' and 'Leave Application'.

Figure 24: Add Coverage Action on the Fire Department Detail Screen

On the Add Coverage Area form,

- Select the Community Type (City, Township, Village) from the dropdown. Based on the selected community type, the County and the specific selected community type dropdown will display on the screen.
- On submission of the form, the new coverage area will be associated with the fire department. The coverage area associated with the fire department is available under Jurisdiction section on the Fire Department Detail Screen.

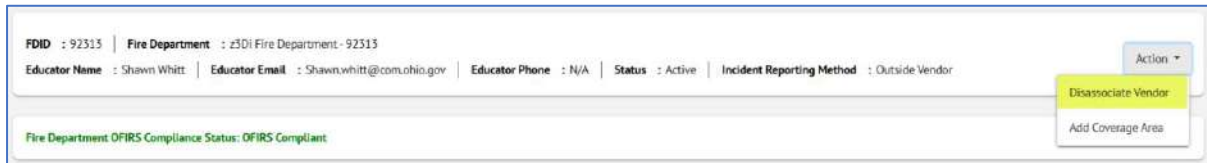


The screenshot shows the 'Add Coverage Area' pop-up form. It has a dark header with the title 'Add Coverage Area' and a close button. The form contains three dropdown menus: 'Community Type' (set to 'Township'), 'County' (set to 'Adams'), and 'Township' (set to 'Brush Creek'). At the bottom right, there are 'Submit' and 'Cancel' buttons.

Figure 25: Add Coverage Form pop-up.

### 5.3.3.2 Disassociate Vendor

To disassociate vendor, from the Action menu, click on “**Disassociate Vendor**” action. This will open the Disassociate Vendor Form in pop-up.



The screenshot shows the Fire Department Detail Screen. At the top, there is a header bar with the following information: FDID : 92313, Fire Department : 3Di Fire Department - 92313, Educator Name : Shawn Whitt, Educator Email : Shawn.whitt@com.ohio.gov, Educator Phone : N/A, Status : Active, Incident Reporting Method : Outside Vendor. Below this, there is a green status bar that reads "Fire Department OFIRS Compliance Status: OFIRS Compliant". On the right side, there is an "Action" dropdown menu. The "Disassociate Vendor" option is highlighted in yellow, and the "Add Coverage Area" option is visible below it.

Figure 26: Disassociate Vendor Action on Fire Department Detail Screen

The Disassociate Vendor pop-up displays the Vendor Name currently associated with the Fire Department. When the Fire Department is disassociating the vendor, they have the option to select whether they are changing Vendor or switching to OFIRMS Direct as their Incident Reporting Method. This decision can be made based on the response to the question on the form “Are you going to use “**OFIRMS Direct**” for Incident Reporting”.

If the user selects “**Yes**”, which indicates that the fire department is going to switch to OFIRMS Direct as their Incident Reporting method.

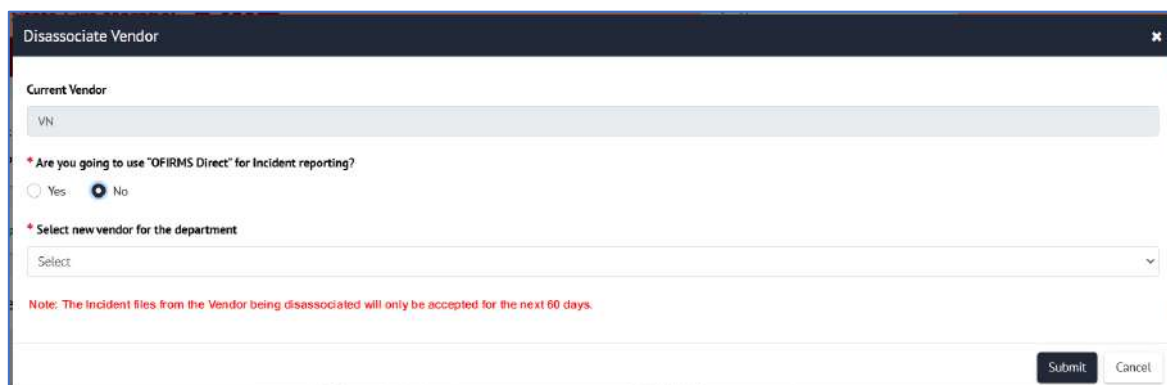
If the user selects “**No**”, then the user will get the option to select a Vendor from the list of Approved Vendor to select from.

Upon the submission of the form, there is no approval required. The changes will be effective immediately. OFIRMS system will accept Incident files from the dissociated Vendor for the Fire Department for 60 days from the date of disassociation.



The screenshot shows the Disassociate Vendor Form pop-up. The "Current Vendor" field displays "VN". Below this, there is a question: "Are you going to use 'OFIRMS Direct' for Incident reporting?". The "No" radio button is selected. At the bottom right, there are "Submit" and "Cancel" buttons.

Figure 27: Disassociate Vendor Form pop-up.



The screenshot shows the Disassociate Vendor Form pop-up. The "Current Vendor" field displays "VN". Below this, there is a question: "Are you going to use 'OFIRMS Direct' for Incident reporting?". The "No" radio button is selected. Below this, there is a question: "Select new vendor for the department". A dropdown menu is visible with the text "Select". At the bottom right, there are "Submit" and "Cancel" buttons. A note at the bottom reads: "Note: The Incident files from the Vendor being disassociated will only be accepted for the next 60 days."

Figure 28: Disassociate Vendor Form pop-up with "No" option selected.



### 5.3.4 Edit Department Address and Information

**Rank:** Fire department chief

The fire department chief will have the ability to add and edit department addresses and other information such as addresses, disciplines, contact details, no. of firefighters, etc.

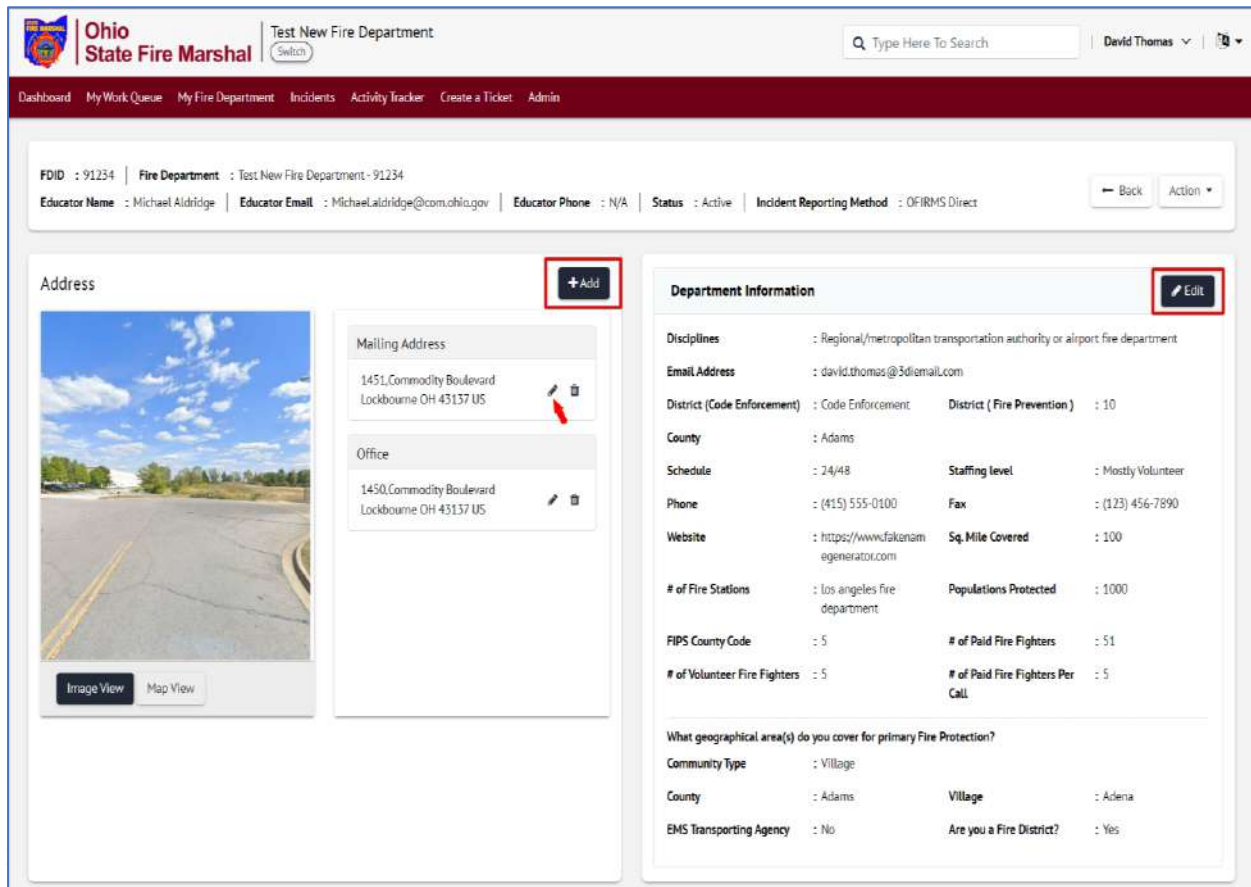


Figure 29: Address and Fire Department Information sections on FD Detail Screen

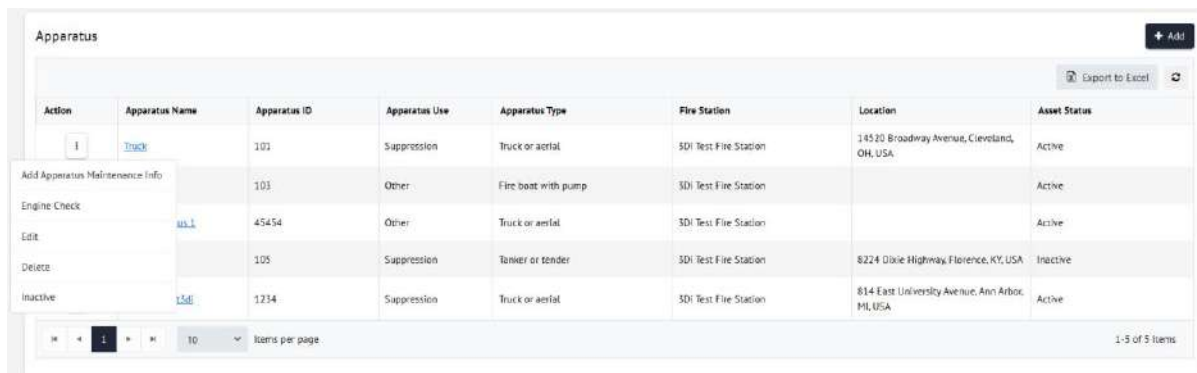
### 5.3.5 Fire Station

Refer [Fire Station Management](#)

### 5.3.6 Apparatus

**Rank:** Fire department chief

The Apparatus section displays the Apparatus of the Fire Department. Fire Department Chief will be able to Add a new Apparatus and associate the Apparatus to Fire Station.



| Action                         | Apparatus Name       | Apparatus ID | Apparatus Use | Apparatus Type      | Fire Station          | Location                                       | Asset Status |
|--------------------------------|----------------------|--------------|---------------|---------------------|-----------------------|--|--------------|
| <a href="#">Track</a>          |                      | 101          | Suppression   | Truck or aerial     | SDH Test Fire Station | 14520 Broadway Avenue, Cleveland, OH, USA      | Active       |
| Add Apparatus Maintenance Info |                      | 103          | Other         | Fire boat with pump | SDH Test Fire Station |  | Active       |
| Engine Check                   | <a href="#">us 1</a> | 45454        | Other         | Truck or aerial     | SDH Test Fire Station |  | Active       |
| Edit                           |                      | 105          | Suppression   | Tanker or tender    | SDH Test Fire Station | 8224 Dixie Highway, Florence, KY, USA          | Inactive     |
| Delete                         |                      | 1234         | Suppression   | Truck or aerial     | SDH Test Fire Station | 814 East University Avenue, Ann Arbor, MI, USA | Active       |
| Inactive                       | <a href="#">t3d!</a> |              |               |                     |                       |  |              |

Figure 30: Apparatus List on Fire Department Detail Screen

After an Apparatus is added, the following actions can be performed by the FD Chief:

- Add Apparatus Maintenance Info
- Engine Check
- Edit
- Delete
- Inactive

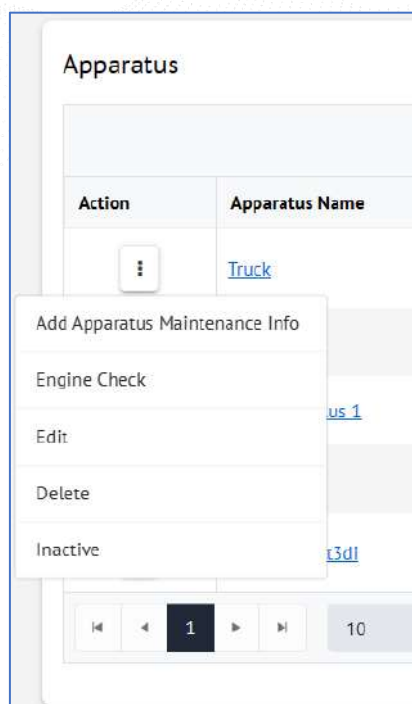


Figure 31: Apparatus Actions



### 5.3.6.1 Add Apparatus

When the user clicks on Add button on the top right corner of the Apparatus section, the Add Apparatus pop-up will open. The system allows users to add the department's apparatus details. **Apparatus Name, ID, Use, and Type** are mandatory fields while capturing the details.

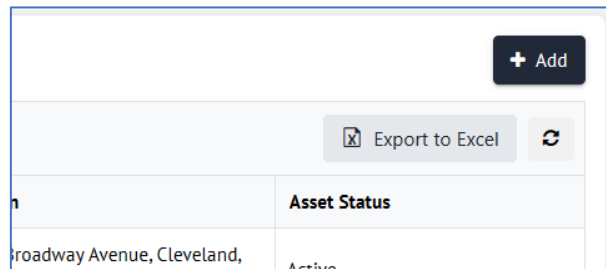


Figure 32: Add Button on the Apparatus Section

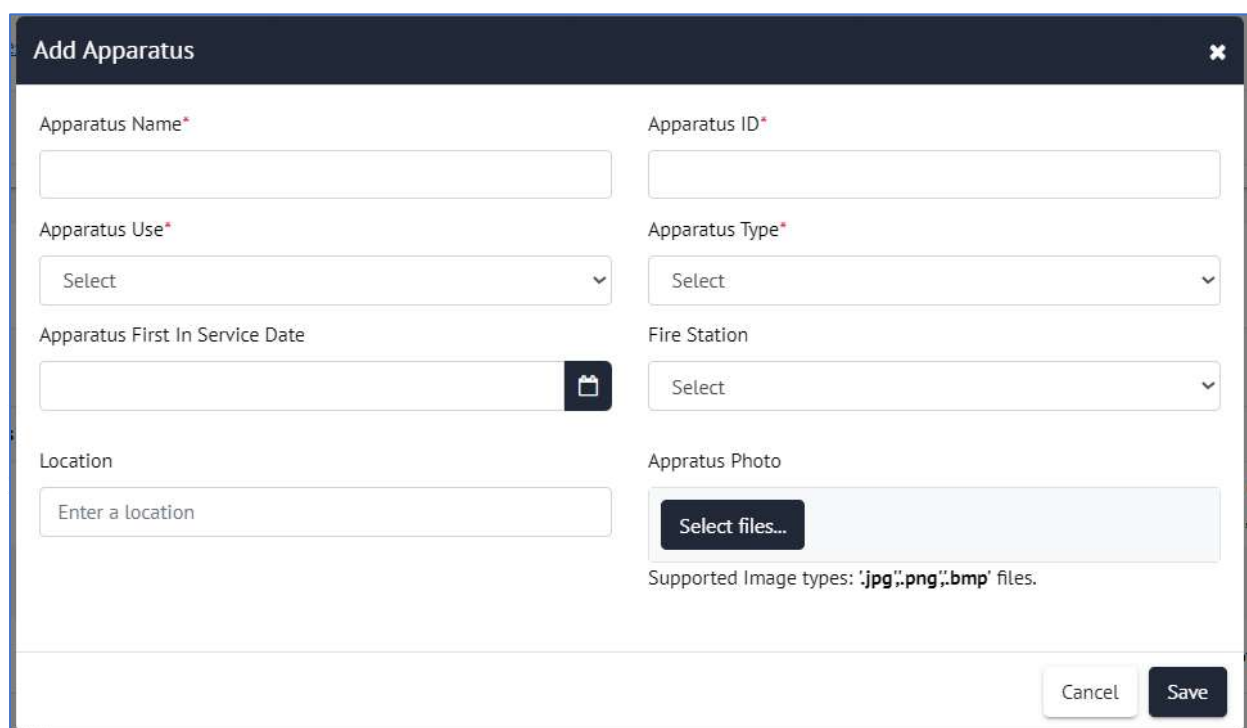
A screenshot of a 'Add Apparatus' pop-up form. The form has a dark blue header with the title 'Add Apparatus' and a close button (X). The form contains several fields: 'Apparatus Name\*' (text input), 'Apparatus ID\*' (text input), 'Apparatus Use\*' (dropdown menu with 'Select' option), 'Apparatus Type\*' (dropdown menu with 'Select' option), 'Apparatus First In Service Date' (text input with a calendar icon), 'Fire Station' (dropdown menu with 'Select' option), 'Location' (text input with placeholder 'Enter a location'), and 'Apparatus Photo' (file upload area with a 'Select files...' button). Below the photo upload area, it says 'Supported Image types: '.jpg',.png',.bmp' files. At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 33: Add Apparatus pop-up.

#### Important:

- Added apparatus details will be available for selection while reporting an incident using the OFIRMS portal/mobile app. It is a good practice to keep apparatus details up to date for reporting purposes.
- Once the Fire Station is assigned to the apparatus, it will be also visible on the Fire Station detail page.

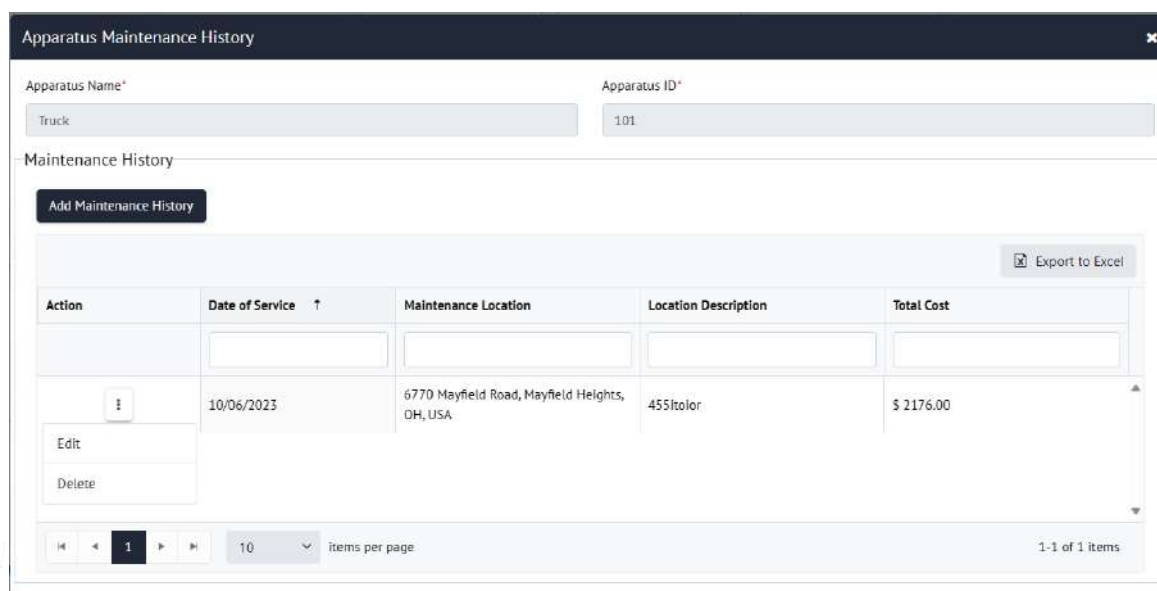
## 5.3.6.2 Add Apparatus Maintenance Info

**Rank:** Fire Department Chief

To add apparatus maintenance history, choose **Apparatus Maintenance History** from the **Action** menu. This will open the Apparatus Maintenance History pop-up. The apparatus Maintenance History pop-up will display the summary of the Maintenance History.

The Actions available for each Maintenance History item in the grid are:

- Edit
- Delete



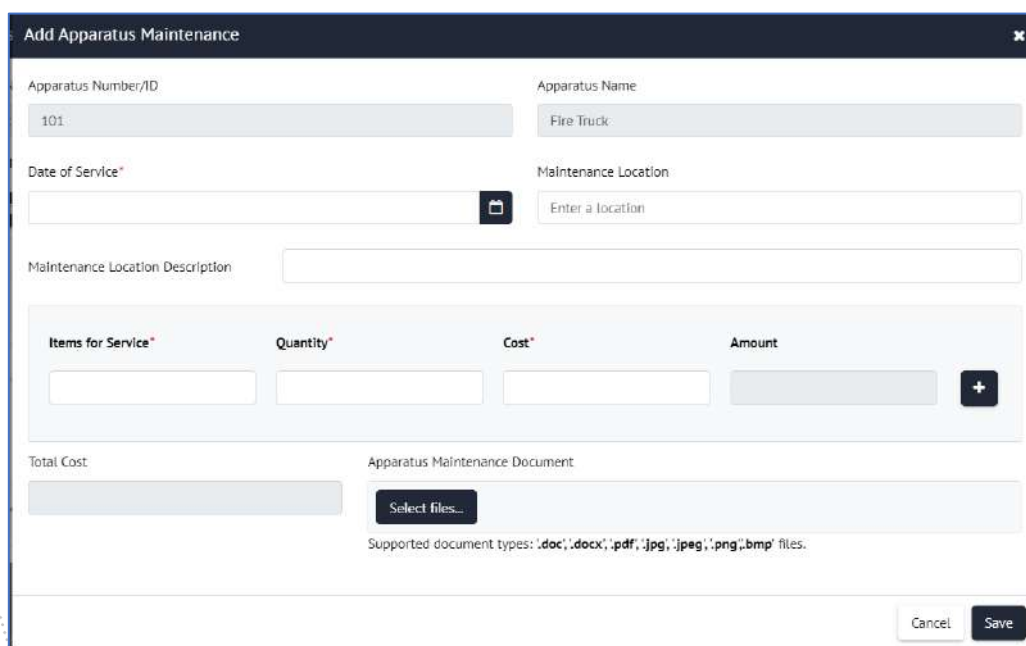
The screenshot shows the 'Apparatus Maintenance History' pop-up window. At the top, there are input fields for 'Apparatus Name\*' (containing 'Truck') and 'Apparatus ID\*' (containing '101'). Below these is a section titled 'Maintenance History' with an 'Add Maintenance History' button. A table displays the maintenance history with columns: Action, Date of Service, Maintenance Location, Location Description, and Total Cost. One entry is visible for 10/06/2023 at 6770 Mayfield Road, Mayfield Heights, OH, USA, with a total cost of \$ 2176.00. An 'Export to Excel' button is in the top right of the table. At the bottom, there are pagination controls showing '1' of 1 items and a dropdown for '10 items per page'.

| Action | Date of Service | Maintenance Location                          | Location Description | Total Cost |
|--------|-----------------|---|----------------------|------------|
|        | 10/06/2023      | 6770 Mayfield Road, Mayfield Heights, OH, USA | 4551color            | \$ 2176.00 |

Figure 34: Add maintenance history pop-up with Action on Maintenance History

On the Apparatus Maintenance History pop-up, use the **Add Maintenance History** button to add Maintenance History.

Provide **service date**, **Items for Service**, **Cost**, **Quantity**, etc. to capture maintenance history. If needed, maintenance bills can also be uploaded.



The screenshot shows the 'Add Apparatus Maintenance' pop-up window. It has input fields for 'Apparatus Number/ID' (101) and 'Apparatus Name' (Fire Truck). Below these are fields for 'Date of Service\*', 'Maintenance Location' (with a location icon), and 'Maintenance Location Description'. A table for 'Items for Service\*' has columns for 'Quantity\*', 'Cost\*', and 'Amount'. A 'Total Cost' field is at the bottom left. A 'Select files...' button is next to the 'Apparatus Maintenance Document' field, with a note about supported document types: '.doc', '.docx', '.pdf', '.jpg', '.jpeg', '.png', '.bmp'. 'Cancel' and 'Save' buttons are at the bottom right.

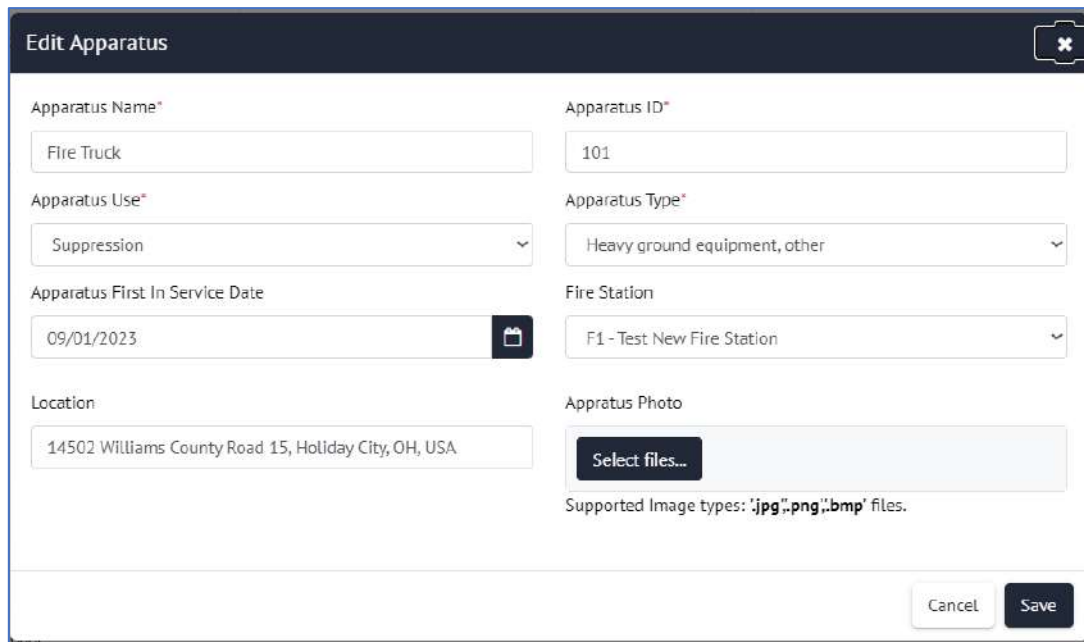
| Items for Service* | Quantity* | Cost* | Amount |
|--------------------|-----------|-------|--------|
|                    |           |       |        |

Figure 35: Add Apparatus Maintenance pop-up.

### 5.3.6.3 Edit Apparatus

**Rank:** Fire Department Chief

Use the **Edit** option from the **Action** column to edit apparatus details.



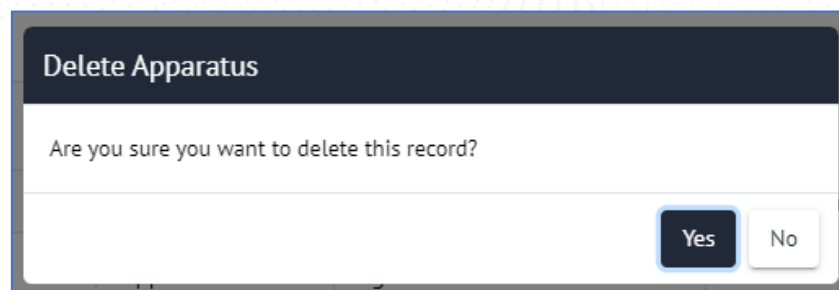
The 'Edit Apparatus' form is a web-based interface for updating fire apparatus information. It features a dark blue header with the title 'Edit Apparatus' and a close button. The form is organized into two columns. The left column contains fields for 'Apparatus Name\*' (text input with 'Fire Truck'), 'Apparatus Use\*' (dropdown menu with 'Suppression'), 'Apparatus First In Service Date' (calendar icon with '09/01/2023'), and 'Location' (text input with '14502 Williams County Road 15, Holiday City, OH, USA'). The right column contains fields for 'Apparatus ID\*' (text input with '101'), 'Apparatus Type\*' (dropdown menu with 'Heavy ground equipment, other'), 'Fire Station' (dropdown menu with 'F1 - Test New Fire Station'), and 'Apparatus Photo' (a 'Select files...' button and a note about supported image types: '.jpg', '.png', '.bmp'). At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 36: Edit Apparatus Screen

### 5.3.6.4 Delete Apparatus

**Rank:** Fire Department Chief

Use the **Delete** Action from the **Action** column to delete an apparatus from the Fire Department. On clicking the Delete action, the user will be presented with Delete Apparatus confirmation pop-up.



The 'Delete Apparatus' confirmation pop-up is a small dialog box with a dark blue header containing the title 'Delete Apparatus'. The main body is white and contains the question 'Are you sure you want to delete this record?'. At the bottom right, there are two buttons: 'Yes' (highlighted with a blue border) and 'No'.

Figure 37: Delete Apparatus Confirmation pop-up.

#### Important:

- An apparatus once deleted cannot be undeleted.
- After an apparatus is deleted, all the data related to the Maintenance History and Engine Checks will be deleted.

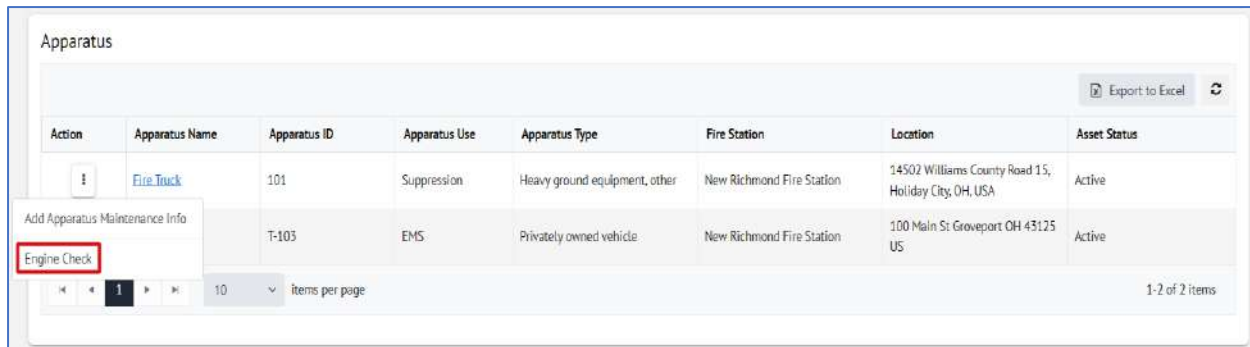
### 5.3.6.5 Engine Check



**Rank:** Fire Department Chief

Engine check is used for Daily truck checks and can be customized to the type of truck check you want. You can create daily, weekly, or monthly inspections and checks. You can add line items and inventories of each cabinet in your engine, tower, ladder, ambulance and so on.

Prerequisite: Checklist is required for Engine check. Please create at least one checklist to do Engine Check.

The Engine Check option is available in the Action column for the Apparatus.

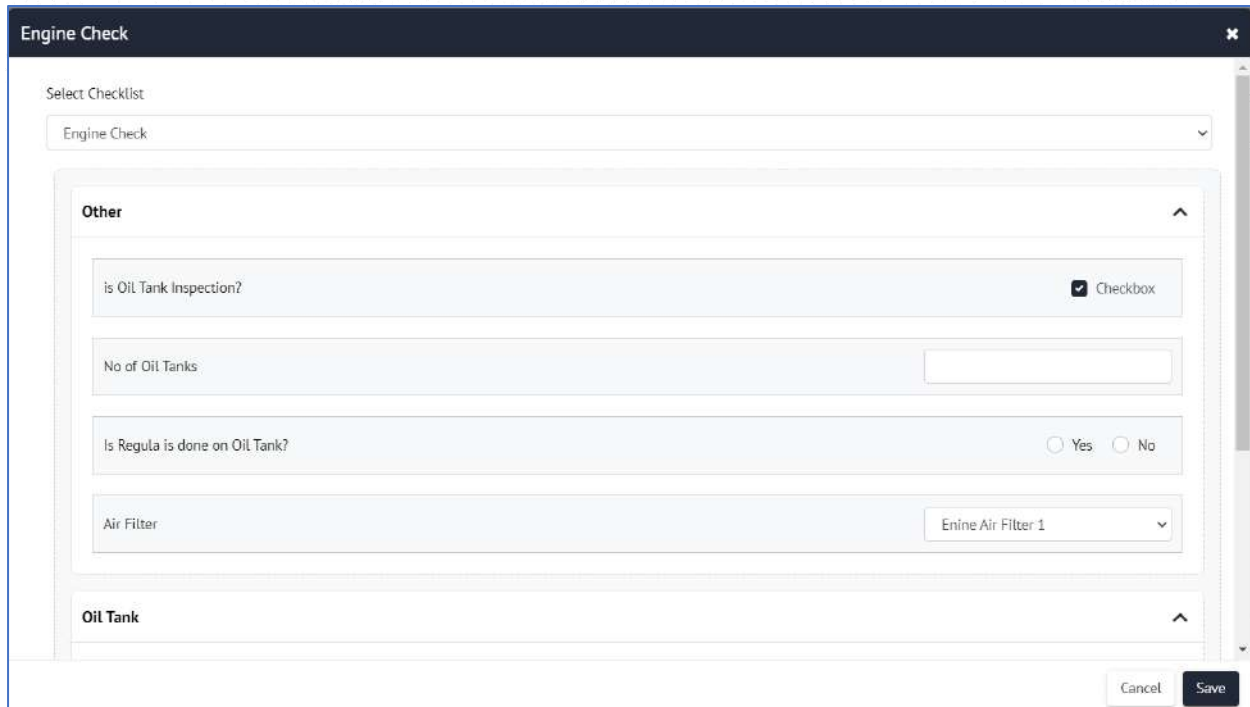


| Action   | Apparatus Name | Apparatus ID | Apparatus Use | Apparatus Type                | Fire Station              | Location   | Asset Status |
|--|----------------|--------------|---------------|-------------------------------|---------------------------|--|--------------|
|  <a href="#">Fire Truck</a> |                | 101          | Suppression   | Heavy ground equipment, other | New Richmond Fire Station | 14502 Williams County Road 15, Holiday City, OH, USA | Active       |
|                             |                | T-103        | EMS           | Privately owned vehicle       | New Richmond Fire Station | 100 Main St Groveport OH 43125 US                    | Active       |

1-2 of 2 items

Figure 38: Apparatus Section on Fire Department Detail screen with Engine Check action highlighted.

On clicking on Engine check it will open Engine Check pop-up. Select the Checklist that you want to use for the Engine check. When the checklist is selected, the checklist will load wherein we can add data for Engine checks and then click on Save. Engine check's data is visible in the Apparatus detail page.



**Engine Check**

Select Checklist: Engine Check

**Other**

is Oil Tank Inspection? ☒ Checkbox

No of Oil Tanks:

Is Regula is done on Oil Tank? ☐ Yes ☐ No

Air Filter: Enine Air Filter 1

**Oil Tank**

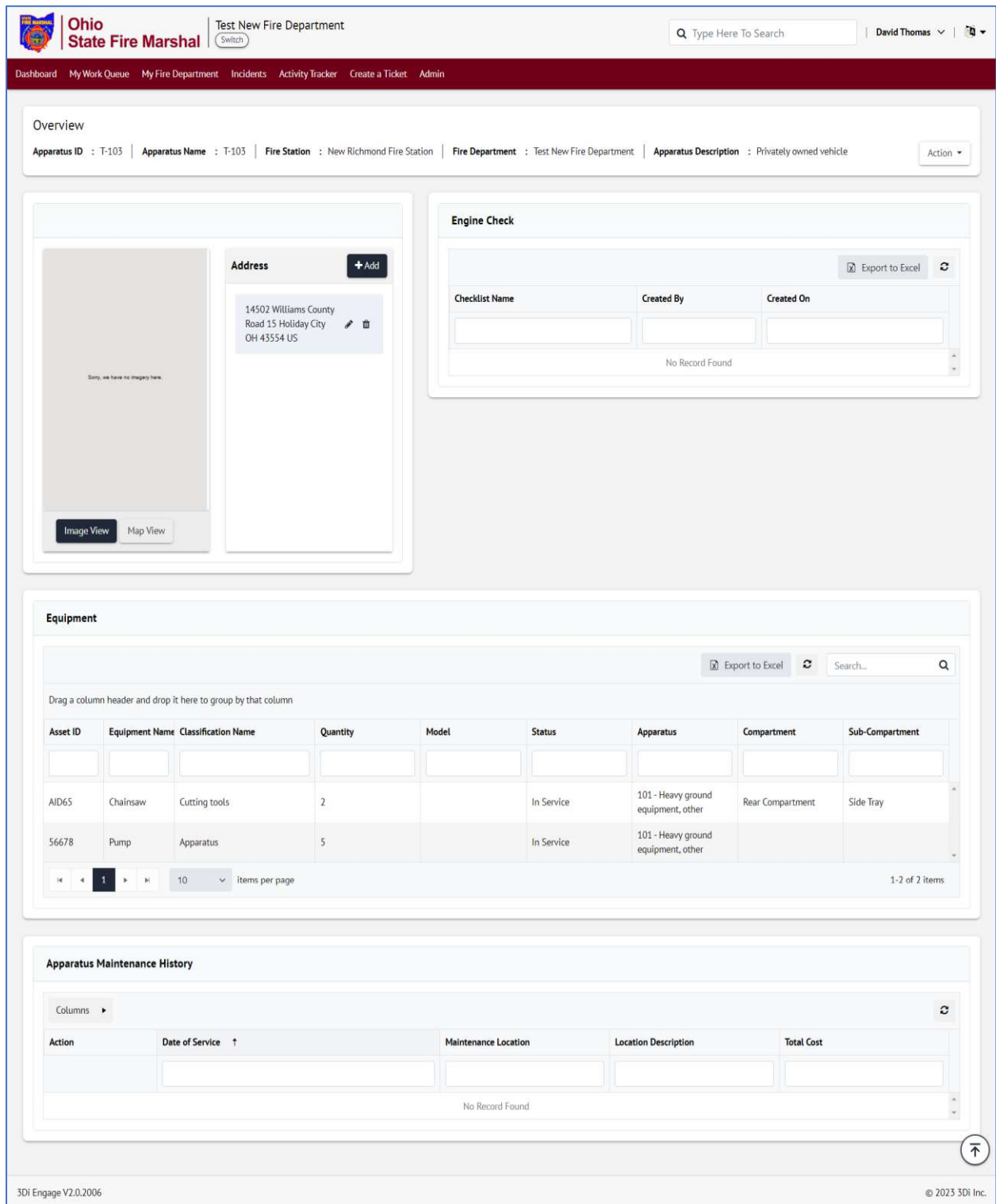
Cancel Save

Figure 39: Engine Check pop-up

## 5.3.6.6 Apparatus Details

**Rank:** Fire department staff

Click on Apparatus Name to see the detail page of the Apparatus. It will show engine checks added for the apparatus in the grid. It will also display all the equipment associated with the Apparatus.



