



**State of West Virginia
Department of Military Affairs and Public Safety**

Sterling Lewis, Jr.
State Fire Marshal

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STATE FIRE MARSHAL'S OFFICE

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New NFIRS Option Available to Fire Departments

*(This notice applies ONLY to departments that use the free Federal Client Tool.
It does NOT apply to departments using purchased software.)*

Dear Chief:

There is now an option available in the NFIRS program that will allow a designated person within your department to better manage routine NFIRS activities. The Public Education Division can grant permissions that will allow someone in your department to serve as a Systems Administrator. This will provide him/her with the capability to create new individual NFIRS accounts, delete accounts, reactivate accounts, remove bad log-ins, reset passwords and view a current list of account holders under your department's FDID.

These permissions are restricted to your FD only, and will not allow that individual to view other FDs' information. The Systems Administrator will NOT have the permissions to delete, release or un-release incidents already entered, or make program changes.

This option is recommended for departments that have more than a few NFIRS users and will allow your department to save the time it would take to contact our office to handle these tasks.

Be advised that the Public Education Division will NOT grant anyone Systems Administrator privileges without your express permission as Chief. It is also your decision as to whether you even choose this option, and who you select as Systems Administrator.

This option will also benefit our Division since we receive so many FD calls requesting account activation, reactivation, password changes, etc. Giving your one of your own personnel the capability to carry out these routine tasks will allow our staff to spend more time on other services we provide to fire departments.

For more information, contact our office at 304-558-2191 and talk to Pat Lynch at Ext. 53224 or Alice Carpenter at Ext. 53223, 8:00 a.m. to 4:00 p.m. Mon.-Fri.

Sincerely,

Carol Nolte
Deputy State Fire Marshal
Public Education Division