



Update MARS Agency Desktop Procedures

DESCRIPTION: Steps to [Update MARS Agency](#) and [References](#)

PREREQUISITE: Access to Internet Browser (Chrome or Edge are recommended), MARS URL, MARS Email-ID, and Password

AUDIENCE: Local Government Fire Agencies

After Local Government fire agency users login successfully, they can update agency information in the MARS application.

Update MARS Agency

1. Click



Agency will be displayed on the left side of the screen.

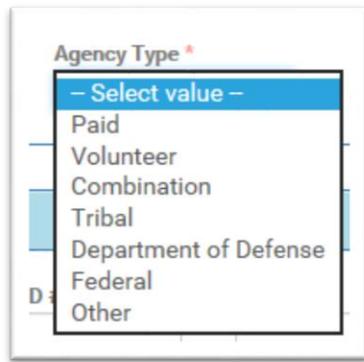
2. Verify information for accuracy

State *	CA	MACS *	AAA	Agency Name *	AAA Fire District (FD)
General-Administrative Personnel Communication System Resources OES Equipment					
General					
Region *	Operational Area *	Active Agency *	Agency Type *	Responder *	
2	XAL - Alameda	<input checked="" type="radio"/> Yes <input type="radio"/> No	Federal	<input type="radio"/> Yes <input checked="" type="radio"/> No	

All of the fields above should be disabled with the exception of the Agency Type. If any information needs to be updated please email MARShelpdesk@caloes.ca.gov.

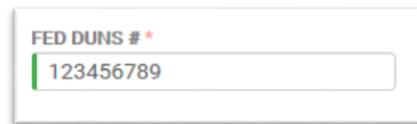
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3. Select

A dropdown menu titled "Agency Type *" with a red asterisk. The menu is open, showing a list of options: "- Select value -", "Paid", "Volunteer", "Combination", "Tribal", "Department of Defense", "Federal", and "Other". The "Paid" option is currently selected and highlighted in blue.

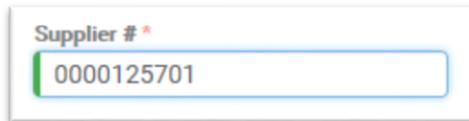
*Combination Agency Type: Consists of both Paid and Volunteer Personnel.
Other Agency Type: Private or Industrial Agency.*

4. Enter

An input field titled "FED DUNS # *" with a red asterisk. The field contains the number "123456789".

*FED DUNS # (Federal Data Universal Numbering System): A unique identifier assigned to your agency. [Follow this link for more information](#)
Enter your agency's assigned 9 digit FED DUNS#.*

5. Enter

An input field titled "Supplier # *" with a red asterisk. The field contains the number "0000125701".

*Supplier #: ID given to an agency from FISCal when active within their system.
Enter your agency's 10 characters Supplier#.*

6. Enter

An input field titled "FED Tax ID # *" with a red asterisk. The field contains the number "21-7897890".

*Federal Tax ID#: Identification number assigned by the IRS and used for tax purposes.
Enter your agency's 10 digit FED Tax ID#.*

7. Enter

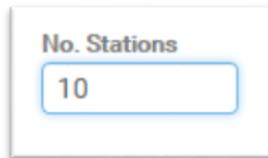


FDID # *

*FDID# (Fire Department Identification Number): Identification Number issued by the California Department of Forestry and Fire Protection (CAL FIRE), Office of the State Fire Marshal (OSFM), and CA Incident Data & Statistics (CIDS) Program.
<https://osfm.fire.ca.gov/media/2800/fdidformchange.pdf>*

Enter your agency's 5 digit FDID#.

8. Enter



No. Stations

Enter the number of fire stations for your agency.

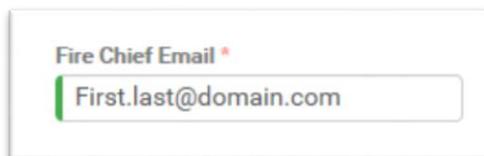
9. Enter



Fire Chief Name *

Enter the name of the Fire Chief for your agency.

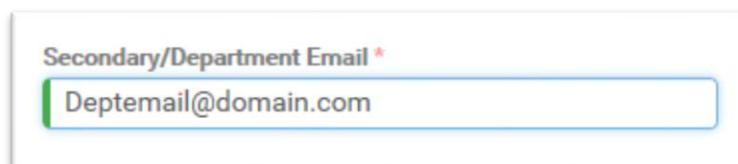
10. Enter



Fire Chief Email *

Enter the Fire Chief's email address.

