

March 16, 2022

Lac du Flambeau Town Board,

The number of cities or towns that have gone, or will be going to outside consultants in order to provide future strategic planning for their Fire and Ambo Departments seems to be on the increase. Accompanying this letter is a copy of a "Scope of Services" from a proposal from the City of Platteville, WI. There are a number of the items in that proposal that should be of great concern for the Town of Lac du Flambeau. Going with an outside consultant would provide the necessary objectivity, which is lacking by addressing these issues internally. With these thoughts in mind I believe it would be prudent for the Town of Lac du Flambeau to commit ARPA funds for the purpose of securing an outside consulting firm to assist the Town. The City of Platteville's consultant's fee was \$30,000. I'm guessing Lac du Flambeau's would be less, but just to put a number on it, let's say it would cost \$25,000. We currently have committed \$5,000,000 to build a new firehouse. So \$25,000 is $\frac{1}{2}$ of one percent of \$5,000,000. So spending \$25,000 of ARPA funding to help us determine how the future and direction the Town of Lac du Flambeau and its Fire and Ambo Department should proceed is money well spent, in my opinion. The use of Platteville and its "Scope of Services" is just a point of reference.

Jim Sommerfeldt

SCOPE OF SERVICES

The City has been studying certain facility improvements necessary for service delivery by its Fire Department. One of the objectives in determining space needs revolves around the future of our Fire Department and the challenges surrounding their ability to provide service to the community within the spaces presently provided. Several questions have arisen regarding the way Fire Safety Services are delivered warranting further study prior to conducting future facility designs. The Common Council desires to engage a Consultant to work with the council, departments, and the public on the following issues/challenges regarding ongoing service delivery of our Fire Department.

1. Future Service Delivery – The Study should review the current means by which service is provided by our Fire Department and project what the future entails for the delivery of service. This item should also address the format by which service is provided in order to consider various options such as full-time staffing, regional district creation, higher license threshold of emergency care, shared/joint department, etc. as applicable to the service listed. The Study should consider projects not fewer than 3 years nor more than 20 years into the future based upon the recommendation of the consultant.

2. Operational Alternatives – This item should review current services to make suggestions on the current operational delivery of service alternatives. Essentially, what are possible changes that could be made to current operations that help streamline service delivery, align services with best practices, and make suggestions that help with Fire Safety delivery.

3. Right Size – The Study should bring together necessary data and demographics to objectively demonstrate the facility needs to support Fire Safety Services. Types of data to be reviewed would include but not limited to personnel, equipment, consideration of adjacent communities, population, geographic growth, height of buildings, and our service responsibilities in relationship to other jurisdictions both municipal, county, and state.

4. Operating Costs – Based on what the future may hold for these services, the study should review, and project operating costs based upon the future staffing projections considered.

5. Location – This item would assist in trying to figure out what is the best and most ideal location in order to locate a Fire Safety Facility, regardless of current land uses and property ownership. The intent is to create a radius around this point based upon certain distances to assist in finding suitable sites to locate such a facility. The desire would be to consider response times, volunteer response ability, ISO minute coverage maps as available, and all other information as might be applicable. This should also review locations based on the idea that the Fire Safety facility would be a joint facility as well as a

standalone fire station. This item should also account for the city's growth pattern as it expands through new development and annexations.

6. Fire Station Conversion – The current fire station was constructed in 1964 and due to updates in technology, equipment and truck modifications increased space needs have become more challenging. Numerous discussions have occurred regarding the potential for future expansion of the current facility. Given the needs of Fire Safety Services and their future projections, this item would review whether that idea remains feasible.

7. Garage Space – This item would review the vehicle and equipment needs for fire services over the course of the next 50 years. This item should further study how these needs coincide with current space availability and possible options for expansion.

8. Shared Facility – This item should review the feasibility of a shared Fire Safety Facility that houses Fire, Training Center, and potential retail/commercial space. Obviously, each of the three has different needs regarding their facilities and the study should consider whether it is realistic of the city to consider all three within one facility.

DELIVERABLES

The consultant will be required to attend two public meetings in order to make a presentation regarding a draft and final report to the Common Council. Additional meetings whether in person or otherwise to be coordinated by staff as needed. Both versions of the study will be submitted electronically to thoroughly address each of the seven points raised above in the Scope of Services. Both presentations regarding the study will be provided to the Common Council, Department Heads, and General Public upon the conclusion of the study.

PROJECT COMMUNICATION

This project will require an approach that supports a philosophy of shared information, openness, and collaboration between many different interests. The proposal should describe specifically how your team will support and sustain a high level of communication and collaboration. Further, it should demonstrate your ability to clearly and concisely communicate the protective service terminology into easy to understand public communications. The main point of contact for this RFP and the study shall be Adam Ruechel, City Manager, in association with Ryan Simmons, Fire Chief. They can be reached as follows:

Adam Ruechel, City Manager – citymanager@platteville.org, Phone – (608)-348-1821

Ryan Simmons, Fire Chief – firechief@platteville.org, Phone – (608)-348-7826