



# Frequently Asked Questions

## NERIS ENTITY NODAL CREATION

# Agency Information Update



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**I don't know my Elite login for the state repository.**

Reach out to Fire Incident Reporting Systems Program Coordinator Michelle Vold for this information. The case sensitive data can be emailed to you.

2

**My agency uses a third-party vendor platform for reporting. Do we still have to do this? Can our vendor complete this task on our behalf?**

All Oregon fire agency nodes will need to be set up in the federal NERIS system regardless of how your agency reports (direct entry or vendor). Your vendor cannot make these updates for you.

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**Where do I find the URL for Elite?**

ImageTrend Elite URL link:  
<https://oregon.imagetrendelite.com/Elite/Organizationoregon/>

4

**Where do I find the agency's location resources for the NERIS tab?**

The agency's location resources needed to populate physical and mailing addresses in the NERIS tab can be found under the resources menu of Elite.

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**I need extra help. What do I do?**

If additional assistance is needed, reach out to OSFM Fire Incident Reporting Systems Program Coordinator Michelle Vold.

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**Which agency information tabs do we need to review? Do I need to look at data fields that are already filled in?**

The two specific tabs for review and completion are the **details** tab and **NERIS** tab. Yes, please review the information in the completed data fields.

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**My agency's NERIS ID is already filled in. Can I change it?**

No. This agency-specific ID number is assigned based upon federally identified agency-specific criteria. This number has been issued by the USFA. Your agency's NERIS ID identifies your agency uniquely across the nation.

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**Does my agency still need an FDID?**

Yes, the agency's FDID is a state-issued identifier that will be used for identifying agencies that meet the statutory requirement for recognition as a legitimate fire agency. Both the FDID and NERIS ID are important and unique to your agency.

*For questions, please contact Fire Incident Reporting Systems Program Coordinator Michelle Vold at [michelle.vold@osfm.oregon.gov](mailto:michelle.vold@osfm.oregon.gov) or 503-586-6568.*



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### **I don't have the NERIS UNIT ID number. Where do I obtain that?**

The agency's NERIS UNIT IDs will be issued from the federal NERIS site based upon the predetermined naming matrix. If you don't have that information at the time of update, that is okay. Just leave that section blank until that information is provided to you by NERIS, Elite, and/or the OSFM.

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### **The agency name is not right. What do we do?**

Email [michelle.vold@osfm.oregon.gov](mailto:michelle.vold@osfm.oregon.gov) once you've completed your agency update task. We will reach out to ensure the name matches the listing with the Secretary of State's Office and the Special Districts Association of Oregon, then make the applicable changes before the agency's node is created.

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### **What does shift signup in the NERIS tab of the agency information mean?**

Shift signup represents the current shift schedule at the time of NERIS activation. Because the activation process will be done for all agencies in the state at once, please leave this shift signup empty.

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### **The NERIS tab asks for station staffing. What number do they want when our staffing is variable?**

Enter the minimum number of staffing necessary to man the station for all shifts.

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### **Is latitude/longitude needed for each station (agency location)?**

If you have the coordinates, please feel free to include it for each of the stations. However, at this time, it is not required for nodal creation.

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### **There's no option for a telephone extension on the details of our agency information or in the agency information (stations) entry areas.**

The phone number listing is intended to represent the primary agency headquarters telephone number or of that designated station, not a sole point of contact.

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### **Where can we keep updated on all things NERIS+?**

- The Gated Wye monthly newsletter will have updates.
- Check out the [OSFM NERIS+ webpage](#).
- Chief's and primary incident reporting points of contact should keep an eye on their emails for updates.
- Agency's NERIS+ questions can be sent to [michelle.vold@osfm.oregon.gov](mailto:michelle.vold@osfm.oregon.gov).

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Michelle Vold at [michelle.vold@osfm.oregon.gov](mailto:michelle.vold@osfm.oregon.gov) or 503-586-6568.*