



FIRE - EMS ORGANIZATIONAL REVIEW AND FUTURE NEEDS ANALYSIS

REQUEST FOR PROPOSALS (Draft)

The Village of Cottage Grove, Town of Cottage Grove and Village of Deerfield (“DGEMS Municipal Partners”) are soliciting proposals from qualified firms or individuals to provide consulting services for an Organizational Review and Future Needs Analysis of the Deer Grove EMS District. The Village and Town of Cottage Grove (“CGFD Municipal Partners”) are soliciting proposals from qualified firms or individuals to provide consulting services for an Organizational Review and Future Needs Analysis of the Cottage Grove Volunteer Fire Department.

The DGEMS and CGFD Municipal Partners are performing their due diligence by conducting a comprehensive, non-partisan analysis by an independent professional consultant for the purposes of reviewing the current levels of service and to evaluate the organizational structure and governance. The study will outline future needs (short and long term) for each service based on projected growth and provide a framework of service delivery options based on said growth.

INTRODUCTION

Deer Grove EMS: The DGEMS District was formed in 1978 when the villages and towns of Cottage Grove and Deerfield entered into an intergovernmental agreement for the purposes of providing emergency medical services to the municipalities in the District. The current intergovernmental agreement consists of the Village and Town of Cottage Grove and the Village of Deerfield. DGEMS provides contracted service to the Town of Deerfield and a portion of the Town of Pleasant Springs. The total service area of the district is about 100 square miles, which includes a population of about 18,000.

DGEMS provides Paramedic level service and has a staff consisting of nine full-time employees (including the Chief), 15 LTE paramedics, and 18 volunteers. The service operates out of two stations, one in the



Town of Cottage Grove and one in the Village of Deerfield. Both stations also feature the Fire Departments from the respective municipalities. Full-time Paramedic employees serve as the staffing base for the primary ambulance. Minimum staffing is one ambulance 24 hours/day, seven days per week. Generally, coverage is split 50/50 between each station. Availability of LTE or volunteer staff allows for staffing of a second ambulance. LTE Paramedic staff are also used to cover full-time staff's time off. DGEMS offers volunteer positions to EMTs, AEMTs and EMT Paramedics.

Cottage Grove Fire Department: CGFD is a department staffed with 37 dedicated volunteers. The Department's service area consists of the Village and Town of Cottage Grove and a portion of the Town of Pleasant Springs. The coverage area of the District is roughly 48 square miles, which includes about 16 miles of I-90, four miles of I-94 and 12 miles of State Hwy 12/18. The approximate population of the district's covered municipalities is 14,000.

STUDY SCOPE: COMPONENTS/OBJECTIVES

(unless otherwise specified, both services will be reviewed based on the following components/objectives)

--Department Overview – Analysis of Current Operations and Service Delivery

- Perform emergency response data analysis
 - Compare to industry standards
- Evaluate standard response components
- Review organizational chart/structure
- Review current resource deployment strategy
- Review and evaluate critical issues and future challenges/opportunities

--Governance, Service Agreements and Contracts

- Assess the functionality of the current governance structures (i.e. EMS Commission and Fire Committee)
 - Assess current service agreements and contracts
 - Models for calculating the Municipal Partners' annual service costs

--Staffing: Staffing Methodology, Current and Future Needs

- Review current staffing compared to similar sized districts/municipalities
- Analysis of current staffing levels and recommendations of appropriate levels to ensure effective response times
- Based on anticipated/projected growth and service delivery expectations, make recommendations regarding staffing levels for: next year, in five years, and ten years
 - Provide options for various staffing models



--Facilities

- Evaluate current facilities: location and distribution of resources
 - Utilize GIS mapping to analyze response times to all areas of the District
 - Determine if existing facilities are in the most advantageous locations
 - Identify needed improvements to existing facilities
 - Project the need for any potential future facilities and recommend a general location

--Fiscal Analysis and Implications

- Based on projected growth and how that growth may impact these services, the study should review, and project operating costs based upon the future recommended staffing projections
- Review current capital assets and analyze future needs based on existing conditions
- Analyze short, mid and long-term cost implications of all recommendations made in the study
 - Analyze revenue and funding sources from partnering municipalities and service contracts relative to their capability to fund the recommendations.

--Planning for Growth

- Based on anticipated and projected growth in the service area, provide options for future service models to consider
- Evaluate service options that include cooperative efforts with new municipal partners

PROPOSAL RESPONSES

To apply, consultants will prepare a proposal that addresses the scope of study defined above. The proposal will reflect the consultant's professional expertise and experience regarding their approach to complete the requested study. A proposal shall consist of the following components:

--Qualifications and Experience

- Detail the firm or organization's qualifications and experience performing similar studies.
- Detail the qualifications and experience of any staff that your firm is assigning to work on this study.

--Study Methodology, Proposed Timeline and Finished Product

- Outline/describe the proposed methodology that your firm plans to use to accomplish studying the study scope objectives.
- Submit a proposed timeline for completing the study. Include recommended approximate dates for meetings with staff, elected officials and the public.
- Summarize what we can expect to see from your finished product.



--Citizen Engagement

- Provide your firm's recommended plan for how citizens will be involved in the study process.

--Cost

- Provide a cost for a study that involves only EMS.
- Provide a cost for a study that involves only Fire.
- Provide a cost for doing both studies.

ANTICIPATED RFP AND SELECTION SCHEDULE

- April 6th: RFPs released to consultants
- April 30th: Proposals due
- April 30th – May 14: Proposals reviewed
- May 18th: Finalists are notified
- May 24th: Interviews and possible selection

Please submit proposals by April 30th at 5 p.m. to:

Matt Giese, Cottage Grove Village Administrator: mgiese@village.cottage-grove.wi.us

Eric Lang, DGEMS Chief: elang@deergroveems.com

Nick Archibald, CGFD Chief: narchibald@cottagegrovefire.org