



STAFF REPORT

MEMO DATE:	June 4, 2021
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	Fire – EMS Study Next Steps – Consultant Selection Process

OVERVIEW

The DGEMS Commission held a special meeting to discuss next steps with the selection process for the EMS portion of the study. The Commission felt it would be most efficient to propose holding a joint, virtual DGEMS Commission and Village Board meeting for the purpose of inviting consultants to present/interview as well as potential selection. The following are other components of what the Commission proposes:

- Inviting three of the four firms that submitted proposals to the meeting (eliminating Healthcare Strategists, which was a cost outlier).
- Each firm will have 30 total minutes for presentation and questions.
- A preferred meeting date of June 17th at 6:30 p.m.
- An alternate meeting date of June 15th at 6:30 p.m.
- The Village of Deerfield and Town of Cottage Grove Boards will be considering their portions of potential financial contribution at up-coming meetings.

RECOMMENDATION

Staff is in agreement with the three firms to invite for interviews. We also agree that a joint, virtual meeting would be the most efficient way to manage this process.

In addition, staff recommends that Cottage Grove volunteer FD leadership be invited to actively participate in the interview process as well as deliberation/consideration of the finalist.