BULLETIN

NO: 20-017

DATE: January 27, 2020

TO: All Personnel

FROM: James Gaboury, Deputy Fire Chief, Logistics

SUBJECT: Implementation of Public Safety TRAX (PSTRAX)

Over the course of the year, the Logistics Division will be administering the migration of a large portion of the department's required daily, weekly, monthly and annual checks, onto a paperless cloud hosted system. The Fire-Rescue Department has contracted with Public Safety TRAX (PSTRAX), for these services. The required checks will be implemented in stages. These checks are required by department polices, city regulations in addition to state and federal regulatory agencies, including, but not limited to, DEA, OSHA and DOT.

PSTRAX has been developed to:
1) Provide a closed loop check system for station crews to report discrepancies to Fleet Services, Equipment Center and Facility Maintenance.
2) Elimination of paper forms where applicable
3) Improve data collection, equipment accountability and update reporting processes
4) Address DEA, OSHA, DOT, etc. compliance gaps
5) Identify potential cost savings and improve budgetary projections
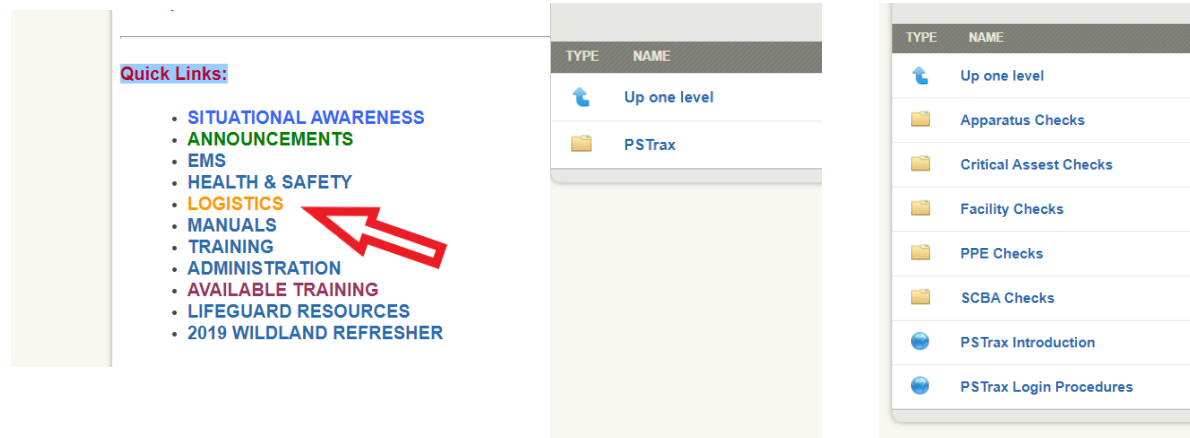6) Provide reference materials for crews completing checks

Phase I will start on February 18, 2020 and include the following checks:
1) Personal Protective Equipment (PPE) inventory and annual inspections
2) All Engine, Trucks and Brush apparatus inspections, checks and inventories (except for SCBAs)
3) Facility inspections (Except the Daily Fuel Log and End of Monthly Fuel Report)
   a. Above and Under Ground Fuel Storage
   b. Generator Checks
   c. Station Inspections
   d. Station Hazmat Inspections

Additional phases will include; SCBAs, specialty apparatus, hose testing, pump testing, trackable assets (radios, TICs, etc.), ladder testing, station supply ordering, specialty station/division checks and other opportunities that have yet to be identified.

Since PSTRAX is cloud based and not a device specific application, it is accessible via any browser enabled device, including apparatus assigned iPads, iPhones and station computers. PSTRAX works on all browsers except for Internet Explorer. The web address for Public Safety TRAX is: https://app.pstrax.com/.

As each phase is rolled out, training video links will be provided on TargetSolutions in the "Quick Links" section under "Logistics". To ensure a smooth transition, all personnel are recommended to watch the training videos prior to the February 18th start date.

Starting on February 18, 2020, all personnel are directed to login to PSTRAX at the beginning of each shift and complete the scheduled checks as normally assigned to their rank and position. Your login name will be your city email address and the password will be your Personal Employee Identification Number (PERNR). You will be prompted to change your password after your initial login. Please watch the PSTRAX Login Procedures video in TargetSolutions for additional information. Some schedules have been modified from their paper form equivalents. Personnel will continue to complete any required paper based checks until they have been transitioned into PSTRAX. Battalion Chiefs and Captains shall ensure all required checks are completed by the end of shift.

Please send any questions, suggestions or feedback to SDFDPSTrax@sandiego.gov or directly to the implementation manager, Logistics Battalion Chief Matt Nilsen, at mnilsen@sandiego.gov.