

Quick Links

Departments Residents Visitors Business Training

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Fire Department

Responsibilities
The Civic City Fire Department is responsible for providing an efficient and effective delivery of fire, medical, rescue, and life safety emergency services within City limits. Emergency services are delivered from six strategically located fire stations in the City.



Contact
Brandon Smith
Fire Chief

Jason Bradley
Fire Marshal

CALENDAR [view all](#)

Mar. 20
Firefighter Entrance Level Test

Apr. 10
Juvenile Fire-Setter Prevention Program

May 8
Juvenile Fire-Setter Prevention Program

QUICKLINKS [view all](#)

- Incident Report Request Form
- National Fire Protection Association
- Home Safety Checklist
- Burn Permits / Burn Bans

Feature Column View

Module

Quick Links

Categories

- All Categories
- Building Inspections
- Cemetery
- City Clerk
- Finance Department
- Fire Department

▼ Building Inspections

- International Code Council
- Civic City Construction Codes
- American Planning Association

▼ Cemetery

- Cemetery Fee Schedule

▼ City Clerk

- Special Events Permit Application
- Beer / Liquor License Application
- Bicycle License Application
- Business License Application

With the Quick Links Module You Can:

- Organize Quick Links by category
- Provide links to important information, documents or related websites, cutting down on phone calls and foot traffic
- Change the order and placement of Quick Links on a page
- Set Quick Links to auto-publish/unpublish
- Place the same Quick Links on one or more related pages

Section 1: Creating/Adding a Category

Note: Only System Administrators and Owners can add Quick Links categories

Access the Quick Links Module

1. Log in to the Admin side of the website.
2. Select **Modules > Quick Links**.
3. Select **Add Category**. (Fig. 1-1).

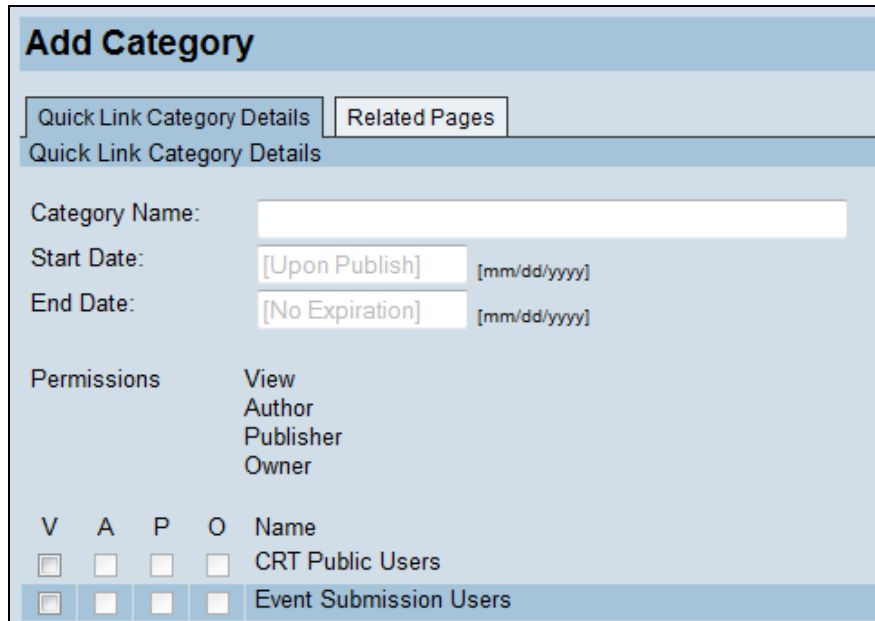


Fig. 1-1

4. **Category Name** – A red asterisk indicates this is a mandatory field.
5. **Start Date** – The default is blank and indicates the category will be available immediately upon publication. Enter a start display date to auto-publish the category.
6. **End Date** – The default is blank and indicates the category will remain published until unpublished manually. Enter an end display date to auto-unpublish.
7. **Permissions** – Setting permissions at the category level is suggested.
 - **View** – May view the live side only
 - **Author** – Submit new items and modify/delete unpublished items
 - **Publisher** – Publish new items, modify/delete unpublished items, modify/delete published items and accept/reject submitted items
 - **Owner** – Publish new items, modify/delete unpublished items, modify/delete published items, accept/reject submitted items, create/modify categories and assign category permissions
 - **System Administrator** – Automatically has rights to all of the above

Note: You may choose to save your work at this point, however, the Quick Links category will not be visible to the public until steps 10-12 are completed.

8. Select the tab for **Related Pages** (Fig. 1-2).



Fig. 1-2

9. Select double-icons  to make subpages visible.

10. Mouse over the page the Quick Links category should appear on.

11. Place a check in the placement box, maintaining consistency with your site's design (Fig. 1-3).

Note: This option will only be available if the page's feature column has been turned on.

