



STAFF REPORT

MEMO DATE:	February 26, 2021
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	Draft Scope of Study Regarding DGEMS and CGFD

BACKGROUND

In 2020, the Village, Joint Fire Committee and Town began work to update the various agreements related to the CGFD.

DGEMS budget discussions in 2020 (for 2021) included proposals for increased full-time staffing. Ultimately the budget was not approved with additions of any full-time staff, but it was recognized that due to growth in population and commercial development in the District that staffing needs to be analyzed.

In 2021, DGEMS has continued working diligently to study staffing needs and has asked its member communities to answer various critical service-related questions. After consideration of these questions from the Village Board, there was a consensus amongst the Board that they did not know how best to answer the questions themselves. Board members thought it may be more prudent to have an independent consultant with expertise in emergency services hired to study the needs of the District.

During the Board discussion there was also consensus that it may be practical to include CGFD in the study as well because they share a facility and both services are part of a continually growing District.

The Village Board ultimately directed me to research consulting firms and to bring back a proposed scope of study for review. The Board’s intention is to seek partnership on this effort from our municipal partners in these services. The Village Board’s objective is to better understand current service levels and to plan for how best to move the services forward given the growth in the District. The Village Board is not seeking to leave the existing services, but rather to improve them through planning for future needs and resources for each department.

DRAFT SCOPE OF STUDY

Attached you will find a draft scope of study called “Fire – EMS Organizational Review and Future Needs Analysis”.

I developed the scope following about a week and a half of research and due diligence. I spoke with consultants, colleagues of mine that have had similar studies done, and reviewed requests for proposals (RFPs) that other municipalities have sent out.



The proposed scope of work was drafted in a way that includes all of our Municipal Partners, with the hope they choose to financially join in the study effort.

The scope of study was sent to each joint Chief for comments, suggestions and feedback. For transparency purposes, each Chief Elected Official from our partnering municipalities were copied to the e-mail.

COST

We will not know the true potential costs to do the studies until we formally send out our scope of work in a request for proposals, but I have been able to get enough information that I can estimate the range of costs we could expect. Much of this comes down to the consultant that is selected. Some consultants simply charge more for their services, but depending on their experience and expertise, those higher charges may be justified.

Cost to study the Fire Department: \$15,000 - \$20,000

Cost to study EMS Department: \$20,000 - \$26,000

There would be an economies of scale to study both at around the same timeframe. The cost range to study both: **\$30,000 - \$38,000**

The Village has cash reserves within its Capital Fund that could pay for these studies.

NEXT STEPS

The Board could consider recommending the scope of study to the joint governing bodies (i.e. DGEMS Commission and Joint Fire Committee) and ultimately our Municipal Partners' respective Boards for their consideration.

HYPOTHETICAL TIMELINE

- Time for Municipal Partners to consider joining in the study effort: two – four weeks (mid March – early April)
- Time to respond to an RFP: three weeks (late April)
- Interview and selection of a consultant: about two weeks (Mid May)
- Time to complete the studies: about five - six months (October – November)