**Overview**

Apparatus ID : T-103 | Apparatus Name : T-103 | Fire Station : New Richmond Fire Station | Fire Department : Test New Fire Department | Apparatus Description : Privately owned vehicle | Action

**Address** + Add

14502 Williams County  
Road 15 Holiday City  
OH 43554 US

**Engine Check**

Export to Excel

| Checklist Name  | Created By | Created On |
|-----------------|------------|------------|
| No Record Found |            |            |

**Equipment**

Export to Excel

Search...

Drag a column header and drop it here to group by that column

| Asset ID | Equipment Name | Classification Name | Quantity | Model | Status     | Apparatus                           | Compartment      | Sub-Compartment |
|----------|----------------|---------------------|----------|-------|------------|-------------------------------------|------------------|-----------------|
| AID65    | Chainsaw       | Cutting tools       | 2        |       | In Service | 101 - Heavy ground equipment, other | Rear Compartment | Side Tray       |
| 56678    | Pump           | Apparatus           | 5        |       | In Service | 101 - Heavy ground equipment, other |                  |                 |

10 items per page 1-2 of 2 items

**Apparatus Maintenance History**

Columns

| Action          | Date of Service ↑ | Maintenance Location | Location Description | Total Cost |
|-----------------|-------------------|----------------------|----------------------|------------|
| No Record Found |                   |                      |                      |            |

Figure 40: Apparatus Detail Screen

### 5.3.7 Registration Cases

The Fire Department Staff Registration cases are listed in this section. Click on the Case Number to see the detail page of the case.

| Case Number                  | Applicant Name | Title      | FDID  | Case Type                          | FD Name                              | Created On | Status                               |
|------------------------------|----------------|------------|-------|------------------------------------|--------------------------------------|------------|--------------------------------------|
| <a href="#">STF-2378780</a>  | Joseph Taylor  | Fire Chief | 91234 | Fire Department Staff Registration | Test New Fire Department             | 09/16/2023 | Approved                             |
| <a href="#">VRFD-2378775</a> | Charles Brown  | Fire Chief | 91234 | OIFRS Vendor FD Access Request     | ["Test New Fire Department - 91234"] | 09/16/2023 | Approved                             |
| <a href="#">STF-2378773</a>  | ron potter     | Fire Chief | 91234 | Fire Department Staff Registration | Test New Fire Department             | 09/16/2023 | SFM Fire Prevention Approval Pending |
| <a href="#">STF-2378771</a>  | James benet    | Fire Chief | 91234 | Fire Department Staff Registration | Test New Fire Department             | 09/16/2023 | Approved                             |
| <a href="#">STF-2378766</a>  | James Peter    | Fire Chief | 91234 | Fire Department Staff Registration | Test New Fire Department             | 09/16/2023 | Approved                             |

Figure 41: Fire Department Registration Case section on Fire Department Detail screen

### 5.3.8 Jurisdiction

The Jurisdiction section displays the primary area of fire response for each individual department. This is the Township/Village/city that a fire department responds to on first alarm. This does not include mutual aid areas.

| Jurisdiction Name                | community type | Fiscal Officer Name | Title          | Email | Phone |
|----------------------------------|----------------|---------------------|----------------|-------|-------|
| <a href="#">American</a>         | Township       | Brady Overholt      | Fiscal Officer |       |       |
| <a href="#">Braton</a>           | Township       | Angela McCoy        | Fiscal Officer |       |       |
| <a href="#">Craig Beach</a>      | Village        | Patrick Hammond     | Fiscal Officer |       |       |
| <a href="#">Loudonville</a>      | Village        | Elaine Van Horn     | Fiscal Officer |       |       |
| <a href="#">Manchester</a>       | Village        | Robin Taylor        | Fiscal Officer |       |       |
| <a href="#">North Kingsville</a> | Village        | Christine Stevens   | Fiscal Officer |       |       |
| <a href="#">Cantonaut</a>        | City           |                     |                |       |       |

Figure 42: Jurisdiction associated with the Fire Department

Click on the Jurisdiction Name to see the detail page of the Jurisdiction. Jurisdiction detail screen will show the associated contacts in the contact grid.



**Overview**

Governing Body Name : Test New Governing Body | Fire Department Name : Test New Fire Department  
FDID : 91234

**Contacts**

| Name     | Rank/Position    | Address ↑                                       | Phone Number   | Email                 |
|----------|------------------|---|----------------|-----------------------|
| jack.gvr | Fiscal Officer   | 1450,Commodity Boulevard Lockbourne OH 43137 US | (974) 451-4548 | jack.gvr@3diemail.com |
| sam.gvr  | Township Trustee | 1450,Commodity Boulevard Lockbourne OH 43137 US | (456) 487-9748 | samgvr@3diemail.com   |

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Figure 43: Jurisdiction Detail Screen

### 5.3.9 Decal Requests

Refer [Decal](#)

### 5.3.10 Associated Vendor Info

The Associated Vendor Infor section displays the Vendor associated with the Fire Department. The OFIRMS system only accepts the Incident file of the fire department that has an Approved OFIRMS Vendor associated with the fire department.

If a fire department does not have a Vendor, then the Fire Department has the option to use the “**OFIRMS Direct**” Incident Reporting Method. Refer [Incident Management](#) for details.

The Vendor Association process is initiated by the Approved OFIRMS Vendor. This request will have to be approved by the Fire Department Chief. After the Fire Department Chief Approval, the request will be sent to the Bureau for approval. After the Bureau Approved, the Vendor will be associated with the Fire Department and will start appearing in the Associated Vendor Infor section.

The Fire Department Chief has the option to dissociate the vendor or change vendor using the Dissociate Vendor Action on the Fire Department Detail Screen.

**Associated Vendor Info**

| Vendor Company Name | OFIRS Vendor ID | NFIRS SID | Vendor Uploading Files | Contact Name  | Email Address             | Status             |
|---------------------|-----------------|-----------|------------------------|---------------|---------------------------|--------------------|
| Kanex Fire Systems  | 12345           | 98765     | Yes                    | Charles Brown | charlesbrown@3diemail.com | Deactivated Vendor |

1-1 of 1 items

Figure 44: Vendor associated with the Fire Department



Click on the **Vendor Company Name** or **OFIRMS Vendor ID** to view the detail page.

Overview

Vendor Company Name : Vendor Three

OFIRMS ID : 90003

Status : Approved Vendor

Incident Reporting Method : OFIRMS Direct

Address

The specified location could not be found.

Image View

Map View

Mailing Address

123,Hyatts Road Delaware OH 43015 US

Vendor Info

Vendor Company Name : Vendor Three

Vendor Doing Business As : Vendor Three

Website : www.vendorthree.com

Are you going to submit OFIRMS Incidents for your Fire Department(s)? : Yes

Vendor NFIRS Registration Details :

Software Name : Vendor Three

Software Version : V1.2

NFIRS Vendor Identification Number : 6543219870

NFIRS Software Identification Number : 41500

Does your software support NFIRS Version 5.0? : Yes

First Name : Vendor

Last Name : Three

Email Address : vendor3@3diemail.com

Phone Number :

Contact Person

Export to Excel

Search...

| Name                         | Address ↑                            | Phone Number | Email                |
|------------------------------|--------------------------------------|--------------|----------------------|
| <a href="#">vendor three</a> | 123,Hyatts Road Delaware OH 43015 US |              | vendor3@3diemail.com |

1

5

items per page

1-1 of 1 items

Figure 45: Vendor Detail Screen

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## 5.3.11 Personnel

**Rank:** Fire department chief

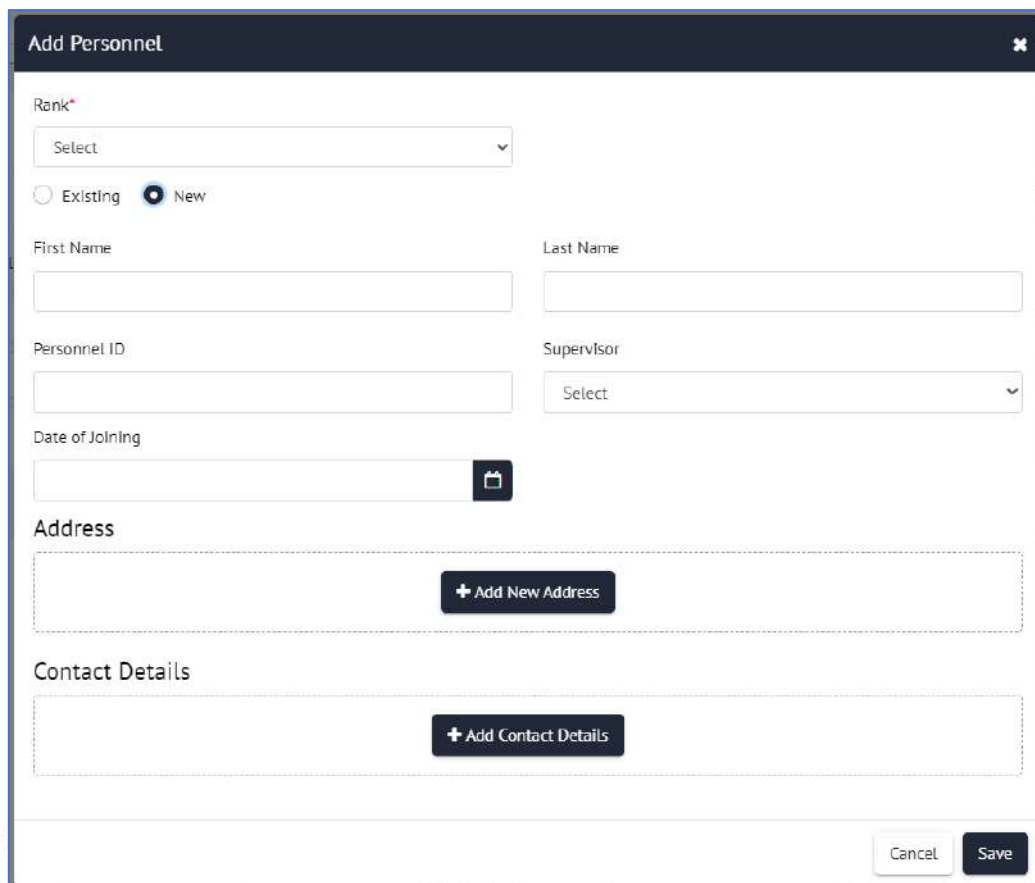
| Action  | Name            | Personnel ID | Rank/Position   | Supervisor | Certification Level   | Fire Station          | Certification # | Date of Joining | OFIRMS Contact | OSF |
|---|-----------------|--------------|-----------------|------------|---|-----------------------|-----------------|-----------------|----------------|-----|
|   | Kate Livingston |              | Battalion Chief |            |   | Test New Fire Station |                 |                 | No             | No  |
| <div> Edit<br/> Remove from Fire Department<br/> Change Rank<br/> Assign Fire Station<br/> Employment Status<br/> Invite Personnel </div> |                 |              | Battalion Chief |            | Emergency Medical Responder   | Test New Fire Station | DPS11           |                 | No             | Yes |
|   |                 |              |                 |            | Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic, EHS Instructor, CE Instructor, EHS Asst. Instructor, Volunteer |                       |                 |                 |                |     |

Figure 46: Personnel List on the Fire Department Detail Screen

The Personnel grid consists following details:

- **Name**
- **Personnel ID** – ID provided by the fire department.
- **Rank/Position**
- **Supervisor**
- **Certification Level** – Department of Public Safety (DPS) firefighter certification level
- **Fire Station** – The Fire Station that the Personnel is association with.
- **Certification #** - Department of Public Safety (DPS) firefighter certification number
- **Date of Joining** – Personnel's fire department joining date
- **OFIRMS Contact** – indicates if the department personnel is the primary contact person for the Fire Prevention Bureau. The personnel are also responsible to make sure that all fire incidents are timely reported to the OFIRMS.
- **OSFM Portal User** – This is a system-generated field and indicates whether the department personnel have online access to the OFIRMS system or not.
- **Phone Number**
- **Email**
- **FD Administrator**
- **Employment Status**
- **Shift**

**Add Personnel Button:** The button allows nonregistered department personnel as a contact in the system.

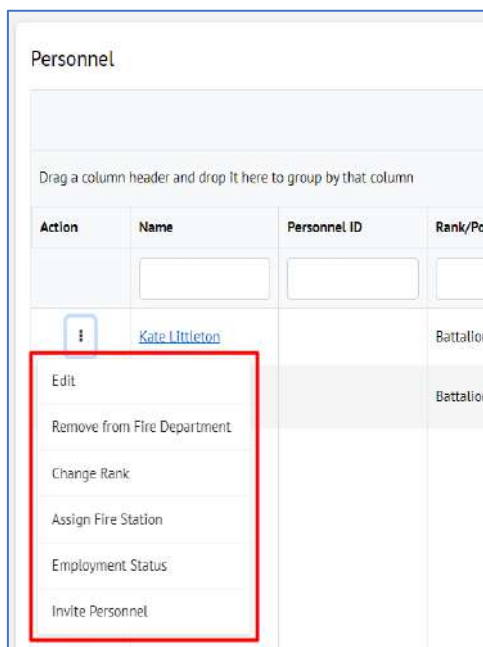


The 'Add Personnel' pop-up form contains the following fields and sections:

- Rank:** A dropdown menu with 'Select' as the current option.
- Existing/New:** Two radio buttons, 'Existing' and 'New', with 'New' selected.
- First Name:** A text input field.
- Last Name:** A text input field.
- Personnel ID:** A text input field.
- Supervisor:** A dropdown menu with 'Select' as the current option.
- Date of Joining:** A date picker field.
- Address:** A section with a text input field and a '+ Add New Address' button.
- Contact Details:** A section with a text input field and a '+ Add Contact Details' button.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

Figure 47: Add Personnel pop-up.

The fire department chief will have the ability to edit the department personnel, disassociate personnel, or change personnel rank as fire chief using the **Action** menu.



The 'Personnel' table shows a list of personnel with an 'Action' column. A context menu is open for the first row, listing the following actions:

- Edit
- Remove from Fire Department
- Change Rank
- Assign Fire Station
- Employment Status
- Invite Personnel

| Action | Name           | Personnel ID | Rank/Pos  |
|--------|----------------|--------------|-----------|
|        |                |              |           |
|        | Kate Littleton |              | Battalion |
|        |                |              | Battalion |

Figure 48: Personnel Action List

For Details on the action, please refer [Admin → Personnel Management](#) section below in this document.

### 5.3.12 Documents

**Rank:** Fire Department Chief

The department chief will be able to Add/Delete/View/Download documents.

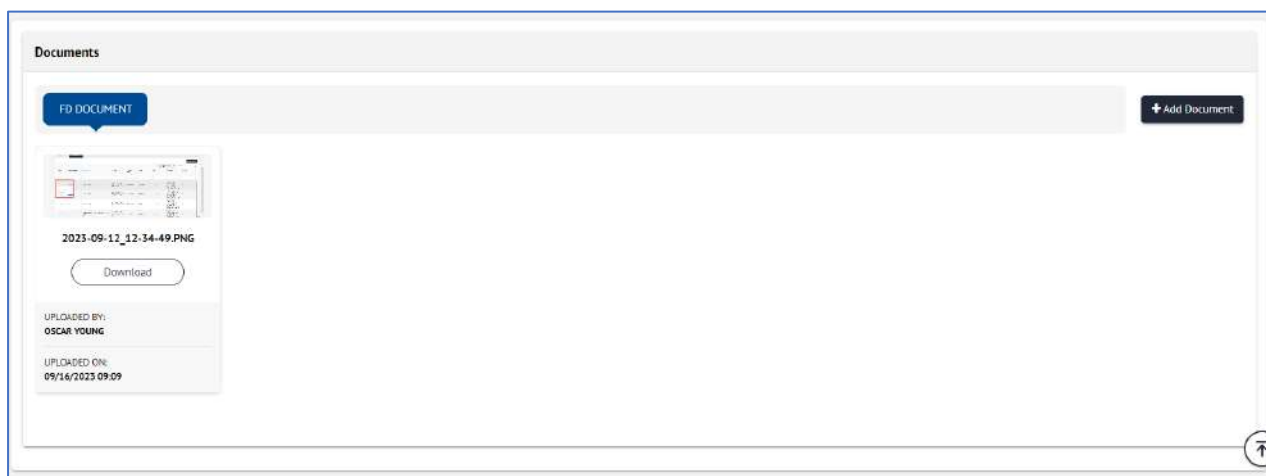


Figure 49: Documents Section on the Fire Department Detail Screen

### 5.3.13 Change Log

**Rank:** Fire Department Chief

The change log maintains a history of the updates getting done over the period. The section records who did the change, at what time the change was done, and what was changed.

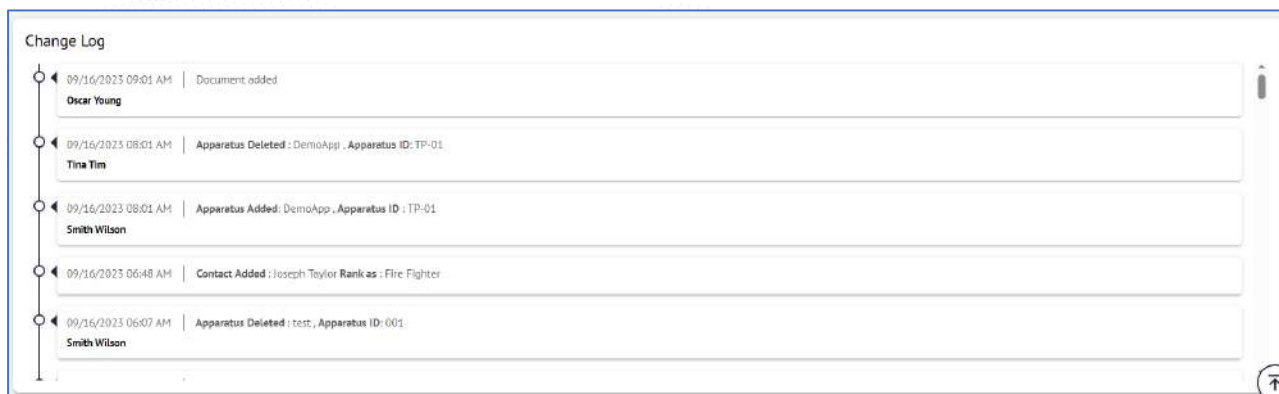


Figure 50: Change Log Section on Fire Department Detail Screen

## 5.4 Admin

### 5.4.1 User Management

**Rank:** Fire Department Chief

The **Admin** screen provides complete control over what a staff member can view or edit in the OFIRMS system. A Fire Department Chief can provide ability to personnels to perform additional tasks from this screen.

To set the access, select the Fire Department and then the staff member for the selected department. The accesses are bundled under below high-level groups. The toggle button (present on the right-hand side) can be used to grant, or revoke given access.

- Personnel Management
- FD Management
- Fire Station Management
- Incident Management

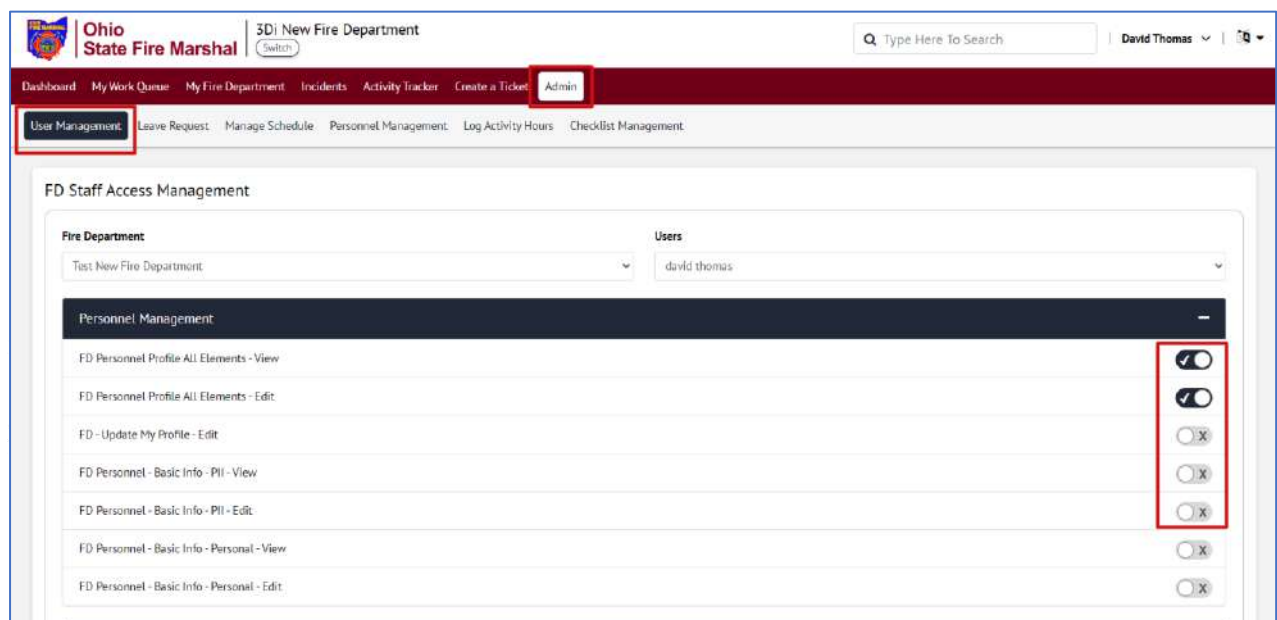


Figure 51: User Management Screen under Admin

### 5.4.2 Leave Request

**Rank:** Fire Department Chief

Leave request applied by the staff are visible in the Leave Request grid. FD Chief can either Approve or Reject the leave.

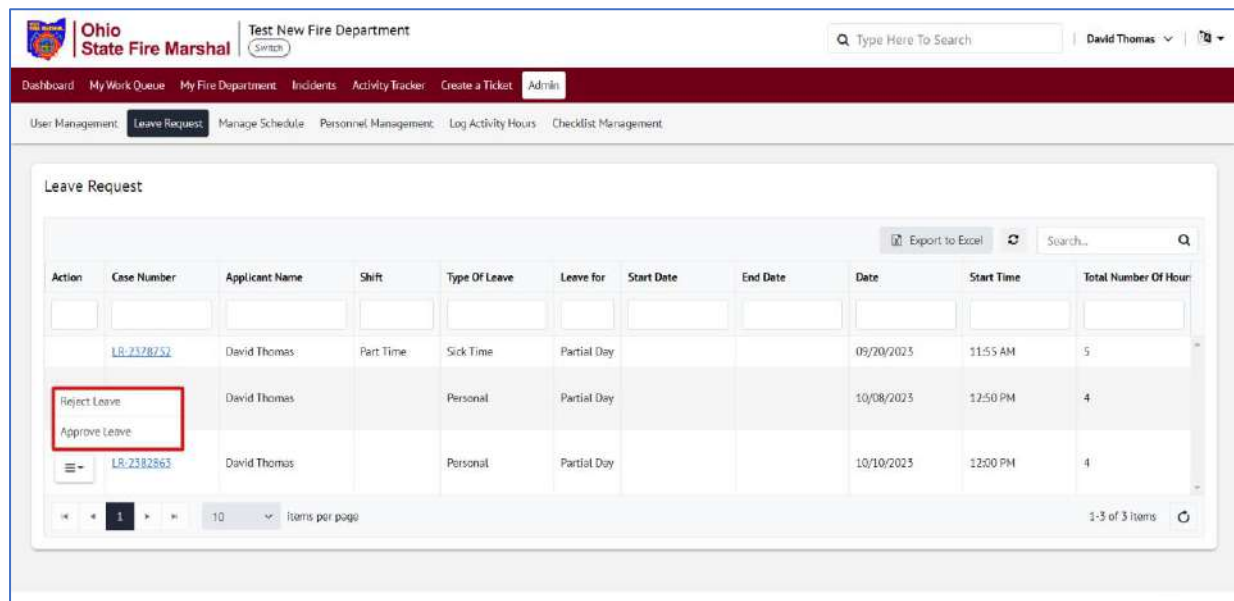
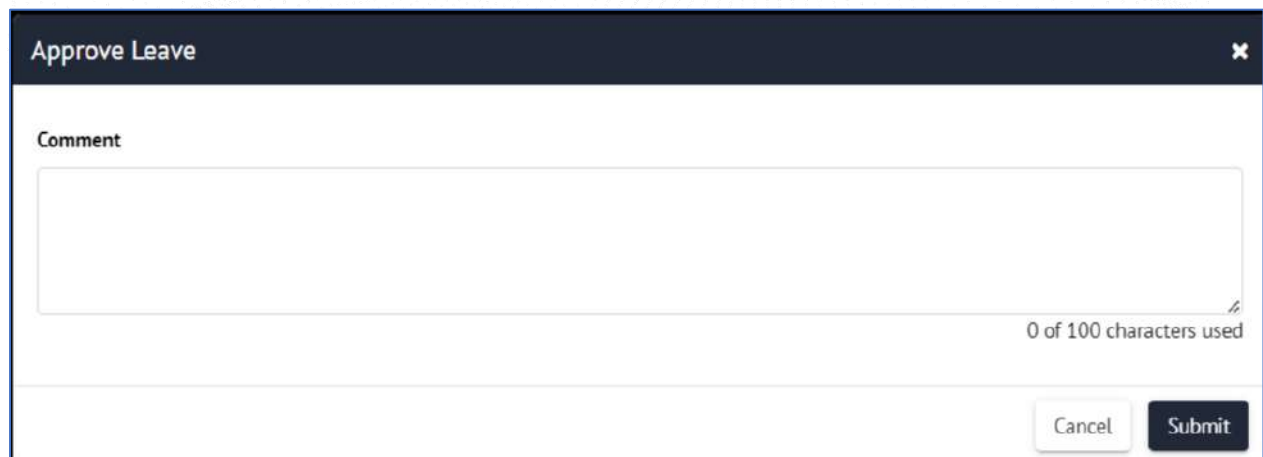


Figure 52: Leave Request Screen with Actions

On clicking on Approve Leave, it will open a popup wherein the FD chief can add his comments for approval.



**Approve Leave**

Comment

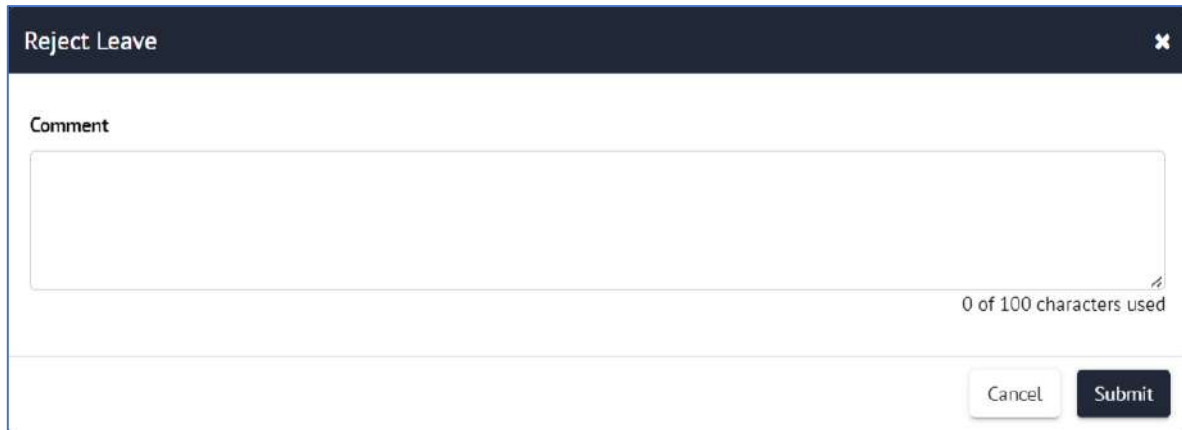
0 of 100 characters used

Cancel Submit

Figure 53: Leave Request Approval pop-up.



On clicking on Reject Leave, it will open a popup wherein the FD chief can add their comments for Rejection.



The image shows a 'Reject Leave' popup window. It has a dark blue header with the title 'Reject Leave' and a close button (X). Below the header is a text area labeled 'Comment'. The text area is empty and has a character count '0 of 100 characters used' at the bottom right. At the bottom of the popup are two buttons: 'Cancel' and 'Submit'.

Figure 54: Leave Request Reject pop-up.

**Note:** The approved leaves count will also be visible in the Manage Schedule calendar.

### 5.4.3 Manage Schedule

**Rank:** Fire Department Chief

Manage Schedule is used to setup the Schedules and Shifts for the Fire Departments. Once the schedule for the fire department is setup, the following actions are available:

- **Assign personnel** – This is used to add the fire department personnel to the selected shift of the schedule.
- **Modify Schedule** – This is used to modify the end date of the schedule.
- **Delete Schedule** – This is used to delete a schedule.  
Deletion of schedule is only allowed if there are no personnel associated with the schedule.

The screenshot displays the 'Manage Schedules' interface. At the top, there's a navigation bar with 'Dashboard', 'My Work Queue', 'My Fire Department', 'Incidents', 'Activity Tracker', 'Create a Ticket', and 'Admin'. Below this is a sub-navigation bar with 'User Management', 'Leave Request', 'Manage Schedule' (highlighted), 'Personnel Management', 'Log Activity Hours', and 'Checklist Management'. The main content area is titled 'Manage Schedules' and includes a dropdown for 'Fire Department' set to 'Test New Fire Department'. A table lists existing schedules with columns for Action, Schedule Type, Start Date, End Date, and Shift Name. Below the table is a calendar view for October 2023, showing days of the week and dates. The calendar cells are color-coded to represent different shifts: Shift A (green), Shift B (yellow), and Shift C (red). Each cell contains details about the shift, such as 'Working: 4', 'Partial Leave: 0', and 'Full Leave: 0'. The footer of the screen shows '3Di Engage V2.0.2025' and '© 2023 3Di Inc.'.

| Action | Schedule Type | Start Date | End Date   | Shift Name |
|--------|---------------|------------|------------|------------|
| [Icon] | Kelly         | 11/01/2023 | 11/02/2023 | A          |
| [Icon] | Kelly         | 11/01/2023 | 11/02/2023 | B          |
| [Icon] | Kelly         | 11/01/2023 | 11/02/2023 | C          |
| [Icon] | Kelly         | 09/01/2023 | 10/31/2023 | A          |
| [Icon] | Kelly         | 09/01/2023 | 10/31/2023 | B          |
| [Icon] | Kelly         | 09/01/2023 | 10/31/2023 | C          |
| [Icon] | Kelly         | 12/01/2023 | 12/31/2023 | Team 1     |
| [Icon] | Kelly         | 12/01/2023 | 12/31/2023 | Team 2     |
| [Icon] | Kelly         | 12/01/2023 | 12/31/2023 | Team 3     |
| [Icon] | Kelly         | 01/01/2024 | 01/31/2024 | A1         |

Calendar View: October 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 24     | 25     | 26      | 27        | 28       | 29     | 30       |
| 01     | 02     | 03      | 04        | 05       | 06     | 07       |

Shift Details (from calendar cells):

- Shift A (Green):** Working: 5, Partial Leave: 0, Full Leave: 0
- Shift B (Yellow):** Working: 4, Partial Leave: 0, Full Leave: 0
- Shift C (Red):** Working: 4, Partial Leave: 0, Full Leave: 0

Figure 55: Manage Schedule Screen

#### 5.4.3.1 Add a new Schedule

On clicking on “Add” button, it will open a popup wherein you can select a schedule, add the shift names, add effective date and End Date. On clicking on Save, it will create a schedule for a particular fire department.

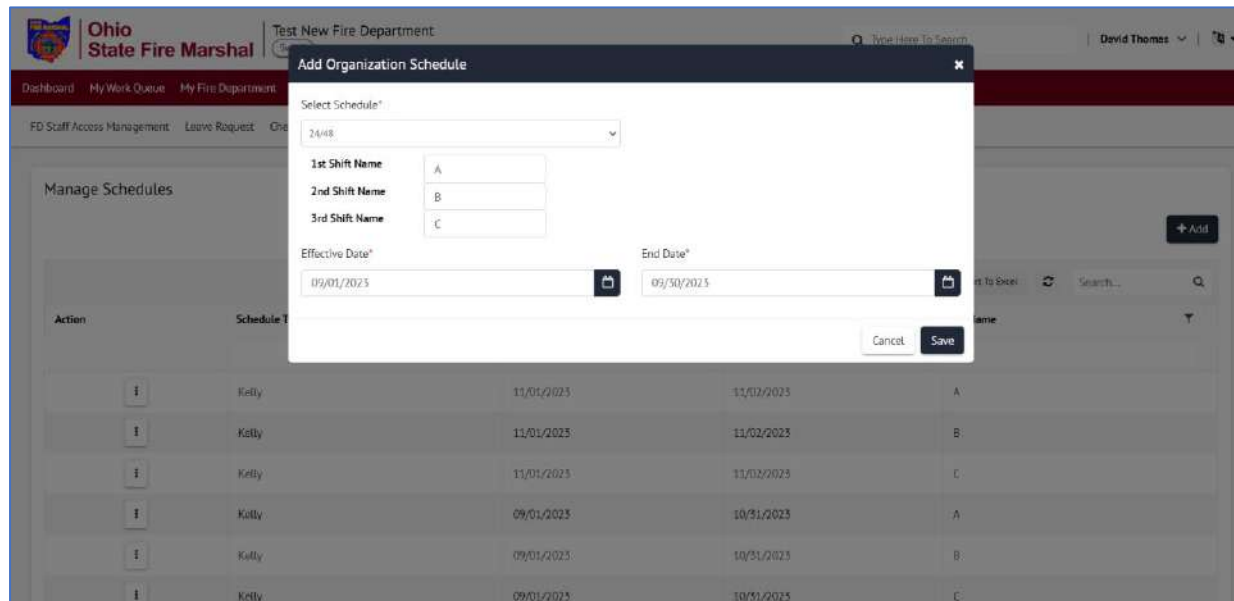


Figure 56: Add Schedule pop-up.

Below actions can be performed from the Manage schedule grid:






| Action  | Schedule Type | Start Date |
|---|---------------|------------|
|   |               |            |
|  | 48/96         | 11/01/2023 |
| <div><div>Edit</div><div>Delete</div><div>Assign Personnel</div></div>              | 48/96         | 11/01/2023 |
|  | 48/96         | 11/01/2023 |
|  | Kelly         | 12/01/2023 |
|  | Kelly         | 12/01/2023 |
|  | Kelly         | 12/01/2023 |

Figure 57: Actions on Schedule

#### 5.4.3.2 Edit Schedule

On clicking on Edit, it will open a popup, wherein we can change the end date of the schedule. On clicking on Save, it will update the schedule for this fire department.

The change in the schedule will apply to all the personnel associated with the schedule that is being changed.

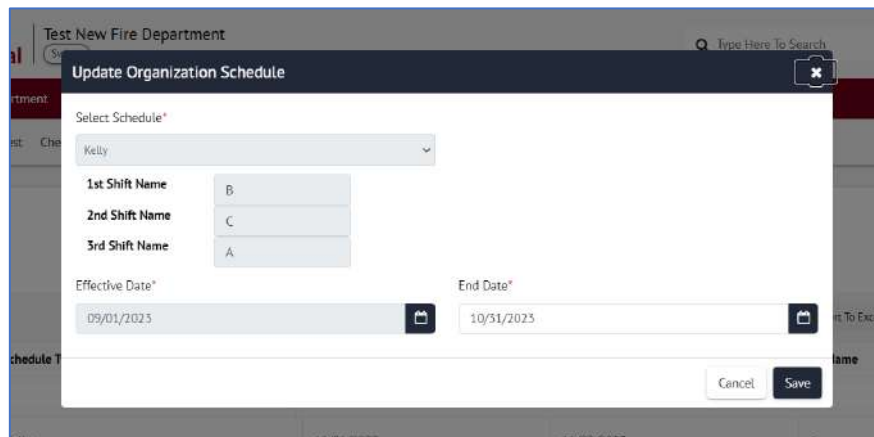


Figure 58: Edit/Update Schedule pop-up.

#### 5.4.3.3 Delete Schedule

Delete Schedule is used to delete a schedule that is not assigned to any personnel. System will allow deletion of the schedule that does not have any personnel assigned.

On clicking on Delete, it will show a confirmation popup. On clicking on “Yes”, the schedule will get deleted.

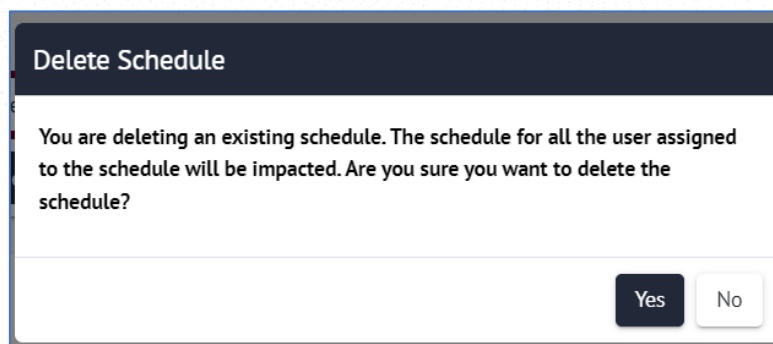
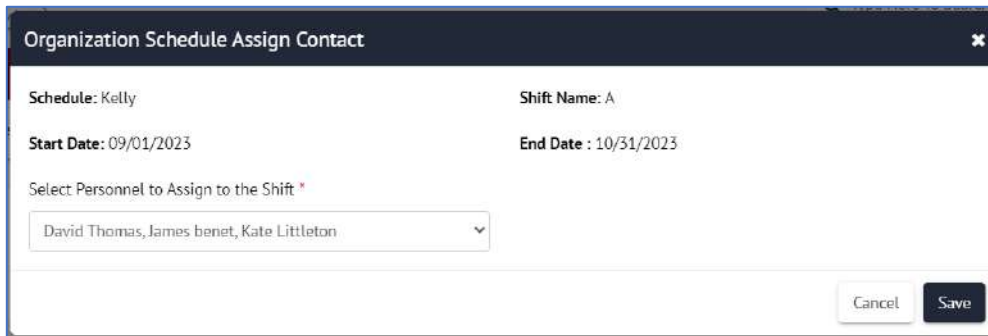


Figure 59: Delete Schedule Confirmation pop-up.