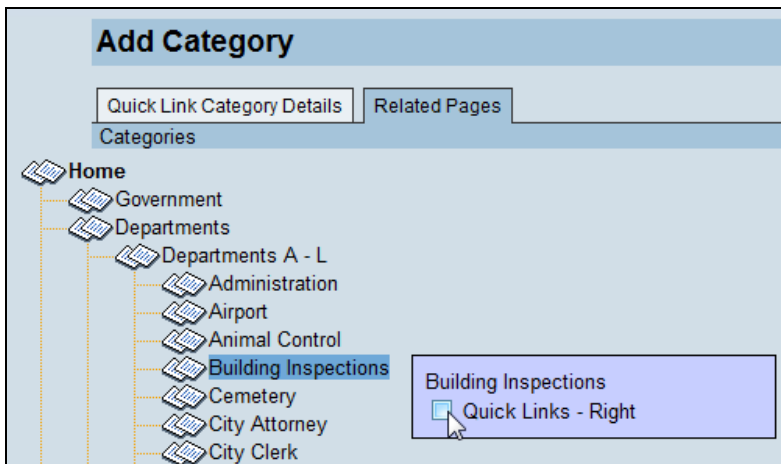


Fig. 1-3

12. Select option to complete adding/creating category.

- **Cancel** – Will delete what you've done
- **Save** – Will save the work as an unpublished draft
- **Save & Submit** – Will save the work as an unpublished draft and notify a publisher that it is ready for review (option is viewable by Authors only)
- **Save & Publish** – Will save the work and publish it for viewing

Section 2: Publishing a Category

Access the Quick Links Module

1. Log in to the Admin side of the website.
2. Select **Modules > Quick Links**.
3. Find the unpublished category.
4. Select **Choose an Action > Publish** (Fig. 2-1).

Category	Link Count	Status	Actions
Unpublished Categories			
Fire Department	4	Draft	Choose an Action
Published Categories			
Building Inspections	3	Published	Choose an Action
Cemetery	1	Published	Add Link
City Clerk	5	Published	View List
Finance Department	2	Published	Copy Link
			Properties
			Publish
			Delete
			Choose an Action

Fig. 2-1

Note: A category must be published and have at least one published link to show on the live side. If it still doesn't show, check that it has been related to the proper page(s) and that the feature column is turned on.

Section 3: Adding a Quick Link

Access the Quick Links Module

1. Log in to the Admin side of the website.
2. Select **Modules > Quick Links**.
3. Find the category you want to add the Quick Link to.
4. Select **Choose an Action > Add Link**. (Fig. 3-1).

Add Link ABC ✓

Link	<input type="text" value="Web Address"/>	<input type="text" value="Display Text"/>
	<input type="checkbox"/> Open in new window	
	<input type="button" value="Show Additional Details"/>	

Fig. 3-1

Link – Web Address is the website address you want for your Quick Link. **Display Text** is the word you want to be clickable. The **Display Text** is the word that will be clickable on the public side.

Open in new window – Put a checkmark in the checkbox if you want this Quick Link to open into a new window. If you do not put a checkmark in the checkbox the link will open into the same window.

Show Additional Details – Click on Show Additional Details to display the options below. (Fig. 3-2).

Display – **Starting On** is the date you would like this Quick Link to display on the public side. **Stopping On** is the date you would like this Quick Link to come off and unpublish itself from the public side.

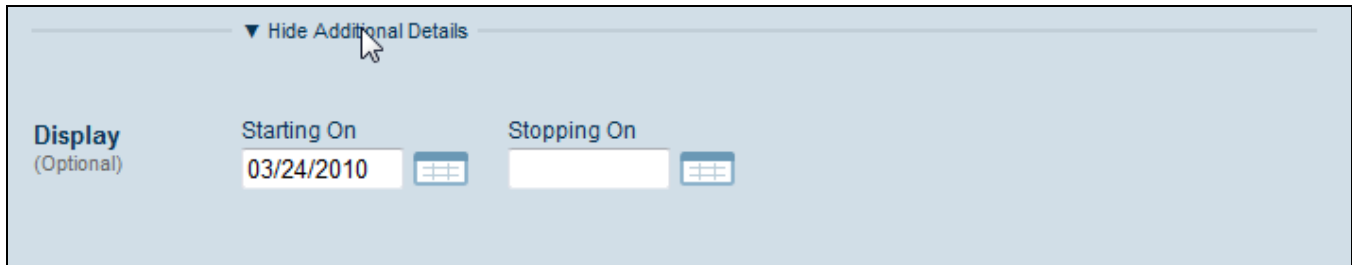


Fig. 3-2

5. Select options to complete adding a Quick Link

- **Cancel** – Will delete what you've done
- **Save** – Will save the work as an unpublished draft
- **Save & Submit** – Will save the work as an unpublished draft and notify a publisher that it is ready for review (option is viewable by Authors only)
- **Save & Publish** – Will save the work and publish it for viewing

Section 4: Modifying a Category

Access the Quick Links Module

1. Log in to the Admin side of the website.
2. Select **Modules > Quick Links**.
3. Find the category to modify.
4. Select **Choose an Action > Properties** (Fig. 4-1).

