

**Item Title:** Two-Year Subscription Agreement for ImageTrend Fire Services Records Management System

**Specific Action Requested:**

**That the Board of Commissioners approves a two-year agreement with ImageTrend, LLC and authorizes the County Manager to execute the contract, subject to terms and conditions acceptable to the County Attorney.**

**Item Summary:**

**Purpose:** The Board of Commissioners must approve all multi-year contracts entered by the County.

**Background:** The Fire Marshal Division within the Fire Services and Emergency Management Department utilizes a records management system as the system of record for documenting and tracking state-mandated fire code compliance inspections, including the identification and follow-up of deficiencies within commercial occupancies, and is also used to document all fire origin and cause investigations, ensuring consistent reporting, data accuracy, and case management throughout the investigative process.

**Strategic Plan:** This action supports standard County operations.

**Fiscal Impact:** The total cost of this contract is \$40,173.03. The FY 2026 cost of \$19,407.26 is included in the FY 2026 General Fund budget. The FY 2027 cost of \$20,765.77 will be included in the FY 2027 General Fund budget.

**Additional Information:**

Fire Services replaced their end-of-life records management system in 2023 with ImageTrend. The initial term was one-year and has subsequently been renewed for one-year terms each year since. The solution is meeting all current business needs, therefore a two-year agreement is proposed to provide budget predictability and reduce annual contract review.

**Attachments:**

None.