

## **TELECOMMUNICATIONS RADIO AND INVENTORY SYSTEMS DATABASE (TRAIS)**

(No.39 August 2016)

**8051**

CAL FIRE utilizes millions of dollars worth of communications equipment to function in its statewide mission. CAL FIRE Telecom is responsible for creating, training, and enforcing policy regarding the physical accountability of this equipment. However, it is up to the units to follow policy in an effort to have the most updated and accurate inventory possible. CAL FIRE Telecom and Information Technology have created a statewide accessible inventory database called the "Telecom Radio Accountability and Inventory System." (TRAIS) It is available through the RDS server on the main CAL FIRE intranet site. <https://rds.fire.ca.gov/RDWeb/Pages/en-US/Default.aspx> The formerly used "TeleBase" inventory system is no longer to be used.

Every piece of state owned telecommunications equipment must be placed into the TRAIS. This includes (but is not limited to) portable radios, mobile radios, scanners, repeaters (portable and fixed), HT caches, and all other communications equipment paid for with state funds. **NO COUNTY EQUIPMENT WILL BE INPUT INTO THE TRAIS SYSTEM.**

Instructions for the use of TRAIS will be stored and updated on the Telecom Intranet page. <http://CAL FIREweb/organization/fireprotection/telecomm/>

## **TELECOM RADIO ACCOUNTABILITY & INVENTORY SYSTEM (TRAIS)**

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**8051.1**

The key to efficient, responsive management of CAL FIRE's stock of communications hardware includes maintenance of accurate records of the following:

- Equipment physical location and position owner.
- When it was placed in service.
- Its historical service and reliability record.
- When it needs to be upgraded, replaced or removed from service.

System planning, budgeting, procurement and implementation all depend upon having a "real time" assessment of the current inventory. TRAIS is the system created to keep track of CAL FIRE's radio and communications inventory.

The Senior TCO (TSM 1) is primarily responsible for the oversight and coordination needed to monitor and catalogue the statewide inventory. The TSM 1 is the key contact for all field personnel regarding inventory. The TRAIS database resides on CAL FIRE servers and is available for input by selected ECC representatives in addition to all Telecommunications Section staff.

The TRAIS Program can be accessed at: <https://rds.fire.ca.gov/RDWeb/Pages/en-US/Default.aspx>

Each line item below is available in the TRAIS Equipment Editor Forum. A properly conducted inventory will contain the following:

- CAL FIRE number
- Serial number
- DGS service numbers,
- In addition the following fields should also be filled : Active, type, model, purchase date, end of life date, last filled date, cost, region, location, notes, and assigned to.

Any user or Admin can initially input numbers however:

**\*\*\*ONLY ADMINS WILL BE ABLE TO DELETE OR CHANGE THE CALIFORNIA PROPERTY TAG # (CA ID), SERIAL #, AND DGS SERVICE # ONCE IT IS IN THE SYSTEM.\*\*\***

The TRAIS program is set up to check for duplicate entries on the CA ID, Serial #, and DGS Service #. If a duplicate number is found, the application will not allow the user to save the data.

All individuals within the system have rights to input data into the database and save the changes. Only the TSM 1 and the Telecom Systems Analyst II (TSA II) will have administrative rights to change or remove serial number data in the database. The master property book will be stored electronically on multiple servers in Sacramento in addition to a hardcopy located at CAL FIRE HQ.

Once a new issue or equipment transfer is requested or assigned to an ECC or site, either a telecommunications staff member, or a unit Forestry Logistics Officer (FLO) will work with the HQ staff TSM 1 or TSA II to insure that the matching updates are represented in the database. Once the database is updated, a local report will be produced and serve as a "hand receipt" of equipment for that local unit. The unit designee or FLO will be responsible for insuring that the designated equipment listed on the new hand receipt is accounted for within the unit.

It is very important to understand that once a piece of equipment is on a unit's property book, it must remain in that unit. Otherwise the unit FLO must notify CAL FIRE HQ Telecommunications that a physical equipment location change has taken place.

*As an example;* BDU is assigned radio ser# 12345. The radio needs to be transferred to RRU for an alignment. Both FLO's would be notified that their hand receipt will be changing. The sending entity would have the radio taken off of their hand receipt and the receiving unit would get the radio added. Locally, a report would be held at each unit reflecting the updated equipment inventory. The HQ property book would also be updated to reflect the changes.

## **REPORTS AND PROPERTY BOOK**

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The TRAIS database provides report information through the "Crystal Reports" program. The Crystal Reports function is available from the CAL FIRE Intranet home page.

[http://CAL FIREweb.fire.ca.gov/](http://CALFIREweb.fire.ca.gov/)

Access must be arranged prior to the initial use of the TRAIS Crystal Report function. Contact your local Telecom Systems Analyst II, to have your credentials added to the system.

The user's first initial and last name should be the "User Name." The required sign in and password will be the same that you use to unlock your computer in the morning, and you must use the "Windows AD" authentication. The available reports are built upon most of the "header" labels in the database.

- Once you are signed in, choose the TRAIS Reports folder.
- Choose Inventory Reports

The available reports are based on:

- Cache Reports
- Filled Before Date
- Inventory by Assigned to
- Inventory by Manufacturer and Model
- Inventory by Region and Unit
- Inventory by Region and Unit and Assigned to.

The most popular option and the selection that is required to compile a unit property book will be the "Inventory by Region and Unit" option.

For example: A user can request a report of all items located in "Region/ Unit." Once the required identifiers are selected, select the "OK" button. The requested report will populate the screen. This report can be exported and printed for a hard copy and serve as the communications equipment "Property book" for the unit.

## **INSPECTION AND SPOT CHECKS**

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Due to the common movement of equipment throughout the state, a new report is not mandated to be physically printed as radios enter and leave the inventory system. The unit will have an electronic copy on file for reference.

Routinely, the Telecommunications Staff or the TSM1 will conduct 10% inspections onsite. The inspection will be announced a month in advanced to the respective ECC and will occur between the winter months. (Nov – March) The intent of this inspection is to assess the level of accountability for CAL FIRE telecommunications equipment that is present in the units. The results of the inspection will be shared with the Unit Chief and Fire Protection Operations Program management, and will serve to confirm that training is sufficient to support a unified and comprehensive inventory database or remediate any shortcomings.

[\(see Next Section\)](#)

[\(see Handbook Table of Contents\)](#)

[\(see Forms and Form Samples\)](#)