



# 4 WAYS TO REDUCE COSTS AND SAVE TIME

IN YOUR **ASSET MANAGEMENT PROCESS**



COLLECTIVE DATA

## AGENDA:

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# REDUCE COSTS AND SAVE TIME IN YOUR ASSET MANAGEMENT PROCESS

Fire departments need to stay compliant with the full range of fire and life safety issues for the public and first responders. While local, state, and federal authorities establish their own codes for fire-prevention and emergency laws, the National Fire Protection Association (NFPA) has created more than 200 technical codes and standards as base guidelines for managing your team's apparatus maintenance schedule, warranties, and certifications.

This can easily get overwhelming. Additionally, outdated forms for inventory tracking, using spreadsheets, or even a pen-and-paper system could lead to injury of a firefighter or civilian.

*Reduce the amount of time spent tracking and placing appropriate equipment on the trucks per run.*





## OPERATIONAL BENEFITS

In the case of an emergency, know the equipment is compliant and where it is located on the truck. By incorporating a robust asset management system, such as that from Collective Data, **you'll receive many operational benefits, including:**



**Quickly** consolidate information on a secure cloud-based system



**Coordinate** fixed and inventory assets



**Increased** data transparency to improve cost efficiency



**Act faster** using the software's notification system for preventative maintenance and other deadlines

A good asset management system is one designed to best fit your organization. This guide is geared to provide you 4 recommended fundamental components for asset management that have been proven to reduce costly inventory errors and save you time.

# ONE: STANDARDIZE AND TRACK BOTH FIXED AND INVENTORY ASSETS

**Predicted Outcome: 25% Reduction in Downtime Due to Increased Automation**

Asset managers wear numerous operational “hats.” Battalion Chiefs or Administrators have a lot of fixed assets to keep track of, including emergency equipment, SCBA, or personal protective equipment (PPE).

Daily or weekly printed apparatus checklists or spreadsheets are outdated. They also do not provide the extra level of management needed to track maintenance, certifications, and expiration dates for fixed assets, or the inventory replacement levels for things like batteries and uniforms that cannot be repaired.

Our software allows you to assign responsibility to an employee, customer, or even vendors with e-signature functionality, giving you more transparency on who has what, where it is, and when it is due back.



## Must Have Functions:

### REQUEST & APPROVAL

- Enable individual employee requisitions
- Ensure captain or chief approval for inventory items
- Allow employees to request anything from asset training
- E-signatures with receipt for sign-in/sign-out accountability
- Create common issue templates for new employees
- Fast and simple ways to request and approve ordering new items

### INSPECTION FEATURES

- Confirm pass or fail on all inspections via tablet and mobile device to ensure all assets are field-ready
- Create work orders and maintenance requests quickly from the inspection view
- Schedule inspections to never miss one again
- Default or customizable inspection templates

# TWO: FORECAST APPARATUS REPLACEMENT NEEDS FOR UP TO 30 YEARS

**Predicted Outcome:** 20% Cost Reduction Annually and 25% Reduction in Downtime Due to Maintenance Backlog

A well-built software solution can help you create a strategic approach for how to expend funds by giving you real-time visibility into how your assets are performing, predicting maintenance needs using the APWA formula, and alerting you to outdated equipment that needs replacement — keeping your team and the public safer.

Using a scoring system in compliance with APWA standards and your department's size and budget enables you to predict your apparatus replacement needs for up to 30 years. The system also enables your team to track and manage when your apparatus needs scheduled maintenance.

Input work orders faster with an automated system that imports your ticket needs into the system for easy review and submission. Along with maintenance, repairs and part replacement types can be managed and correlated to determine the cause of most repairs, helping Battalion Chiefs and field managers address behaviors or other conditions that may be contributing to them.



## Must Have Functions:

### BUDGET TRACKING

- Easily forecast budget cycles, and ease the burden of financial decisions
- Ensure your assets are running efficiently through a simple red, yellow, and green light dashboard
- Customize your replacement forecast for 10, 15 or 30 years
- Configure the APWA compliance scoring system to meet YOUR process and standards
- Track pass/fail inspections

### APPARATUS REPLACEMENT AND MAINTENANCE

- Create work forms for your fire mechanic in real time
- Log maintenance reminders and receive notifications to your desktop or mobile device
- Keep track of warranty expirations and guidelines to avoid wasteful spend
- Track maintenance orders to uncover common behaviors or conditions causing incurred repair costs

## THREE: KEEP TRACK OF YOUR MOST VALUABLE ASSET — *YOUR TEAM*

**Predicted Outcome:** 100% Compliance and Reduced Liability by Tracking Certification and Licenses

As most firefighters respond to medical emergencies, most jurisdictions require them to obtain an EMT, paramedic or any other state-required certification. Using a system like FIRE by Collective Data, managers can check on the status of training or certifications for their team more easily. The custom workflow automation will even send task alerts and notifications to your team so you don't have to.

Centralizing data is extremely valuable for organizations. By integrating the management of assets and employees, the relationships between each (including tracking licensing and certifications), can be better managed. For example, operating particular assets can be correlated with the issuing (or revocation) a vehicle, or vehicle inspections and maintenance can be tracked in the same database.

Regardless if you're working in or managing the field, requesting new assets or inventory (including a new uniform), or putting in a request to repair a fixed asset, is all more streamlined and easily tracked. This helps to increase understanding and correlate asset and inventory location — regardless of type, giving a full picture of where equipment is, who's responsible for it, and its status.