Category	Link Count	Status	Actions
Unpublished Categories			
No Unpublished Categories			
Published Categories			
Building Inspections	3	Published	Choose an Action
Cemetery	1	Published	Choose an Action
City Clerk	5	Published	Add Link
Finance Department	2	Published	View List
Fire Department	4	Published	Copy Link
			Properties
			Unpublish
			Delete

Fig. 4-1

5. Refer to Section 1, steps 4-12 to complete modifying a category.

Section 5: Deleting a Quick Link

Access the Quick Links Module

1. Log in to the Admin side of the website.
2. Select **Modules > Quick Links**.
3. Find the category that contains the link you want to delete.
4. Select **Choose an Action > View List**.
5. Find the link that you want to delete.
6. Select **Choose an Action > Delete**.

Section 6: Deleting a Category

Note: All items in a category must be deleted before you can delete the category.

Access the Quick Links Module

1. Log in to the Admin side of the website.
2. Select **Modules > Quick Links**.
3. Find the category you want to delete.
4. Select **Choose an Action > Delete**.
5. Select “**OK**” from the popup that will appear asking, “Are you sure you want to delete this category?”

Section 7: Live Edit

Access Live Edit

1. Log in to the Admin side of the website.
2. Select the KAM icon by selecting **Modules > Quick Links KAM** icon (Fig. 7-1).



Fig. 7-1

3. By selecting the KAM icon this will flip you the public side of the Quick Links Module. At the top of the page you will see a tab called **Live Edit Mode**. (Fig. 7-2). By selecting the wrench icon you will see the Live Edit Menu.

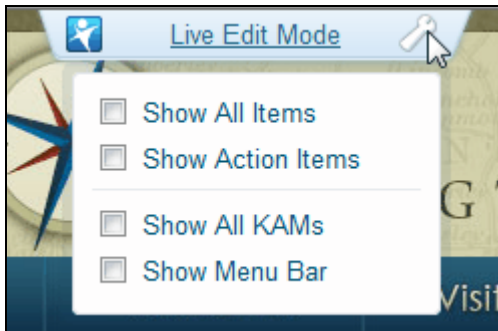


Fig. 7-2

Section 8: Adding a Quick Link Using Live Edit

Access Live Edit ([See Section 7 for steps](#))

1. Find the category you want to add your Quick Link.
2. Select the KAM icon and select the Add Item button (Fig. 8-1).

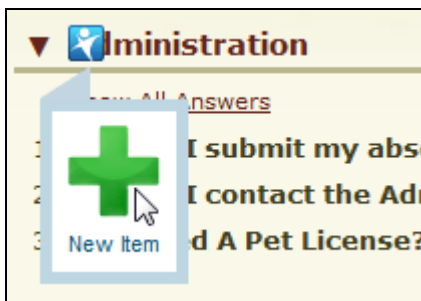


Fig. 8-1

3. Follow [steps 4 and 5 in Section 3](#) for information about the fields.

Section 9: Editing a Quick Link Using Live Edit

Access Live Edit ([See Section 7 for steps](#))

1. Find the Quick Link you want to edit.
2. Select the KAM icon to display your editing options (Fig. 9-1).

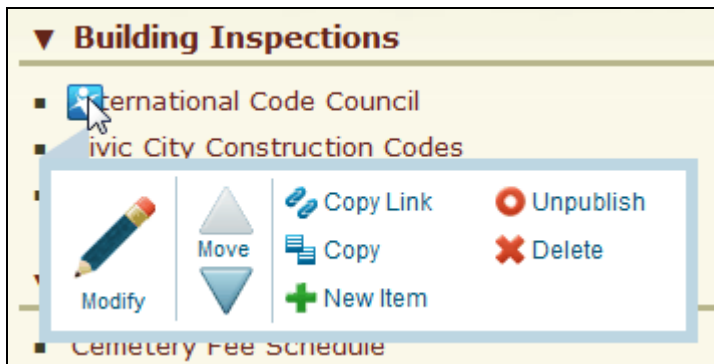


Fig. 9-1

Modify – Change the text in the questions and/or answer, change the link information and/or change the display dates.

Move – Click the arrows up or down to change the order of the questions.

Copy Link – Will copy the URL of this question to use to make hyperlinks in other areas.

Copy – Will allow you to copy and make changes, if necessary, and put it in another category.

New Item – Will allow you to create another Quick Link item below the Quick Link you clicked on.

Unpublish – Will put the Quick Link in a draft status on the Admin side and not display it on the public side.

Delete – Will delete your Quick Link off the public side and Admin side.