



The Commonwealth of Massachusetts
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Department of Fire Services



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STEPHEN D. COAN
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To: Heads of All Fire Departments
From: Derryl Dion, Research Analyst/MFIRS Manager
Date: February 29, 2012
Re: MFIRS Changes

'New' MFIRS System Changes as of January 1, 2012

There are some changes in the system, many of which may cause 'Critical' errors that are coming with the latest release of MFIRS v5 on January 1, 2012. Any 'Critical' error in an incident will not allow that incident to be saved in the state database and has to be corrected and the entire incident resubmitted. These changes were made at the national level to NFIRS by the USFA and all vendors have been made aware of them and only affect any incident on or after January 1, 2012. If you have not received a recent update to your MFIRS software please speak to your software vendor.

The changes that will affect MFIRS users are:

1. *Incident Type* (Basic Module) code 611 – *Dispatched and cancelled en route* - If your *Incident Type* is code – 611 – *Dispatched and cancelled en route*, then the only *Actions Taken* (Basic Module) code that you can use is 93 – *Cancelled en route*.
 - a. This *Incident Type* code is to be used only when all apparatus and personnel that were sent on the call were cancelled before any arrived.
 - b. It does not matter what the original call was for, or whether it was for mutual aid.
 - c. If you need to track different types of calls that you were dispatched for and cancelled en route, you'll need to create a 'plus one' code under *Incident Type* code – 611. Contact your vendor for details on how to do this.
 - i. E.g. 611.1 – *Dispatched, cancelled en route – BLS*
 - ii. 611.2 – *Dispatched, cancelled en route – ALS*
 - iii. 611.a – *Dispatched, cancelled en route – motor vehicle crash*
2. *Actions Taken* (Basic Module) code 93 – *Cancelled en route* - If your *Actions Taken* (Basic Module) code is 93 – *Cancelled en route* then the *Incident Type* code – must be 611 – *Dispatched and cancelled en route*.
 - a. If the two codes do not match, then a 'Critical' error will result.
3. *Heat Source* (Wildland Module) – The field *Heat Source* on the Wildland Module is now a mandatory field.
 - a. A 'Critical' error will result if the field is not completed.

4. *Factors Contributing to Ignition* (Wildland Module) – The field *Factors Contributing to Ignition* on the Wildland Module is now a mandatory field.
 - a. A ‘Critical’ error will result if the field is not completed.
5. *Human Factors Contributing to Ignition* (Wildland Module) – The field *Human Factors Contributing to Ignition* on the Wildland Module is now a mandatory field.
 - a. A ‘Critical’ error will result if the field is not completed.
6. The *Incident Type* (Basic Module) code 320 – *Emergency Medical Service, other* is no longer a ‘conversion only’ code. It may now be used for normal data entry.
7. *Equipment Involved in Ignition* (Fire Module) new rule. The field *Equipment Involved in Ignition* (Fire Module) is now required and cannot be NNN – None, if the *Incident Type* is between 100 – 112, 120 – 129, 140 – 199 (i.e. not a motor vehicle fire) and the *Heat Source* code is between 10 – 19 (Operating Equipment) or the field *Factors Contributing to Ignition* (1 or 2) is coded as 36 – 37 (Arcing) or 52 – 58 (Operational Deficiency).
 - a. A ‘Critical’ error will result if the field is left blank or coded as NNN – None.
8. If *Incident Type* (Basic Module) = 112 – *Fire in a structure other than a building*, the *Structure Type* (Structure Fire Module) cannot be 1 – *Enclosed building*, or 2 – *Fixed portable or mobile structure*. A ‘Critical’ error will result if either of these codes is used.
9. If *Property Use* (Basic Module) = 464 – *Barracks, dormitory*, then the *Mixed Use Property* (Basic Module) field is required to be completed. A ‘Critical’ error will result this condition is not met.
10. A new *Property Use* (Basic Module) code has been added = 63 – *Flight control tower*.
11. A new *Fire Suppression Factor* (Fire Module) code has been added = 115 – *Solar panels*.
12. A new *Suspected Motivation Factors* (Arson Module) code has been added = 16 – *Foreclosed property*.
13. A new *Incident Type* (Basic Module) code has been added = 244 – *Dust explosion (no fire)*.
14. If *Last Unit Cleared Date/Time* (Basic Module) is greater than 24 hours than the *Alarm Date/Time* (Basic Module) and the *Incident Type* is not between 800 – 899 (Severe Weather or Natural Disaster) then a ‘Warning’ error will be generated.

Need for Updated Reports

Departments need to submit updated MFIRS reports once investigators have completed their investigations. Whether your Standard Operating Guidelines (SOG’s) allow the fire investigator, the chief, deputy chief, or officer in command, to do this, the MFIRS report needs to be updated and then resubmitted (the next time incident reports are submitted) when anything new is discovered or an investigation is completed. This needs to be done even if the fire investigators are using another system other than MFIRS for their investigative reports. If you are working with outside investigators such as troopers from the OSFM’s Fire Investigation Unit, it is the fire department’s responsibility to contact them and inquire as to their results and update your MFIRS report accordingly. This is especially true for fatal or large loss fires.

FATAL OR LARGE LOSS FIRES

If you have a fire or explosion with a **fatality** or **large loss (>\$1,000,000)**, please forward a paper copy of the MFIRS report with a completed Remarks section to Derryl Dion within 2 business days. The report should include the Basic, Fire, Civilian Fire &/or Fire Service Casualty Module(s), and Structure Fire Module (needed for all structure fires). This most likely will be a preliminary report and you can file the complete report at a later date unless otherwise noted. Every effort should be taken to make sure that these reports are as complete as they can be given all of the information available at the end of your investigation.

ELECTRONIC REPORTING

The email address to send your electronic MFIRS reports to is: MFIRS.Report@state.ma.us. You should be submitting your reports on a monthly basis.

ASSISTANCE

Please contact Derryl Dion, Research Analyst/MFIRS Manager at (978) 567-3382 or Derryl.Dion@state.ma.us with any questions regarding MFIRS or to conduct fire data or histories research.