11. Enter



Secondary/Department Email *

Enter your agency's secondary email address.

12. Select

CDF Administered Agency
 Yes No

*CDF (California Department of Forestry and Fire Protection)
Select 'Yes', if your agency is CDF administered.*

13. Check

Invoice By Email

*Check the box if your agency wants to receive reimbursement invoice(s) via email.
If checked, continue to step #22.
If not checked, go to step #23.*

14. Enter

invoice@domain.com

Enter the email address where you would like to receive reimbursement invoice(s).

15. Check

Consolidated Dispatch

Consolidated Dispatch: Agency utilizes another agency's dispatch center or joint dispatch center.

*Check the box if your agency utilizes a consolidated dispatch center.
If checked, continue to step #24.
If not checked, go to step #25.*

16. Enter

Dispatch Location

Enter the location of the consolidated dispatch center your agency utilizes.

17. Check

 PSAP Agency

PSAP (Public Safety Answering Point): A call center that receives an emergency call.

*Check the box, if your agency is a PSAP.
If checked, continue to step #26.
If not checked, go to step #27.*

18. Enter

Enter the location of the PSAP your agency utilizes.

19. Check

 FIRESCOPE Board of Directors (BOD) Member

Check the box if your agency is a member of the FIRESCOPE Board of Directors.

20. Check

 Fire & Rescue Regional Coordinator

Check the box if your agency has a Fire & Rescue Regional Coordinator.

21. Check

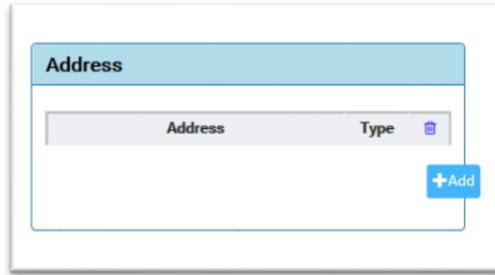
 Fire & Rescue Operational Area Coordinator

Check the box if your agency has a Fire & Rescue Operational Area Coordinator.

22. Click

Agency information is now saved.

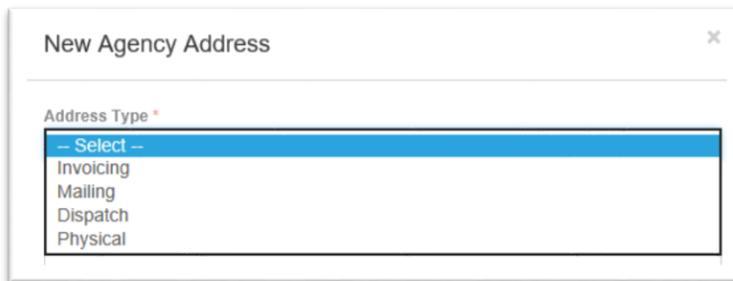
23. Select



The screenshot shows a table with the title "Address". The table has two columns: "Address" and "Type". There is a small trash icon next to the "Type" header. A blue "+Add" button is located in the bottom right corner of the table area.

Click  located in the address box.

24. Select



The screenshot shows a dialog box titled "New Agency Address" with a close button (X) in the top right corner. Below the title is a dropdown menu labeled "Address Type *". The dropdown menu is open, showing the following options: "-- Select --", "Invoicing", "Mailing", "Dispatch", and "Physical".

Address Types:

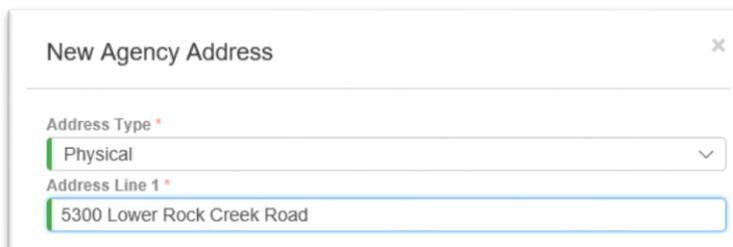
Invoicing: Address where agency would like their reimbursement invoice(s) sent.

Mailing: Address where agency would like their mail sent, if different from above.

Dispatch: Address of dispatch center that agency utilizes.

Physical: Address where agency is located, if different from above.