#### 5.4.3.4 Assign Personnel

Once the schedule is created for the fire department, we can assign a personnel to it through the “Assign Personnel” Action. Here you can select the personnel to be assigned to the shift.



**Organization Schedule Assign Contact**

Schedule: Kelly Shift Name: A

Start Date: 09/01/2023 End Date: 10/31/2023

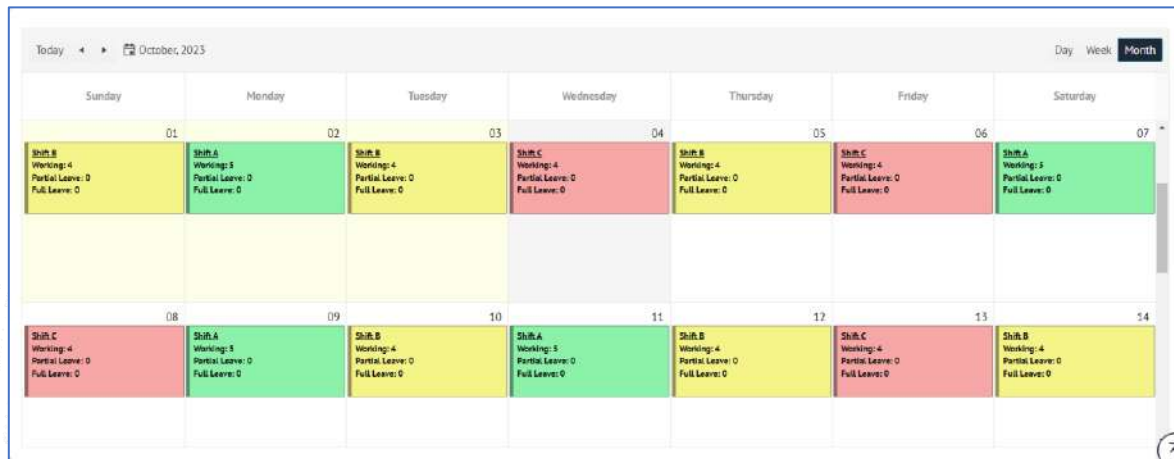
Select Personnel to Assign to the Shift \*

David Thomas, James benet, Kate Littleton

Cancel Save

Figure 60: Assign Personnel pop-up.

Once the Personnel is assigned to the shift, it will show in the calendar.

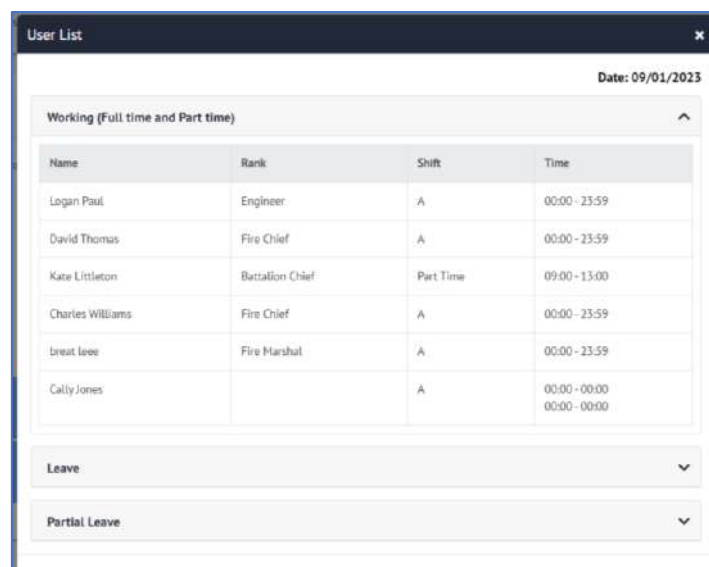


Today ← → October, 2023 Day Week Month

| Sunday   | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday   |
|--|--|--|--|--|--|--|
| 01<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 02<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 | 03<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 04<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 05<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 06<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 07<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 |
| 08<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 09<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 | 10<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 11<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 | 12<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 13<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 14<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 |

Figure 61: Calendar view of the schedule on the Manage Schedule screen.

Double click on any of the shift in the calendar, it will open a popup it will show employees that are working on that shift.



**User List**

Date: 09/01/2023

Working (Full time and Part time)

| Name             | Rank            | Shift     | Time                           |
|------------------|-----------------|-----------|--------------------------------|
| Logan Paul       | Engineer        | A         | 00:00 - 23:59                  |
| David Thomas     | Fire Chief      | A         | 00:00 - 23:59                  |
| Kate Littleton   | Battalion Chief | Part Time | 09:00 - 15:00                  |
| Charles Williams | Fire Chief      | A         | 00:00 - 23:59                  |
| Brent Lee        | Fire Marshal    | A         | 00:00 - 23:59                  |
| Cally Jones      |                 | A         | 00:00 - 00:00<br>00:00 - 00:00 |

Leave

Partial Leave

Figure 62: Pop-up displaying the details of the Personnel grouped by working, on leave or Partial leave.

It will also show full day leave or partial day leave taken by the employees if any.

**Note:** We can view the calendar in 3 modes: Day wise, Week wise and Month wise

| Today ◀ ▶ 📅 October, 2023  |  |  |  |  |  |  | Day Week Month |
|--|--|--|--|--|--|--|----------------|
| Sunday   | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday   |                |
| 01<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 02<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 | 03<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 04<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 05<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 06<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 07<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 |                |
| 08<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 09<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 | 10<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 11<br>Shift A<br>Working: 5<br>Partial Leave: 0<br>Full Leave: 0 | 12<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 13<br>Shift C<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 | 14<br>Shift B<br>Working: 4<br>Partial Leave: 0<br>Full Leave: 0 |                |

### Important:

- Once a schedule is defined and personnel assigned, the schedule cannot be deleted.
- Schedule Modification only allows changing of end data of the schedule no earlier than current date.
- Currently, the system allows the setting up of the following schedules:
  - Kelly
  - 24/48
  - 48/96



## 5.4.4 Personnel Management

**Rank:** Fire Department Chief

Personnel Management screen shows all the personnel's associated with the fire department.

| Action | Name         | Personnel ID | Rank/Position | Fire Station     | Date of Join | Phone Number   | Email                     | FD Administrator | Employment Status | Shift  |
|--------|--------------|--------------|---------------|------------------|--------------|----------------|---------------------------|------------------|-------------------|--------|
| ⋮      | Mike Sam     |              | Fire Chief    | 3Di Fire Station |              | (987) 489-4416 | sam@3diemail.com          | No               | Full Time         | A      |
| ⋮      | Mike Sam     |              | Fire Chief    | 3Di Fire Station |              | (987) 489-4416 | sam@3diemail.com          | No               | Full Time         | A1     |
| ⋮      | David Thomas |              | Fire Chief    | 3Di Fire Station |              | (978) 977-9788 | david.thomas@3diemail.com | No               | Full Time         | A      |
| ⋮      | David Thomas |              | Fire Chief    | 3Di Fire Station |              | (978) 977-9788 | david.thomas@3diemail.com | No               | Full Time         | C1     |
| ⋮      | David Thomas |              | Fire Chief    | 3Di Fire Station |              | (978) 977-9788 | david.thomas@3diemail.com | No               | Full Time         | Team 2 |

### 5.4.4.1 Add Personnel

Click on Add Personnel to add a user.

The Add Personnel popup will be visible wherein you can add personnel's data, address, etc.

**Add Personnel**

Rank\*  
Assistant Fire Chief

☐ Existing ☒ New

First Name\*  
Michael

Last Name\*  
Darr

Personnel ID

Supervisor  
David Thomas

Date of Joining  
09/01/2023

Address  
+ Add New Address

Contact Details  
+ Add Contact Details

Cancel Save

Figure 63: Add Personnel pop-up.

Below are the actions that will be visible to the FD chief for Personnel grid.

**Personnel**

Export to Excel Search...

| Action | Name     | Personnel ID | Rank/Position | Fire Station     | Date of Joinin | Phone Numbe    | Email                     | FD Administrator | Employment Status | Shift  |
|--------|----------|--------------|---------------|------------------|----------------|----------------|---------------------------|------------------|-------------------|--------|
|        | Mike Sam |              | Fire Chief    | 3Di Fire Station |                | (987) 489-4416 | sam@3diemail.com          | No               | Full Time         | A      |
|        |          |              | Fire Chief    | 3Di Fire Station |                | (987) 489-4416 | sam@3diemail.com          | No               | Full Time         | A1     |
|        |          |              | Fire Chief    | 3Di Fire Station |                | (978) 977-9788 | david.thomas@3diemail.com | No               | Full Time         | A      |
|        |          |              | Fire Chief    | 3Di Fire Station |                | (978) 977-9788 | david.thomas@3diemail.com | No               | Full Time         | C1     |
|        |          |              | Fire Chief    | 3Di Fire Station |                | (978) 977-9788 | david.thomas@3diemail.com | No               | Full Time         | Team 2 |

1-2 of 2 items

#### 5.4.4.2 Edit Personnel

You can click on Edit Personnel action to edit the personnel's data.

**Edit**

Rank\*  
Fire Chief

First Name\*  
Nick

Last Name\*  
Thomas

Personnel ID  
Supervisor  
Select

Date of Joining  
OFIRS Contact

Address  
+ Add New Address

Contact Details

Communication Type\*  
Phone

Country Code  
1

Phone\*  
(225) 221-2133

Extension  
Primary

Remove

Cancel Save

Figure 64: Edit Personnel pop-up.

#### 5.4.4.3 Remove Personnel

To remove personnel from the Fire Department use the “Remove from Fire Department” action.

From the Actions, click on **Remove from Fire Department** action. This will open a confirmation pop-up. Press yes on the “Remove from Fire Department” confirmation pop-up to remove the selected personnel from the Fire Department.

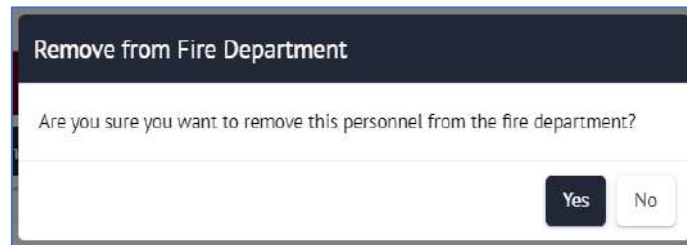


Figure 65: Remove from Fire Department confirmation pop-up.

#### 5.4.4.4 Promote to Fire Chief

To change the rank of a personnel to Fire Chief, use the “Promote to Fire Chief” action.

From Actions, click on the “Promote to Fire Chief” action. This will open the “Change Rank” pop-up. On the change rank pop-up select the desired rank.

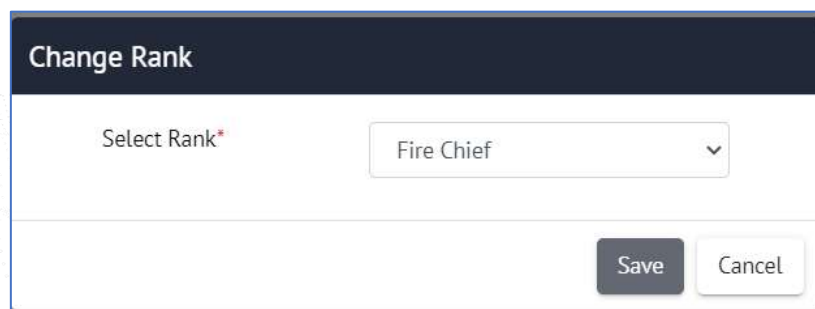


Figure 66: Change Rank pop-up

#### 5.4.4.5 Assign fire Station.

“Assign fire station” action can be used to assign personnel to a fire station or change the fire station that a person is associated with.

From Action, click on Assign Fire Station. This will open the Assign Fire Station pop-up. Select the Fire Station from the drop down to assign or change the fire station that the personnel is to be assigned to.

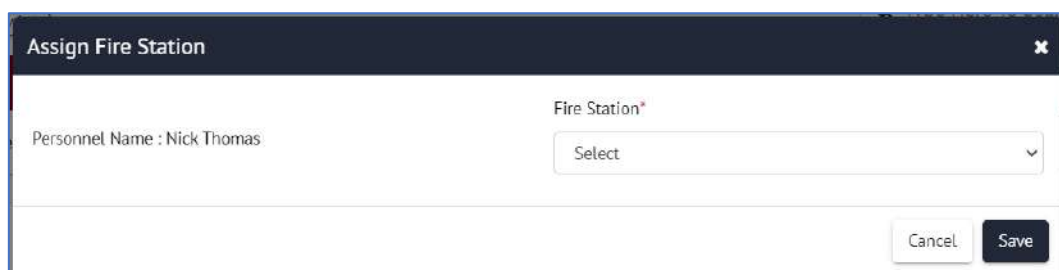


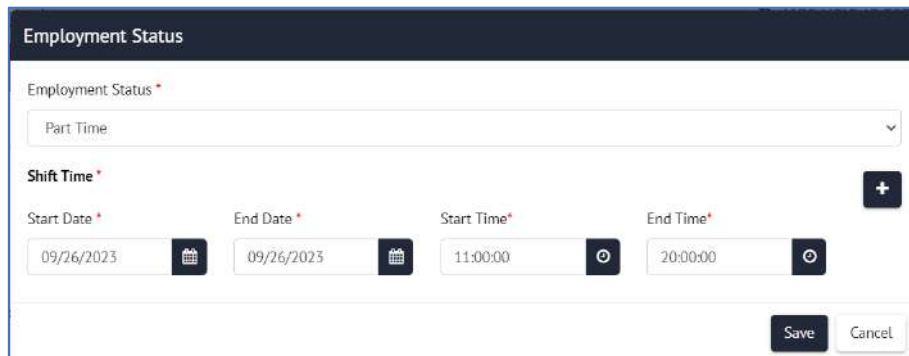
Figure 67: Assign to Fire Station pop-up.

#### 5.4.4.6 Set Employment Status/Schedule

Set Employment Status action can be used to define the schedule for “Part Time” and “Volunteer” personnel. If the personnel work at a specific time, you can also specify the date and time the personnel is working on.

From Action, click on “Set employment Status action. This will open the Employment Status pop-up. The user can select the Employment Status (Part Time or Volunteer) for the selected personnel. If the user is working on a regular schedule, then click on the + (Add) button to add the Start Date and End Date when the user is going to work as Part Time or Volunteer and then add the Start Time and End Time for the selected date range.

If the user is working on different times on different days, you can keep adding additional dates and times to define the work schedule of part time and volunteer personnels.



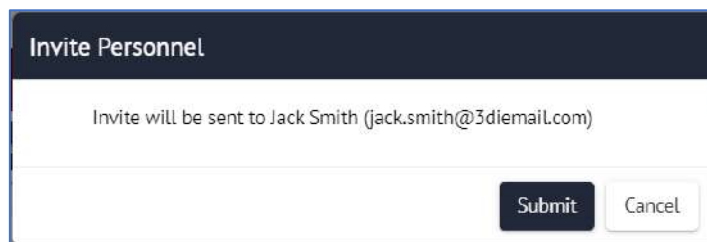
The screenshot shows the 'Employment Status' pop-up form. It has a title bar 'Employment Status'. Below it is a dropdown menu for 'Employment Status' with 'Part Time' selected. There is a '+' button to the right of the dropdown. Below that is a section for 'Shift Time' with four input fields: 'Start Date' (09/26/2023), 'End Date' (09/26/2023), 'Start Time' (11:00:00), and 'End Time' (20:00:00). Each date field has a calendar icon, and each time field has a clock icon. At the bottom right are 'Save' and 'Cancel' buttons.

Figure 68: Set Employment Status pop-up.

#### 5.4.4.7 Send invitation to join OFIRMS.

The “Send invitation to join OFIRMS is used to invite personnel from the fire department who are not OFIRMS portal users.

From Action, click on “Send Invitation to join OFIRMS”, this will open the “Invite Personnel” pop-up. The pop-up will display the email address of the personnel selected. If the email address is correct, then press the submit button to send the invite.



The screenshot shows the 'Invite Personnel' pop-up form. It has a title bar 'Invite Personnel'. Below it is a text box that says 'Invite will be sent to Jack Smith (jack.smith@3diemail.com)'. At the bottom right are 'Submit' and 'Cancel' buttons.

Figure 69: Invite Personnel pop-up.

An Email with the invitation code will be sent to the Personnel.

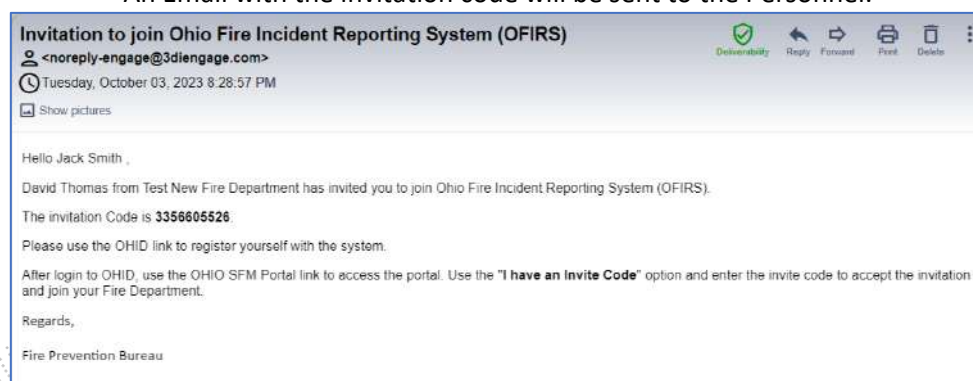


Figure 70: Sample Invitation Email with Invitation code.

The personnel can then click on the link provided and register with OHID.

After login to OHID, use the OHIO SFM Portal link to access the portal. Use the **"I have an Invite Code"** option and enter the invite code to accept the invitation and join their Fire Department.\

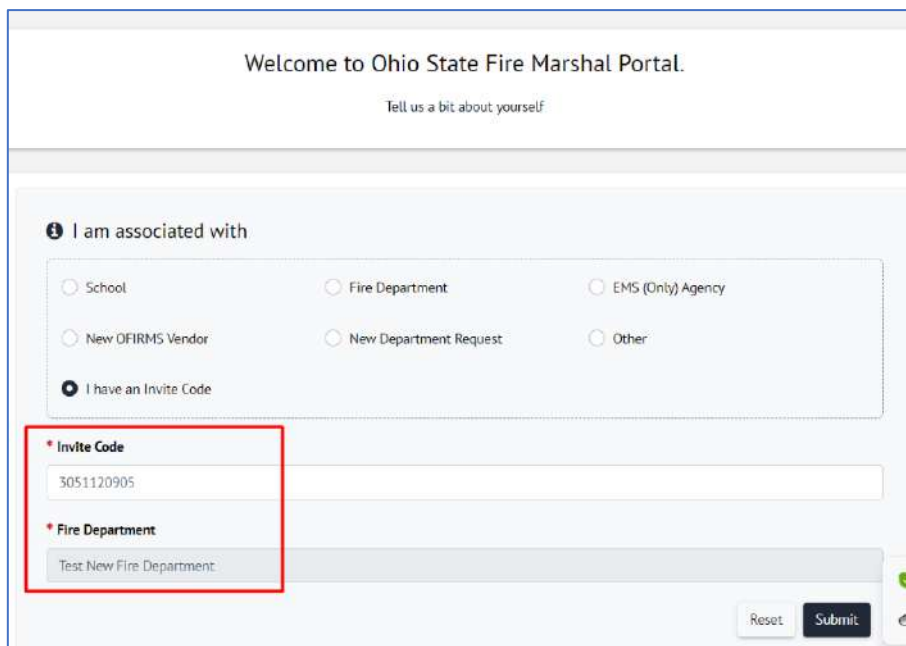


Figure 71: New OHIO SFM Portal user screen with I have an Invite Code selected.

After clicking on Submit, the personnel will be associated with their department and can login and see the pages that they have access to.

#### 5.4.4.8 Modify Schedule

Modify Schedule action is used to change the shift of a personnel. The system will only allow modification to the future schedules of a personnel or any existing schedule which has end date in future. Modification to past schedule is not allowed.

Click on the Modify Schedule action; this will open the Modify Schedule pop-up.



Figure 72: Modify Schedule pop-up.

To modify schedule, click on the Edit icon. This will expand the form to show the Select End Date. This End Date is the date when you want the existing shift that the user is assigned-to to end. The End Date cannot be in a past date.

If you want to assign the personnel to a new shift, then select the new shift name and the select the new start date for the new shift to start on. The Start Date cannot be earlier than the End Date selected above and cannot be a date in the past.



Modify Schedule

David Thomas

| Schedule Type | Start Date | End Date   | Shift | Action |
|---------------|------------|------------|-------|--------|
| Kelly         | 11/07/2023 | 12/31/2023 | A1    |        |
| Kelly         |            | 10/06/2023 | C1    |        |

Select End Date\*

New Shift

Select

Select Start Date

Save

Cancel

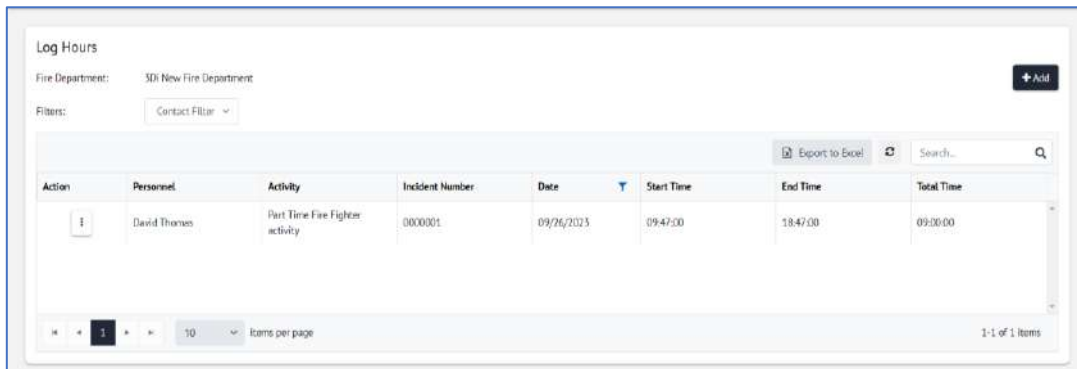
Figure 73: Expanded Modify Schedule pop-up with edit schedule.



### 5.4.5 Log Activity Hours

**Rank:** Fire Department Chief

Log Activity Hours is used to add additional hours of any personnel in the fire department. The screen displays the activities logged for all the user of the fire department.



The screenshot shows the 'Log Hours' interface. At the top, it says 'Log Hours' and 'Fire Department: 3Di New Fire Department'. There is a '+Add' button in the top right. Below this is a 'Filters' section with a 'Contact Filter' dropdown. The main part of the screen is a table with columns: Action, Personnel, Activity, Incident Number, Date, Start Time, End Time, and Total Time. There is one entry for David Thomas, a Part Time Fire Fighter, on 09/26/2023, from 09:47:00 to 18:47:00, with a total time of 09:00:00. At the bottom, there is a pagination bar showing '1' of 1 items and a '10' items per page selector.


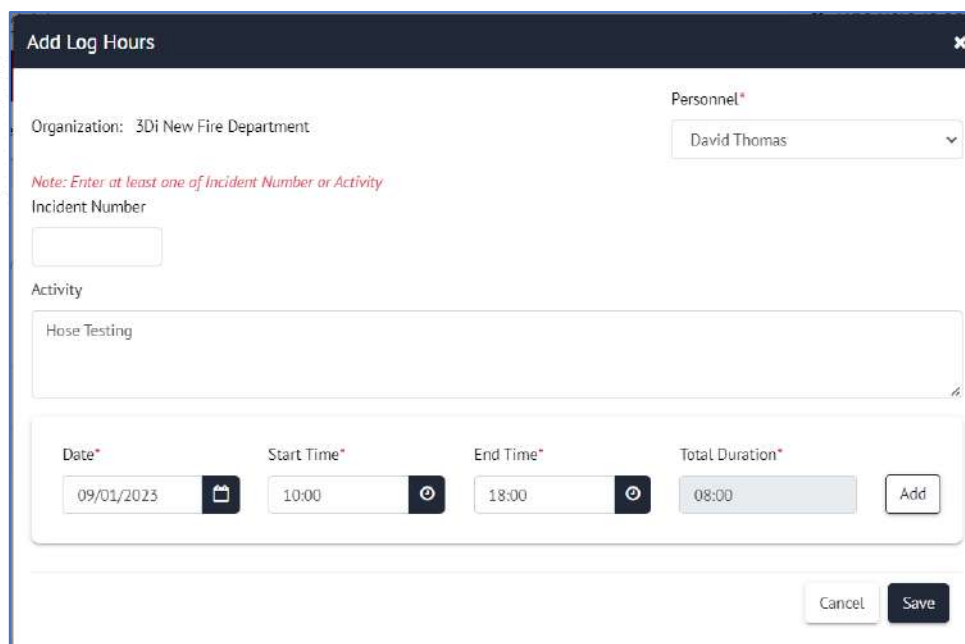
| Action  | Personnel    | Activity                        | Incident Number | Date       | Start Time | End Time | Total Time |
|---|--------------|---------------------------------|-----------------|------------|------------|----------|------------|
|  | David Thomas | Part Time Fire Fighter activity | 0000001         | 09/26/2023 | 09:47:00   | 18:47:00 | 09:00:00   |

Figure 74: Log Activity Screen

#### 5.4.5.1 Add/Log Hours

To add an Activity for personnel, click on **+Add** button. This will open the Add hours pop-up wherein you can select personnel and log activity hours.

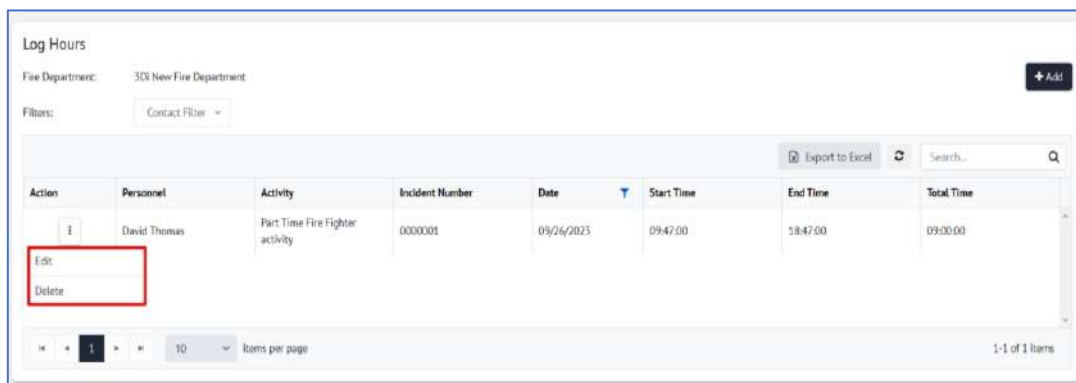
The system allows to log hours for multiple days for any activity or Incident. Use the Add Button to add additional dates for logging hours for the selected personnel.



The screenshot shows the 'Add Log Hours' pop-up window. It has a title bar with a close button. Inside, there is a form with the following fields: 'Organization' (3Di New Fire Department), 'Personnel' (a dropdown menu showing 'David Thomas'), 'Incident Number' (a text input field), 'Activity' (a text input field with 'Hose Testing'), 'Date' (a date picker showing '09/01/2023'), 'Start Time' (a time picker showing '10:00'), 'End Time' (a time picker showing '18:00'), and 'Total Duration' (a text input field showing '08:00'). There is an 'Add' button next to the 'Total Duration' field. At the bottom right, there are 'Cancel' and 'Save' buttons. A note in red text says 'Note: Enter at least one of Incident Number or Activity'.

Figure 75: Add hours pop-up.

On the Log hours screen, each entry can be modified or deleted. Use the Edit or Delete actions against the personnel's logged hours to edit and delete the entry respectively.

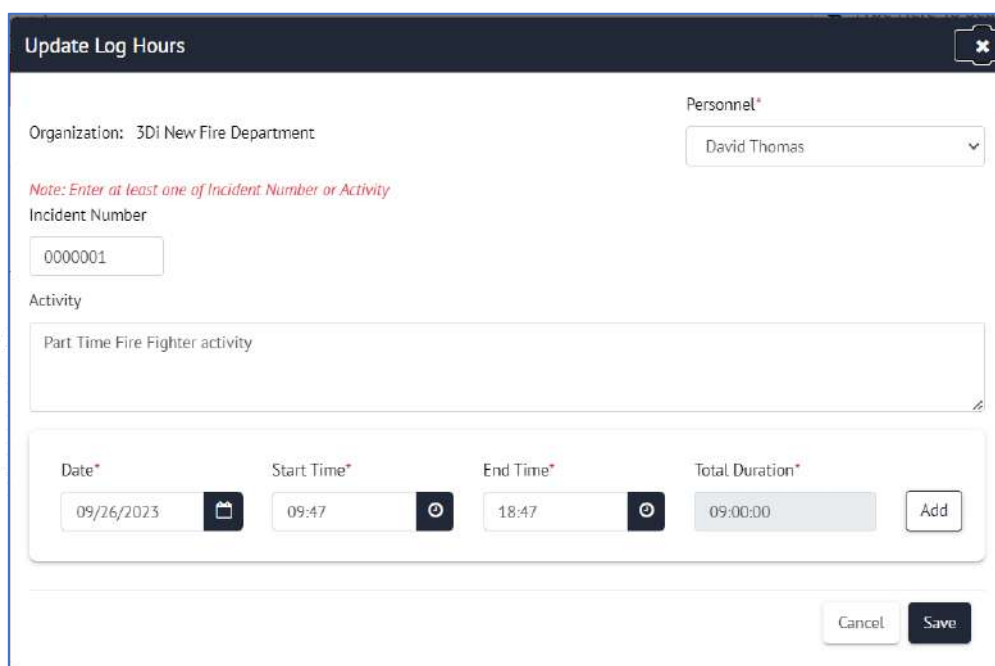


| Action                            | Personnel    | Activity                        | Incident Number | Date       | Start Time | End Time | Total Time |
|-----------------------------------|--------------|---------------------------------|-----------------|------------|------------|----------|------------|
| <div>Edit</div> <div>Delete</div> | David Thomas | Part Time Fire Fighter activity | 0000001         | 09/26/2023 | 09:47:00   | 18:47:00 | 09:00:00   |

Figure 76: Log hours grid displaying Edit and Delete Actions

#### 5.4.5.2 Edit Logged Hours

On clicking on Edit from Action, below popup will be visible wherein we can update the log hours added for the selected personnel.



**Update Log Hours**

Organization: 3Di New Fire Department

Personnel\*  
David Thomas

*Note: Enter at least one of Incident Number or Activity*

Incident Number  
0000001

Activity  
Part Time Fire Fighter activity

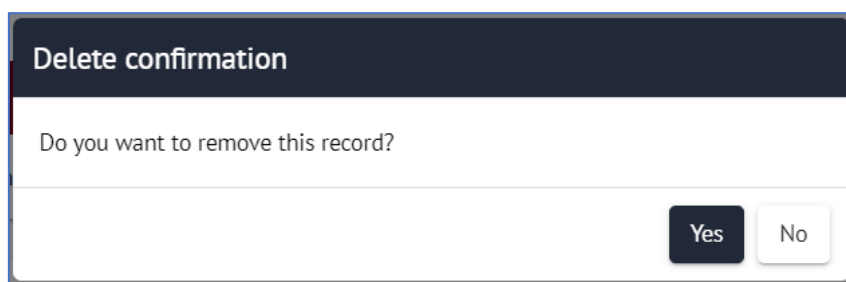
Date\* 09/26/2023 Start Time\* 09:47 End Time\* 18:47 Total Duration\* 09:00:00

Add Cancel Save

Figure 77: Edit Log Hours pop-up.

#### 5.4.5.3 Delete Logged Hours

On clicking on Delete from the action, a confirmation popup will be visible. On clicking on “Yes”, the Log hours added for the personnel will be deleted.



**Delete confirmation**

Do you want to remove this record?

Yes No

Figure 78: Delete Log Hours confirmation pop-up.

### 5.4.6 Checklist Management

**Rank:** Fire Department Chief

The purpose of this page is to create new Checklists for Engine Checks. This screen lists the checklists created for the selected fire department. Fire Department users can create custom checklist for their engine check using this functionality. To view and/or edit an existing checklist click on checklist name in the grid.

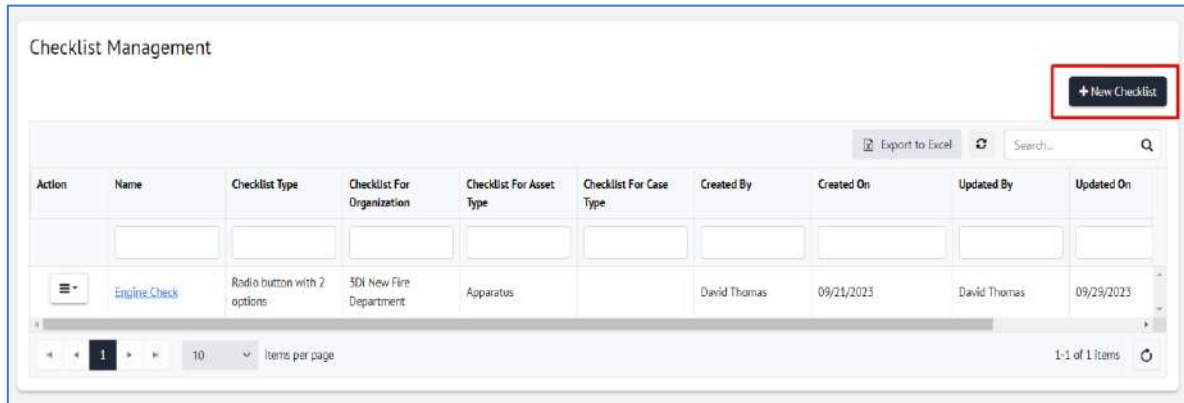


Figure 79: Checklist Management Screen

#### 5.4.6.1 Add New Checklist

To add a new checklist for a Fire Department, click on “New Checklist” button.

On clicking on, Add Checklist popup will open. For creating an Engine Check checklist,

- Enter the Name of the checklist,
- Select the style of the checklist and
- Select the Asset Types as Apparatus.

Press the **save** button to save the checklist. The options selected on this pop-up will be the default options when creating a checklist item.

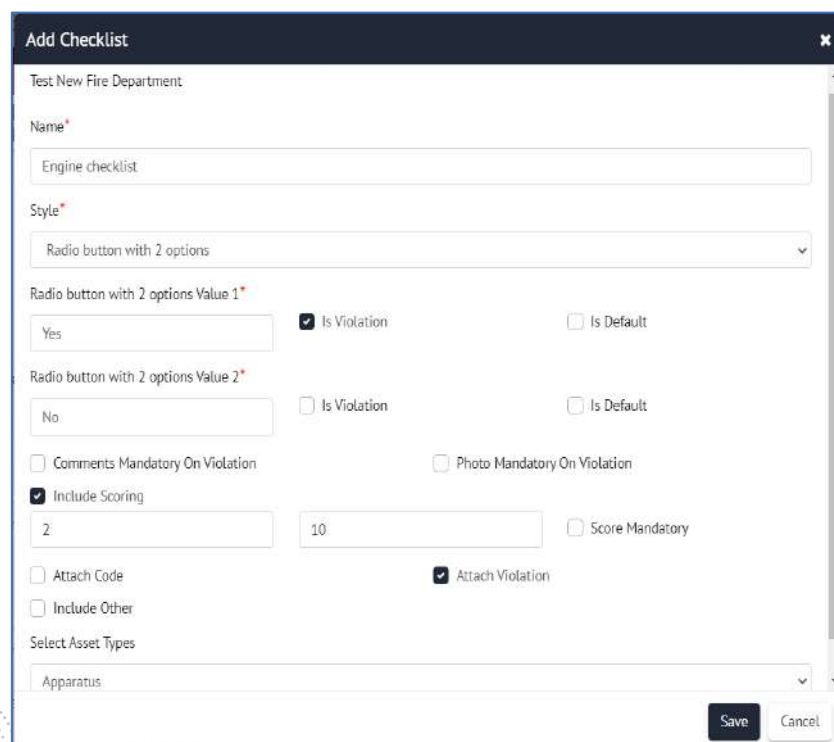
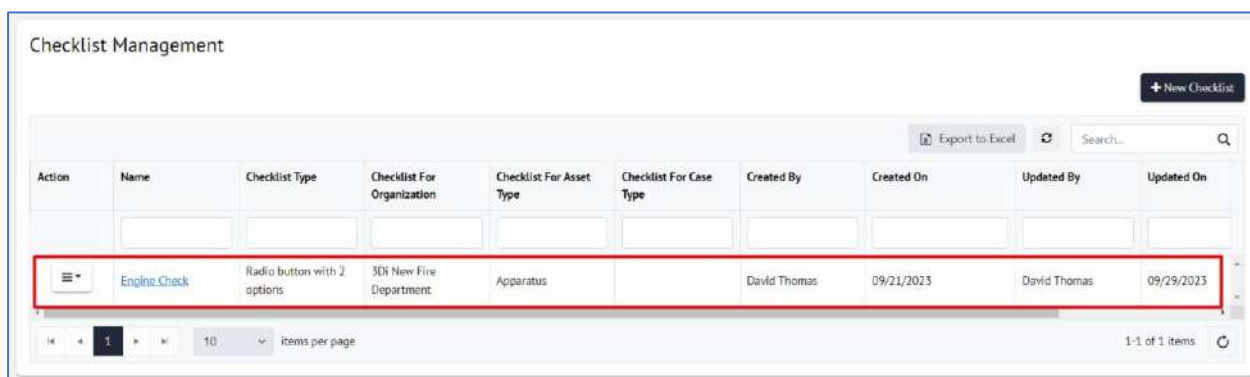


Figure 80: Add new Checklist pop-up.

After clicking on Save, it will show the newly created checklist in the grid.




| Action  | Name         | Checklist Type              | Checklist For Organization | Checklist For Asset Type | Checklist For Case Type | Created By   | Created On | Updated By   | Updated On |
|---|--------------|-----------------------------|----------------------------|--------------------------|-------------------------|--------------|------------|--------------|------------|
|  | Engine Check | Radio button with 2 options | 3Di New Fire Department    | Apparatus                |                         | David Thomas | 09/21/2023 | David Thomas | 09/29/2023 |

Figure 81: Checklist Management screen with new checklist item created.

