



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
June 15, 2023

AGENDA TOPIC: Consideration and possible action approving a resolution authorizing the execution of an agreement with the Center for Public Safety Management, LLC for a Fire and EMS Standards of Cover and Utilization Study

DATE: June 15, 2023

DEPARTMENT: Finance

PRESENTED BY: Clayton Hoelscher, Procurement Manager

INTRODUCTION/BACKGROUND:

The FY 2022-23 Adopted Budget includes \$55,000 for a Standards of Cover and Utilization Study for Fire and Emergency Medical Services (EMS). The purpose of this study is to provide a performance review of the current delivery of Fire and EMS services, as well as to analyze potential alternative options. The study will provide information on funding options and resources needed to continue these services in the future, whether through contracted service agreements or through the creation of a City Fire Department. Some focus areas of the study are to:

- Assess current and future community risk and service delivery expectations for services.
- Review current demands, including calls for service, day and time of calls, response times, and geographic distribution of incidents.
- Evaluate current resources and infrastructure of current providers and provide recommendations for future resources.
- Identify citizen driven service level expectations.
- Analyze different options and provide a recommendation to the City.

To support this effort, a Request for Proposals was issued on March 23, 2023 to competitively seek firms that provide these services. Responses were due on April 20, 2023 and six proposals were received. An evaluation team met and ranked the proposals based on the following criteria:

- Team Qualifications and Experience
- Project Approach
- Price

After evaluation, the evaluation team selected the Center for Public Safety Management, LLC (CPSM, LLC) as the highest ranked respondent. A proposal was reviewed and negotiated to accomplish this project. The study is anticipated to take approximately 200 days for a cost of \$73,775.00

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Meets Strategic Action Plan item 4.2 – Develop a Long-Term Strategy for Continuity of Fire Services

- Meets Strategic Action Plan item 4.3 – Develop a Long-Term Strategy for Continuity of Emergency Medical Services
- Meets procurement guidelines.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

Funds were allocated in the FY 2022-23 Budget in the amount of \$55,000 for this project. Additional funds in the amount of \$18,775 from savings in SAP projects are available to cover the overage.

LEGAL ANALYSIS:

The City's standard Professional Service Agreement is being utilized for this project.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution authorizing the execution of an agreement with the Center for Public Safety Management, LLC. for a Fire and EMS Standards of Cover and Utilization Study in the amount of \$73,775.00.