



Department Source: Fire

To: City Council

From: City Manager & Staff

Council Meeting Date: September 18, 2023

Re: Software Agreement Amendment with Locality Media, Inc. dba First Due

## Executive Summary

Staff has negotiated to amend the 2022 agreement between the City of Columbia and Locality Media, Inc dba First Due. Changes being considered in the amendment include Section 1, Section 7, Section 52, and Exhibit A-1 and includes adding the Investigations and the Scheduling module as well as the ODBC connector and online standard training package at a cost of \$4,050.00 to the City.

## Discussion

First Due is the Records Management System (RMS) software purchased by the Fire Department as a records repository replacing Firehouse RMS after its expiration. The changes allowed in this amendment will provide additional modules that will provide record keeping properties between the fire suppression crews and the Fire Marshal's division. The system will also allow additional payroll time tracking capabilities to integrate with the Executime payroll system currently being introduced to City departments.

The amended quote provides details of the \$4,050.00 additional fees as well as the Statement of Work details for these service features. This amount was previously budgeted in Fire and does not require an additional appropriation.

## Fiscal Impact

Short-Term Impact: \$4,050.00

Long-Term Impact: Annual subscription fees.

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Public Safety, Secondary Impact: Operational Excellence, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

## Legislative History

Date	Action
7/18/2022	ORD 025081 – B195-22: Authorizing a software as a service agreement with Locality Media, Inc for the “First Due” records management system for the Fire Department.

## Suggested Council Action

Staff recommends passage authorizing the City Manager to execute this agreement amendment with Locality Media, Inc.