On any checklist in the grid, the user can perform the following actions:

- **Delete Checklist** – Action to delete an existing checklist. A deleted checklist cannot be recovered. The system will not allow deletion of a checklist that is already used in any engine check.
- **Edit Checklist** – This action will open the edit checklist. The name and the checklist style can be modified using this action.
- **Copy Checklist** – To create a copy of an existing checklist, use this action.
- **Activate/Deactivate Checklist** – This action is used to activate or deactivate an existing checklist. While doing engine checks, only the active checklist will be available.

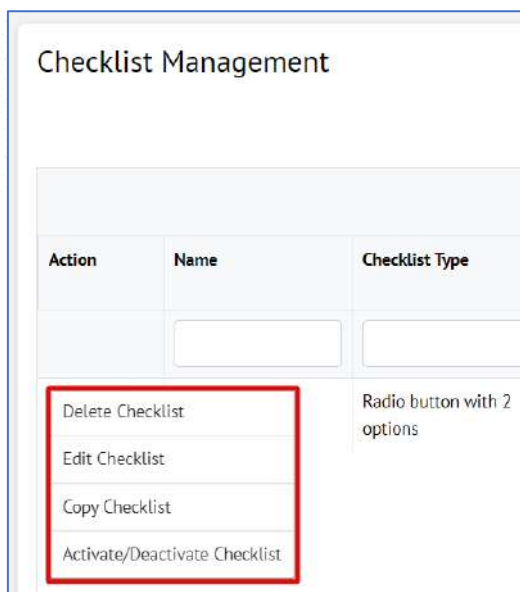


Figure 82: Action on a checklist.

#### 5.4.6.2 Delete checklist.

On clicking on Delete Checklist, a confirmation popup will display. On clicking on “Yes”, the checklist will get deleted.

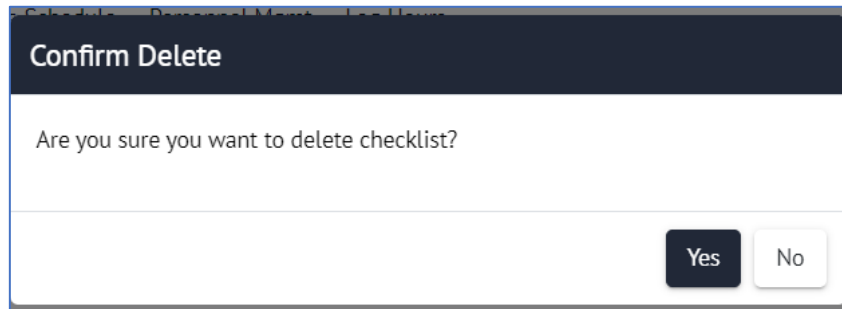
A confirmation popup titled "Confirm Delete" with a dark header. The main content area is white and contains the text "Are you sure you want to delete checklist?". At the bottom right, there are two buttons: "Yes" (dark blue) and "No" (light blue).

Figure 83: Delete Checklist Confirmation pop-up.

#### 5.4.6.3 Edit Checklist

On clicking on Edit Checklist, it will open a popup wherein you can change the design of the checklist.

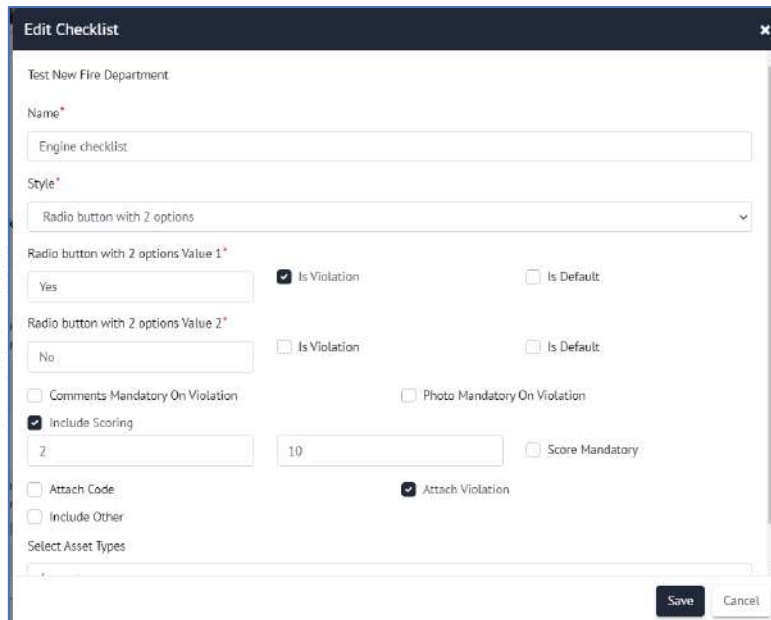
An "Edit Checklist" popup with a dark header and a close button. The form is titled "Test New Fire Department" and contains several fields: "Name\*" (text input with "Engine checklist"), "Style\*" (dropdown menu with "Radio button with 2 options"), "Radio button with 2 options Value 1\*" (text input with "Yes", "Is Violation" checkbox checked, "Is Default" checkbox), "Radio button with 2 options Value 2\*" (text input with "No", "Is Violation" checkbox, "Is Default" checkbox), "Comments Mandatory On Violation" checkbox, "Photo Mandatory On Violation" checkbox, "Include Scoring" checkbox checked, "Score" text input with "2", "Score Mandatory" checkbox, "Attach Code" checkbox, "Include Other" checkbox, "Attach Violation" checkbox checked, and "Select Asset Types" (dropdown menu). At the bottom right are "Save" and "Cancel" buttons.

Figure 84: Edit Checklist pop-up.

#### 5.4.6.4 Copy Checklist

On clicking on Copy Checklist, it will show a confirmation popup.

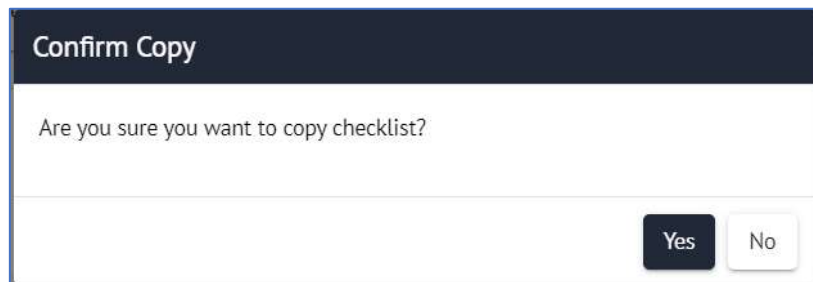
A confirmation popup titled "Confirm Copy" with a dark header. The main content area is white and contains the text "Are you sure you want to copy checklist?". At the bottom right, there are two buttons: "Yes" (dark blue) and "No" (light blue).

Figure 85: Copy Checklist confirmation pop-up

On clicking on “Yes”, it will show a success popup.

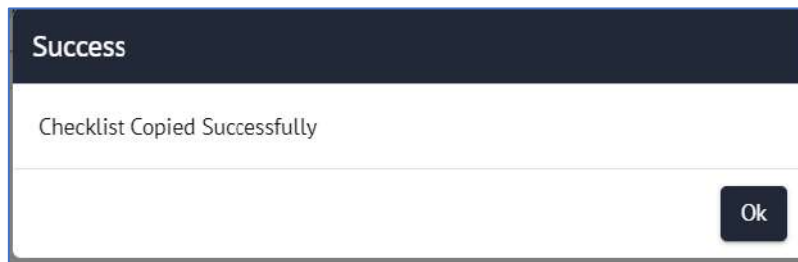





Figure 86: Copy checklist confirmation pop-up.

On clicking on “Ok”, it will create a copy of the checklist.

Checklist Management

[+ New Checklist](#)

[Export to Excel](#) [Refresh](#)

| Action  | Name  | Checklist Type              | Checklist For Organization | Checklist For Asset Type | Checklist For Case Type | Created By   | Created On | Updated By   | Updated On |
|---|---|-----------------------------|----------------------------|--------------------------|-------------------------|--------------|------------|--------------|------------|
|  | <a href="#">Engine Check</a>                | Radio button with 2 options | 3Di New Fire Department    | Apparatus                |                         | David Thomas | 09/21/2023 | David Thomas | 09/29/2023 |
|  | <a href="#">Fire Station checklist</a>      | Single Checkbox             | 3Di New Fire Department    |                          |                         | David Thomas | 10/03/2023 | David Thomas | 10/05/2023 |
|  | <a href="#">Fire Station checklist Copy</a> | Single Checkbox             | 3Di New Fire Department    |                          |                         | David Thomas | 10/03/2023 | David Thomas | 10/05/2023 |

10 Items per page 1-3 of 3 items

Figure 87: Checklist screen highlighting a copied checklist.

#### 5.4.6.5 Activate/Deactivate Checklist

On clicking on Activate / Deactivate Checklist, it will Activate / Deactivate the checklist and it will not be visible for Engine Checks.

**Note:** Checklist created from here are visible in the “Engine Checks” option in the “Apparatus” grid.



## 6 Decal

Department staff can request new decals every year. At a high level, the Decal request is a 3-stage process:

1. Department staff submits the decal request.
2. Decal request approval by the department chief
3. Bureau staff verifies certification details and ships the decal.

### 6.1 Request Decal

**Rank:** All fire department staff

**Steps:**

**Step 1:** Log in to the portal and select the fire department.

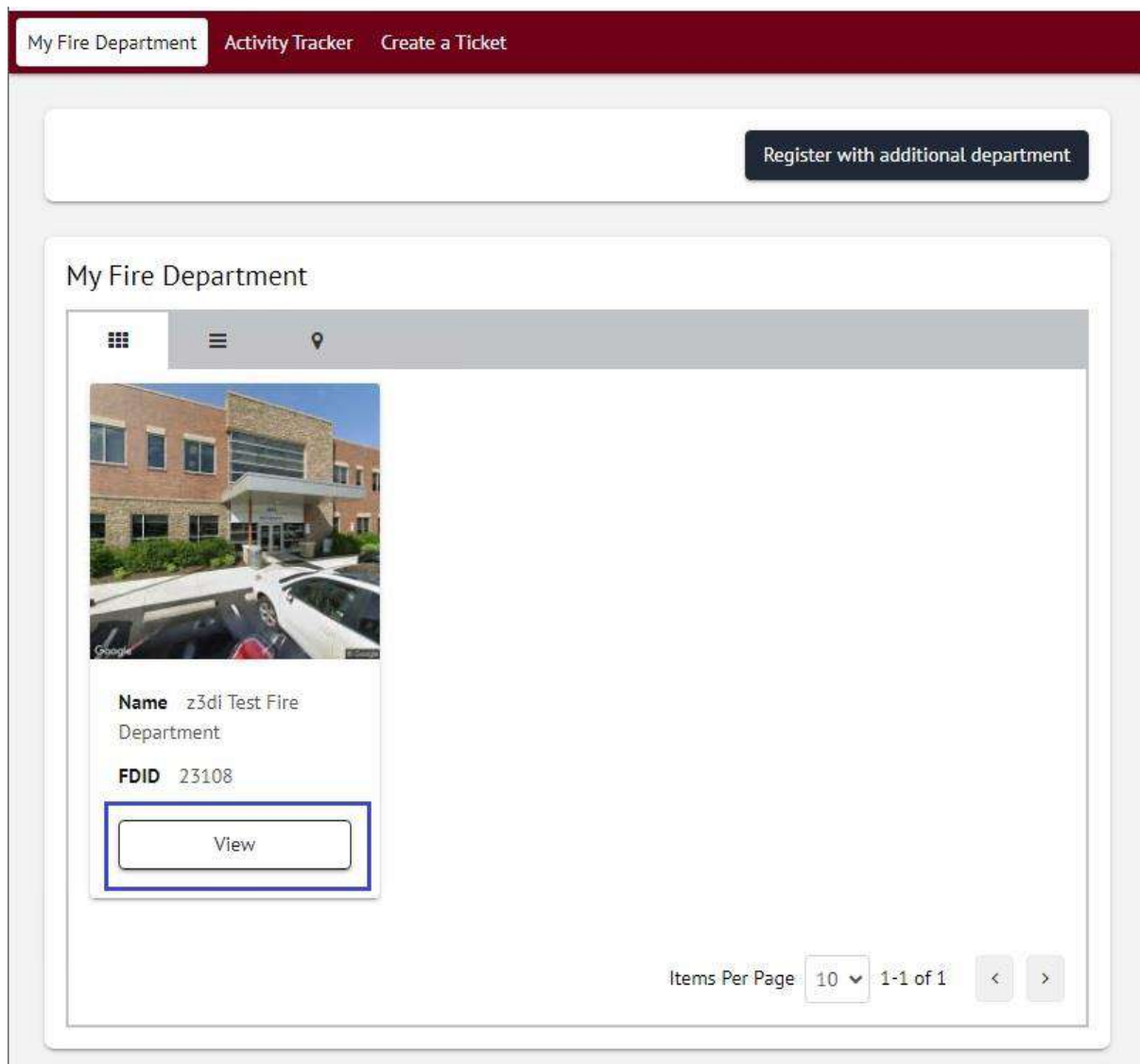


Figure 88: My Department Screen with View Button highlighted.

**Step 2:** Scroll down to the Decal Requests section and click on the **+ Request Decal** button.

Decal Requests

Export to Excel

| Case Number                | Issuing Year | Vehicle Owner Name | Requested On | DPS Certification number | License Plate Number | Manufacturing Year | Make and Model | Maltese Cross Required | Status                           |
|----------------------------|--------------|--------------------|--------------|--------------------------|----------------------|--------------------|----------------|------------------------|----------------------------------|
| <a href="#">FP-2341707</a> | 2024         | mark sam           | 01/26/2023   | DPS77458                 | OH77452              | 2022               | MG             | Yes                    | Close                            |
| <a href="#">FP-2341688</a> | 2023         | 3DiEngage Admin    | 01/25/2023   | T22                      | L33                  | 2022               | M334           | No                     | Pending Certificate Verification |

1-2 of 2 items

Figure 89: Decal Request grid on Decal Request Screen

**Step 3:** Fill out the **Request Decal** form and hit the **Submit** button.

- Contact details such as **first name, last name, email, and phone number.**
- **Issuing Year**
- **DPS Certification number** – Firefighter certification number from the Department of Public Safety.
- Vehicle Details such as **manufacturing year, make and model, license plate number, and date of vehicle inspection.**
- **Maltese Cross Required?** – let the Fire Prevention Bureau know if Maltese Cross is also required along with the new decal.

Request Decal

Vehicle Owner Details

☐ Use contact information from my profile ☒ Provide contact details

\* First Name

\* Last Name

\* Email

\* Phone Number

Application Details

\* Issuing Year

\* DPS Certification number

Vehicle Details

\* Manufacturing Year

\* Make and Model

\* License Plate Number

\* Date of Inspection

\* Maltese Cross Required?

Yes ☐ No ☐

Department Comments

0 of 500 characters used

Cancel Submit

Figure 90: Request Decal Form

**Step 4:** Upon submission, the system will provide the confirmation message.

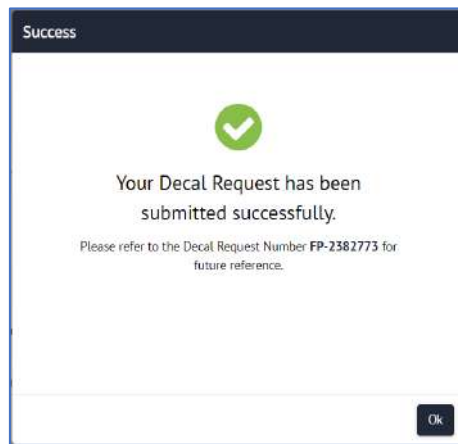
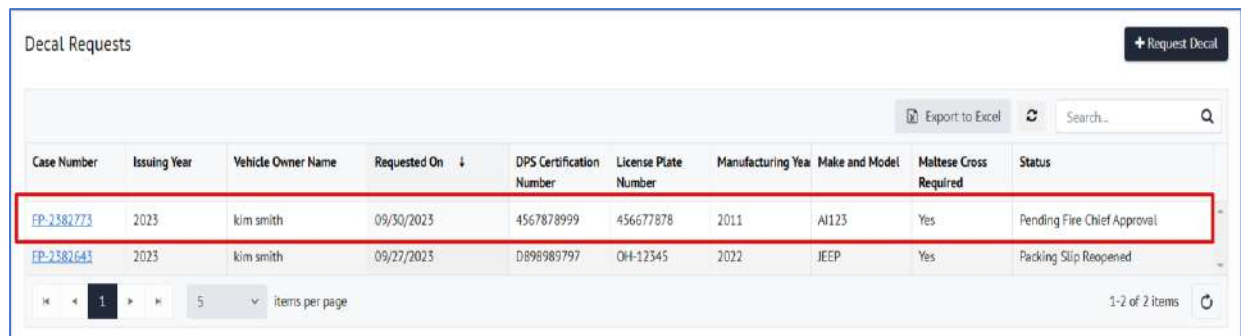


Figure 91: Decal Request Creation confirmation pop-up.

Newly added decal requests will be visible under the Department's **Decal Requests** list and go to is Fire Chief's queue for approval.



The screenshot shows a "Decal Requests" table with a header row and two data rows. The first row is highlighted with a red border. Above the table, there is a "+ Request Decal" button, an "Export to Excel" button, and a search bar. Below the table, there is a pagination bar showing "1" of 2 items, a "5 items per page" dropdown, and a "1-2 of 2 items" indicator.

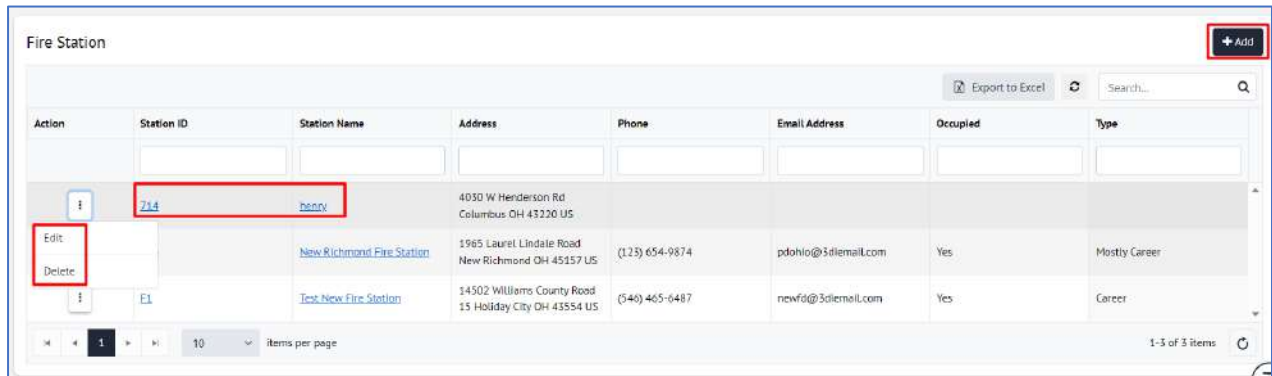
| Case Number                | Issuing Year | Vehicle Owner Name | Requested On | DPS Certification Number | License Plate Number | Manufacturing Year | Make and Model | Maltese Cross Required | Status                      |
|----------------------------|--------------|--------------------|--------------|--------------------------|----------------------|--------------------|----------------|------------------------|-----------------------------|
| <a href="#">FP-2382773</a> | 2023         | kim smith          | 09/30/2023   | 4567878999               | 456677878            | 2011               | AI123          | Yes                    | Pending Fire Chief Approval |
| <a href="#">FP-2382643</a> | 2023         | kim smith          | 09/27/2023   | D898989797               | OH-12345             | 2022               | JEEP           | Yes                    | Packing Slip Reopened       |

Figure 92: Decal Request on the Fire Department Detail screen

## 7 Fire Station Management

### 7.1 Add/Edit/Delete Fire Station

To add a new fire station, click on the Add button of the Fire Station section (Fire Department detail page). The **ID** and **Address** are mandatory fields. Once added, the station details can be edited, or the station record can be deleted.






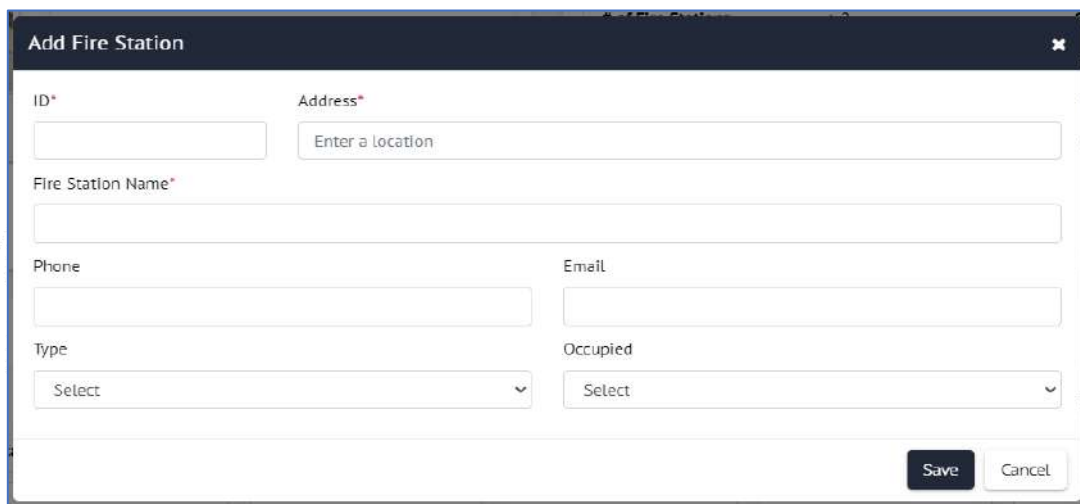
| Action  | Station ID | Station Name                              | Address   | Phone          | Email Address       | Occupied | Type          |
|---|------------|---|---|----------------|---------------------|----------|---------------|
|  | 714        | <a href="#">View</a>                      | 4030 W Henderson Rd.<br>Columbus OH 43220 US              |                |                     |          |               |
|  |            | <a href="#">New Richmond Fire Station</a> | 1965 Laurel Lindale Road<br>New Richmond OH 45157 US      | (123) 654-9874 | pdohio@3diemail.com | Yes      | Mostly Career |
|  | E1         | <a href="#">Test New Fire Station</a>     | 14502 Williams County Road<br>15 Holiday City OH 43554 US | (540) 465-6487 | newf0@3diemail.com  | Yes      | Career        |

Figure 93: Fire Station grid on Fire Department Detail Screen



**Add Fire Station**

ID\*

Address\*

Fire Station Name\*

Phone

Email

Type

Occupied

Save Cancel

Figure 94: Add Fire Station pop-up.

## 7.2 Fire Station Detail

To view the station detail page, click on the Station ID or Station Name field from the Fire Station grid which is present on the Fire Department detail page.

**Ohio State Fire Marshal** | Test New Fire Department

Dashboard | My Work Queue | My Fire Department | Incidents | Activity Tracker | Create a Ticket | Admin

Station ID : 205 | Station Name : Brownstown Charter Township Fire Station  
 FDID : 91234 | Fire Department : Test New Fire Department | County : Adams

**Address** + Add

Office

1458 Dublin Rd Columbus OH 43215 US ✎ ✕

20564 Gudith Road Brownstown Charter Township MI 48183 US ✎ ✕

**Station Information** Edit

Station ID : 288 | Station Name : Brownstown Charter Township Fire Station  
 Status : Inactive | Email Address : pdohio@3diemail.com  
 Type : Part time | Phone : (123) 456-7890  
 Occupied? : Yes

**Apparatus** Export to Excel ↺

| Action          | Apparatus Name | Apparatus ID | Apparatus Use | Apparatus Type | Fire Station | Location | Asset Status |
|-----------------|----------------|--------------|---------------|----------------|--------------|----------|--------------|
| No Record Found |                |              |               |                |              |          |              |

**Personnel** Export to Excel ↺ Search... 🔍

| Name            | Personnel ID | Rank/Position | Supervisor | Fire Station | Certification # | Date of Joining | OFIRS Contact | OSFM Portal User | Phone |
|-----------------|--------------|---------------|------------|--------------|-----------------|-----------------|---------------|------------------|-------|
| No Record Found |              |               |            |              |                 |                 |               |                  |       |

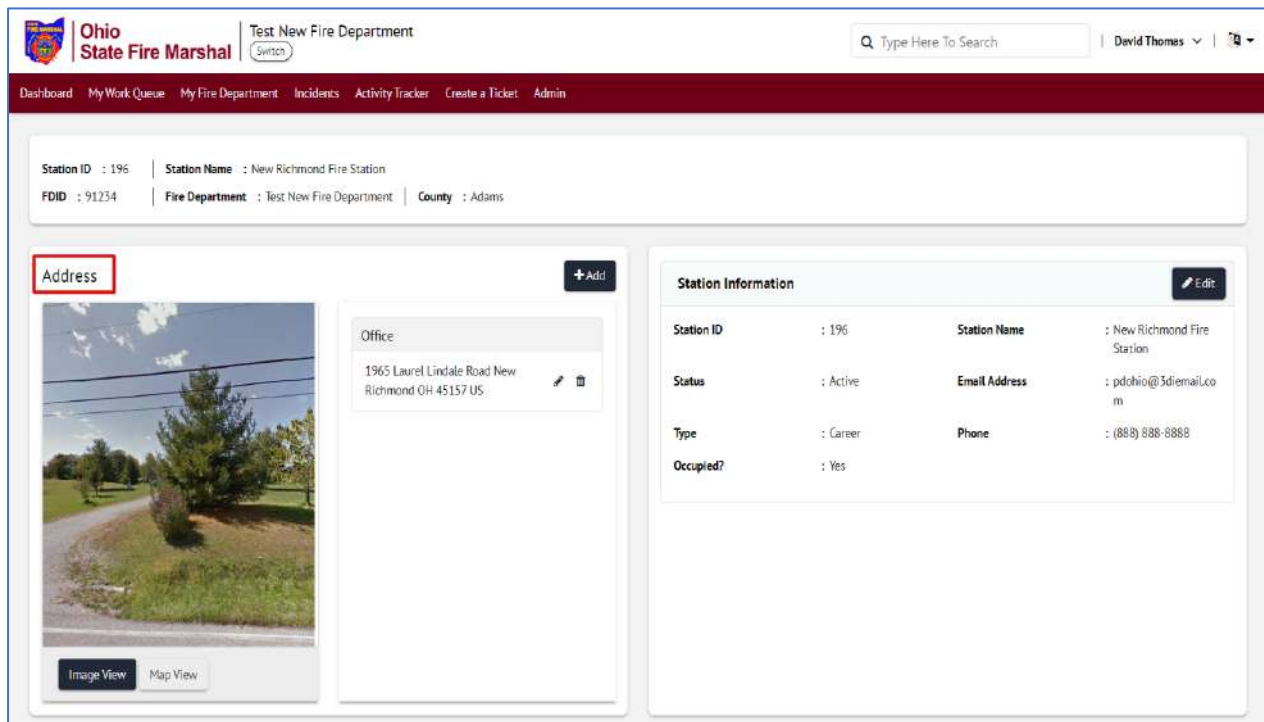
0 5 Items per page No items to display ↺

Figure 95: Fire Station Detail screen

### 7.2.1 Address

The OFIRMS systems allow multiple addresses (mailing and Office) for the fire station. The station address can be added by clicking on the **Add** button.





Ohio State Fire Marshal | Test New Fire Department

Dashboard | My Work Queue | My Fire Department | Incidents | Activity Tracker | Create a Ticket | Admin

Station ID : 196 | Station Name : New Richmond Fire Station  
FDID : 91234 | Fire Department : Test New Fire Department | County : Adams

**Address** + Add

Office  
1965 Laurel Lindale Road New Richmond OH 45157 US

Image View | Map View

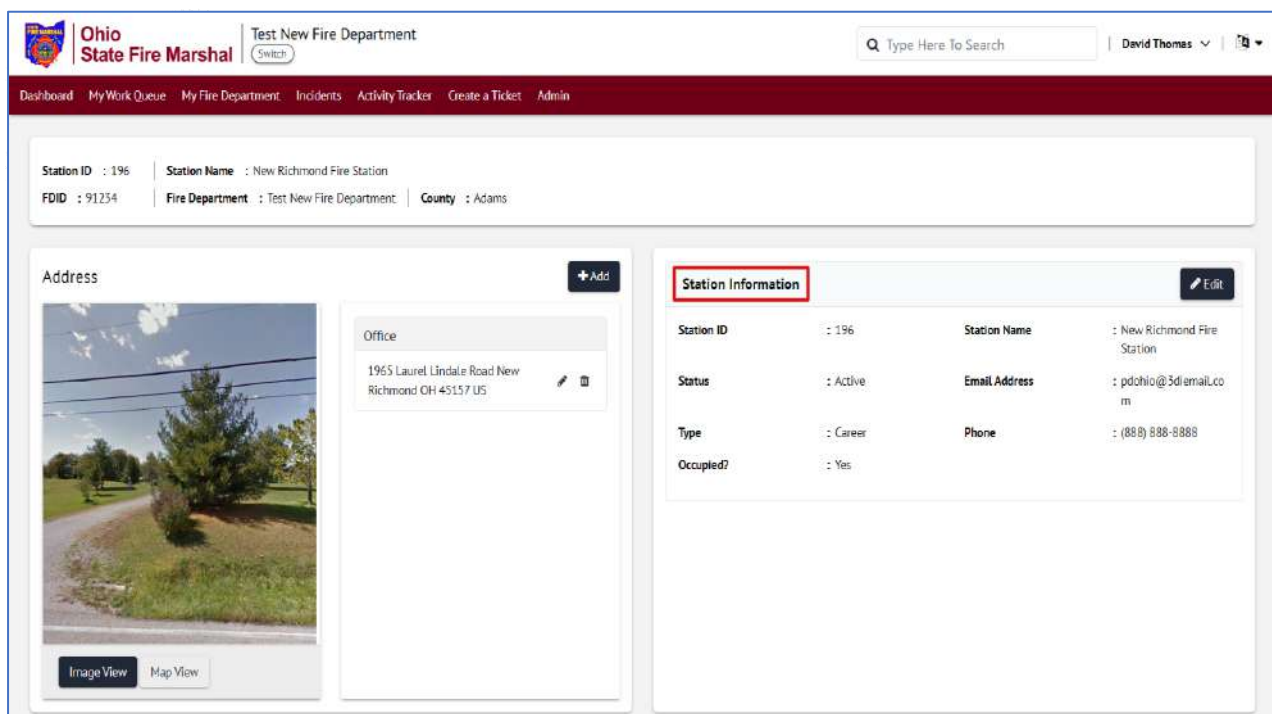
**Station Information** Edit

|            |          |               |                             |
|------------|----------|---------------|-----------------------------|
| Station ID | : 196    | Station Name  | : New Richmond Fire Station |
| Status     | : Active | Email Address | : pdohio@3diemail.com       |
| Type       | : Career | Phone         | : (888) 888-8888            |
| Occupied?  | : Yes    |               |                             |

Figure 96: Address and Station Information screen on Fire Station Detail screen

### 7.2.2 Station Information

Station information like **Station ID, Name, Status, Contact Details**, etc. are listed under this section.



Ohio State Fire Marshal | Test New Fire Department

Dashboard | My Work Queue | My Fire Department | Incidents | Activity Tracker | Create a Ticket | Admin

Station ID : 196 | Station Name : New Richmond Fire Station  
FDID : 91234 | Fire Department : Test New Fire Department | County : Adams

**Address** + Add

Office  
1965 Laurel Lindale Road New Richmond OH 45157 US

Image View | Map View

**Station Information** Edit

|            |          |               |                             |
|------------|----------|---------------|-----------------------------|
| Station ID | : 196    | Station Name  | : New Richmond Fire Station |
| Status     | : Active | Email Address | : pdohio@3diemail.com       |
| Type       | : Career | Phone         | : (888) 888-8888            |
| Occupied?  | : Yes    |               |                             |

Figure 97: Address and Station Information screen on Fire Station Detail screen



### 7.2.3 Apparatus

The station apparatus are listed under this section.



|   |                            |              |               |                               |                           |  |              | Export to Excel |                |
|---|----------------------------|--------------|---------------|-------------------------------|---------------------------|--|--------------|-----------------|----------------|
| Action  | Apparatus Name             | Apparatus ID | Apparatus Use | Apparatus Type                | Fire Station              | Location   | Asset Status |                 |                |
|  | <a href="#">Fire Truck</a> | 101          | Suppression   | Heavy ground equipment, other | New Richmond Fire Station | 14502 Williams County Road 15, Holiday City, OH, USA | Active       |                 |                |
|  | <a href="#">T-105</a>      | T-105        | EMS           | Privately owned vehicle       | New Richmond Fire Station | 100 Main St. Groveport OH 43123 US                   | Active       |                 |                |
|   |                            |              |               |                               |                           |  |              | 10              | Items per page |
|   |                            |              |               |                               |                           |  |              | 1-2 of 2 items  |                |

Figure 98: Apparatus List on the Fire Station Detail Screen

**Important:** Station Management doesn't allow users to add new Apparatus to the system. To add a new apparatus and assign it to status, refer to [Apparatus](#) section and My Fire Department.

#### Actions:

- Add Apparatus Maintenance Info: Refer to [Add Apparatus Maintenance](#)
- Engine Check: Refer to [Engine Check](#)
- Inactive: The action will change the apparatus status to inactive. The inactivated apparatus is not available for selection while reporting an incident using the OFIRMS portal/mobile app.

### 7.2.4 Personnel

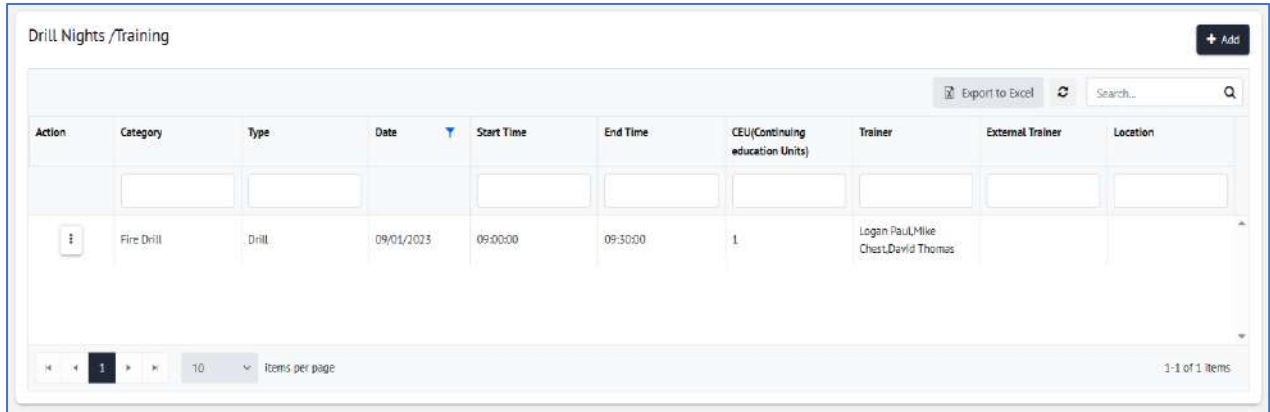
All fire station personnel are listed in this section. Click on the **Name** column to view the personnel detail page.

|                                  |              |                 |            |                           |                 |                 |               |                  |                | Export to Excel |                | Search...      |  |
|----------------------------------|--------------|-----------------|------------|---------------------------|-----------------|-----------------|---------------|------------------|----------------|-----------------|----------------|----------------|--|
| Name                             | Personnel ID | Rank/Position   | Supervisor | Fire Station              | Certification # | Date of Joining | OFIRS Contact | OSFM Portal User | Phone Number   |                 |                |                |  |
| <a href="#">Eddie Littlejohn</a> |              | Battalion Chief |            | New Richmond Fire Station |                 |                 | No            | No               |                |                 |                |                |  |
| <a href="#">Jack Smith</a>       |              | Fire Chief      |            | New Richmond Fire Station |                 |                 | No            | No               | (676) 516-4546 |                 |                |                |  |
|                                  |              |                 |            |                           |                 |                 |               |                  |                | 5               | Items per page | 1-2 of 2 items |  |

Figure 99: Personnel list on the Fire Station Detail Screen

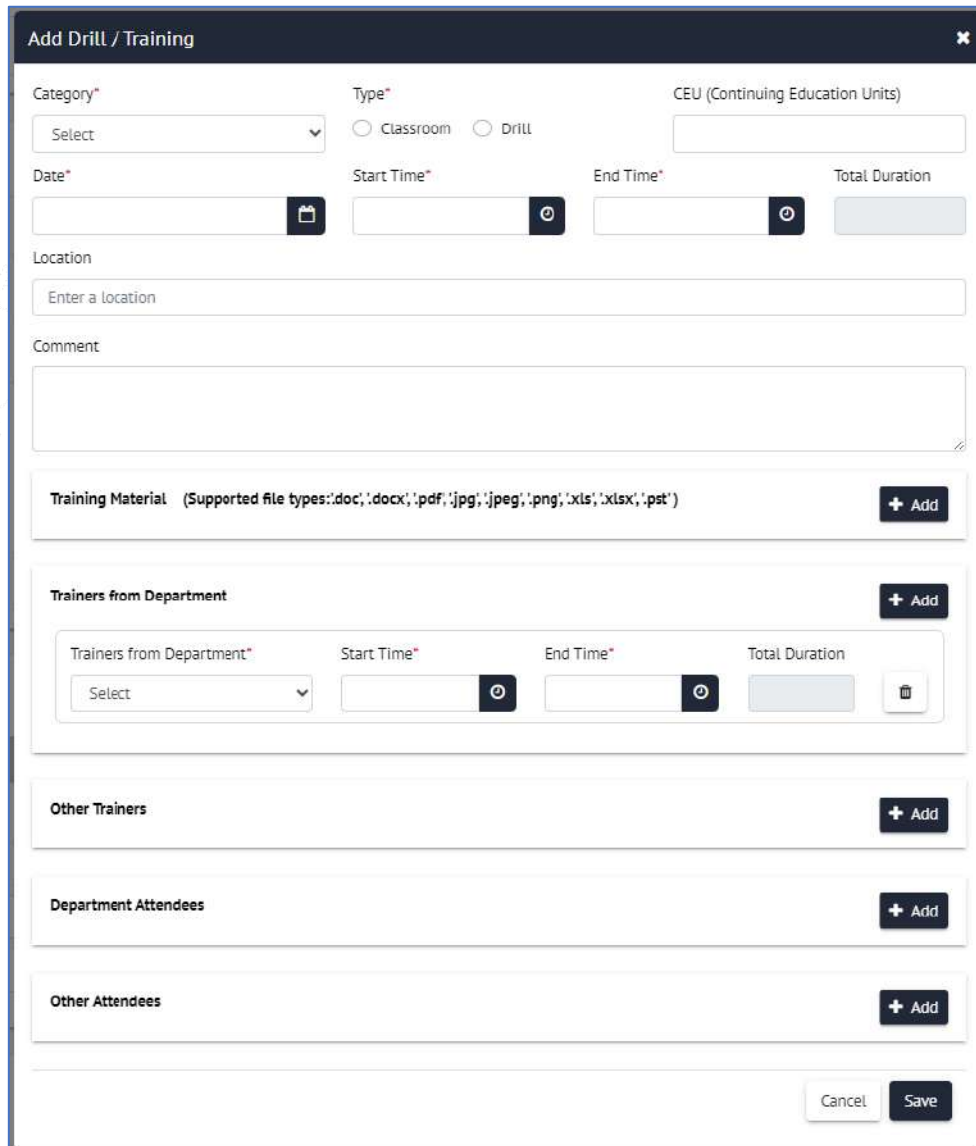
### 7.2.5 Drill Nights/Training

The section lists the station training history. Click the **+ Add** button on The Drill Night/Training section. While adding new training, the system asks for a few important details like **category, type, CEU, date and time, location, trainer, attendees**, and other details.



| Action | Category   | Type  | Date       | Start Time | End Time | CEU(Continuing education Units) | Trainer                              | External Trainer | Location |
|--------|------------|-------|------------|------------|----------|---------------------------------|--------------------------------------|------------------|----------|
|        | Fire Drill | Drill | 09/01/2023 | 09:00:00   | 09:30:00 | 1                               | Logan Paul, Mike Chest, David Thomas |                  |          |

Figure 100: Drill Nights/Training grid on Fire Station Detail Screen



**Add Drill / Training**

Category\*  Type\* ☐ Classroom ☐ Drill CEU (Continuing Education Units)

Date\*  Start Time\*  End Time\*  Total Duration

Location

Comment

Training Material (Supported file types: .doc, .docx, .pdf, .jpg, .jpeg, .png, .xls, .xlsx, .pst)

Trainers from Department

Trainers from Department\*  Start Time\*  End Time\*  Total Duration

Other Trainers

Department Attendees

Other Attendees

Figure 101: Add Drill / Training pop-up.

