

“Most [software] programs come with a box. FIRES comes with a person.”

-Lt. Burke Farrah

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FIRES
FIRE-RESCUE SCHEDULING SYSTEM



*Experts in
Public Safety Scheduling*

www.firescheduling.com



The Fire-Rescue Scheduling System™ is one of the most powerful, versatile, and easy-to-use **scheduling software packages** available. Created by a unique team of programmers and fire-rescue personnel, FIRE-RES has amassed a multitude of shift scheduling reports, functions, and communication tools tailor-made for Public Safety organizations. With its user-friendly interface and time saving features, FIRE-RES streamlines the overwhelming task of employee shift scheduling.

With FIRE-RES you can:

- ◆ Track employees' remaining balance of time
- ◆ Report time sheets to payroll
- ◆ Manage schedules in real time
- ◆ Report employee activity for a day, week, month, year or entire career
- ◆ Validate manpower according to requirements
- ◆ View the schedule from any workstation within the network
- ◆ Automate roll call
- ◆ Utilize your computer to handle the time consuming and tedious operations of maintaining a schedule
- ◆ Automate overtime selection
- ◆ Assign and track overtime worked
- ◆ Assign employees to an assignment
- ◆ Allow employees to directly request time off
- ◆ Allow employees to directly request overtime payment
- ◆ Download overtime and time-off data directly to payroll
- ◆ Assign employees to various security levels
- ◆ Assign employees to school

Feature	Standard	Professional	Enterprise	Premiere
Number of employees	Unlimited	Unlimited	Unlimited	Unlimited
Number of workstations	5	25	Unlimited	Unlimited
E-mail processing	Included	Included	Included	Included
Unlimited security levels	Included	Included	Included	Included
Daily Notes	Included	Included	Included	Included
Daily Details	Included	Included	Included	Included
Balance of time reports	Included	Included	Included	Included
Overtime activity reports	Included	Included	Included	Included
Overtime valuation reports	Included	Included	Included	Included
Time off activity reports	Included	Included	Included	Included
Automatic staffing validation	Included	Included	Included	Included
Daily, weekly, monthly, yearly scheduling views/reports	Included	Included	Included	Included
Shift differential processing	Included	Included	Included	Included
Schedule rotation processing	Included	Included	Included	Included
Steady shift processing	Included	Included	Included	Included
Manual area assignments	Included	Included	Included	Included
Overtime Fairness Rotation	Included	Included	Included	Included
Create timesheets	Included	Included	Included	Included
Export payroll information to Excel	Included	Included	Included	Included
Review timesheets	N/A	Included	Included	Included
Export Time off/Overtime Information to text file	N/A	Included	Included	Included
Payroll Summary Reports	N/A	Included	Included	Included
Payroll Detail Reports	N/A	Included	Included	Included

Feature	Standard	Professional	Enterprise	Premiere
Export payroll information to ADP Payroll Service	N/A	N/A	Included	Included
Export payroll information to CASA Payroll Service	N/A	N/A	Included	Included
Export payroll information to PeopleSoft	N/A	N/A	Included	Included
Rules based payroll processing	N/A	N/A	Included	Included
Web access	N/A	N/A	Included	Included
Overtime Sign-up	N/A	N/A	Optional	Included
On-call schedules	N/A	N/A	Optional	Included
School certification activity reports	N/A	N/A	Optional	Included
Certification violation alerts	N/A	N/A	Optional	Included
Swipe clock processing	N/A	N/A	Optional	(1) Included
Stand alone touch screen FIRES kiosks	N/A	N/A	Optional	(1) Included
PARS (Audio Response System)	N/A	N/A	Optional	Included
Microsoft SQL Server 2005	N/A	N/A	Optional	Included
Microsoft Windows 2003 Server	N/A	N/A	Optional	Included
Rack mount FIRES Database server	N/A	N/A	Optional	Included
Telephone Punch In/Out	N/A	N/A	Optional	Included
Time clock support	N/A	N/A	Optional	Included
Custom Programming	N/A	N/A	Optional	Optional
System Training	Online	Online	Online/Onsite	Online/Onsite
Photo Identification Integration	N/A	N/A	Optional	Optional
CAD/RMS Integration	N/A	N/A	Optional	Optional
Annual support agreement	Optional	Optional	Optional	Optional
Automatic upgrade agreement	Optional	Optional	Optional	Optional

- ◆ Create ID Cards
- ◆ Allow employees to view scheduling information from anywhere by using the FIRES web portal
- ◆ Use automatic dialing feature to fill an overtime vacancy, to contact emergency personnel, or to notify citizens about an event or emergency.
- ◆ Much more

Pioneering Modules

FIRES functions as a stand-alone system, but it can be enhanced by adding on specially designed modules. These modules improve the scheduling process by providing more opportunities to manage many other aspects of record-keeping and employee management.