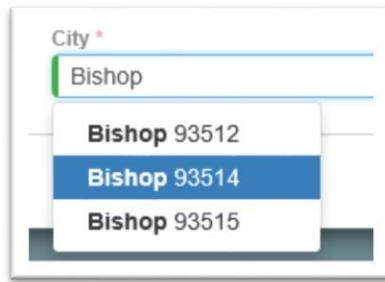
25. Enter



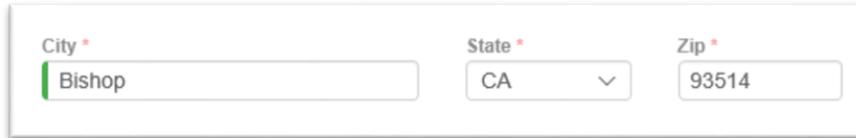
The screenshot shows the same "New Agency Address" dialog box. The "Address Type *" dropdown menu is now set to "Physical". Below it, the "Address Line 1 *" text box contains the text "5300 Lower Rock Creek Road".

Enter appropriate information for address type selected.

26. Enter



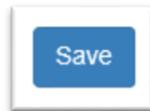
A screenshot of a web form showing a dropdown menu for the 'City' field. The text 'Bishop' is entered in the input field. The dropdown menu is open, displaying three options: 'Bishop 93512', 'Bishop 93514' (which is highlighted in blue), and 'Bishop 93515'.



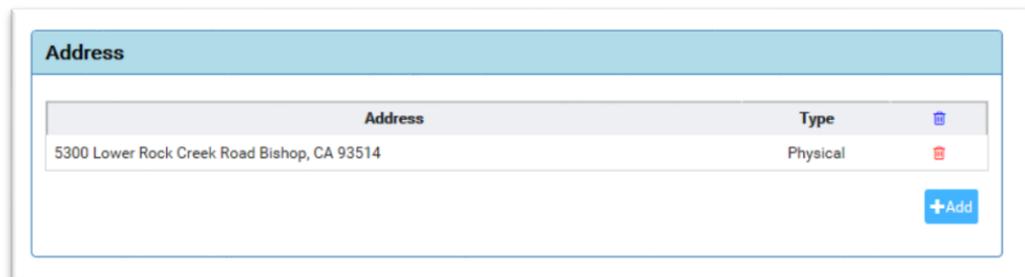
A screenshot of a web form with three input fields: 'City *', 'State *', and 'Zip *'. The 'City *' field contains 'Bishop', the 'State *' dropdown menu is set to 'CA', and the 'Zip *' field contains '93514'.

Enter the city/zip-code corresponding to your address type.

27. Click



Address information is now saved and will be displayed as shown below.

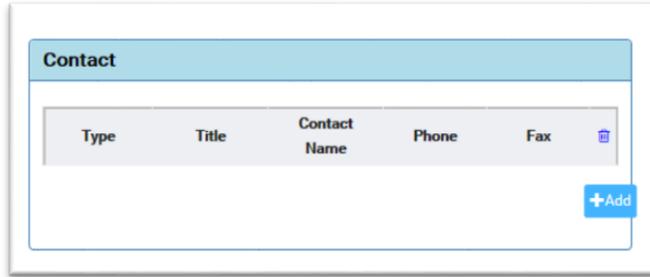


A screenshot of a web interface showing a table of addresses. The table has a header row with 'Address' and 'Type' columns, and a data row with '5300 Lower Rock Creek Road Bishop, CA 93514' and 'Physical'. There are also icons for editing and deleting, and a '+Add' button at the bottom right.

Address	Type
5300 Lower Rock Creek Road Bishop, CA 93514	Physical

Repeat steps #31 through #35 to enter all address types that apply for your agency.

28. Select

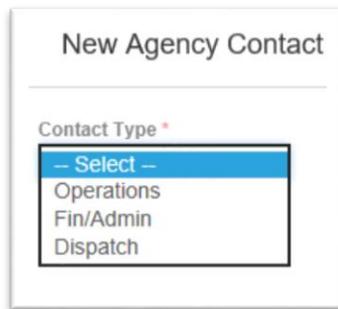


Type	Title	Contact Name	Phone	Fax	
------	-------	--------------	-------	-----	--

+Add

Click  located in the contact box.