**Important:** The station training details are also visible under the Drill and Training section of the attendees' detail page.



**Add Hydrant**

Hydrant Number

Address

Map Satellite

Lat:  Long:

Fire Station:  Hydrant Status:

Main Size:  Last Inspection Date:

GPM AT 20 PSI:  Shape:

Hydrant Color:

Comments:

Cancel Save

Figure 104: Add Hydrants pop-up.

**Important:** While adding a hydrant, the system can capture the exact location of the hydrant by clicking on the map.

### 7.2.6.2 Hydrant Detail

Click on Hydrant number or Address to go to the hydrant detail page.

**Overview**

Hydrant Number: 12 | Fire Station: New Richmond Fire Station | Fire Department Name: Test New Fire Department | FID: 91254 | Hydrant Status: Out Of Service

**Hydrant Inspection**

| Hydrant Number | Inspection Date | Inspection Time | Status         | Static | Residual | Flowing | Condition | Comments |
|----------------|-----------------|-----------------|----------------|--------|----------|---------|-----------|----------|
| 12             | 09/01/2025      | 01:24 PM        | Out of Service |        |          |         |           |          |

1-1 of 1 items

Figure 105: Hydrant Detail Screen

### 7.2.6.3 Add Hydrant Inspection

On the Hydrant Detail screen, you can click on the Action to Add Hydrant inspection.

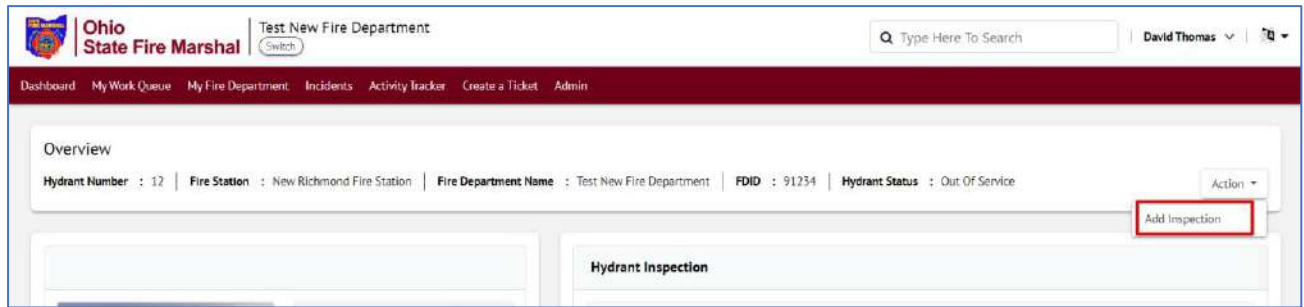


Figure 106: Add Hydrant Action on Hydrant Detail screen.

On clicking on Add Inspection, it will open a popup wherein you can fill in the inspection details.

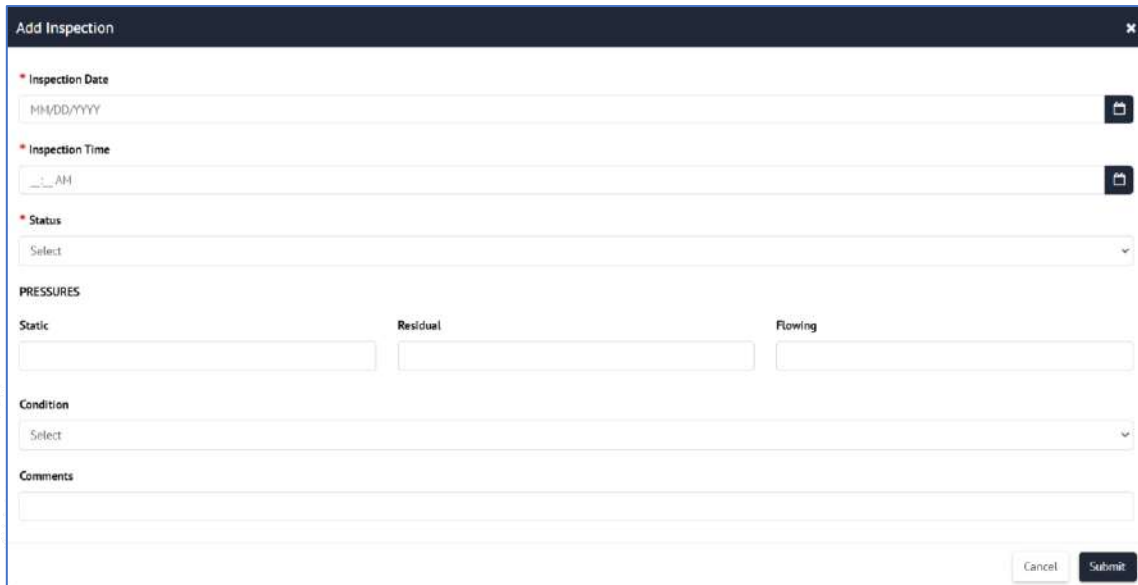
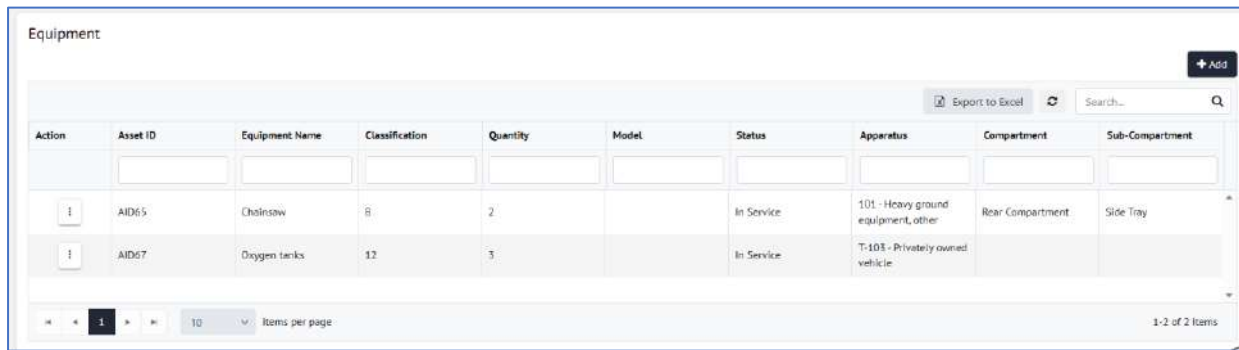


Figure 107: Add Hydrant Inspection pop-up.

## 7.2.7 Equipment

Use the equipment section to add all equipment that a fire station possesses.

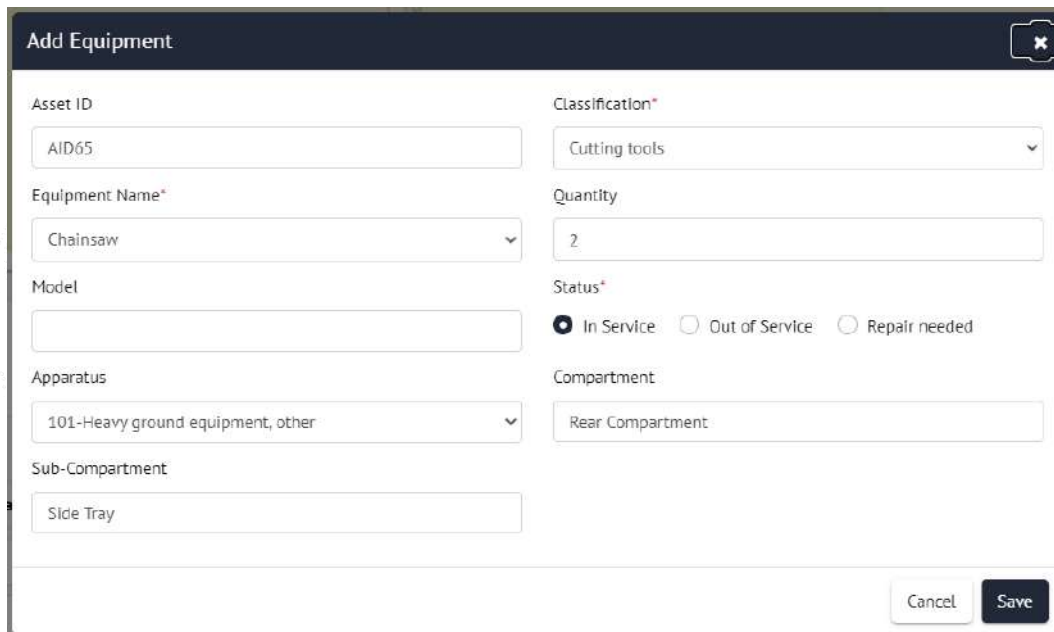


| Action | Asset ID | Equipment Name | Classification | Quantity | Model | Status     | Apparatus                           | Compartment      | Sub-Compartment |
|--------|----------|----------------|----------------|----------|-------|------------|-------------------------------------|------------------|-----------------|
| [icon] | AID65    | Chainsaw       | 8              | 2        |       | In Service | 101 - Heavy ground equipment, other | Rear Compartment | Side Tray       |
| [icon] | AID67    | Oxygen tanks   | 12             | 3        |       | In Service | T-103 - Privately owned vehicle     |                  |                 |

Figure 108: Equipment List on the Fire Station Detail screen.

### 7.2.7.1 Add Equipment

Click on the **Add** button to add a new equipment entry. **Asset ID**, **Classification**, **Equipment Name**, and **Status** are important fields to be provided. If equipment is part of an apparatus, then equipment can be tagged against an apparatus.



**Add Equipment**

Asset ID: AID65

Classification\*: Cutting tools

Equipment Name\*: Chainsaw

Quantity: 2

Model:

Status\*: ☒ In Service ☐ Out of Service ☐ Repair needed

Apparatus: 101-Heavy ground equipment, other

Compartment: Rear Compartment

Sub-Compartment: Side Tray

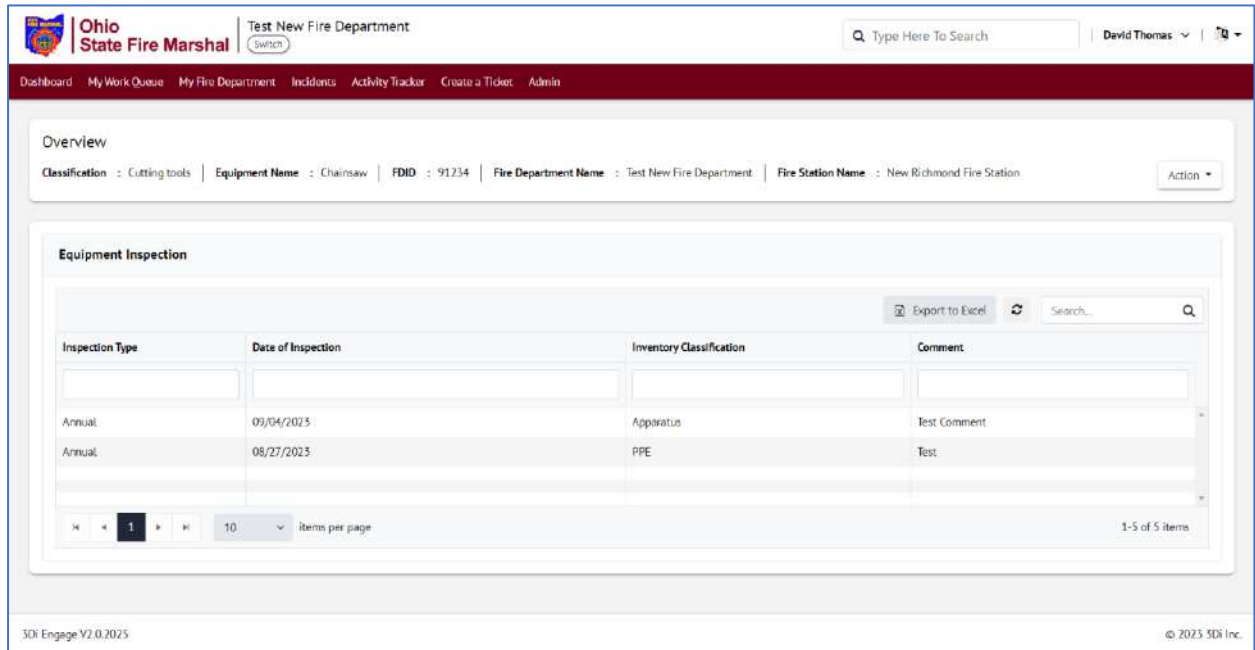
Cancel Save

Figure 109: Add Equipment pop-up on Fire Station Detail screen.

### 7.2.7.2 Equipment Detail

On clicking on Asset ID or Equipment name, it will redirect you to the Equipment detail screen.





| Classification | Equipment Name | FDID  | Fire Department Name     | Fire Station Name         |
|----------------|----------------|-------|--------------------------|---------------------------|
| Cutting tools  | Chainsaw       | 91234 | Test New Fire Department | New Richmond Fire Station |

| Inspection Type | Date of Inspection | Inventory Classification | Comment      |
|-----------------|--------------------|--------------------------|--------------|
| Annual          | 09/04/2023         | Apparatus                | Test Comment |
| Annual          | 08/27/2023         | PPE                      | Test         |

Figure 110: Equipment Detail screen

### 7.2.7.3 Add Equipment Inspection

To log the equipment inspection and the documents of the equipment inspection, click on the “Add Inspection” action on the Equipment Detail screen.

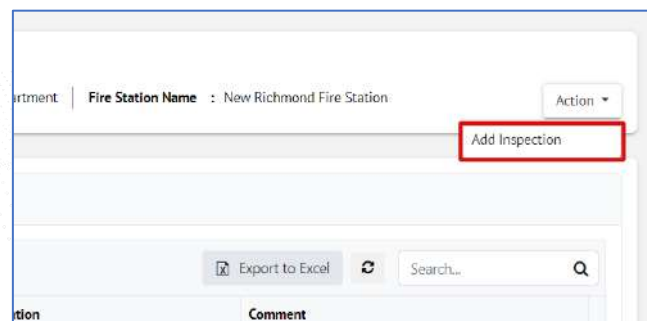


Figure 111: Add Inspection action on Equipment Detail screen.

On clicking on Add Inspection, it will open a popup wherein you can fill in the inspection details.

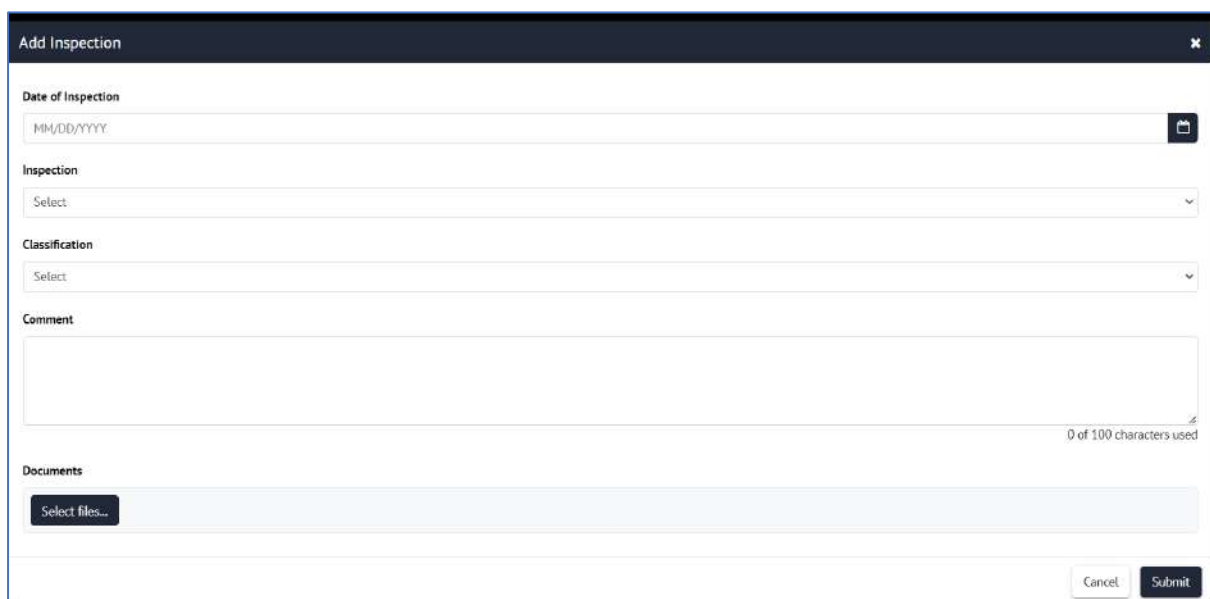
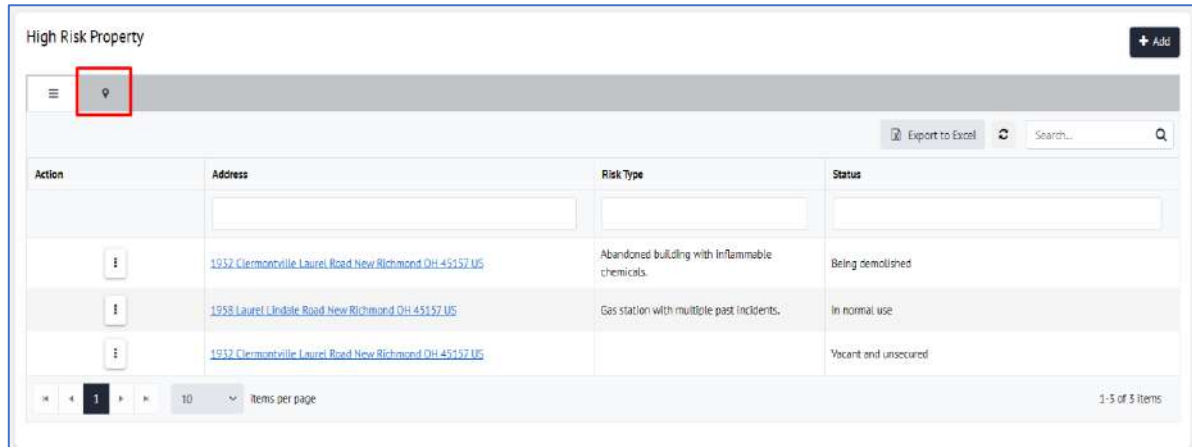





Figure 112: Add Equipment Inspection pop-up.

### 7.2.8 High Risk Property

The system allows Fire Department to keep an inventory of High-risk properties.

When the station detail page gets loaded, the high-risk properties are listed in the tabular format. Click on the map icon to view the properties in the map view.



| Action  | Address   | Risk Type                                    | Status               |
|---|---|--|----------------------|
|  | <a href="#">1932 Clermontville Laurel Road New Richmond OH 45157 US</a> | Abandoned building with flammable chemicals. | Being demolished     |
|  | <a href="#">1958 Laurel Lindale Road New Richmond OH 45157 US</a>       | Gas station with multiple past incidents.    | In normal use        |
|  | <a href="#">1932 Clermontville Laurel Road New Richmond OH 45157 US</a> |  | Vacant and unsecured |

1-5 of 3 items

Figure 113: High Risk properties on Fire Station Detail screen.

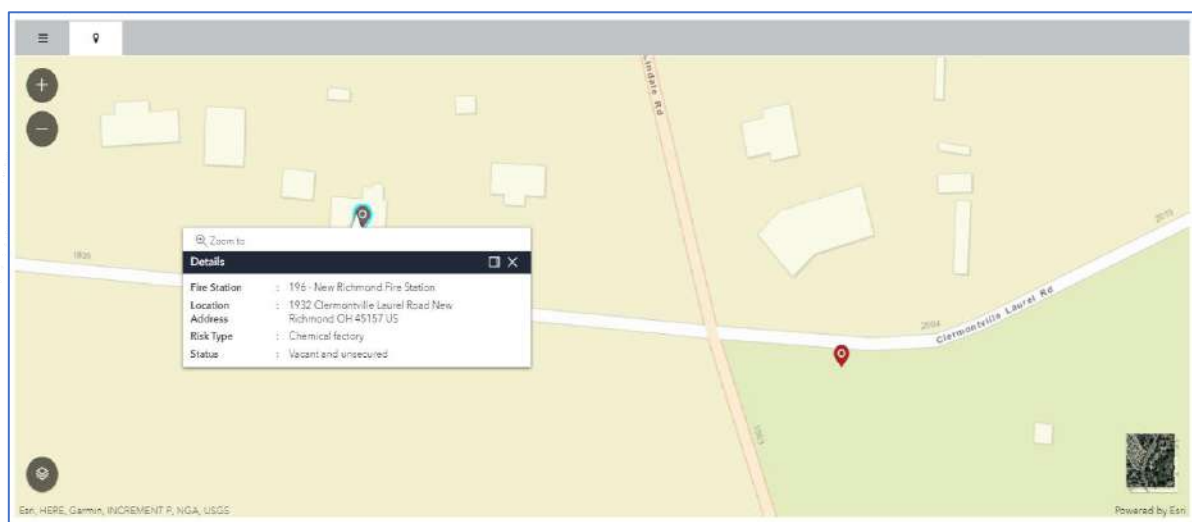
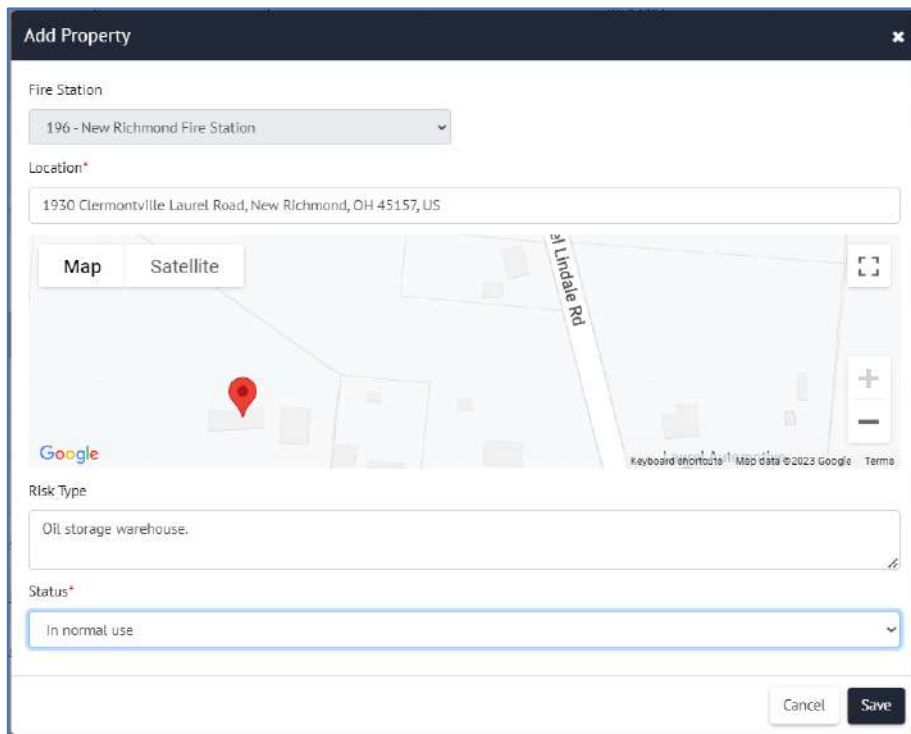


Figure 114: Map view of High Risk properties on Fire Station Detail screen.

#### 7.2.8.1 Add New High Risk Property

To add new high-risk properties that come under the station's jurisdiction click on the **Add** button and providing details such as **Location**, **Risk Type**, and **Status**.

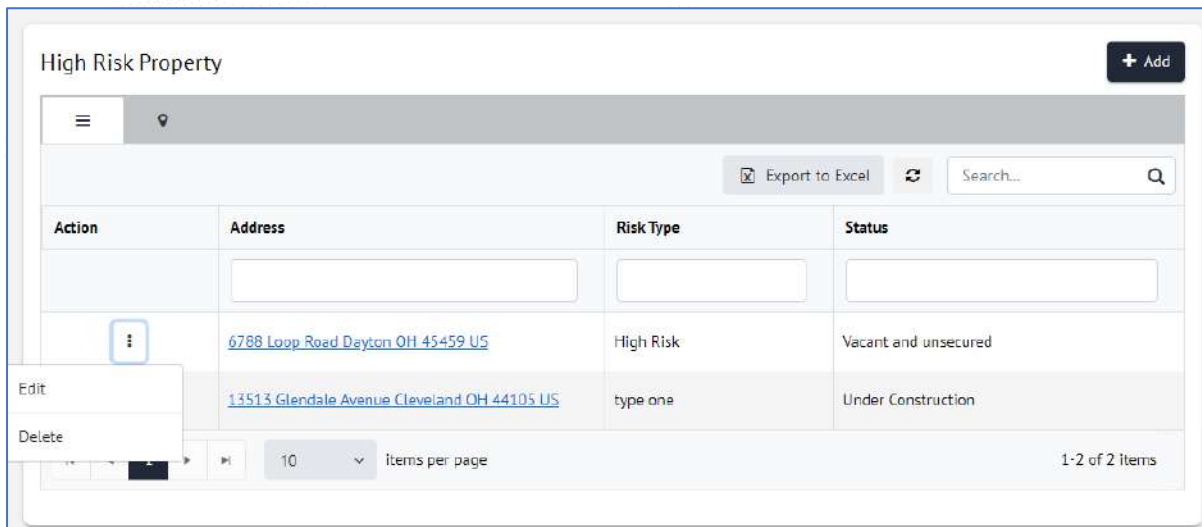


The 'Add Property' pop-up form contains the following fields:

- Fire Station:** A dropdown menu with '196 - New Richmond Fire Station' selected.
- Location\*:** A text input field containing '1930 Clermontville Laurel Road, New Richmond, OH 45157, US'.
- Map:** A Google Map showing the location with a red pin. The map includes 'Map' and 'Satellite' tabs, a zoom in (+) button, a zoom out (-) button, and a full-screen button.
- Risk Type:** A text input field containing 'Oil storage warehouse'.
- Status\*:** A dropdown menu with 'In normal use' selected.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

Figure 115: Add High Risk Property pop-up.

**Important:** While adding a high-risk property, the system can capture the exact location of the property by clicking on the map.



The 'High Risk Property' table displays the following data:

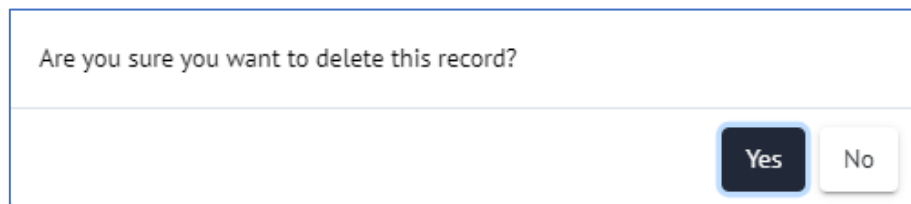
| Action | Address   | Risk Type | Status               |
|--------|---|-----------|----------------------|
|        | <a href="#">6788 Loop Road Dayton OH 45459 US</a>           | High Risk | Vacant and unsecured |
|        | <a href="#">13513 Glendale Avenue Cleveland OH 44105 US</a> | type one  | Under Construction   |

Below the table, there is a search bar, an 'Export to Excel' button, and a pagination control showing '10' items per page and '1-2 of 2 items'.

Figure 116: Actions on the High Risk Property List on the Fire Station Detail screen.

#### 7.2.8.2 Delete High Risk Property

To delete a High Risk Property, use the Delete action from the Action column. This will open a delete confirmation pop-up. Press "Yes" to

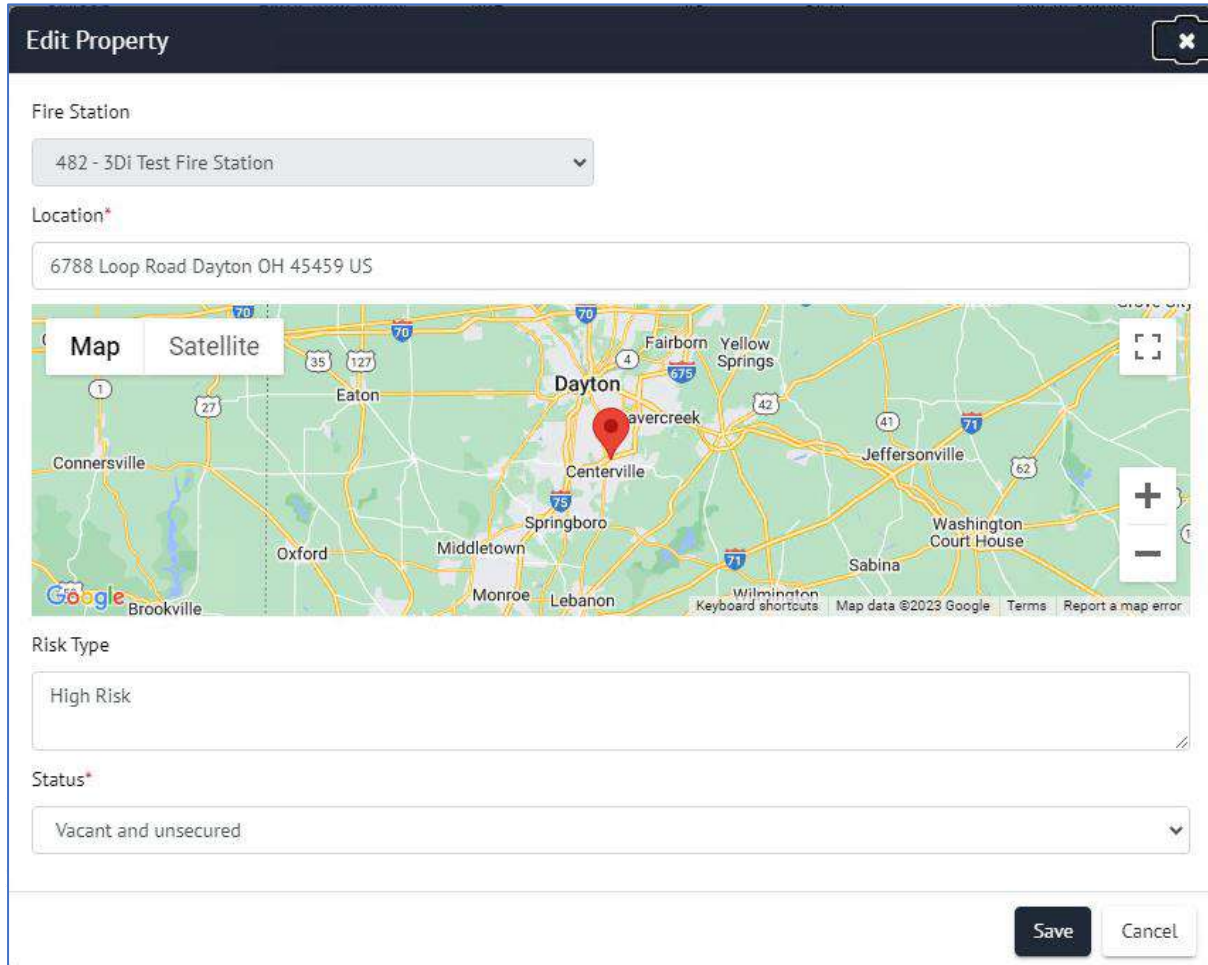


The confirmation pop-up contains the text: 'Are you sure you want to delete this record?' and two buttons: 'Yes' and 'No'.

Figure 117: Delete High Risk Property Confirmation pop-up.

### 7.2.8.3 Edit High Risk Property

To edit a High Risk Property, use the Edit action from the Action column. This will open the edit High Risk Property pop-up. The user can edit the address, Risk Type and Status of the High Risk property. Press **Save** button to save the changes. To Cancel press, **Cancel** button.



**Edit Property**

Fire Station  
482 - 3Di Test Fire Station

Location\*  
6788 Loop Road Dayton OH 45459 US

Map Satellite

Risk Type  
High Risk

Status\*  
Vacant and unsecured

Save Cancel

Figure 118: Edit High Risk property pop-up.

#### 7.2.8.4 High Risk Property Detail Screen

When the user clicks on the address on the High Risk Property List on the Fire Station Detail screen, the High Risk Property detail screen opens. The High Risk Property detail screens displays the address of the property and Pre Plan section.

The Fire Chief can upload **Pre Plans** for the High Risk Property page from this screen.

Overview

Fire Station ID : 482

Fire Station : 3Di Test Fire Station

Fire Department Name : z3di Test Fire Department

Risk Type : High Risk

Status : Vacant and unsecured

Address




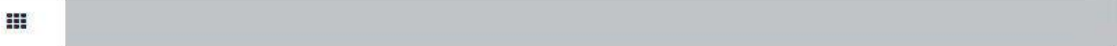
Image View

Map View

Address

6788 Loop Road Dayton OH 45459 US

Preplan






Figure 119: High Risk Detail screen.



### 7.2.9 Documents

The section allows you to Add/Delete/View/Download station-related documents.

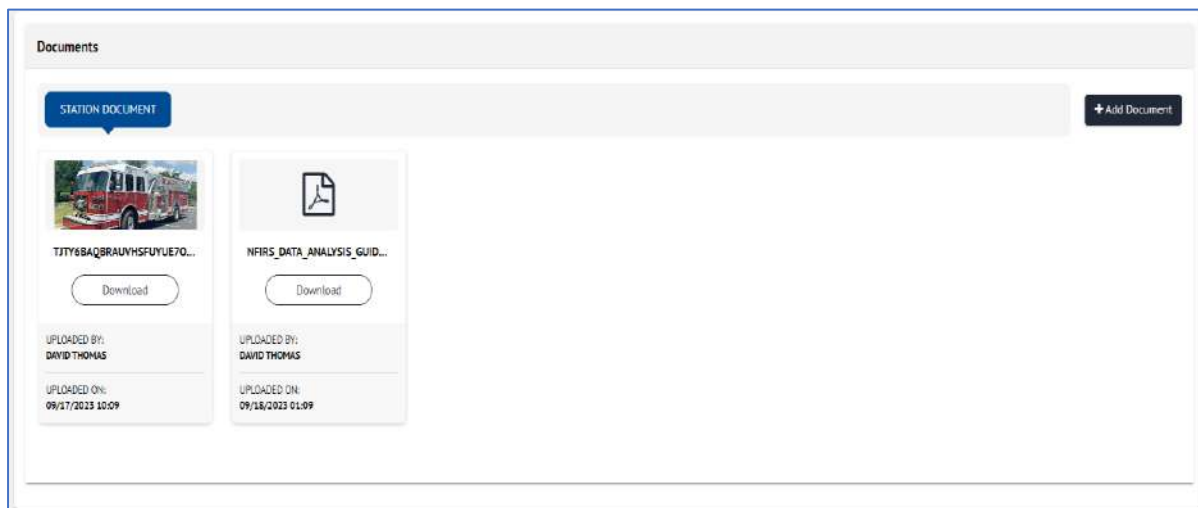


Figure 120: Documents section on Fire Department Detail screen

### 7.2.10 Change Log

The change log maintains a history of the updates getting done over the period. The section records who did the change, at what time the change was done, and what was changed.



Figure 121: Change log on Fire Station detail screen



## 8 Incident Management

**Rank:** Fire department staff with Incident Management Capability

Fire Departments can report Fire Incident using two options:

1. **OFIRMS Direct** – This allows the fire departments to create incidents via the portal as well as Mobile App. The Fire Departments using the OFIRMS Direct will not be able to upload Incident files generated by any external vendor's software.
2. **OFIRMS Connect (Outside Vendor)** – If a Fire Department chooses to use their existing software for reporting incidents, the system has the option to upload incident files. Depending on the Vendor they are working with, the Fire Department user will be able to upload the incidents in OFIRMS. The ability of the Vendor user to upload incidents depends on the Vendor's option selected if they are uploading files for their Fire Departments.

**OFIRMS will only accept Incident files from an OFIRMS Registered Vendor.**

To view or report Fire Incidents, log in to the portal and visit the incident dashboard by clicking Incidents from the top menu.

### 8.1 Incident Dashboard

The Incident dashboard has two tabs:

1. **My Incidents** – The tab lists all the incidents submitted by the logged-in user.
2. **All Incidents** – The tab lists all the incidents submitted by department staff and their Vendors (In case of Outside Vendor)

#### 8.1.1 Incident Table/Grid:

The incidents listed in the table can be searched, sorted, or exported.

