

**NEW YORK STATE
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES
OFFICE OF FIRE PREVENTION AND CONTROL**

M E M O R A N D U M

TO: County Fire Coordinators, Fire Chiefs

FROM: Barbara Foley

DATE: 8/2/2010

SUBJECT: USFA Web Based System

Last week the United States Fire Administration announced that a new Web-Based Data Entry Tool was available for users to enter their fire data. This system applies only to those states where fire departments submit their data directly to the Federal government.

This change does not apply to fire departments in NYS, as the reporting requirements in New York State are governed by General Municipal Law 204-d and requires data submission to the New York State Office of Fire Prevention and Control.

Fire Departments in NYS should continue to submit data as you normally have, through whichever method you have been using. The three ways that are available for departments in New York State to submit data are as follows:

On-Line System - This on-line data entry system is fully functional and open to all fire departments and County Fire Coordinators in New York State.

This system provides fire departments the ability to report incidents on line to OFPC, in turn, a fire department can immediately view incidents reported and permits printing of incident report data for official use. Users will also have access to a growing list of selected reports.

New York State's Fire Incident Reporting System is a secure system and requires all users to obtain an account from OFPC. The application for access to the system can be found on our website.

Electronic Format - Fire Departments may use an NFIRS compliant vendor software package. Incidents are entered into the software system by fire departments and the data is electronically transmitted to OFPC. The incident data may be sent using a CD, floppy disk, or a file attached to an email.

Paper Forms - Fire Departments may continue to report incidents on paper forms, currently available from OFPC. These forms are entered by OFPC staff.

Please feel free to contact me at 518.474.6746 or by email at Barbara.Foley@dos.state.ny.us if you have any questions regarding this. If I am not available you may also contact Deputy Chief William Lamb or Bureau Chief Bryant Stevens.