



Informational Bulletin

PS Trax

Date: June 4, 2018

Number: 18.014

Effective Date: June 4, 2018

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

Effective June 15th, 2018 Fauquier County Department of Fire, Rescue & Emergency Management will begin utilizing an inventory and document management system known as PS Trax. This program is a cloud based management and check system that will allow consistency and convenience for field personnel, while significantly eliminating redundancy of work. This will be the department's new way of tracking a vast majority of everyday tasks. PS Trax will become the departmental standard for daily, weekly and monthly apparatus checks, SCBA checks, PPE inspection, documentation and daily Journal Postings (Daily Log). Target Solutions will still be used to track training. The intent of this program is to increase continuity and productivity across the shift, station and departmental levels.

Currently, the apparatus module will be utilized for county owned fleet and equipment. The SCBA module, PPE module and Journal Postings will be used within every station. While all stations may not be operating on every module within the system, it is important that all personnel become familiar with it. The program is very user friendly and various training opportunities will be available prior to implementation. The daily Skype conference call will be our platform for field training delivery over the next few shifts. Dates will be forthcoming and passed through shift supervisors. Field personnel from Fire Station 5 have been testing the software since the beginning of 2018 and have experienced great success. System administrators will be working with the station officers on specific supervisory training prior to implementation. All end users should strictly follow their chain of command within their respective stations for issues that may arise. Any questions, comments, or concerns should be funneled through the station officer. The station officer will then make contact with departmental PS Trax administrators, or take appropriate corrective actions.

DFREM PS Trax administrators:

- Battalion Chief N. Lorenzen – Project Manager
- Lieutenant C. Twomey – General Administrator.
- Lieutenant B. Flippo – SCBA Administrator.
- Technician C. Butler – PPE Administrator
- Technician G. Mackison – Asst. General Administrator, Fleet Administrator.

System Login Information

1. PS Trax Web Link: <http://app1.pstrax.com/>
2. When logging into PS Trax for the first time, users should utilize the following format:
 - Username: john.doe@fauquiercounty.gov
 - Password: fauquier
3. After logging in with the generic password, all users will be prompted to create a new password.
4. Once logged into the system, select the appropriate station.
5. Once the appropriate station is selected, tasks may be completed as needed.

Questions regarding this bulletin should be directed to Battalion Chief Lorenzen.