The screenshot shows a table with the following columns: Action, Incident Number, Exposure Number, Incident Type, Address, Incident Date, External Status, FDID, FD Name, District, and County. A red box labeled '1' highlights the 'Incident Number' column header. A red box labeled '2' highlights the 'Incident Date' column header. A red box labeled '3' highlights the 'Export to Excel' button. A red box labeled '4' highlights the search bar. A red box labeled '5' highlights the table navigation controls at the bottom, including page numbers and items per page.

| Action | Incident Number | Exposure Number | Incident Type     | Address | Incident Date | External Status | FDID  | FD Name  | District | County |
|--------|-----------------|-----------------|-------------------|---------|---------------|-----------------|-------|--|----------|--------|
|        | 9611378         | 000             | 111 Building fire |         | 01/31/2023    | Draft           | 31003 | AMBERLEY VILLAGE FIRE DEPARTMENT (Hamilton County) |          |        |

Figure 122: Incident Dashboard

1. Click on the column header to sort the grid.
2. Type in the textbox below the header to search the incident column data.
3. Incidents can be exported to the Excel sheet using the Export to Excel button.
4. The search will help search all the columns within the table.
5. Towards the bottom, the table navigation options can be found.

**Important:** The + New Incident button will only be available for Fire Departments that are using OFIRMS Direct Incident reporting method.

## 8.2 Create New Incident

**Important:** The **+ New Incident** button will only be available for Fire Departments that are using OFIRMS Direct Incident reporting method.

The Create New Incident button allows the fire department user to create a new fire incident in OFIRMS.

### Steps:

**Step 1:** To add a new incident, visit the Incidents screen and click on **+New Incident** from the grid.

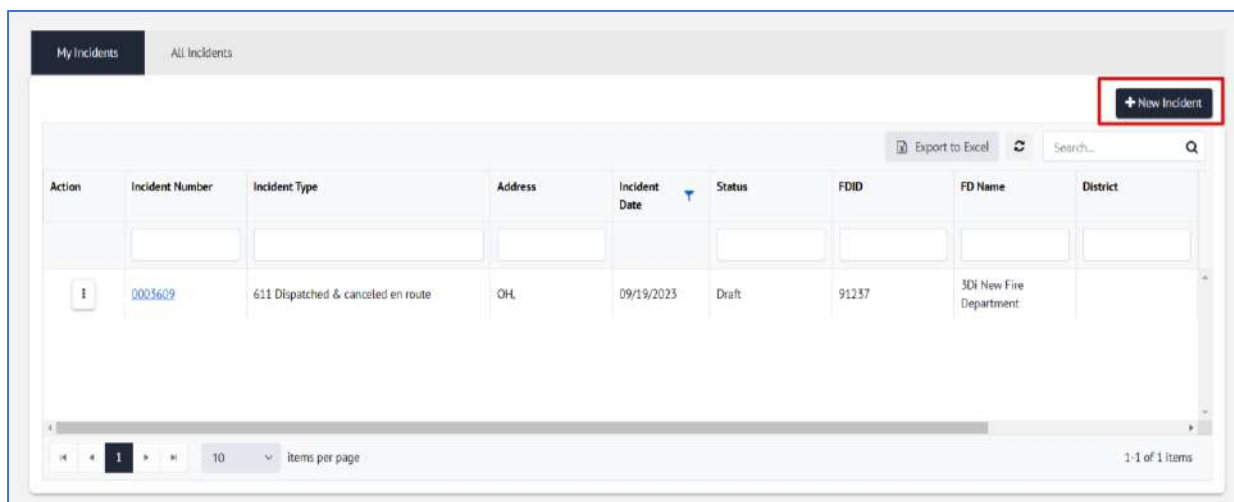


Figure 123: Incident Dashboard with New Incident button highlighted.

**Step 2:** Click on the **Search for Incident Type** text box to see a popup.

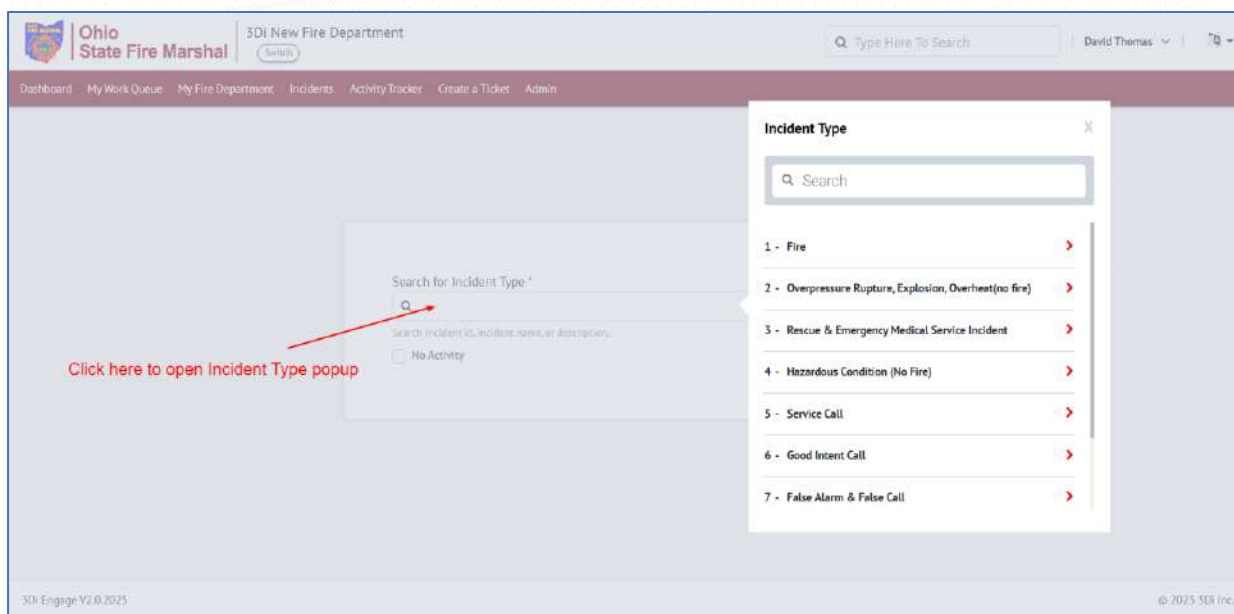


Figure 124: Search and Select Incident Type pop-up.

Type in incident ID, name, or description to search incident type. Alternatively, click on the incident category to see and select the desired incident type.

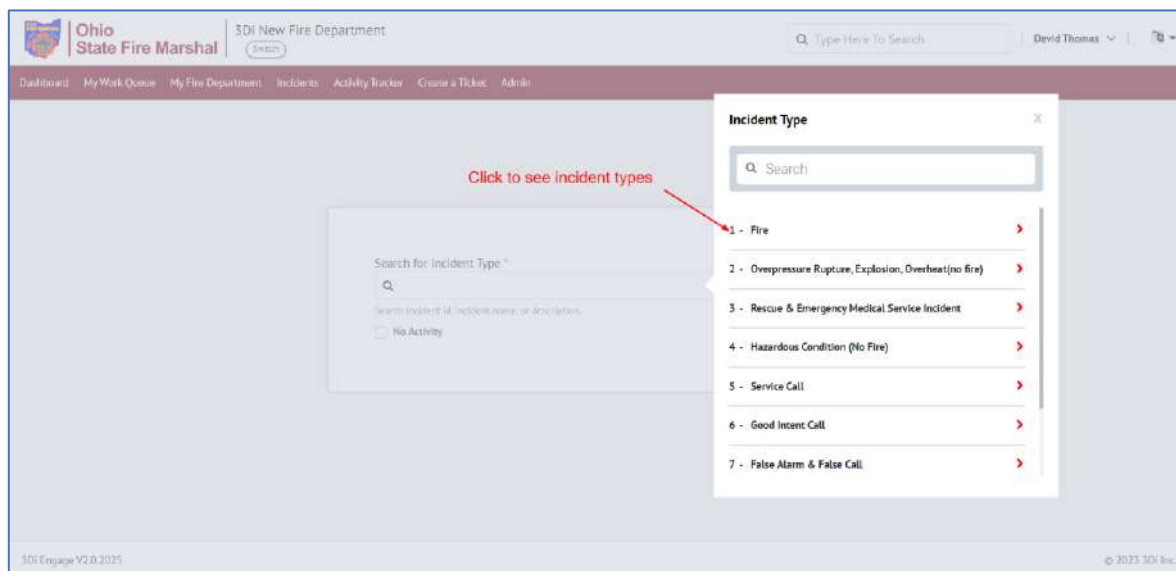


Figure 125: Search and Select Incident Type pop-up.

**Step 3:** Upon incident type selection, the incident detail page will appear.

Figure 126: Create Incident screen.

1. The top horizontal navigation bar lists incident modules. Click on the module name to see module-specific details. Based on the selected incident type, the system will list only applicable modules. E.g., in the above example, for incident type 111 – Building Fire incident, the Wildland Fire module is not available.
2. The left navigation bar describes sections within the module. Click on the module name.

### Call Out:

- If a section or module is missing required details, then the system will generate a red exclaim beside it. Completing mandatory sections or modules will be indicated using the green check mark .
- Incident can be saved anytime by pressing the Save button.
- The Submit button will be enabled only after all mandatory fields and modules are completed.

### 8.3 Edit Incident

To edit an incident, from the dashboard either click on the incident number or select edit from the left menu.

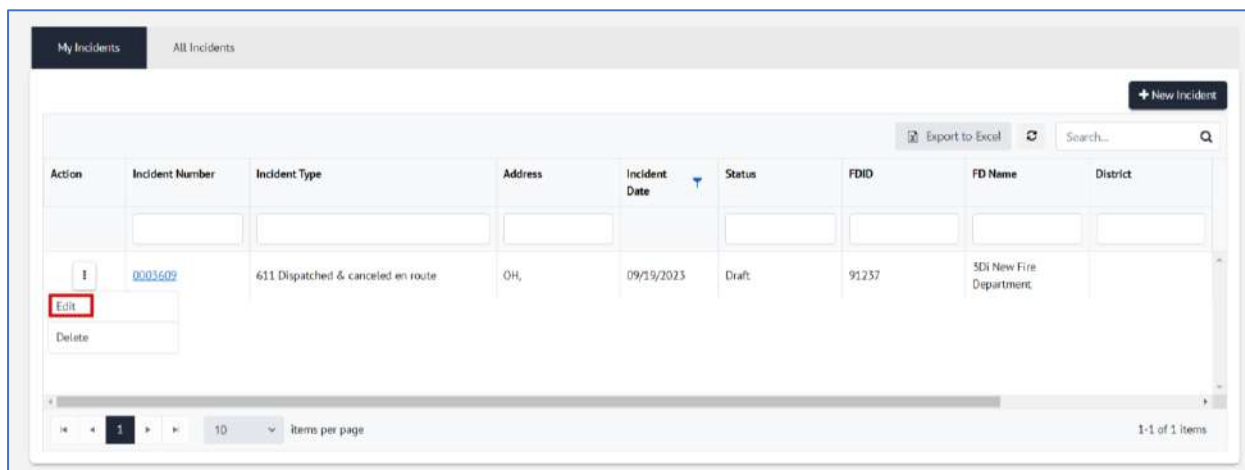
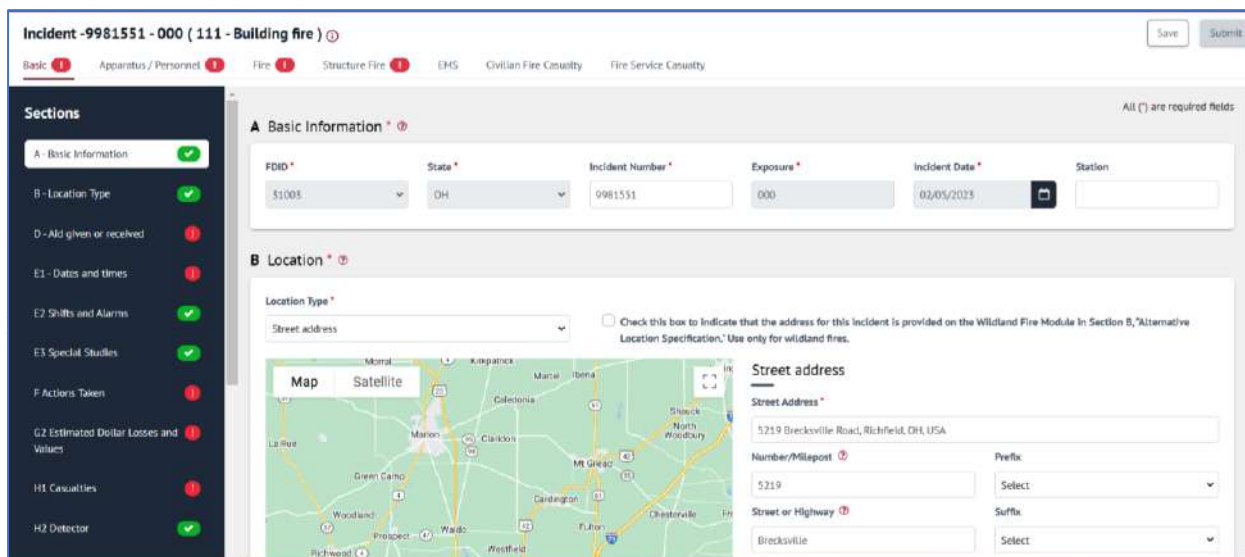


Figure 127: Incident Dashboard with Edit action highlighted.

The incident will open in edit mode. After editing the incident, either save or submit the incident.



The screenshot shows the 'Edit Incident' screen for incident 9981551-000 (111 - Building fire). The screen is divided into sections for Basic Information and Location. The Basic Information section includes fields for FDID, State, Incident Number, Exposure, Incident Date, and Station. The Location section includes a map, a checkbox for 'Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section 8, "Alternative Location Specification." Use only for wildland fires.', and fields for Street address, Number/Pilepost, Prefix, Suffix, and Street or Highway.

**Incident - 9981551 - 000 ( 111 - Building fire )**

**A Basic Information \***

FDID \* S1005 State \* OH Incident Number \* 9981551 Exposure \* 000 Incident Date \* 02/05/2023 Station \*

**B Location \***

Location Type \* Street address

Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section 8, "Alternative Location Specification." Use only for wildland fires.

Map Satellite

Street address

Street Address \* 5219 Brecksville Road, Richfield, OH, USA

Number/Pilepost \* 5219 Prefix \* Select

Street or Highway \* Brecksville Suffix \* Select

Figure 128: Edit Incident screen.

## 8.4 Delete Incident

To delete an incident, select the delete option from the incident dashboard.

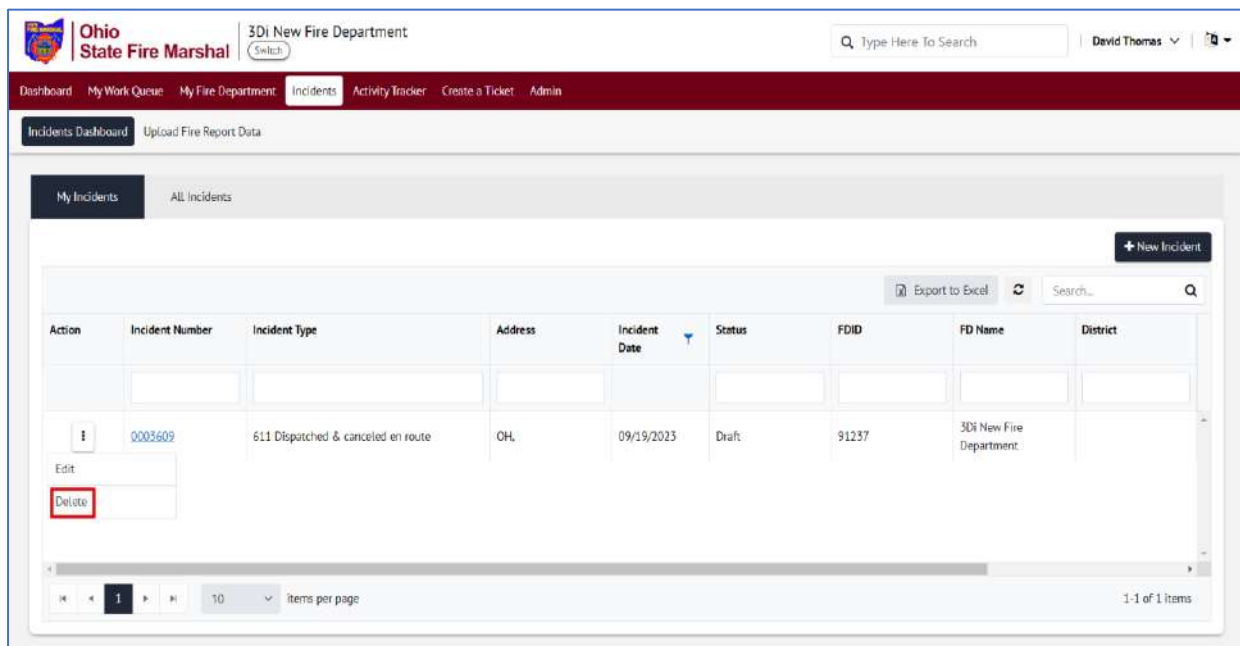


Figure 129: Incident Dashboard with Delete action highlighted.

The system will ask for confirmation. Select Yes to delete the incident.

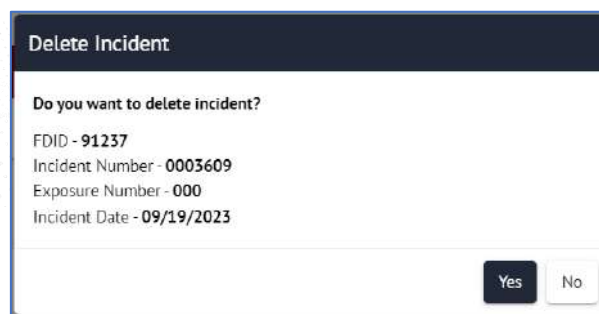


Figure 130: Delete Incident confirmation pop-up.

### Call Out:

Once deleted, the incident can't be recovered again.

## 8.5 Add Exposure

To add an exposure, click on three dots on action column then select 'Add Exposure' action.

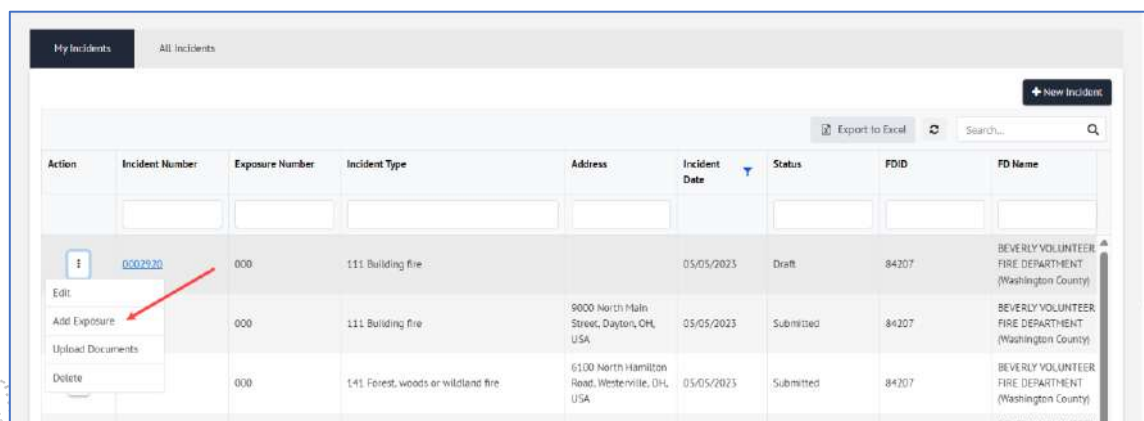


Figure 131: Incident Dashboard with Add Exposure Action highlighted.



- Add Exposure action will be available only when...
  - The incident with exposure number 000 and
  - The incident type is 100x series.

## 8.6 No Activity Report

To report No Activity, start creating a new incident and select the 'No Activity' checkbox present below Search for the Incident Type text box.

The screenshot shows the Ohio State Fire Marshal dashboard. In the center, there is a search box labeled 'Search for Incident Type \*'. Below the search box, there is a checkbox labeled 'No Activity' which is highlighted with a red arrow. The dashboard also shows a navigation bar with links like 'Dashboard', 'My Work Queue', 'My Fire Department', 'Incidents', 'Activity Tracker', 'Create a Ticket', and 'Admin'.

Figure 132: No Activity Reporting

Provide **FDID**, **Month**, and Year of **No Activity**.

The screenshot shows a form titled 'No Activity' with a close button (X). The form contains three input fields: 'FDID \*' with the value '84207', 'Month \*' with the value 'February', and 'Year \*' with the value '2023'. Each field has a calendar icon. At the bottom right, there is an 'Ok' button.

Figure 133: No Activity reporting form

On click of the ok button, the page will be redirected to the No Activity Incident Page where the user can Save and submit No Activity

The screenshot shows the 'Incident -000000 - 000 (0 - No Activity)' detail screen. The top bar shows 'Incident -000000 - 000 (0 - No Activity)' and 'Basic' with a green checkmark. Below the top bar, there is a 'Sections' sidebar with 'A - Basic Information' selected. The main content area is titled 'A Basic Information \*' and contains several input fields: 'FDID \*' (84207), 'State \*' (OH), 'Incident Number \*' (000000), 'Exposure \*' (000), 'Incident Date \*' (02/26/2023), and 'Station'. At the top right, there are 'Save' and 'Submit' buttons. A red arrow points to the 'Submit' button. A note at the bottom right says 'All (\*) are required fields'.

Figure 134: No Activity Report detail screen



## 9 Incident Modules

This section describes only some of the incident fields which change the behavior of the system. It doesn't describe all NFIRS fields or any business rules.

### 9.1 Basic

#### 9.1.1 A. Basic Information

- FDID – If the user is associated with multiple fire departments, then the user must select FDID from the dropdown to create an incident.

Figure 135: Basic Module

- Incident Number – the system will auto-generate an incident number; however, the staff can change the number while the incident is in the draft status. Once the incident is submitted, the incident number cannot be changed.
- To save the incident in the draft mode, all mandatory fields in the Basic Information section are required.

#### 9.1.2 B. Location

- Based on the selected location type, the system will show relevant address fields on the screen.
- For Street addresses, in front of, Rear of, and Adjacent to address types, the system will provide suggestions in the Street Address field.

Figure 136: Location Type selection

- Upon selecting the address, the system will break it into relevant address fields. If required, the individual fields can be updated manually.

Location Type \*

Street address

☐ Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B, "Alternative Location Specification." Use only for wildland fires.

Map Satellite

Street address

Street Address \*

555 South 18th Street, Columbus, OH, USA

Number/Milepost ?

555

Prefix

S

Street or Highway ?

18th

Suffix

Select

Apt./Suite/Room

ST

City

Columbus

State ?

OH

County \*

Franklin

District

10

ZIP Code

43205

Zip add-on codes

Census Tract

Figure 137: Location Type section

### 9.1.3 H1. Casualties

- Entering details in the Basic Module > H1 Casualties section will make Civilian Fire Casualty and Fire Service Casualty either mandatory or optional.
- Total civilian casualties (Deaths and Injuries) indicates total number of expected records under the Civilian Causality module.

Incident - 9994448 - 000 (111 - Building fire) ⓘ

Basic ⓘ Apparatus / Personnel ⓘ Fire ⓘ Structure Fire ⓘ Civilian Fire Casualty ⓘ Fire Service Casualty ⓘ EHS ⓘ HazMat ⓘ Documents

E3 - Special Studies ✓

F - Actions Taken ⓘ

G1 Resources ✓

G2 - Estimated Dollar Losses and Values ⓘ

H1 - Casualties ✓

H2 - Detector ✓

H3 - Hazardous Materials Release ✓

I - Mixed Use Property ✓

H1 Casualties \*

Casualties? ☐ None

Fire Service

Deaths 0

Injuries 1

Civilian

Deaths 0

Injuries 1

H2 Detector ?

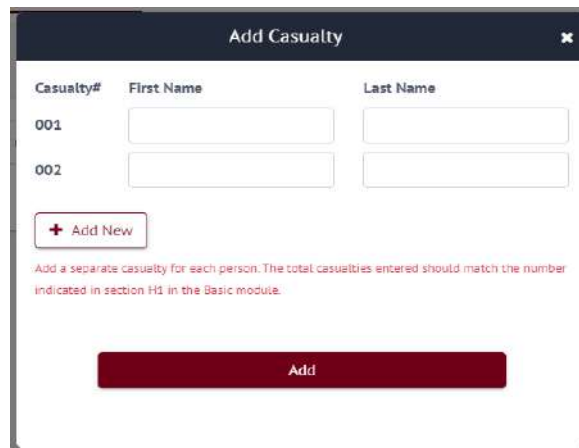
Detector?

Select

H3 Hazardous Materials Release

Figure 138: Casualties screen

Adding civilian records to the Civilian Causality module:

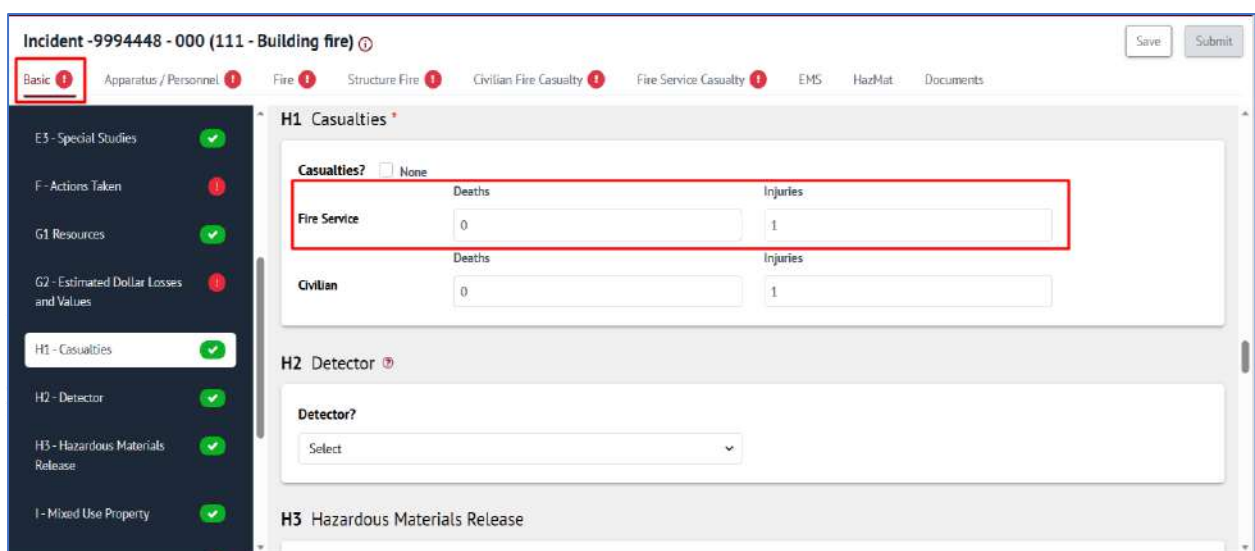


The 'Add Casualty' pop-up form contains the following elements:

- Title:** Add Casualty
- Fields:** Casualty#, First Name, Last Name.
- Input:** Two rows for Casualty# 001 and 002, each with corresponding First Name and Last Name input boxes.
- Action:** '+ Add New' button.
- Text:** 'Add a separate casualty for each person. The total casualties entered should match the number indicated in section H1 in the Basic module.'
- Footer:** 'Add' button.

Figure 139: Add Casualty pop-up.

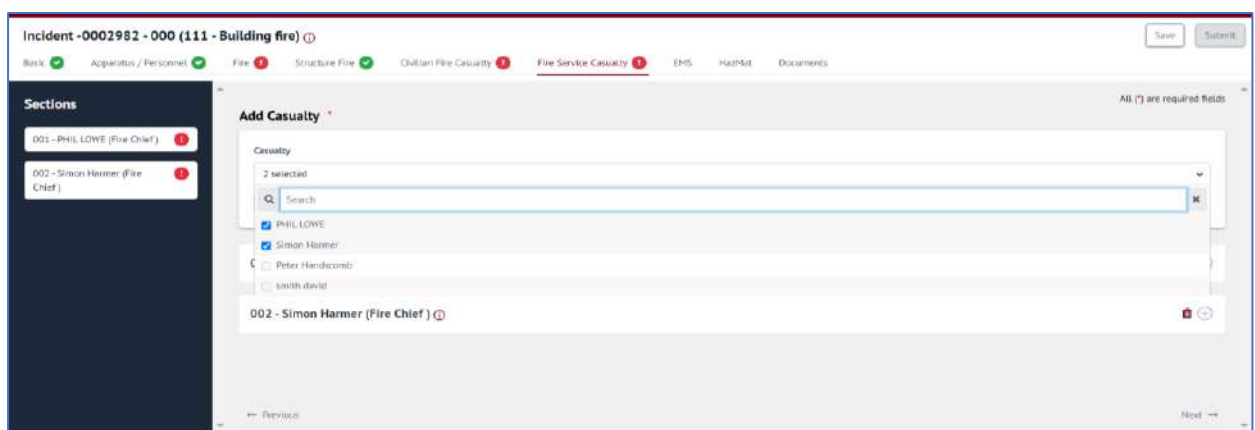
- Total fire service casualties (Deaths and Injuries) indicate total number of expected records under the Fire Service Causality module.



The screenshot shows the 'Incident -9994448 -000 (111 - Building fire)' interface. The 'Basic' tab is selected. The 'H1 Casualties' section is expanded, showing 'Fire Service' and 'Civilian' rows. The 'Fire Service' row has 'Deaths' set to 0 and 'Injuries' set to 1. The 'Civilian' row has 'Deaths' set to 0 and 'Injuries' set to 1. The 'H2 Detector' section is also visible, with a 'Detector?' dropdown menu set to 'Select'.

Figure 140: Casualty section

Selecting personnel records for the Fire Service Causality module:



The screenshot shows the 'Incident -0002982 -000 (111 - Building fire)' interface. The 'Fire Service Causality' tab is selected. The 'Add Casualty' section is expanded, showing a list of personnel records. The '002 - Simon Harmer (Fire Chief)' record is selected. The 'Add Casualty' section also includes a search bar and a list of other personnel records.

Figure 141: Casualty section

## 9.2 Apparatus and Personnel

**Apparatus and Personnel** is a mandatory module for each incident.

The apparatus details are preloaded from the fire department details. To add or modify apparatus details, refer to the [Apparatus](#) section.

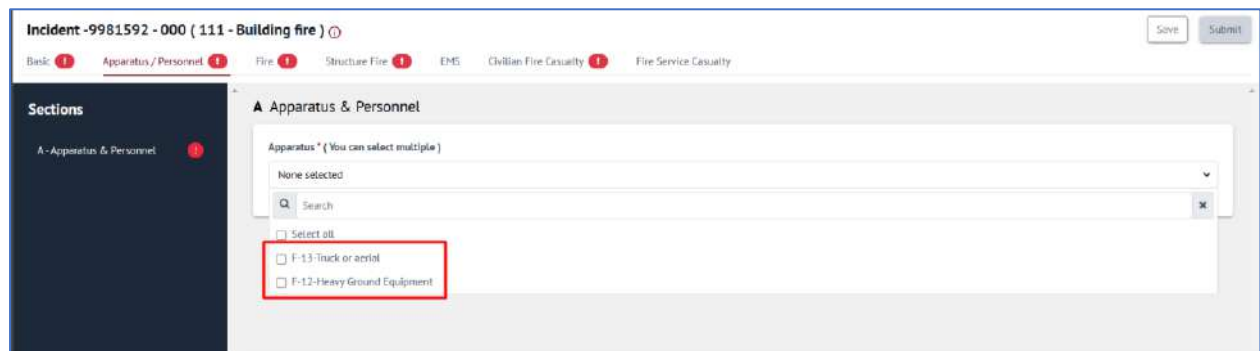
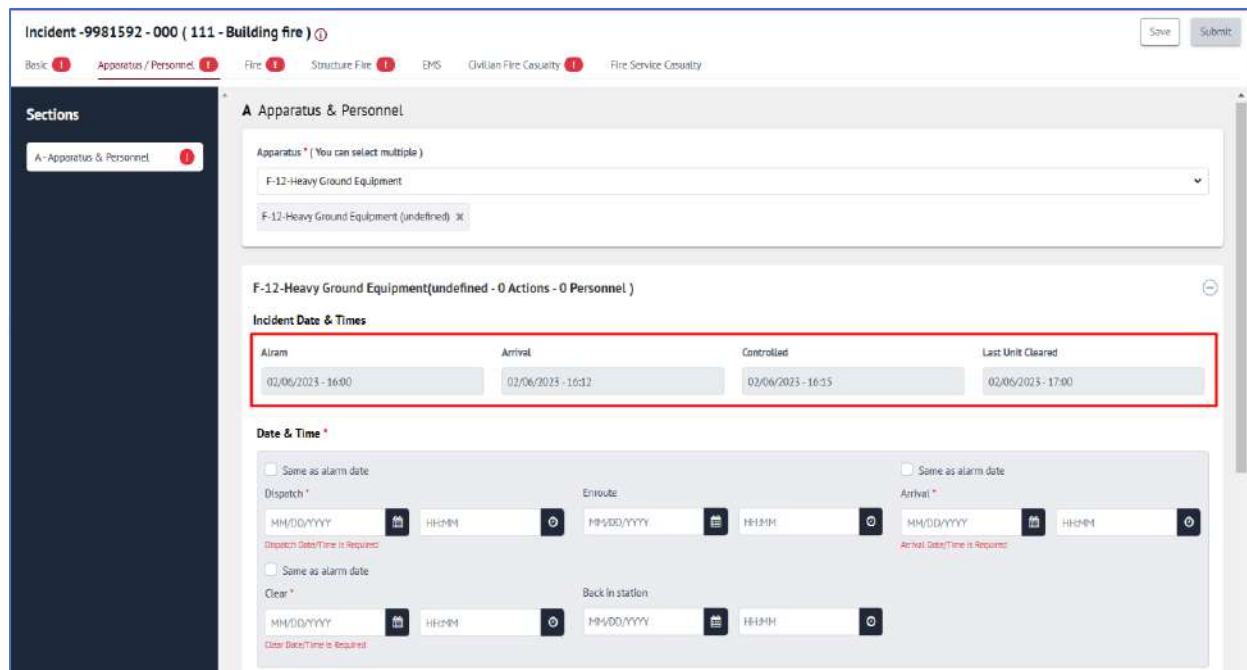


Figure 142: Selection Apparatus.

Once apparatus is added to the incident, the system will show Incident Dates & Times on top of each apparatus card for reference.



| Alarm              | Arrival            | Controlled         | Last Unit Cleared  |
|--------------------|--------------------|--------------------|--------------------|
| 02/06/2023 - 16:00 | 02/06/2023 - 16:12 | 02/06/2023 - 16:15 | 02/06/2023 - 17:00 |

Figure 143: Adding Incident Date and Time



### 9.3 Fire

This module should be completed for Incident Types 100, 111, 112, 120–143, 160–173, and 170–173

The optional Wildland Fire Module may be used instead of the Fire Module for Incident Types 140–143, 160, 170–173, 631, and 632. Users may also optionally complete the Fire Module for confined fires (Incident Types 113–118), although it is not required.

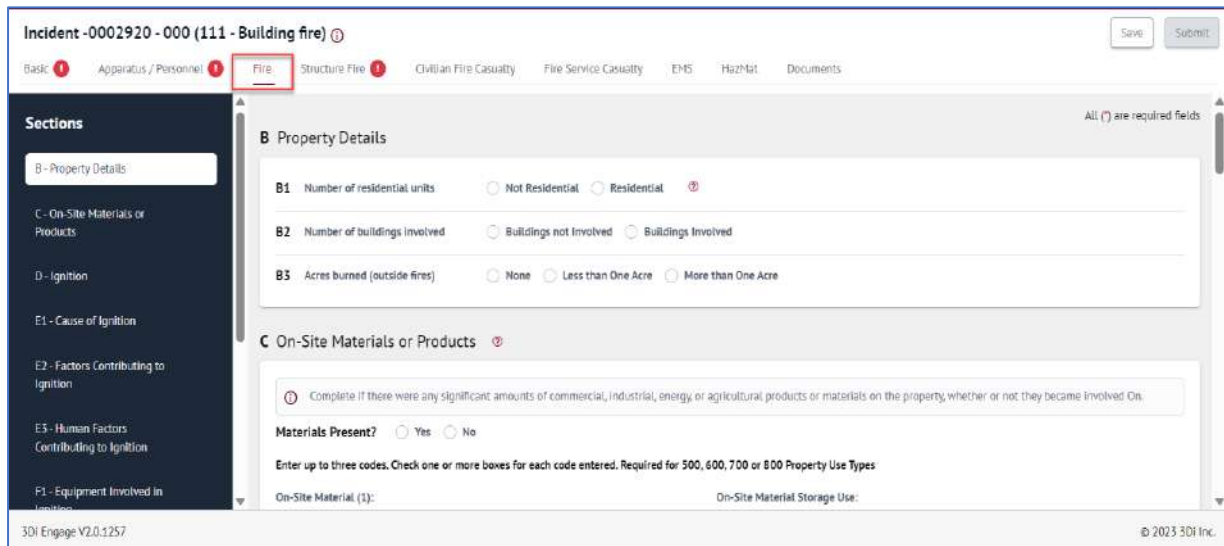
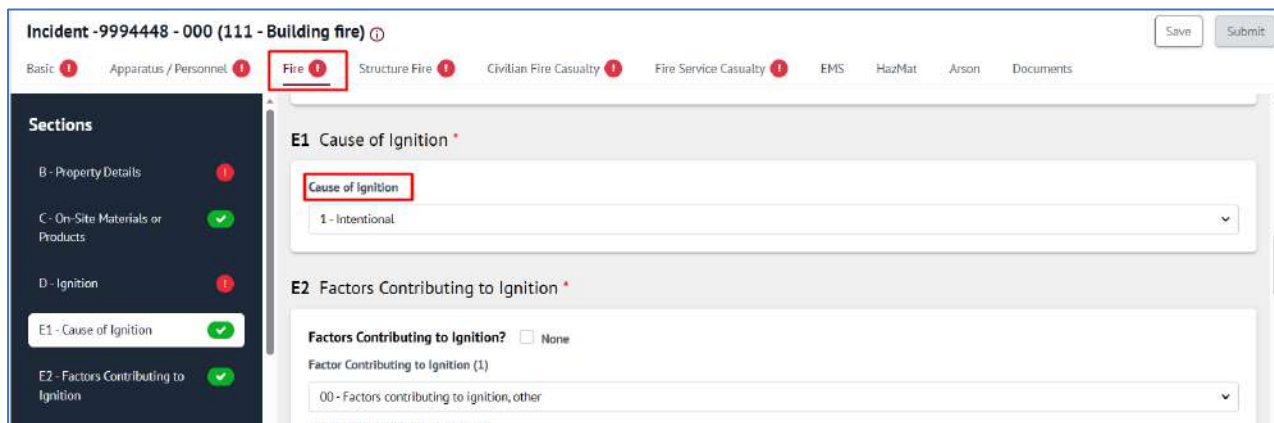


Figure 144: Fire Module Screen

### 9.3.1 E1. Cause of Ignition

- **Dependency for the Arson module:** Entering details in the Cause of ignition section will enable the Arson Module. E.g., Selecting value as 1 – Intentional will enable the Arson module for the incident.