### Must Have Functions:

#### MANAGE TRAINING AND CERTIFICATIONS

- Tie into each employee's record and asset history
- Easily track required trainings and certifications for completion or upcoming expirations
- Schedule license and certification tasks to specific team members
- Generate reminders for you and team members for both on-site and offsite training, including checking team members in and out

#### MANAGING PERSONNEL

- Enable employees to review a list of asset or inventory items issued to them
- Utilize stipend management to keep budgeting effective
- Record service, rank, accessories and uniform sizes to streamline ordering process
- Limit issuing specific asset or inventory items to team members based on certifications or licensing requirements
- Email or issue receipts of items issued to employees for record keeping
- Review and accept employee requests from any device
- Automate approval processes for team

## FOUR: SURVIVE AUDITS, REPORT OUT, IMPROVE BOTTOM-LINE BENEFITS WITH TRANSPARENT DATA

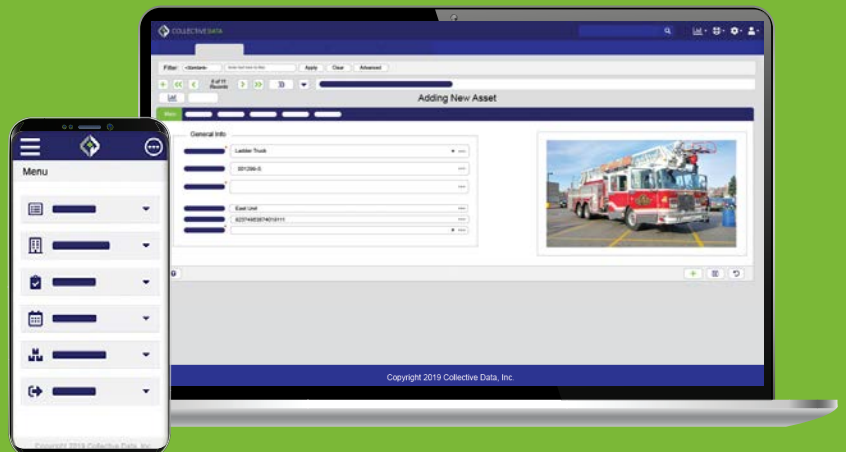
## Predicted Outcome: 50% Less Time Spent on Reporting

While improving productivity and efficiency is crucial for the asset manager's overall effectiveness, showing the operation being run in a fiscally responsible way is the bottom-line benefit of an asset management system.

In many cases, it takes multiple years, detailed proposals, and extensive justifications to get department budgets approved — especially for more expensive apparatus needs. Having accurate and transparent reporting allows you to pull fiscal evidence during budget requests — using black-and-white needs for fixed or inventory assets. This removes the process of creating a “best educated guess” and actually calculates to the penny the total cost of ownership for all assets being used by the organization.

## COMMON FIREHOUSE REPORTS INCLUDE, BUT ARE NOT LIMITED TO:

- Schedule work performance above threshold
- 30-year asset replacement
- Attached assets
- Apparatus operating costs (per meter)
- Currently issued items by firefighter
- Asset usage
- PM scheduled tasks



Because of the automated nature of the reporting, the asset manager doesn't have to spend hours preparing reports, thus saving additional valuable time and budgetary dollars. A robust reporting system eliminates the need to use traditional spreadsheets, paper forms, and manual entry by utilizing a 100% secure web-based solution. It can be automatically tailored to the needs of report recipients, giving at-a-glance transparency and better accountability.

## **Must Have Functions:**

### **INTEGRATE AND REPORT ON DATA**

- Ability to export and integrate data with other systems
- Discover areas of waste, including over-ordering of inventory items or missed maintenance intervals for fixed assets
- Streamline tracking methods, removing incomplete data and creating immediate, actionable results
- Improve transparency by tailoring reports to the needs of each authorized user
- Create a detailed listing of inventory supplies and equipment in stock

### **REPORTING**

- 130+ stock reports, plus ad hoc report generator
- Full reporting engine that allows you to build any report you need, including location, asset category, assignments, and more
- Easily customize with graphs and other visuals
- Ability to print, save, share and download reports. Even create "favorites" for regular reporting needs





## WHAT TO LOOK FOR

Not all asset and inventory management systems are right for your fire department. FIRE by Collective Data gives you the power to manage all your firehouse assets in one centralized platform. Whether you want your mechanic to process work orders, or a station to perform daily rig inspections, FIRE by Collective Data is designed for your firehouse.

Our asset replacement module was developed with APWA standards in mind. The module affords your fleet department the predictability you need. **At a minimum, you need hardware and software designed around specific requirements, including:**

- ✓ **Accessibility from computers or mobile devices —whether the system is web-based or on your network**
- ✓ Full barcode compatibility
- ✓ Maintenance requests, preventative maintenance and inspections
- ✓ Configurable security, assuring appropriate access levels for each user
- ✓ Powerful filtering
- ✓ The ability to easily import and export data
- ✓ Full user-audit capability including information about who deleted, added, or changed data
- ✓ The flexibility to allow changes to the system, fields, or work flow to better suit your needs today and for years to come
- ✓ Asset and inventory auditing for annual reconciliations

With legal issues in play, a system used by law enforcement has to be secure. A good vendor will be able to offer you options that fit into your current command structure, and work effectively with local, state, and Federal agencies. You want a technology partner with law enforcement experience, because hardware and software designed for commercial enterprises are not designed to have the features, data security and access control you need.



Asset management is not a destination, it's a continuous journey that requires routine assessment of all components in order to maximize value.

## SCHEDULE A DEMO

with Collective Data to discover how we can customize our all-in-one system for your department needs.



**COLLECTIVE DATA**

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