



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> Information Technology Board	<b>Meeting Date:</b> 9/3/2025
<b>ID Number:</b> 25-02063	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Department Submitting:</b> Fire Department	<b>Submission Date:</b> 8/25/25
<b>Agenda Item Title:</b> Review and possible action on the EPR FireWorks Records Management System contract for the fire department.	

<b>Issue Before the Council:</b> The issue before the committee and council is whether to approve the "Master Subscription and License Agreement" with EPR Systems, USA for the "FireWorks" Records Management System (RMS) for fire and emergency medical services reporting and records.
<b>Options &amp; Alternatives:</b> The option is to not approve the contract. If the contract is not approved, the fire department will need to find a different solution for records management software. A delay in approving the contract or seeking an alternative software platform will likely result in an implementation date after 1/1/2026, which causes data reporting issues.
<b>Additional Details:</b> This product has been thoroughly reviewed by all divisions within the department and meets the needs of each division. This platform was evaluated in the previous evaluation process and scored in second place. The first place product failed to meet the needs of the department during the implementation process. This RMS allows us to consolidate multiple reporting processes, inspections, and training in to one platform while also reducing overall costs.



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

**What is the Strategic Plan Priority this item relates to:**

Service in Excellence  
Financial Sustainability

**What impact will this item have on the Strategic Plan Priority?**

We are required to maintain records of each incident. This product will help us to make data informed operational decisions. The product improves financial sustainability by reducing overall costs.

**Financial Remarks:**

The department has funds in the operational budget to fund this project. This change is projected to save \$13,260 annually.

**Executive Recommendation:**

Staff recommends approval of the contract, and authorization for the mayor to execute it on the city's behalf.

**Suggested Motion:**

"Move to approve the "Master Subscription and License Agreement" with EPR Systems, USA for the "FireWorks" Records Management System (RMS) for fire and emergency medical services reporting and records and authorization for the Mayor to execute it on the City's behalf."

**Reviewed By:**

Finance Director	Date Reviewed
City Attorney	Date Reviewed
City Administrator	Date Reviewed