



Project Planning: Attachment B Project Development Form

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: GVFD Purchasing of a LUCAS Chest Compression Device

Department: [Gustavus Volunteer Fire Department](#) Contact: Sol Martinez

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Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?
 - The goal of this project is to purchase a LUCAS Chest Compression device. This device is used during events where we need to do Cardiopulmonary Resuscitation (CPR). The LUCAS Device is a mechanical chest compression device replacing manual chest compressions which is the most labor-intensive task in CPR. A Lucas Chest Compression device has been used countrywide and studies have shown to be more effective in resuscitation of a patient than regular CPR. This also helps reduce the need for more responders to perform CPR. CPR without a mechanical compression device can take about six people to run smoothly and effectively, as much of the work goes into chest compressions. If we can purchase the LUCAS Device, it would lessen the workload for the volunteers and be better for the patients.
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 - The Gustavus Volunteer Fire Department is made up of a dedicated group of volunteers, but because of our small volunteer pool, when a cardiac arrest happens it takes everyone to smoothly run a code, which runs for a minimum of 30 minutes. The volunteers and the community would be aided by the purchase of the Lucas device by greatly assisting with the most strenuous part of CPR. This will also grant us the ability to move the patient while compressions are taking place. This allows us to provide the patient to a higher level of care.



- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
 - There is no need for a survey currently.
- What is NOT covered by this project? What are its boundaries?
 - This is only to purchase the Lucas Chest Compression Device.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
 - The Lucas device will address the strain volunteers have during compressions. The Lucas device will give continuous compressions whether we move the patient or stay on scene.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 - Due to our location and scope of practice we have limitations for patient care. The best chance for someone who goes into cardiac arrest is to have continuous compressions, and early automated external defibrillator (AED). Each time compressions are stopped the chance of recovery is lowered. Right now, we are limited to providing higher level of care (whether it is the Clinic provider, or medevac crew) at the scene. The Lucas device will allow us to move the patient from the scene to another location whether it is to the clinic or to the medevac, without interrupting compressions.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

This project started by applying for the Alaska Code Blue grant in 2022 which we received, however we only received \$7,000. Due to the cost being \$24,211.05, we are \$17,211.05 short for purchasing the Lucas device. We have till 2028 to spend the money.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

No

5. What is your timeline for project planning?

- By when do you hope to implement the project?
 - Right now, we are looking for additional funding for the purchase. We need approval from the council to start applying for grants \$15,000 or higher.
- Will the planning or final project occur in phases or stages?
 - This is an equipment purchase, so it cannot be done in stages.

6. What is your budget for the planning process? Will you be using a consultant?

There is no plan to use a consultant for this project.



7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

- The total purchase of the device is \$24,211.05.
- Code Blue: \$7,000
- Total required for Lucas: \$17,211.05
- Breakdown of Lucas Purchase:
 - Lucas 3, v3.1 chest compression system, includes hard shell case, slim back plate, 2 patient straps, 1 stabilization strap, 2 suction cups, 1 rechargeable battery and instructions for se with each device: \$17,232.92
 - Lucas External power supply: \$393.60
 - Lucas 3 Battery -Dark Grey – Rechargeable LiPo: \$740
 - Lucas Desk – Top Battery Charger: \$1,244
 - Lucas Disposable Suction Cup (3 pack): \$158.10
 - Preventative maintenance/extended warranty (3 years): \$4,125.60
 - Freight: \$316.83
- Training: \$1,000 (Note: This can come out of the budget; the hope is we can bring in outside training.)
- Contingencies: \$500 (Note: This is in case of price increases and / or unexpected expenses)
- Total: \$25,711.05
- Total needed for full funding: \$18,711.05

Parts 3 - 6. Project Investigation and Development

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.
 - a. The Lucas device is the only option for a mechanical chest compression device if we are to use the Code Blue grant funds. This device is widely used in multiple different departments. Airlift Northwest and Juneau use this device as well, which is where I have seen it used in training during my EMT 2 class. The benefit of this is we can call upon multiple agencies for training.
2. What solution was chosen as the best and why is it the best?
 - a. Because we have already received funds for the Lucas device requested in the Code Blue Grant, we are obligated to purchase the device if we are to use the funds.
3. Identify your funding source(s).
 - How will the project be funded initially, and for its operating life?
 - We initially applied for the Code Blue grant for funding the purchase of the Lucas device, which was awarded, but we only received \$7,000. We are



currently looking for additional funds. The total funds needed to purchase the Lucas are \$24,211.05. There is an additional warranty included in the package.

- One funding option is for funding to come out of city funds. This would be a total of \$17,211.05 just for purchasing the device. See answer for question number 7. This is only for the purchase of the chest compression device, does not include the additional training and the contingency money. This would be the fastest option.
- Another option is to apply for the Brothers Helping Brother grant program. This program is a non-profit which takes year-round applications for purchasing equipment. The eligibility requirements are you must serve a population of fewer than 10,000 people or the organization must have fewer than 30 employees, of which a majority is volunteer or paid per call personnel. We have not applied to this organization before, so I do not know the likelihood of being awarded the remaining funds.
- Another option is approaching the USDA for funds. We have reached out to them to see if there is any available funding, but we have had difficulty obtaining funds from it in the past for other projects.
- Is there a matching fund requirement? Please provide details.
 - There is no matching fund requirement for the Brothers Helping Brothers grant. The Code Blue grant does require a 10% match but considering that it does not fully fund the project, it would be included in the funds we need to come up with for purchasing the Lucas Device.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc.)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			



• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?			
Public safety?		+	
Public health?		+	
Medical services?		+	
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents	X		
o Short-term (i.e. construction)	X		
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment		+	
• Visitor opportunities/impressions/stays/purchases	X		
• Competitive business environment	X		
• Support for existing businesses			+
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses	X		
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both the environment and business performance.)

The Lucas device has no effect on the environment, but the benefits are with the patients and responders. The LUCAS Device takes the place of manual chest compressions which is the most labor-intensive part of CPR. This device is used countrywide, and studies have shown that



is more effective in resuscitation of a patient than regular compressions. This also helps when there are a lack of responders. To effectively administer CPR, it takes about six people to run smoothly and effectively, and much of the work goes into chest compressions. If we can purchase the LUCAS Device, it would lessen the workload for the volunteers.

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions?
 - This project is not dependent on any other project to move forward.
- If yes, describe projects, action or activities specifying phases where appropriate.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

Once purchased we will look for additional training in the use of the Lucas device. While the device is relatively simple, using it would require practice. Because both Airlift Northwest and the Juneau Fire Department use the Lucas, we have the option to ask for additional training.

5. What regulatory permits will be required and how will they be obtained?

There are no regulatory permits for the purchase of this device.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

There is no estimated initial and continuing operational costs of the project other than training.

7. Is an engineering design or construction estimate necessary?

There is no need for an engineering design or construction estimate for the Lucas device.

8. Will operation of the project generate any revenue for the city such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

There is no additional revenue to be collected for the purchase.



Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$23,894.22	Insurance	\$
Freight	\$316.83	Repair & maintenance	\$
Contingencies	\$500	Other (list)	\$
Other (list) Training	\$1000	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 _____0___ Create/retain in 1-3 years
 _____0___ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?



Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (05/2018) is: http://va-interactive.com/tools/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees

Submitted by: _____ Meeting Date: _____ Approved___ Not Approved___



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Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.