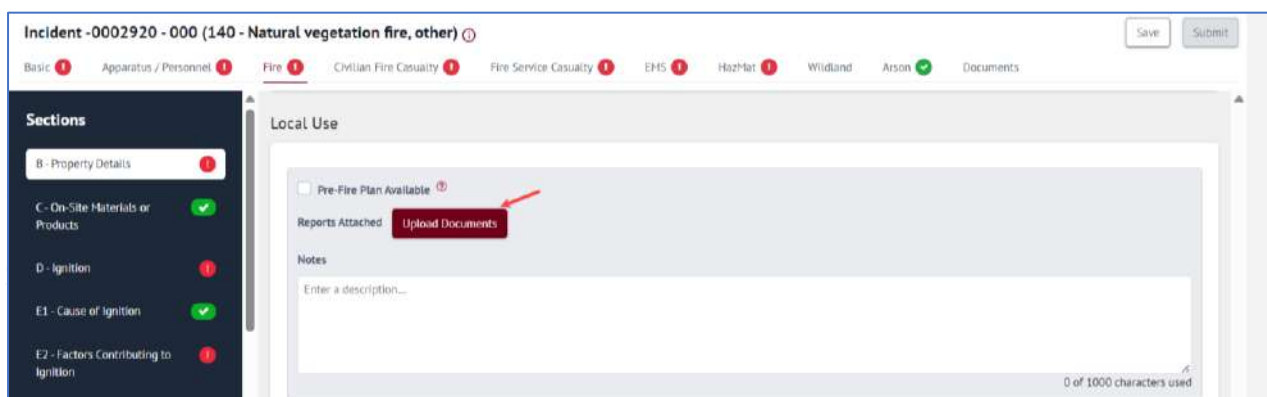


The screenshot shows the 'Incident - 9994448 - 000 (111 - Building fire)' interface. The 'Fire' tab is selected. The 'E1 Cause of Ignition' section is active, showing a dropdown menu for 'Cause of Ignition' with '1 - Intentional' selected. Below it, the 'E2 Factors Contributing to Ignition' section is visible, with a checkbox for 'Factors Contributing to Ignition?' and a dropdown for 'Factor Contributing to Ignition (1)'.

Figure 145: Fire Module, Cause of Ignition

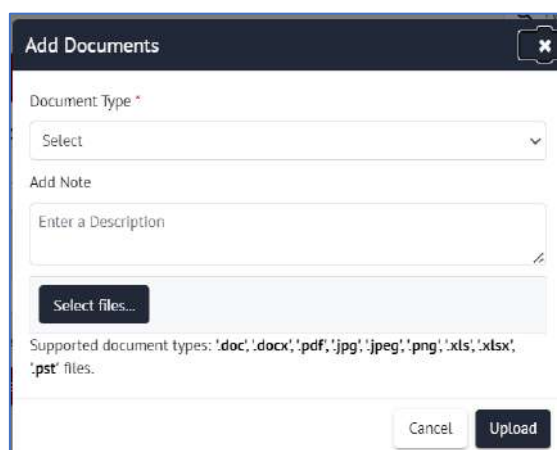
### 9.3.2 Local Use

The local use section allows uploading documents in the incident document tab.



The screenshot shows the 'Incident - 0002920 - 000 (140 - Natural vegetation fire, other)' interface. The 'Local Use' section is active, showing a checkbox for 'Pre-Fire Plan Available' and a text area for 'Reports Attached'. A red arrow points to the 'Upload Documents' button. Below the text area, there is a 'Notes' section with a text input field and a character count '0 of 1000 characters used'.

Figure 146: Local Use section



The screenshot shows the 'Add Documents' pop-up window. It has a 'Document Type' dropdown menu, an 'Add Note' section with a text input field, and a 'Select files...' button. Below the button, it lists supported document types: '.doc', '.docx', '.pdf', '.jpg', '.jpeg', '.png', '.xls', '.xlsx', and '.pst'. At the bottom, there are 'Cancel' and 'Upload' buttons.

Figure 147: Add Documents pop-up.

Uploaded documents shall be displayed on the Documents tab.



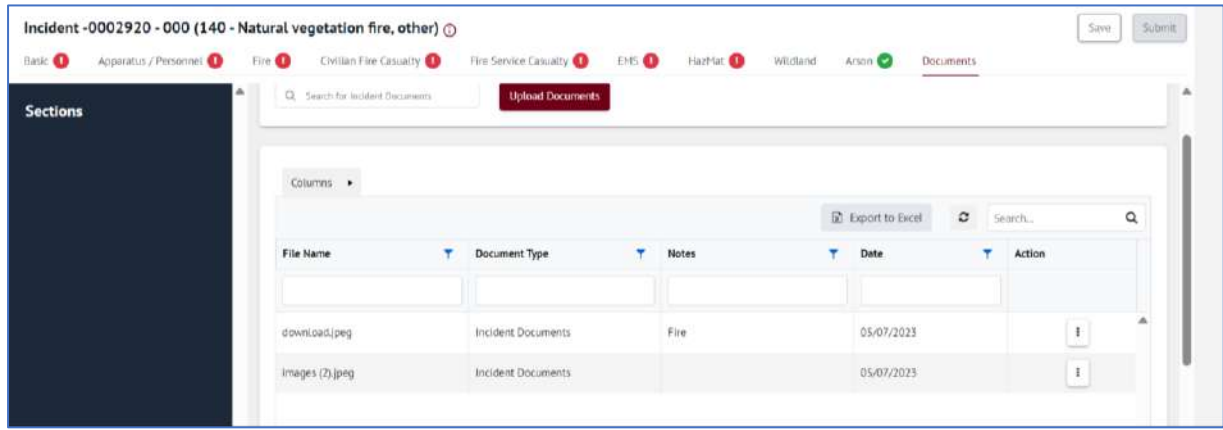


Figure 148: Documents tab

## 9.4 Structure Fire

### 9.4.1 M1. Presence of Automatic Extinguishing

If the Presence of Automatic Extinguishing is selected as 1 or 2 then only the record shall be captured for M2, M3, M4, and M5 sections.

Figure 149: Structure Fire - Presence of Automatic Extinguishing System section

## 9.5 Civilian Fire Casualty

Before adding civilian casualty records, make sure that the Basic module's **H1 Casualties** section is updated with civilian casualty details. It's a prerequisite to add Civilian Casualty details.

Figure 150: Civilian Fire Casualty under Basic

### 9.5.1 Add Casualty

Click on the **+Add Casualty** button to add a casualty record. The casualty count must match with a total of **Basic Module H1 Civilian Casualties**

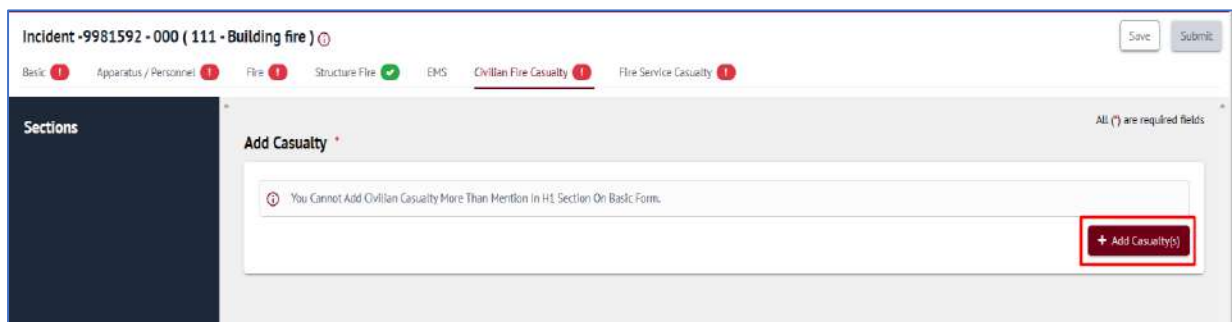


Figure 151: Civilian Fire Casualty screen with Add Casualty button highlighted.

Put the civilian's name in the add casualty popup. In case the civilian's name is not known then add a blank line.

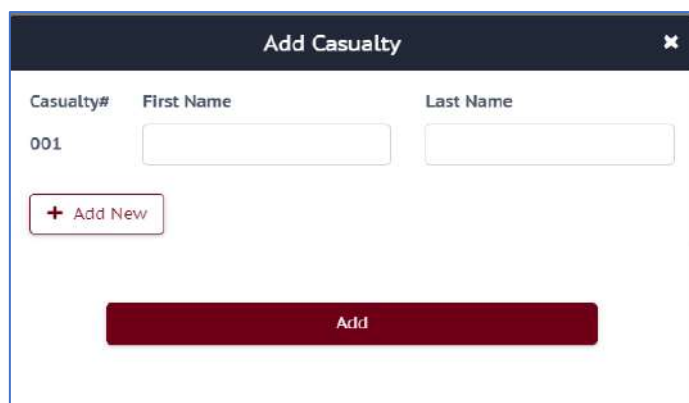


Figure 152: Add Casualty pop-up.

Once added, the civilian details will be available on the left panel for navigation purposes.

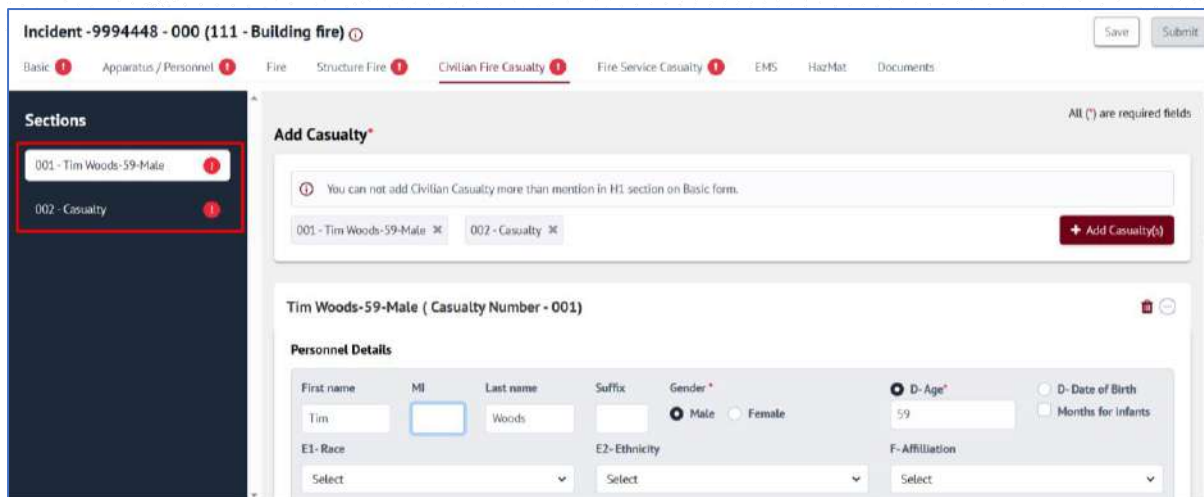


Figure 153: Casualty screen with civilian detail highlighted on left panel.

### 9.5.2 Delete Casualty

To delete the civilian record from the incident, click on the X icon beside the civilian name.

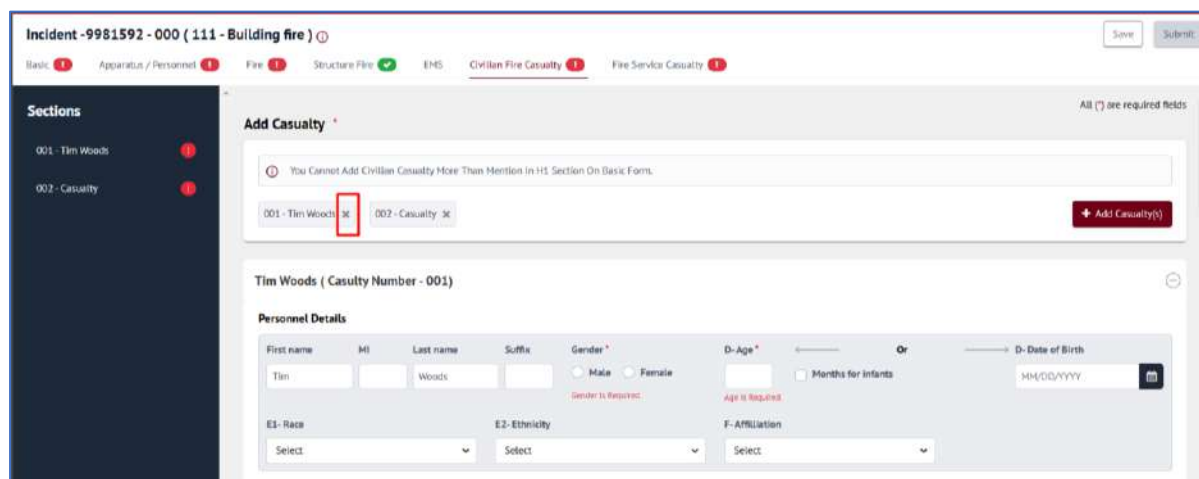


Figure 154: Casualty screen with delete option highlighted.

The system will ask for confirmation before deleting the civilian record. Upon selecting Yes, the record will get deleted.

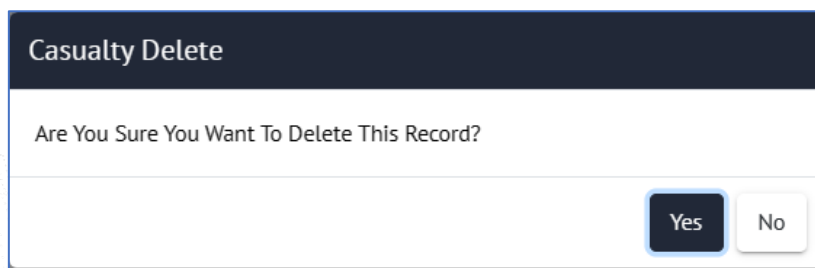


Figure 155: Delete Casualty confirmation pop-up.

## 9.6 Fire Service Casualty

Before adding the fire service casualty record, make sure that the Basic module's **H1 Casualties** section is updated with Fire Service related casualty details. Once the Basic module is updated, the system will allow the addition of casualty details.

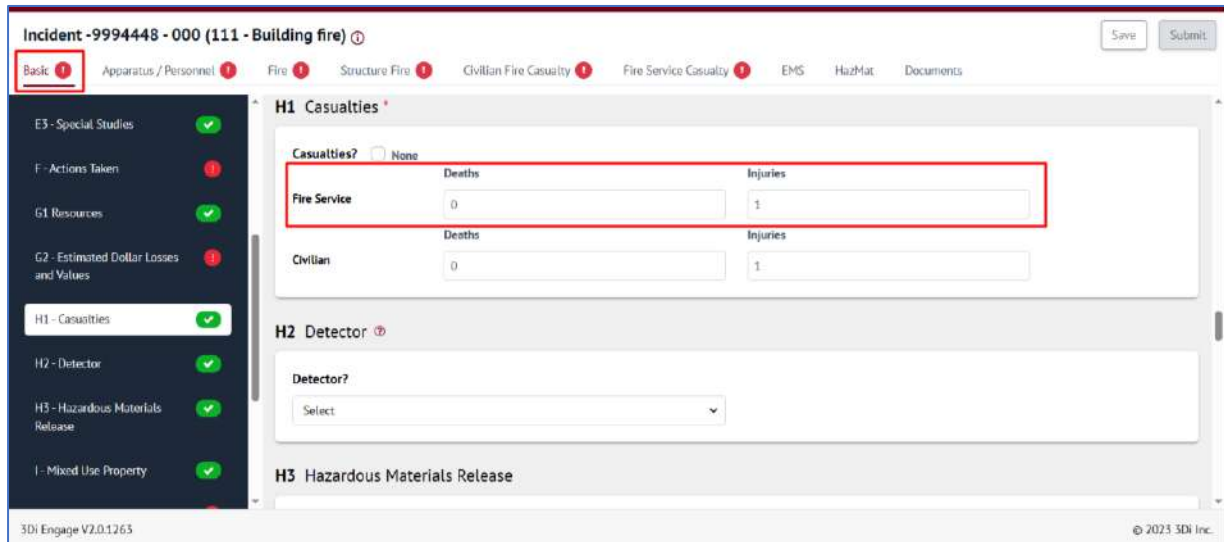


Figure 156: Fire Service Casualty screen

The fire department personnel details are preloaded from the fire department details. Currently, only registered staff members will be under the **Add Casualty** dropdown. The Fire Service Casualty count should be matched with Basic module's **H1 Casualties** section.

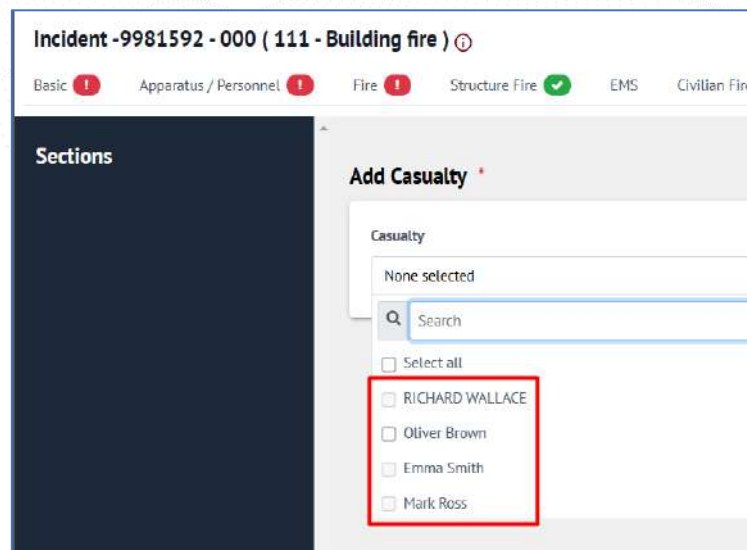


Figure 157: Add Casualty Dropdown

### 9.6.1 Add Casualty

To add a casualty record, select the staff name from the dropdown.

Figure 158: Add Casualty screen with Staff selection highlighted.

## 9.6.2 Delete Casualty

To delete the record from the incident, click on the X icon beside the staff name.

Figure 159: Casualty screen with Delete Casualty highlighted.

The system will ask for confirmation before deleting the staff record. Upon selecting Yes, the record will get deleted.

Figure 160: Delete Casualty confirmation pop-up.



## 9.7 EMS

The EMS Module can be completed for incidents where there was no fire, but there was an injury from explosions, burns or injuries on an incident unrelated to fires.

### 9.7.1 Add Patient

Click on the **+Add Patient** button to add a patient record.

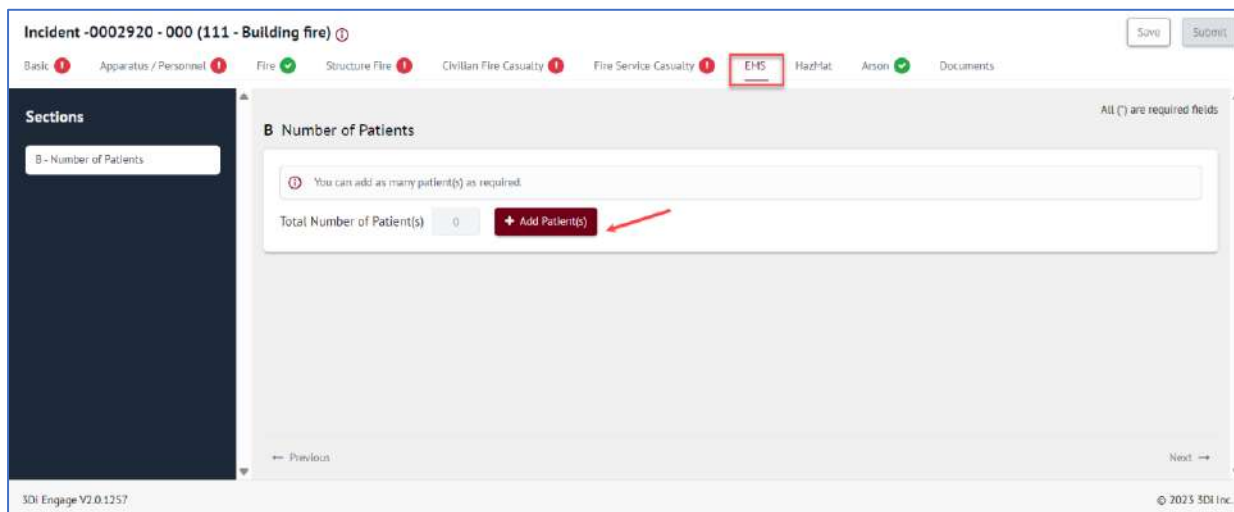


Figure 161: Add Patient screen.

Once added, patient's link will be available on the left panel for navigation purposes.

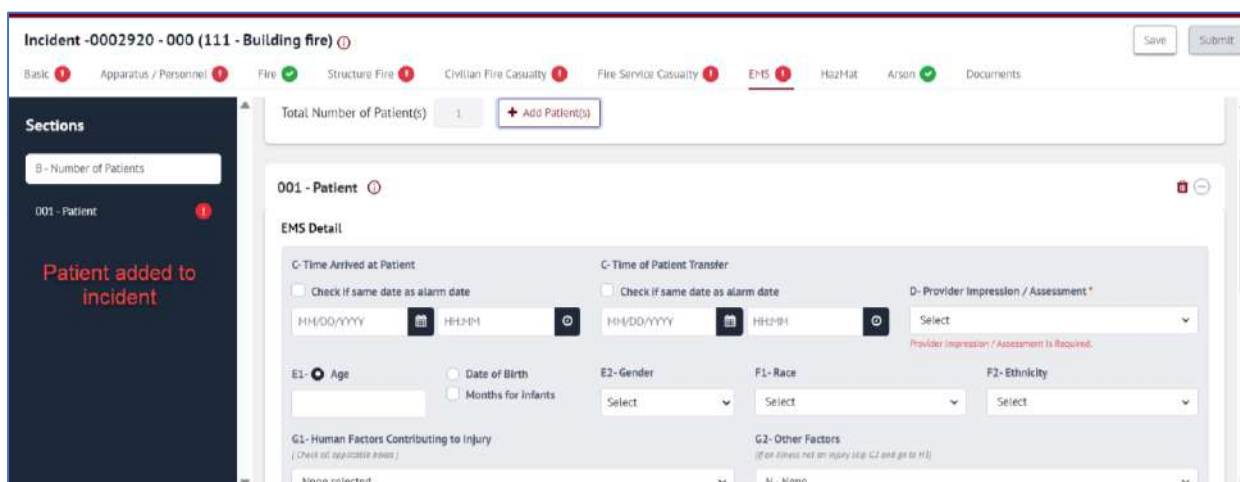


Figure 162: EMS screen with patient added.

### 9.7.2 Delete Patient

To delete the patient record from the incident, click on the delete icon.

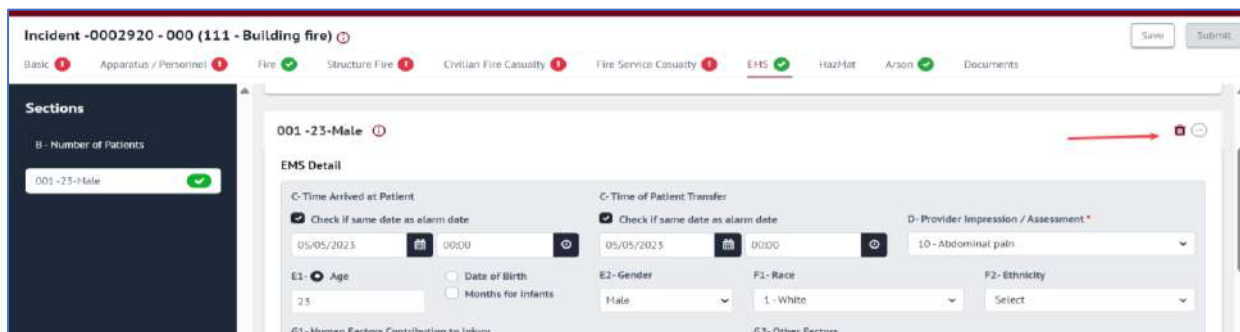
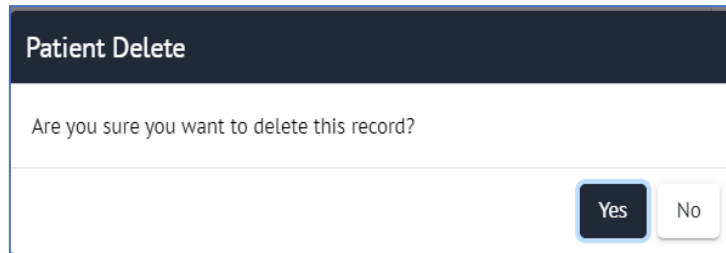


Figure 163: EMS screen with delete patient highlighted.

The system will ask for confirmation before deleting the patient record. Upon selecting Yes, the record will get deleted.



**Patient Delete**

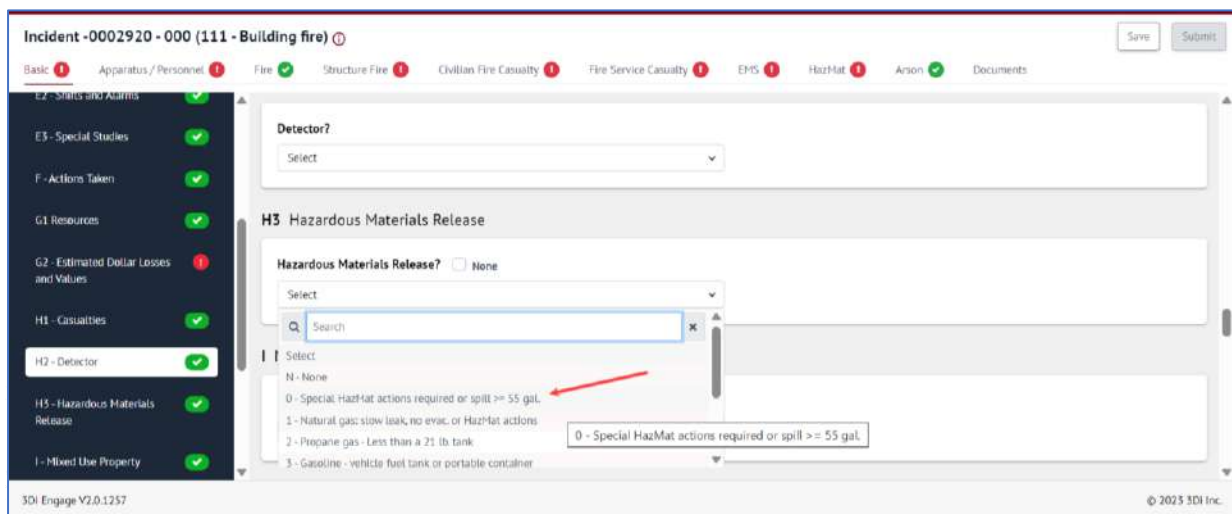
Are you sure you want to delete this record?

Yes No

Figure 164: Delete Patient confirmation pop-up.

## 9.8 HazMat

The HazMat Module is optional. It should be when in **Basic Modules H3** section is set as 'Special HazMat action required or spill >=55 gals.'



Incident -0002920 - 000 (111 - Building fire) ⓘ

Basic ⓘ Apparatus / Personnel ⓘ Fire ✓ Structure Fire ⓘ Civilian Fire Casualty ⓘ Fire Service Casualty ⓘ EHS ⓘ HazMat ⓘ Arson ✓ Documents

Save Submit

**H2 - Detector** ✓

Detector?

Select

**H3 Hazardous Materials Release**

Hazardous Materials Release? ☐ None

Select

Search

Select

N - None

0 - Special HazMat actions required or spill >= 55 gal.

1 - Natural gas: slow leak, no evac. or HazMat actions

2 - Propane gas - Less than a 21 lb. tank

3 - Gasoline - vehicle fuel tank or portable container

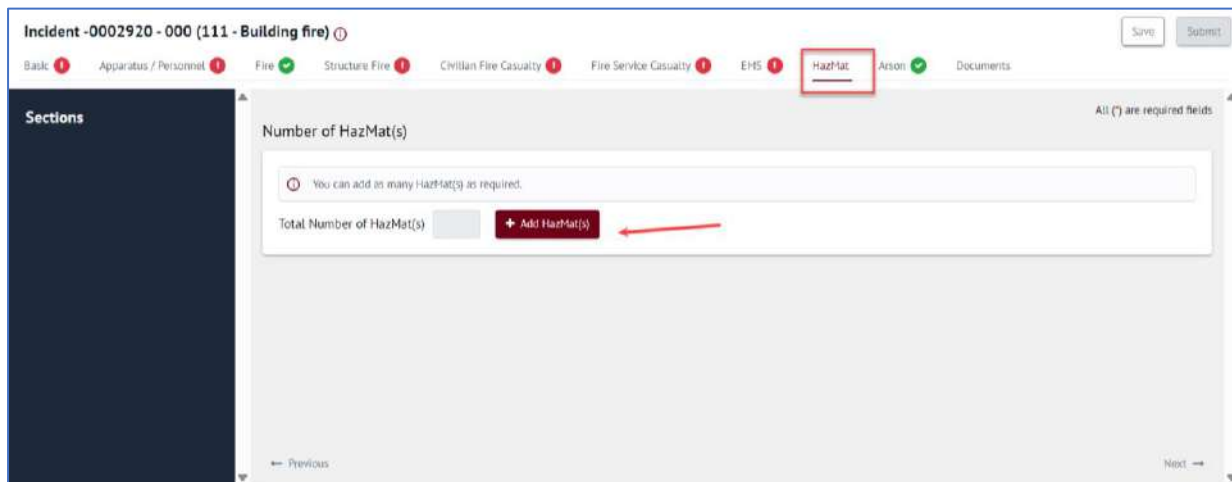
0 - Special HazMat actions required or spill >= 55 gal.

3Di Engage V2.0.1257 © 2025 3Di Inc.

Figure 165: HazMat Module screen.

### 9.8.1 Add HazMat

Click on the **+Add HazMat** button to add a hazmat record.



Incident -0002920 - 000 (111 - Building fire) ⓘ

Basic ⓘ Apparatus / Personnel ⓘ Fire ✓ Structure Fire ⓘ Civilian Fire Casualty ⓘ Fire Service Casualty ⓘ EHS ⓘ HazMat ⓘ Arson ✓ Documents

Save Submit

**Sections**

Number of HazMat(s)

All (\*) are required fields

ⓘ You can add as many HazMat(s) as required.

Total Number of HazMat(s)

+ Add HazMat(s)

Previous Next

Figure 166: HazMat Module screen with Add hazMat button highlighted.

Figure 167: HazMat screen

### 9.8.2 Delete HazMat

To delete the HazMat record from the incident, click on the delete icon.

Figure 168: HazMat screen with delete button highlighted.

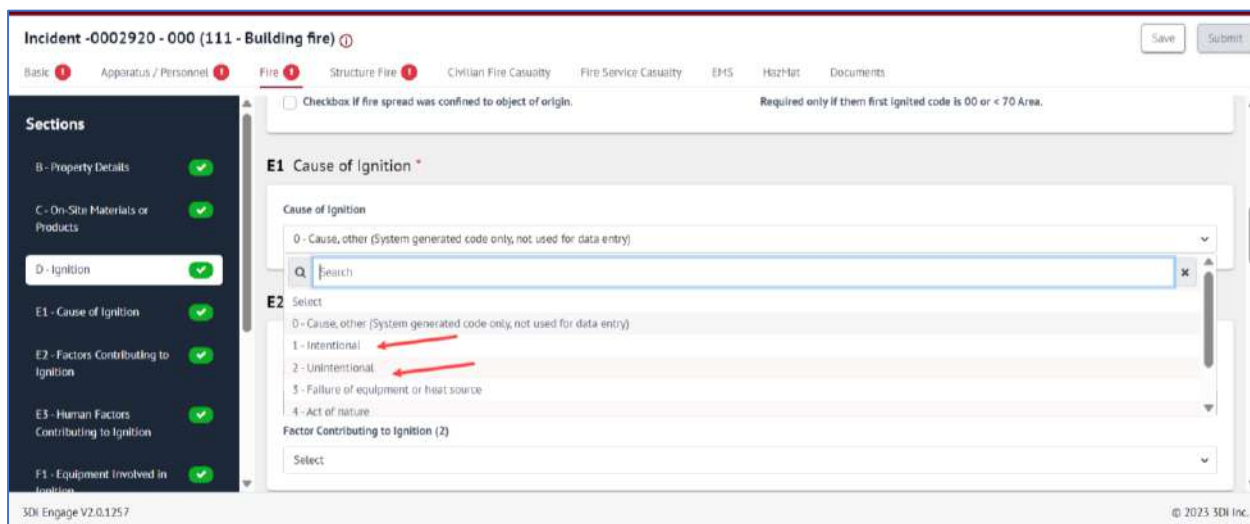
The system will ask for confirmation before deleting the HazMat record. Upon selecting Yes, the record will get deleted.

Figure 169: Delete HazMat confirmation pop-up.

## 9.9 Wildland Fire

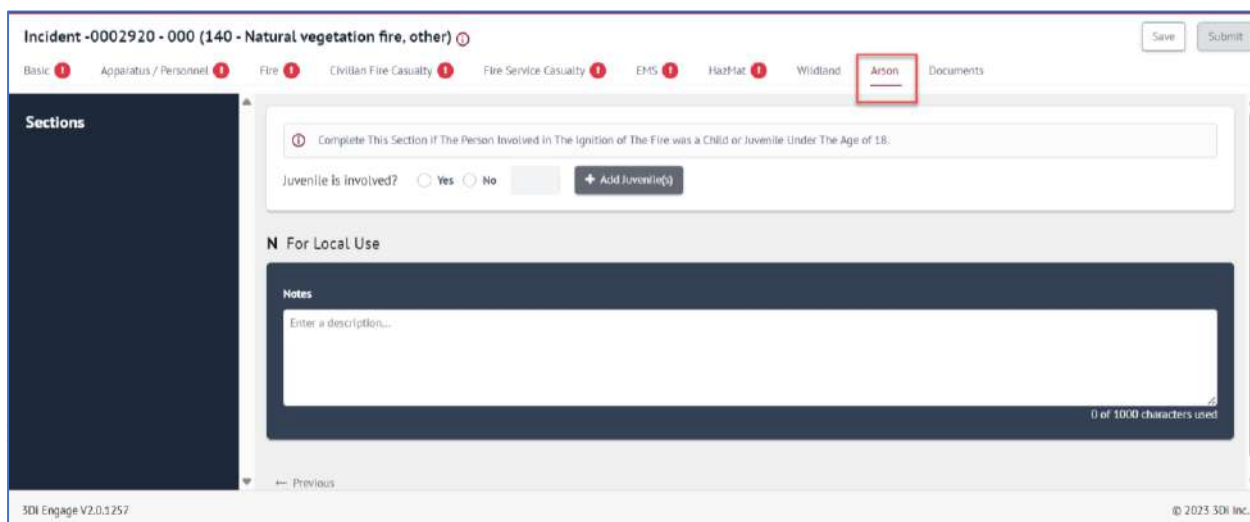
For Incident Type 140-143 or 160,170-173, either the Fire module or the Wildland module is required. One of the two must be completed. If user tries to switch between Wildland & Fire Module, then below confirmation popup will be displayed. If the Wildland module is selected, then the Alternate Location Specification in the Wildland module becomes mandatory.

## 9.10 Arson



The screenshot shows the 'Incident -0002920 - 000 (111 - Building fire)' form. The 'Fire' tab is selected, and the 'Cause of Ignition' section (E1) is highlighted in the left sidebar. The main content area shows a dropdown menu for 'Cause of Ignition' with options: '0 - Cause, other (System generated code only, not used for data entry)', '1 - Intentional', '2 - Unintentional', '3 - Failure of equipment or heat source', and '4 - Act of nature'. The '2 - Unintentional' option is selected. Below this, there is a section for 'Factor Contributing to Ignition (2)' with a 'Select' dropdown.

Figure 170: Fire Module with Cause of Ignition highlighted.

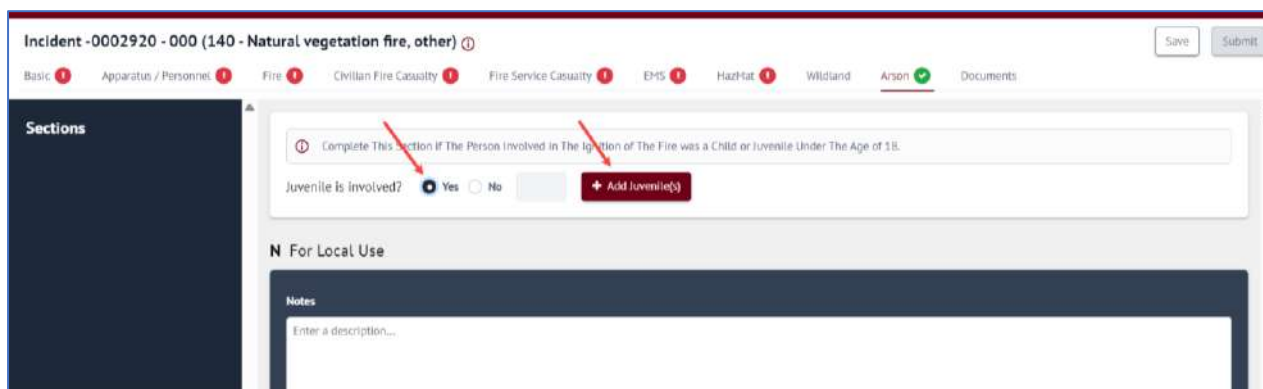


The screenshot shows the 'Incident -0002920 - 000 (140 - Natural vegetation fire, other)' form. The 'Arson' tab is selected and highlighted in the top navigation bar. The main content area shows a section for 'Juvenile is involved?' with radio buttons for 'Yes' and 'No'. Below this is a 'Notes' section with a text area for 'Enter a description...'. The 'Add Juvenile(s)' button is visible.

Figure 171: Arson Module screen.

### 9.10.1 Add Juveniles

To add Juvenile record, select Yes radio button then Click on the **+Add Juveniles** button to add a Juvenile record.



The screenshot shows the 'Incident -0002920 - 000 (140 - Natural vegetation fire, other)' form. The 'Arson' tab is selected and highlighted in the top navigation bar. The 'Juvenile is involved?' section shows the 'Yes' radio button selected. The '+Add Juvenile(s)' button is highlighted with a red arrow.