The FIRES modules include:

- ◆ Timesheet Reporting
- ◆ Payroll Integration
- ◆ Training-Certifications
- ◆ Audio Response System [PARS]
- ◆ Time & Attendance System [TIMES]
- ◆ Photo Identification

Customization

FIRES can be customized to fit your agency's specific needs. Our talented team of programmers can design custom reports and functions to meet the requirements of your organization and/or municipality.

Call one of our scheduling professionals to learn more about FIRES and how it can benefit your agency. Our team looks forward to discussing your scheduling challenges and providing you with specific solutions!

About VCSI

Since 1998, Visual Computer Solutions, Inc. [VCSI] has expertly delivered progressive computerization systems for employee scheduling, time and attendance, personnel management, and emergency response notification procedures. Our software systems support police departments, fire departments, correctional agencies, campus law enforcement agencies, emergency transport companies, municipalities, and professional offices throughout North America.

Visual Computer Solutions, Inc. prides itself as a company that maintains a personal relationship with all of its clients. Unlike larger organizations who know you only by your account number, VCSI - a mid-sized corporation - is able to provide a client-centered approach through telephone communication, frequent product updates, Internet meeting sessions, and on-site visits. We aim to keep our customers happy with our professionalism, technical knowledge, and old-fashioned strong work ethic.

A sought-after scheduling consultancy corporation, VCSI provides contemporary software solutions that synthesize straightforward functionality and affordability. The Police Officer Scheduling System™ [POSS] and Fire-Rescue Scheduling™ [FIRES] have revolutionized the way public safety organizations manage extra duty, payroll, training certification, and timesheet reports, all with Internet and Intranet capabilities. The FIRES Audio-Response System™ [PARS] launches immediate telephony technology to assemble specialized teams for emergency response. The Time Attendance System™ [TIMES] incorporates employee management and timekeeping functions with time clock swipe automation and photo identification applications.

From its incorporation date, Visual Computer Solutions has devoted all operations and software development exclusively to the public safety industry. This intense focus has made us one of the nation's leading experts on employee scheduling and time management.

VCSI Mission Statement

"At Visual Computer Solutions, we strive to provide public safety agencies throughout the world with state-of-the-art human resources software, in an effort to improve the efficiency and quality of their work environments.

We believe that every one of our clients deserves the utmost respect, courteous attention, and quality customer service.

We value our relationships with law enforcement agencies and organizations and take pride in supporting beneficial community policing programs.

Our ultimate goal is to create unparalleled software solutions that address the rapidly changing technological requirements and governing laws of the public safety industry."

pars (audio response system)

Audio-Response System™ [PARS] fills overtime positions or summons emergency personnel instantly and effortlessly. Using telephony technology, PARS automatically sorts through the entire employee list and initiates the communication process. Therefore, precious time is utilized, not wasted. With its user-customizable rules, PARS determines which employees should be contacted for overtime positions. This will happen in a logical order: by seniority or last date worked or total OT worked in a specified time frame.

Using FIRES' advanced overtime selection criteria, PARS will call employees at a designated phone number. The employee will be required to enter an identification pin and then have the opportunity to either accept or deny the overtime opportunity. Once all of the jobs are filled, a report listing the employee names who accepted overtime positions can be printed.

PARS can be utilized to select and call any team or department needed for an emergency situation:

- ◆ Volunteers
- ◆ On-call Officers
- ◆ CERT Teams
- ◆ On-call Fire Fighters
- ◆ Administration
- ◆ Emergency Response Personnel

"FIRES provides easy access to schedule information from the desktop and greatly assists in tracking time information and overtime costs."

-Capt. George Boksan

timesheets

FIRES' Timesheets module provides the ability for easy and accurate timesheet creation. Save time over old-fashioned paper-based timesheet entry procedures with FIRES' user-friendly reports, summaries, and overtime valuations. Customize time entry reports by selecting the necessary fields needed for payroll processing. Time Clock interfaces provide invaluable Time Swipe Variance Reports to maintain accurate records.

