

ADDRESS: **Northern Sonom County Fire Protection District**

PO Box 217

Geyserville, CA 95441

PHONE: 707-857-4373

Enterprise System Catalog:

JULY 9, 2019

VENDOR AND PRODUCT: **Intuit, Quickbooks: Desktop Pro 2019**

SYSTEM PURPOSE: Bookkeeping

CATEGORIES/TYPES OF DATA: accounts payable/receivable

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: prepare spreadsheets to support admin

CATEGORIES/TYPES OF DATA: training, personnel, equipment, payroll, financial

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Word**

SYSTEM PURPOSE: writing letters, printing envelopes, preparing agendas and minutes, press releases, resolutions, standard operating policies (SOPs), MOU, grant preparation, memos, informational posters, newsletter preparation, incident log submittals, signature collection, create mission statements

CATEGORIES/TYPES OF DATA: writing letters, printing envelopes, preparing agendas and minutes, press releases, resolutions, standard operating policies (SOPs), MOU, grant preparation, memos, informational posters

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Xerox, Firehouse Software**

SYSTEM PURPOSE: track incidents, training, personnel, equipment and apparatus

CATEGORIES/TYPES OF DATA: emergency incident reports, personnel data, equipment & apparatus data, training data

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Publisher**

SYSTEM PURPOSE: create newsletter

CATEGORIES/TYPES OF DATA: District newsletters, posters

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsfot, Outlook**

SYSTEM PURPOSE: email

CATEGORIES/TYPES OF DATA: email

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **TargetSolutions Learning, Target Solutions**

SYSTEM PURPOSE: mandatory online firefighter training

CATEGORIES/TYPES OF DATA: training

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed
