

Rancho Santa Fe Fire Protection District
SB 272 – Enterprise Systems Catalog
(California Government Code § 6270.5)

Purpose

In accordance with California Government Code § 6270.5, the Rancho Santa Fe Fire Protection District maintains a catalog of enterprise systems that collect, store, exchange, or analyze information containing public records. This catalog promotes transparency while protecting sensitive and operationally critical systems.

1. Financial and Human Resources System

- Vendor: Caselle
- Product: Caselle Connect (Financials, HR, Payroll)
- Purpose: Financial management, accounting, payroll processing, and human resources administration
- Data Types: Employee records, payroll data, financial transactions, budgets, vendor information
- Primary Custodian: Administrative Services
- Frequency of data collection/updates: Ongoing

2. Fire Prevention, Permitting, and Inspection System

- Vendor: Accela Civic Platform; E7 Systems
- Product: Accela; Custom Fire Prevention System
- Purpose: Fire prevention permitting, inspections, plan review, and code compliance tracking
- Data Types: Permit applications, inspection records, business information, contact information, compliance records
- Primary Custodian: Fire Prevention Bureau
- Frequency of data collection/updates: Ongoing

3. Equipment and Reporting Management Systems

- Vendor(s): LEMSIS; ImageTrend; StreetFire RMS; Vector Solutions
- Product: ImageTrend Elite; WaterOnScene, Vector Check-It
- Purpose: Incident reporting, records management, and operational data tracking
- Data Types: Incident reports, response data, patient care reports (if applicable), and related operational records
- Primary Custodian: Operations / Administration
- Frequency of data collection/updates: Ongoing

4. Policy Management System

- Vendor: Lexipol, LLC
- Product: Lexipol Policy Management System
- Purpose: Development, management, and dissemination of District policies, procedures, and training bulletins

Rancho Santa Fe Fire Protection District
SB 272 – Enterprise Systems Catalog
(California Government Code § 6270.5)

- Data Types: Policies, procedures, training content, acknowledgment records
- Primary Custodian: Administration / Command Staff
- Frequency of data collection/updates: Ongoing

5. Enterprise Communication and Document Management System

- Vendor: Microsoft; Google
- Product: Microsoft 365 Suite; Google Forms
- Purpose: Email communication, document creation, storage, and internal collaboration
- Data Types: Emails, documents, spreadsheets, internal communications, and public records
- Primary Custodian: Administration / Information Technology
- Frequency of data collection/updates: Ongoing

6. Website and Employee Portal System

- Vendor: Streamline
- Product: Streamline Government Website and Employee Portal
- Purpose: Public website management and internal employee portal for document access, communication, and information sharing
- Data Types: Public website content, employee documents, internal communications, and forms
- Primary Custodian: Administration
- Frequency of data collection/updates: Ongoing

7. Employee Benefits and Retirement Systems

- Vendor(s): CalPERS; Empower; Lincoln Financial; Aflac; Guardian; BPAS
- Product: Employee Benefits and Retirement Administration Platforms
- Purpose: Administration of employee retirement plans, deferred compensation, and insurance benefits
- Data Types: Employee demographic information, benefit selections, retirement contributions, and related records
- Primary Custodian: Administration / Human Resources
- Frequency of data collection/updates: Ongoing

8. Workers' Compensation Claims Management System

- Vendor: iVOS (or Third-Party Administrator)
- Product: Claims Enterprise (iVOS)
- Purpose: Management and administration of employee workers' compensation claims
- Data Types: Employee information, claim records, injury reports, and limited medical-related information
- Primary Custodian: Administration / Human Resources
- Frequency of data collection/updates: Ongoing

Rancho Santa Fe Fire Protection District
SB 272 – Enterprise Systems Catalog
(California Government Code § 6270.5)

9. Training, Certification and Workforce Management Systems

- Vendor(s): TargetSolutions; Vector Solutions; RQI
- Product(s): Training, Workforce and Certification Platforms
- Purpose: Tracking personnel work schedules, training, certifications, and compliance requirements
- Data Types: Training records, certification statuses, course completions, employee schedules, evaluations and related personnel information
- Primary Custodian: Operations / Training Division
- Frequency of data collection/updates: Ongoing

Systems Not Included

Pursuant to Government Code § 6270.5, the following categories of systems are excluded:

- Public safety dispatch and communication systems
- Cybersecurity and network security systems
- Physical security systems
- Infrastructure and control systems
- Standalone tools or applications that do not serve as a system of record

Compliance Statement

This catalog identifies enterprise systems used by the Rancho Santa Fe Fire Protection District that store or manage public records. System descriptions are intentionally general to balance transparency requirements with operational and security considerations. The district will review and update this catalog periodically to ensure continued compliance with California Government Code § 6270.5.