29. Select



New Agency Contact

Contact Type *

- Select -
- Operations
- Fin/Admin
- Dispatch

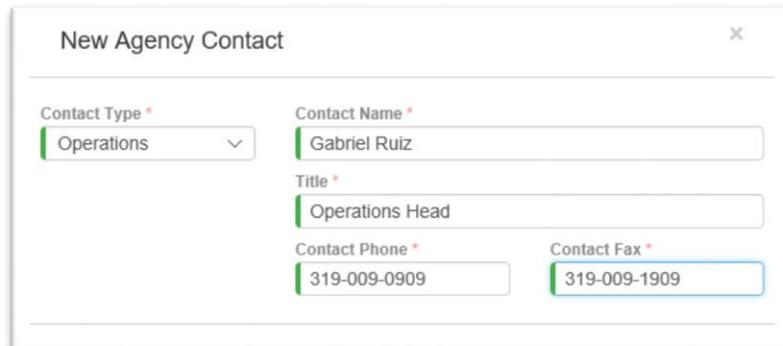
Contact Types:

Operations: Personnel to contact regarding any operational questions or concerns.

Finance/Administrative: Personnel to contact regarding any financial questions or concerns.

Dispatch: Personnel to contact regarding any dispatching questions or concerns.

30. Enter



New Agency Contact

Contact Type *
Operations

Contact Name *
Gabriel Ruiz

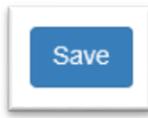
Title *
Operations Head

Contact Phone *
319-009-0909

Contact Fax *
319-009-1909

Enter Name, Title, Phone, and Fax for each contact type.

31. Click

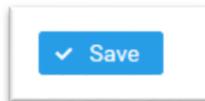


Contact information is now saved and will be displayed as shown below.

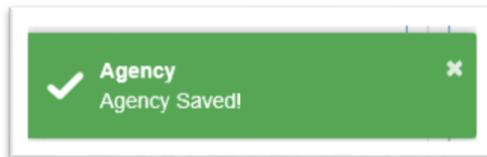
Contact				
Type	Name	Title	Phone	Fax
Operations	Gabriel Ruiz	Operations Head	(319) 009-0909	(319) 009-1909

Repeat steps #36 through #39 to enter all contact types that apply for your agency.

32. Click



at the bottom of the screen



All the entries under General -Administrative Tab are now saved.

Personnel Tab

33. Go to



34. Click each title and enter the number of personnel in each category

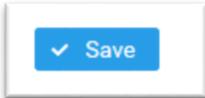
Title	Paid	Part Time or Paid Call	Vol	Aux	Total
Chief					
Deputy Chief					
Division Chief					
Assistant Chief					
Battalion Chief					
Co. Officer/Capt./LT					
App. Officer/Engineer					
Firefighter/FF-PMedic					
Overhead					
					Total: 0

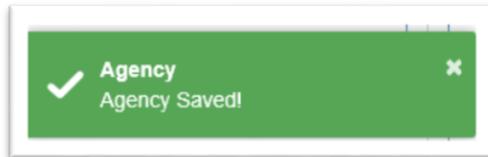
Paid: Fire Personnel who will receive payment/compensation/benefits for their work.

Part Time or Paid Call: Fire Personnel that are on limited term and/or work part-time with your agency.

Voluntary: Fire Personnel who will receive no payment/no compensation/no benefits for their position work.

Auxiliary: Support Personnel that assist your agency in a non-safety position.

35. Select  at the bottom of the screen



All the entries under Personnel Tab are now saved.

Communication Tab

36. Go to



37. Select

Radio System Type

VHF UHF 400 MHZ 700 MHZ

800 MHZ 900 MHZ Low Band

Select all Radio System Types that your resources are equipped with.

38. Select



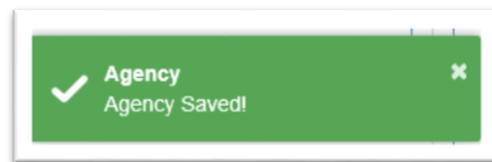
Mutual Aid; FIRESCOPE ICS 420-1 FOG Appendix A Compatible Yes No

Select 'Yes' if your resource(s) Radio System Type is compatible w/FIRESCOPE ICS 420-I FOG Appendix A.

39. Select



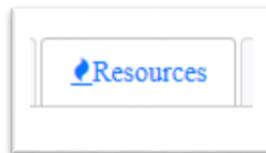
at the bottom of the screen



All the entries under Communication Tab are now saved.