Figure 172: Arson screen with Add Juveniles button highlighted.

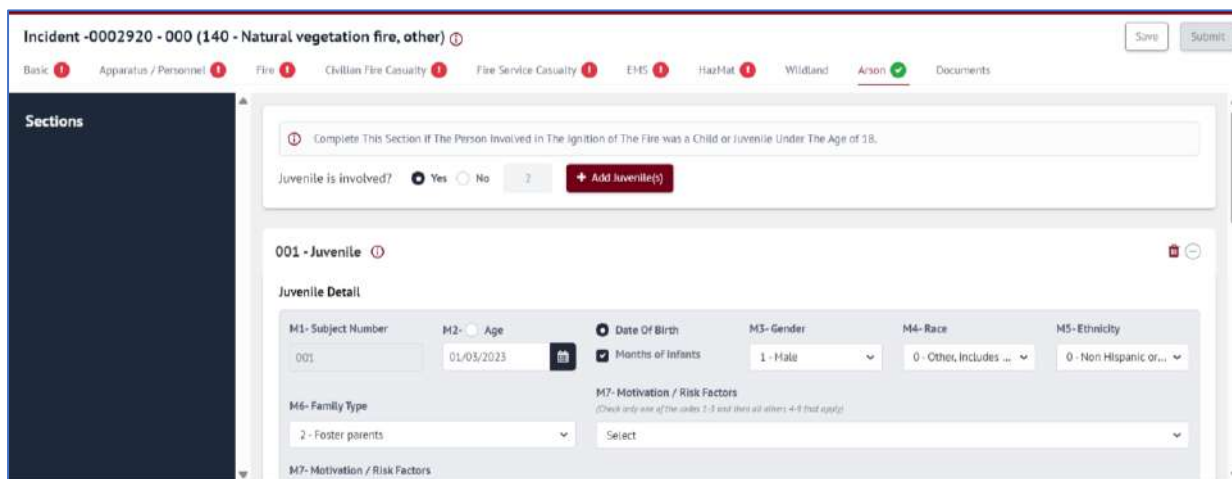


Figure 173: Arson screen with Juveniles added.

### 9.10.2 Delete Juveniles

To delete the juvenile record from the incident, click on the delete icon.

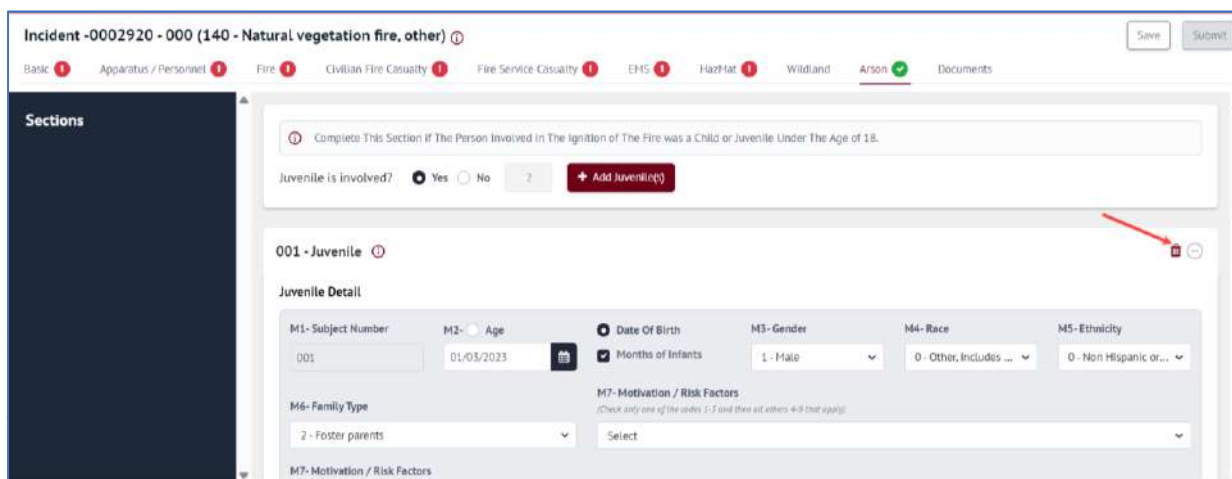


Figure 174: Arson screen with delete Juveniles button highlighted.

The system will ask for confirmation before deleting the Juvenile record. Upon selecting Yes, the record will get deleted.

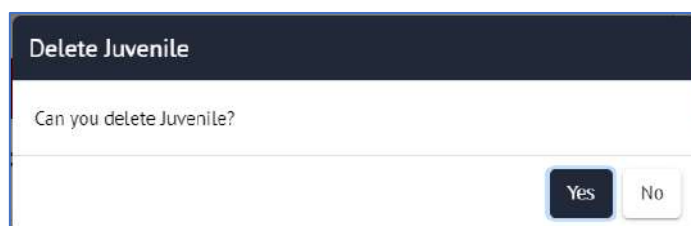


Figure 175: Delete Juveniles confirmation pop-up.



## 10 Create a Ticket

**Rank:** Fire Department Personnel

Create a ticket functionality is available to all the fire department staff and OFIRMS users.

This is a way to reach out to the Fire Prevention Bureau for specific queries and feedback. Currently, there are 4 types of tickets that can be created.

1. Coding Question
2. Feedback
3. Public Record Request
4. Technical Support

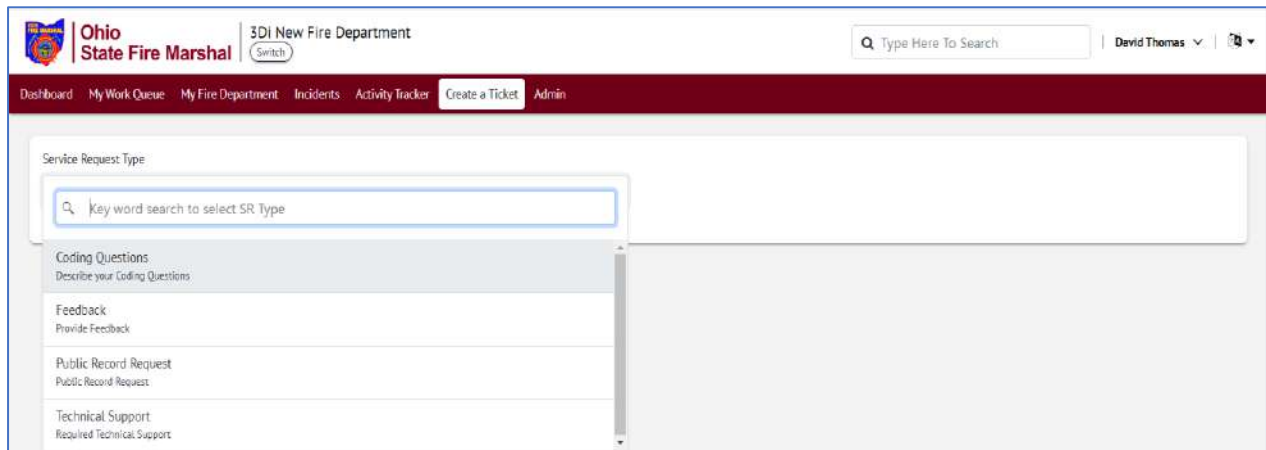
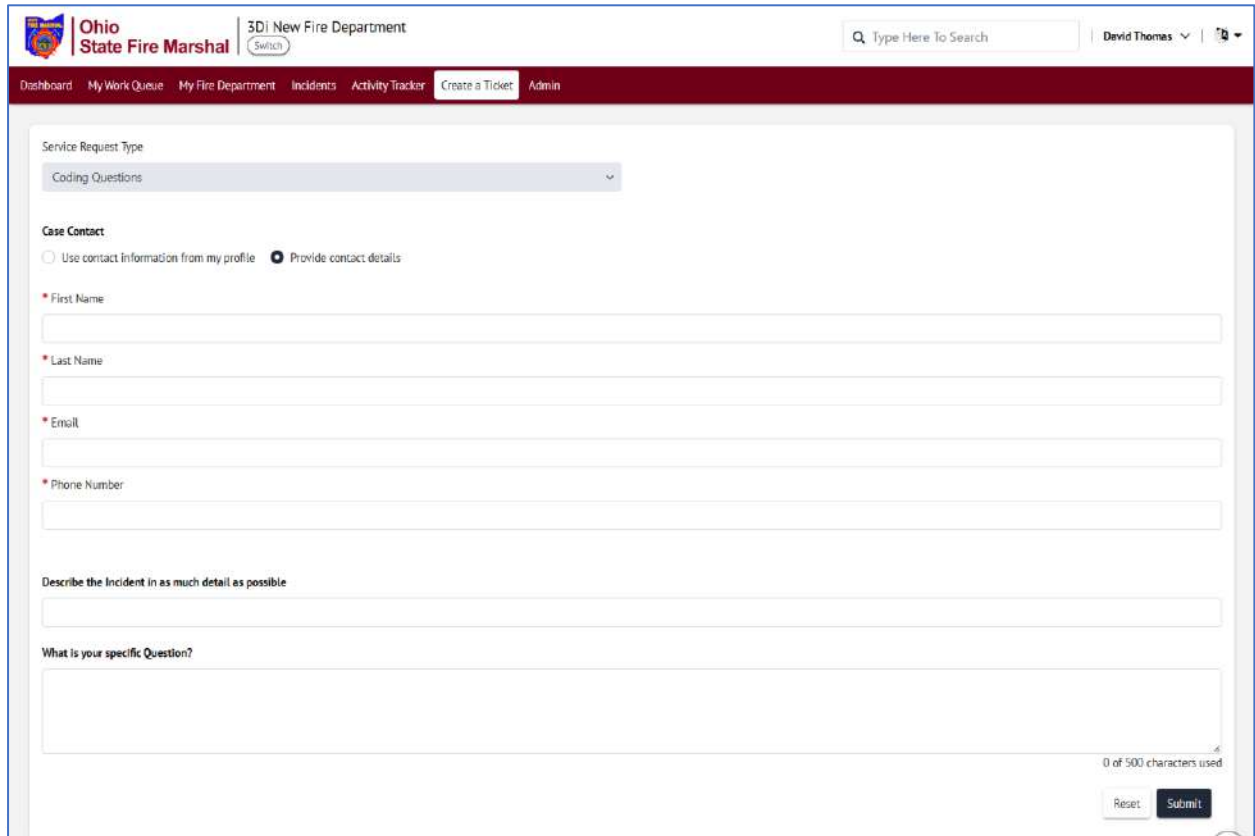


Figure 176: Create a ticket screen displaying the type of tickets that are available for creation.

## 10.1 Coding Question

To create a ticket regarding coding question, select the “Coding Questions” from the service request type dropdown. Fill in the details and click on Submit.



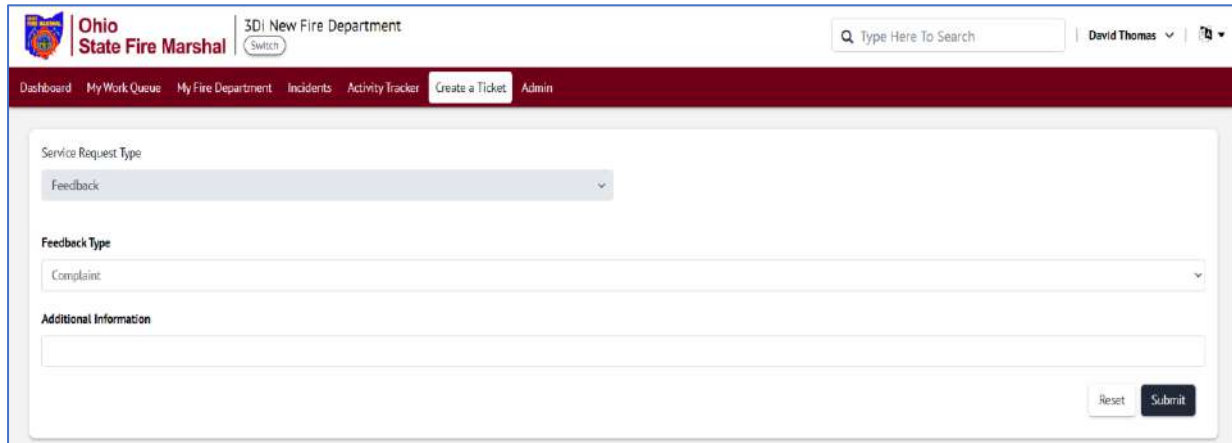
The screenshot shows the "Create a Ticket" form for "Coding Questions". The form is part of the "3Di New Fire Department" interface. The top navigation bar includes links for Dashboard, My Work Queue, My Fire Department, Incidents, Activity Tracker, Create a Ticket (highlighted), and Admin. The user is logged in as David Thomas. The form fields include:

- Service Request Type:** A dropdown menu with "Coding Questions" selected.
- Case Contact:** Radio buttons for "Use contact information from my profile" (unselected) and "Provide contact details" (selected).
- \* First Name:** A text input field.
- \* Last Name:** A text input field.
- \* Email:** A text input field.
- \* Phone Number:** A text input field.
- Describe the Incident in as much detail as possible:** A large text area.
- What is your specific Question?:** A large text area.
- Character Count:** A label indicating "0 of 500 characters used".
- Buttons:** "Reset" and "Submit" buttons at the bottom right.

Figure 177: Coding Questions Ticket form.

## 10.2 Feedback

Use the Feedback service request type to provide suggestion or complaint. Fill in the details and click on Submit.



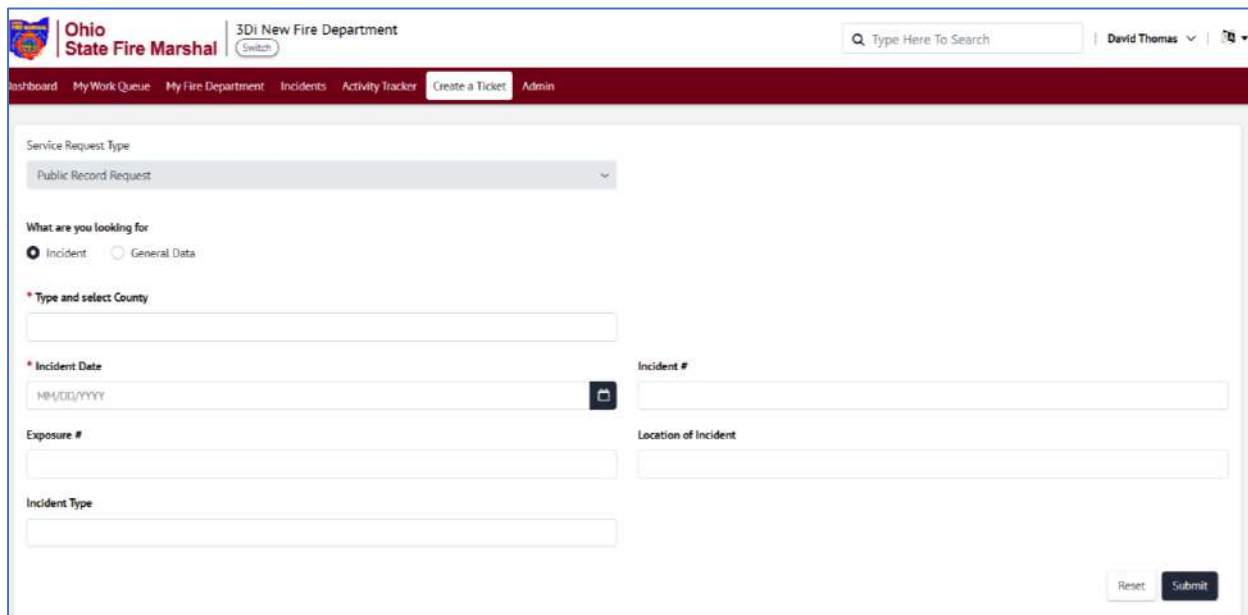
The screenshot shows the 'Feedback' form within the Ohio State Fire Marshal system. The header includes the logo, 'Ohio State Fire Marshal', and '3Di New Fire Department'. A search bar and user profile 'David Thomas' are on the right. The navigation bar has links for Dashboard, My Work Queue, My Fire Department, Incidents, Activity Tracker, Create a Ticket, and Admin. The form itself has a 'Service Request Type' dropdown set to 'Feedback'. Below it is a 'Feedback Type' dropdown set to 'Complaint'. There is a large text area for 'Additional Information'. At the bottom right are 'Reset' and 'Submit' buttons.

Figure 178: Feedback Service Request form

## 10.3 Public Record Request

To request records for Incidents or General Data, use the Public Record Request.

Fill in the details and click on Submit.

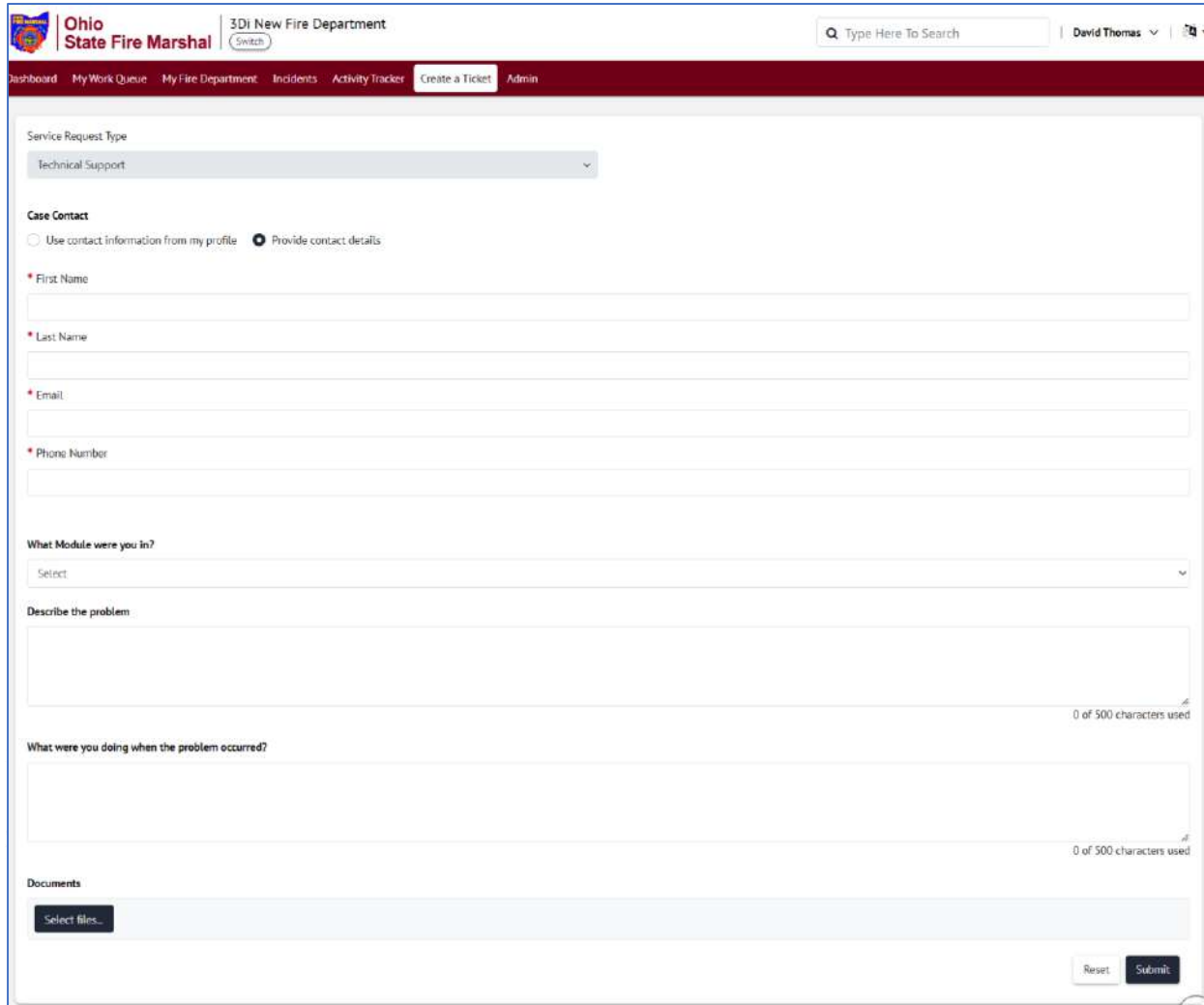


The screenshot shows the 'Public Record Request' form. The header and navigation bar are identical to the previous form. The 'Service Request Type' dropdown is set to 'Public Record Request'. Below this, there are radio buttons for 'Incident' (selected) and 'General Data'. A section titled '\* Type and select County' has a text input field. Below that, '\* Incident Date' has a date picker set to MM/DD/YYYY. To the right of the date is a calendar icon and an 'Incident #' input field. Below the date is an 'Exposure #' input field. To the right of the exposure number is a 'Location of Incident' input field. At the bottom left is an 'Incident Type' input field. At the bottom right are 'Reset' and 'Submit' buttons.

Figure 179: Public Record Request form

## 10.4 Technical Support

To request a technical support for incident or any other modules in OFIRMS, please use the Technical Support service request type. Please provide as much details possible for a faster resolution.

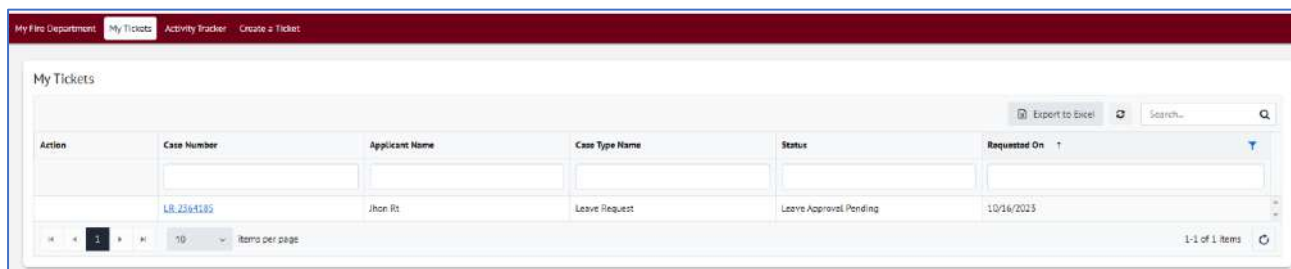


The screenshot displays the 'Technical Support' service request form within the Ohio State Fire Marshal's OFIRMS system. The interface includes a top navigation bar with the system logo, user name 'David Thomas', and a search bar. Below this is a secondary navigation bar with links to 'Dashboard', 'My Work Queue', 'My Fire Department', 'Incidents', 'Activity Tracker', 'Create a Ticket', and 'Admin'. The main form area is titled 'Service Request Type' and has a dropdown menu set to 'Technical Support'. Under the 'Case Contact' section, there are two radio buttons: 'Use contact information from my profile' (unselected) and 'Provide contact details' (selected). Below these are input fields for 'First Name', 'Last Name', 'Email', and 'Phone Number', each marked with a red asterisk. A dropdown menu for 'What Module were you in?' is set to 'Select'. Two large text areas for 'Describe the problem' and 'What were you doing when the problem occurred?' are provided, each with a character count of '0 of 500 characters used'. At the bottom, there is a 'Documents' section with a 'Select files...' button. The form concludes with 'Reset' and 'Submit' buttons.

Figure 180: Technical Support Service Request form

## 10.5 View My Service Requests/Tickets

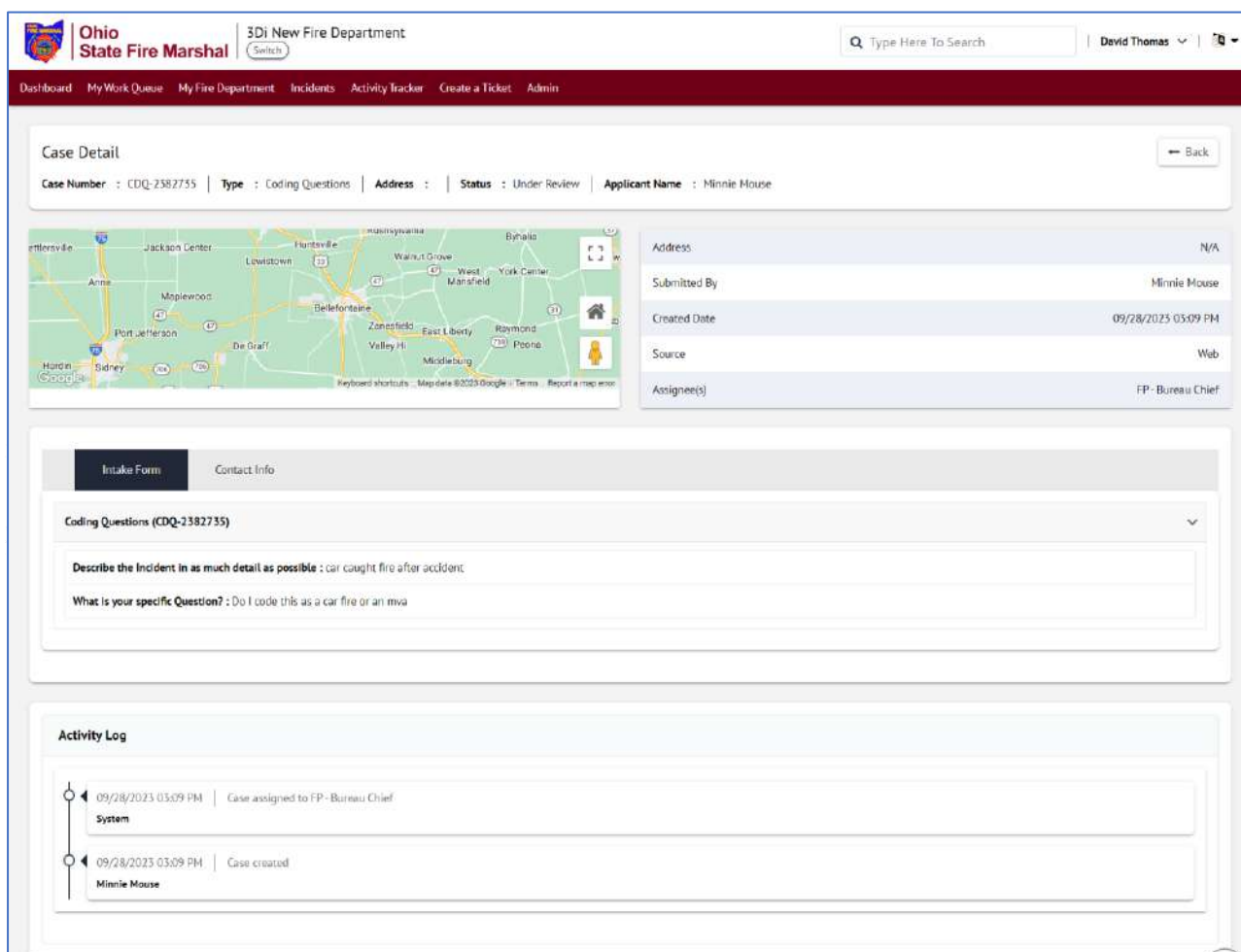
To get the real time status of your tickets, you can go to “My Tickets” screen.



| Action | Case Number | Applicant Name | Case Type Name | Status                 | Requested On |
|--------|-------------|----------------|----------------|------------------------|--------------|
|        | LR-2361183  | Jhon Rlt       | Leave Request  | Leave Approval Pending | 10/26/2023   |

Figure 181: My Tickets screen

On clicking on case number, it will redirect you to the case detail page.



Case Detail

Case Number : CDQ-2382735 | Type : Coding Questions | Address : | Status : Under Review | Applicant Name : Minnie Mouse

Address: N/A

Submitted By: Minnie Mouse

Created Date: 09/28/2023 03:09 PM

Source: Web

Assignee(s): FP-Bureau Chief

Intake Form | Contact Info

Coding Questions (CDQ-2382735)

Describe the Incident in as much detail as possible : car caught fire after accident

What is your specific Question? : Do I code this as a car fire or an mva

Activity Log

- 09/28/2023 03:09 PM | Case assigned to FP-Bureau Chief
- 09/28/2023 03:09 PM | Case created



## 11 Activity Tracker

**Rank:** Fire Department Chief

Activity Tracker screen can be used by FD Staff and Volunteers for logging additional hours spent.

Users can add hours spent on specific activities or incidents on this screen. The information of the activities logged for the logged-in user will be displayed on the screen.

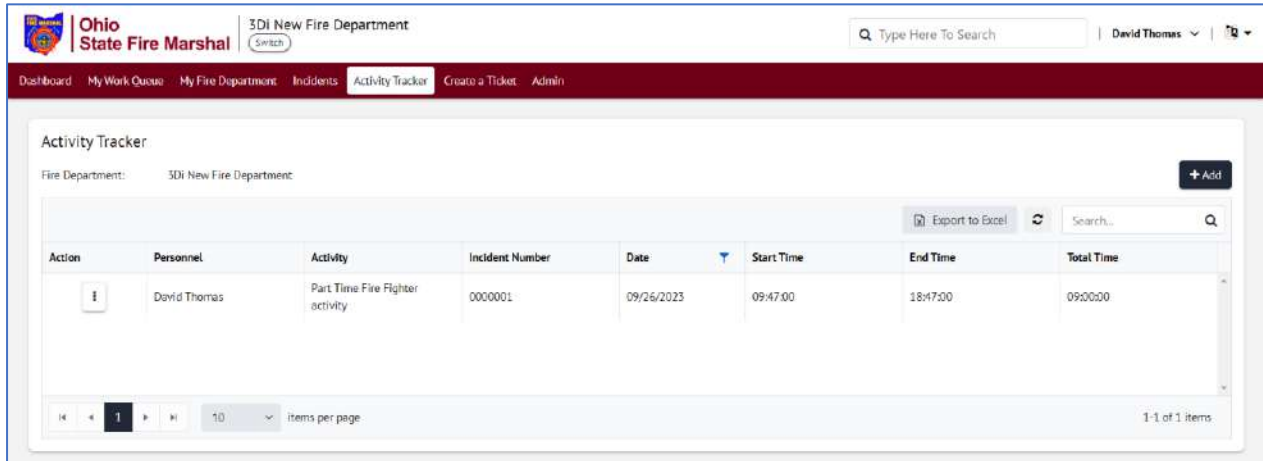


Figure 182: Activity Tracker screen.

### 11.1 Add Activity

To add an activity, press the + Add button. This will open the Add Log Hours pop-up. Enter the Incident Number or the Activity description along with date and time spent. If the activity is for more than a day, then use the Add button to report additional date and time for the same activity on the Add Log Hours screen.

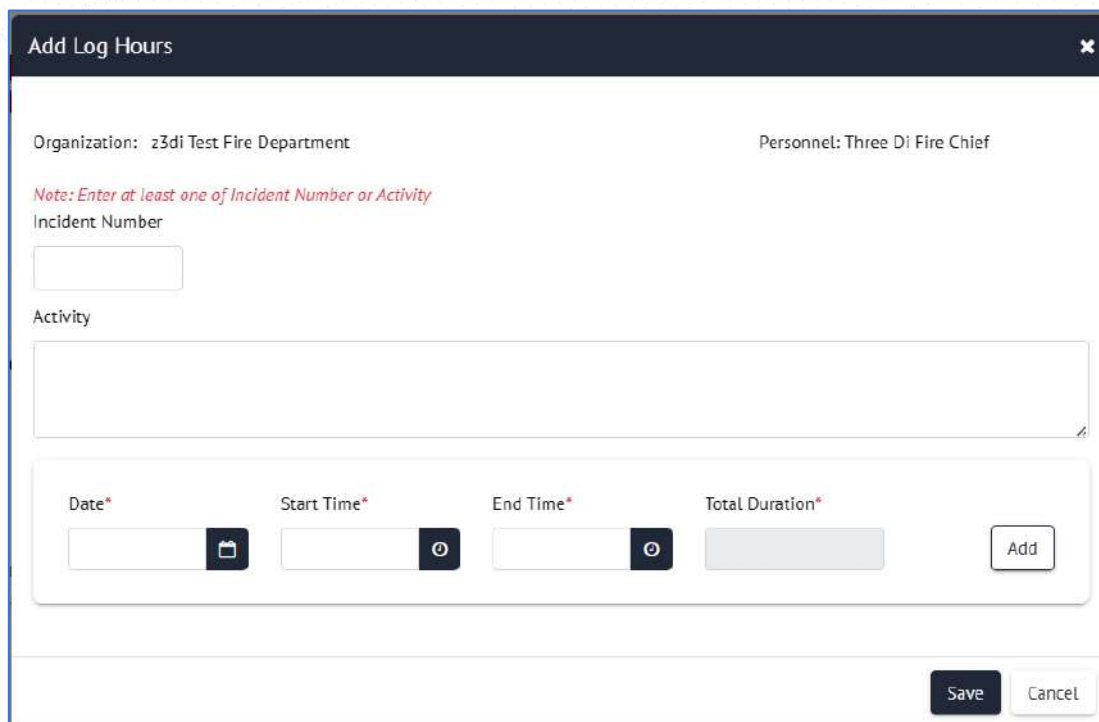


Figure 183: Add Log Hours pop-up.

## 12 Profile Page

The FD staff or FD chief can update the profile details by clicking on the Profile option from the top right corner menu.

Figure 184: Basic Information on My Profile screen

The profile page contains following sections:

- **Basic Information**
- **Address Detail**
- **Contact Detail**
- **Emergency Contact** - Staff's immediate relative/friends' contact details for communication during an emergency.
- **DPS Certification Info** – DPS or firefighter certificate detail issued by Ohio Department of Public Safety
- **Other Certification**
- **Personal Information** – Date, Age, Race, Ethnicity, Language and Income Level. Only selected fire department staff and Fire Presentation Bureau staff will have access to it.
- **PII (Personal Identification Information)** – Contains driver's license details. Only selected fire department staff and Fire Presentation Bureau staff will have access to it.
- **Fire Departments**
- **Drill / Training**
- **Associated Cases** – List of incidents reported by the staff. This is a system generated section and cannot be edited.

Figure 185: Emergency Contact on My Profile

DPS Certification Info
Edit

Certification Level
: Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic

Certification Date
: 03/28/2023

OHIO DPS Certification Number
: D478622

Expiration Date
: 02/29/2024

Other Certification
Edit

Other Certification

| Certification Type | Certification Number | Certification Date | Expiration Date |
|--------------------|----------------------|--------------------|-----------------|
| abc                | 123                  | 08/21/2023         |                 |
| dld                | 344                  |                    |                 |

Personal Information
Edit

Date of Birth
: 01/03/2000

Age
: 23

Race
: White

Gender
: Male

Language
: English

Ethnicity
: Hispanic or Latino

Income Level
: Normal

PII (Personal Identification Information)
Edit

Driver's License
: \*\*\*\*\*

Date Issued
: 08/28/2022

Date of Expiry
: 02/29/2024

Figure 186: DPS Certification Info, Other Certification, Personal Information, PII Information section on My Profile

Fire Departments
Export to Excel

| Rank/Position | Fire Department Name     | FDID  | Personnel Id | Date of Joining | OFIRS R |
|---------------|--------------------------|-------|--------------|-----------------|---------|
| Fire Chief    | 3Di Demo FD              | 91236 |              |                 | Yes     |
| Fire Chief    | 3Di New Fire Department  | 91237 |              |                 | Yes     |
| Fire Chief    | Test New Fire Department | 91234 | 1234569      |                 | Yes     |

1-3 of 3 items

Drill and Training
Export to Excel

| FD Name                  | Category         | Type      | Date       | Start Time | End Time | Total Duration (Hours) | CEU | Trainer                            | External Trainer | Location   |
|--------------------------|------------------|-----------|------------|------------|----------|------------------------|-----|------------------------------------|------------------|--|
| Test New Fire Department | Business meeting | Classroom | 09-18-2023 | 12:00      | 13:00    | 1                      | 1   | David Thomas                       |                  | 14502 Williams County Road 15, Holiday City, OH, USA |
| Test New Fire Department | Fire Drill       | Drill     | 09-01-2023 | 09:00      | 09:30    | 0.30                   | 1   | Logan Paul Mike Chest David Thomas |                  |  |
| 3Di New Fire Department  | EMS Drill        | Classroom | 09-28-2023 | 10:00      | 12:00    | 2                      | 1   |                                    |                  | 14520 Broadway Avenue, Cleveland, OH, USA            |

1-3 of 3 items

Figure 187: Fire Department and Drill and Training info on My Profile screen

| Associated Cases  |                                    |   |                     |                     |                        |                 |
|---|------------------------------------|---|---------------------|---------------------|------------------------|-----------------|
|   |                                    |   |                     |                     |                        | Export to Excel |
| Case Number   | Case Type                          | Location  | Created On          | Updated Date        | Department             |                 |
| <a href="#">STE-2378743</a>                                 | Fire Department Staff Registration | 1451,Commodity Boulevard Lockbourne OH 43137 US | 09/15/2023 12:06 PM | 09/15/2023 12:08 PM | Fire Prevention Bureau |                 |
| <a href="#">CDO-2379731</a>                                 | Coding Questions                   | N/A   | 09/20/2023 09:28 AM | 09/20/2023 09:28 AM | Fire Prevention Bureau |                 |
| <a href="#">LR-2378752</a>                                  | Leave Request                      | 1451,Commodity Boulevard Lockbourne OH 43137 US | 09/16/2023 02:27 AM | 09/20/2023 12:08 PM | Fire Prevention Bureau |                 |
| <a href="#">LR-2379734</a>                                  | Leave Request                      | undefined,Ohio 235 New Carlisle OH US           | 09/21/2023 05:42 AM | 09/21/2023 05:43 AM | Fire Prevention Bureau |                 |
| <a href="#">LR-2379757</a>                                  | Leave Request                      | 935,West 58th Street Ashland OH 44804 US        | 09/21/2023 06:01 AM | 09/21/2023 06:02 AM | Fire Prevention Bureau |                 |
| <div> <div>1 2 3 4 5</div> <div>Items per page</div> </div> |                                    |   |                     |                     |                        | 1-5 of 17 items |

| Assigned Decals   |      |                |                                 |
|---|------|----------------|---------------------------------|
|   |      |                | Search...                       |
| Decal Number  | Year | Vehicle Number | Fire Department                 |
| A000055   | 2023 | OH-029882      | 3Di New Fire Department - 91237 |
| AB000002  | 2023 | OH 4568        | 3Di Demo FD - 91236             |
| AB000004  | 2023 | OH 4568        | 3Di Demo FD - 91236             |
| AO000001  | 2023 | OH-15489       | 3Di Demo FD - 91236             |
| AO000002  | 2023 | OH-15489       | 3Di Demo FD - 91236             |
| <div> <div>1 2</div> <div>5 Items per page</div> </div> |      |                | 1-5 of 6 items                  |

Figure 188: Cases Associated with user and Decals Assigned to user on My Profile screen.