

San Miguel Fire District  
Enterprise System Catalog

<b>System Product</b>	<b>System Vendor</b>	<b>System Purpose</b>	<b>Type of personal data collected</b>	<b>Primary Custodian</b>	<b>System Updates</b>	<b>System Data Collection</b>
Code Pal	Sybatech	Tracking Annual Business Inspections and New Construction Inspections	names and addresses of businesses requiring annual inspections, including contact information, owner name and phone numbers	Prevention Division	As needed	Inspection results, upcoming inspection dates and times
Fire Admin		Tracking Station Supplies	none	Logistics Division	As needed	Station supplies used and ordered
Great Plains	Microsoft	Tracking and Invoicing for Annual Business Inspections, construction plan review fees and invoicing	names and addresses of businesses, property owners, sprinkler contractors, construction contractors, fees for plan check and inspections	Finance	As needed	Outgoing invoices, incoming payments
Microsoft Office	Microsoft		Stores contact information, budget preparation, plan check information, creating letters and labels, send and receive emails	All Divisions	As needed	contact information, parcel specific information, names, addresses, parcel numbers, telephone numbers, addresses, and email addresses, budget line items, attendance records, agendas, minutes, correspondence, forms, manuals, policies, procedures

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District Website	Go Daddy	District Website	Addresses of public meetings, including all Board and Standing Committee meetings	Administrative	As needed	Agenda items including minutes
Audacity	Freeware	Convert WAV audio recordings to MP3 audio recordings	Names and addresses of public speakers at Board meetings and Standing Committee meetings	Administration	As needed	Temporary uploads of audio recordings to convert to MP3 audio recordings