Resources Tab

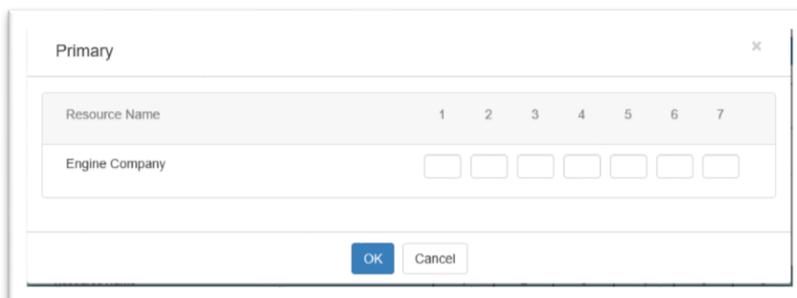
40. Go to



and select



41. Click each Primary resource and enter quantity by type (if applicable)



Primary

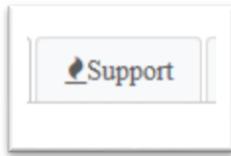
Resource Name	1	2	3	4	5	6	7
Engine Company	<input type="text"/>						

OK Cancel

Primary Resources: Tactical resources under the supervision of the Operations section or the Command Staff.
Click 'Ok' to save your entries.

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42. Go to



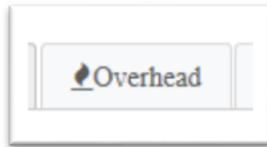
43. Click each Support resource and enter quantity by type (if applicable)

A dialog box titled "Support" with a close button (X) in the top right corner. It contains a table with two rows and four columns. The first row is labeled "Resource Name" and has four empty input boxes numbered 1, 2, 3, and 4. The second row is labeled "Decontamination Unit" and has four empty checkboxes. At the bottom of the dialog are "OK" and "Cancel" buttons.

Resource Name	1	2	3	4
Decontamination Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration sections, or the Command Staff.
Click 'Ok' to save your entries.*

44. Go to



45. Click each Overhead resource and enter quantity by type (if applicable)

A dialog box titled "Overhead: Number of Trainee/Qualified Fire Personnel" with a close button (X) in the top right corner. It contains a table with five columns: Item#, Acr, Title, Trainee, and Qualified. The first row has the following data: 51, ASGS, Air Support Group Supervisor, and two empty input boxes. Below the table is a disclaimer text. At the bottom of the dialog are "OK" and "Cancel" buttons.

Item#	Acr	Title	Trainee	Qualified
51	ASGS	Air Support Group Supervisor	<input type="text"/>	<input type="text"/>

* Fire Personnel should be identified as Certified or Qualified, NOT as both.
Trainee - Fire Personnel has received required ICS position training.
Qualified - Fire Personnel has been certified (trained), and has successfully functioned in the identified capacity on an actual incident.

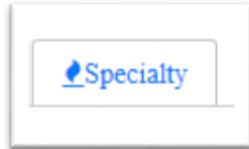
Overhead Resources: All positions described in the CICCS, NWCG or NIMS.

Trainee: Fire Personnel that has received the required ICS position training per CICCS.

Qualified: Fire Personnel that has completed the required training, experience, and CICCS peer review sufficient to be granted a CICCS Qualification Card. This also requires that the person(s) has maintained currency in that position and has been approved by the agency fire chief for mutual aid responses in that position.

Click 'Ok' to save your entries.

46. Go to



47. Click each Specialty resource and enter quantity by type (if applicable)

A dialog box titled "Specialty" with a close button (X) in the top right corner. It contains a table with columns "Item#", "Title", and "Certified".

Item#	Title	Certified
103	Rescue Systems II	<input type="text"/>

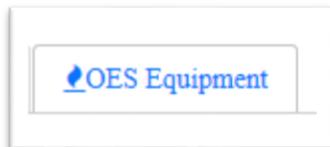
At the bottom of the dialog box are two buttons: "OK" (blue) and "Cancel" (white).

Specialty Resources: Resources with a specialized qualification.

Click 'Ok' to save your entries.

OES Equipment Tab

48. Go to

A table with five columns: "Equipment Type", "Unit #", "Year", "License #", and "GPM".

Equipment Type	Unit #	Year	License #	GPM
Type I - Engine	297		959517	

Review OES Equipment tab information. If any of this information needs to be updated, please contact Fleet team at Fire.Rescue.Fleet-Repairs@caloes.ca.gov.

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References

- [FIREScope Field Operations Guide](#)
- [FIREScope MACS ID](#)
- [Region map](#)
- [CFAA](#)
- [DUNS](#)
- [Login MARS Application Desktop Procedures](#)
- [Reset MARS Application Password Desktop Procedures](#)