
VILLAGE BOARD MEETING**VILLAGE OF HARRISON**

From: Chad Pelishek, Village Manager and Jarred Gehl, Fire Chief **Meeting Date:** 4/29/2025

Title: Award on consultant to complete the Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis.

Issue: Does the Village Board wish to approve McMahon to complete the Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis?

Background and Additional Information:

Village staff released a Request for Proposals on March 6, 2025, via email to five consultants: Fitch and Associates, Hanifen Associates, McMahon Group, MSA, and McGrath Consulting.

The deadline for submitting was April 4, 2025. Three proposals were received: Fitch and Associates, McMahon and Hanifen Associates. The study includes three parts, Fire Department Staffing Study, Intergovernmental Cost Share Model Evaluation and Ambulance Service Analysis.

The Village Manager and Fire Chief reviewed the proposals and shortlisted the Fitch and Associates and the McMahon. Fitch and Associates is based out of Missouri. McMahons cost was \$59,100 and Fitch and Associates was \$50,000 with up to \$5,000 reimbursable expenses for each person per trip to travel here.

After connecting with references provided by both consultants, the decision was made to recommend McMahon to the Village Board based on the following: McMahon has substantial experience working with smaller to mid-sized communities, whereas Fitch and Associates provided references for studies completed on communities between 88,000 to 500,000 people. Although McMahon is about \$9,100 higher, the Staff felt the reimbursable expense cost of Fitch and Associates could be at least another \$10,000 or more. Also, the project manager on McMahon team is a former Harrison Fire/Rescue employee that understands the department.

The 2025 budget included \$35,000 in the Fire Department budget for this study. The difference in costs is that staff added the ambulance service cost analysis that originally was not planned to be completed, so the village is prepared should in the future Gold Cross proposes costs to the Village for the service, we would have a metric to compare future costs. This study will also span two budget years.

Budget Impacts: Fire/Rescue budget account number 100-01-52200-304-000. Difference from the Contingency line item in the budget.

Recommended Action: Motion to approve McMahon to complete the Fire Department Staffing Study, Intergovernmental Cost Share Analysis and Ambulance Service Analysis.

Attachments:

Proposal from McMahon Group