- ◆ Creation, Editing, and Printing of Timesheets
- ◆ Payroll Summaries
- ◆ Payroll Timecards
- ◆ Time Off Summaries
- ◆ Bi-Weekly Time Keeper Report
- ◆ Bi-Weekly Time Record Report
- ◆ Bi-Weekly Time Record Valuation Report
- ◆ Scheduled Hours vs. Swiped Hours Variance Report
- ◆ Native payroll gateways to PeopleSoft, ADP, Casa Payroll Services, Personalities Payroll System, or any Payroll System that will import to an Excel Spreadsheet or a Comma-separated File

time and attendance

FIRES' Time & Attendance System™ [TIMES] is used to monitor employees' swipe/punch times (hours worked) using time clocks, computer terminal, the Internet, or the telephone. Using ID cards with a mag stripe, bar code, or biometric identification technology, TIMES will alert administration of lateness trends by comparing punch times to schedule times. FIRES' Time & Attendance also:

- ◆ Monitors union rules and creates automatic overtime records based on the swipe times.
- ◆ Creates bi-weekly time record reports.
- ◆ Creates bi-weekly time keeper reports.
- ◆ Creates schedule vs. swipe time variance reports.
- ◆ Automatically filters schedule records to create an automated payroll run, while applying custom rules.
- ◆ Enables employees to be paid by their punch/swipe times instead of schedule times.
- ◆ Verifies that swipe times equal schedule time plus overtime minus exceptions.

FIRESweb

FIRESWeb™ is a web-based portal, or entry point, to the Fire-Rescue Scheduling System through the Internet or internal Intranet. With FIRESWeb, you'll be able to access your schedule from anywhere in the world. It allows users easy access to commonly used FIRES tasks through any web browser.

Using an MDT (mobile data terminal), officers can perform select FIRES functions without coming into headquarters. This saves time by allowing them to verify their schedules while working or on days off. Open extra duty or overtime positions can be viewed and selected at any time from any location. Employees can notify their shift commander of sick leave by logging on and updating the schedule. In this way, FIRESWeb™ expedites schedule changes and consistently displays the most current schedule.

The following FIRES functions are accessible through the Internet on FIRESWeb™:

- ◆ Request Time Off
- ◆ Request Overtime
- ◆ View Daily Schedule
- ◆ Officer Statistical Report
- ◆ Officer Monthly Calendar
- ◆ Balance of Time Off Report
- ◆ Time Off Activity Report
- ◆ Overtime Activity Report
- ◆ Administrative Days Log
- ◆ Time Off Summary Report
- ◆ Bi-Weekly Timesheet Update
- ◆ Assign Officers to Posts and Cars
- ◆ Change Day Off and Overtime Status
- ◆ Employee's Weekly, Monthly, Yearly Calendars

"Your willingness to adapt your FIRES application to meet the specific needs of our department has made the program a great success. The FIRES system has dramatically improved our ability to manage overtime, scheduling and personnel resources, while streamlining the administration of the entire process. Information that used to take hours to retrieve is available to any administrator in seconds.

Your excellent product support and enhancements have confirmed for us that the implementation of the FIRES system has been one of the most beneficial improvements we have made."

-Lt. Thomas Altizio

training certification

FIRES' Training-Certification Module effortlessly tracks all training needs, schools, and certifications to ensure that employees are up-to-date with their professional licenses, certifications, and mandatory training. A significant advantage of this system is its direct link to the FIRES Schedule, which signals when overtime positions need to be filled due to officers in training. This database provides a simple way to schedule and record training assignments – an essential recordkeeping responsibility for public safety agencies.

Some Training-Certification Module benefits are:

- ◆ Managing and Updating Master School and Rules
- ◆ Notifies Scheduler of Overtime Needs due to Employees in Training
- ◆ Training Categories Database
- ◆ Certification Expiration Report
- ◆ Mandatory Training Report
- ◆ Training Activity Reports by School or Officer
- ◆ Yearly Training Calendar
- ◆ Much More

“FIRES has greatly improved the ability to track employees’ time off and provide for a reliable, accurate schedule for both [our] Fire and EMS departments. It worked so well that we convinced our Police Department to purchase the program!”

-Capt. Dave Volk, Perth Amboy Fire Department

photo identification

Photo Identification of employees provides an added measure of safety and promotes an image equal to the trust and professionalism your organization presents to the public. FIRES directly interfaces with your photo-identification system, making it even easier to use.

VCSI's Photo ID Packages have all of the necessary components for your agency to create, produce, and process ID cards. Visit our online store at www.vcsistore.com to view our high-quality identification supplies. Our partners include: Wynit, Acroprint Time Recorder Co., Fargo, Zebra, Sony, Card Five, Interlink Electronics, EPI Suite, Fuji Film, Canon, and Olympus.

Photo Identification can be used for:

- ◆ Law Enforcement ID's
- ◆ Inmate Identification
- ◆ Healthcare & Educational Security
- ◆ Restricted Access ID's
- ◆ Travel Security
- ◆ Clubs/Associations
- ◆ Contractor/Visitor Passes
- ◆ Business Cards
- ◆ Government



“FIRES has taken the guess work out of scheduling and made it easy and accurate for every officer. Internal checks and balances in the software make sure that no one is charged or over-charged for the time, which can be the case in a manual system. The FIRES Timesheet module has revolutionized our ability to provide accurate time off and overtime worked. Thank you for a great product.”

-Sgt. Robert Garfalo