



March 5, 2021

Dylan Mulfinger, City Administrator
City of Oelwein
20 2nd Avenue SW
Oelwein, IA 50662

Dear Dylan:

Thank you for the opportunity to submit this proposal to conduct a review of the Oelwein Fire Department. Obviously, the decisions arising from this review will have an impact on the city and department for many years to come and it would be my pleasure to work with your city in assessing these needs.

DATE OF PROPOSAL

March 5, 2021

SCOPE OF SERVICES OFFERED

Cayler Consulting, LLC will review the operations of the Oelwein Fire Department to assist you, the Mayor and City Council in determining the best path forward in providing efficient and effective fire service for your community. This will involve looking at budget, staffing levels, full-time personnel, volunteers, job duties, working relations, operating policies and leadership structure. I envision this review consisting of the following:

- Interviews with the Fire Chief, fire department members, other city staff, elected officials, and others as needed.
- A review of relevant documents, including but not limited to: Fire Department budget, City Policies, City Code, Standard Operating Procedures, department schedule and rank structure, and any 28E or mutual aid agreements that might exist.
- Review of like-sized departments and/or departments
- Discussions with other fire chiefs/cities
- Review of Chapter 400 (Civil Service)
- Any other activities necessary to obtain relevant information
- Discuss outcome of review with you and other city officials
- Prepare a written report of the findings of this review

The purpose of these interviews, document review, surveys and other activities is to evaluate the current structure and operation of the Oelwein Fire Department to ensure that the department is operating efficiently, effectively and is set for success for years to come. I will provide options and recommendations that will help the City determine structure, staffing levels, policy review/implementation and at what capacity a volunteer group can best serve the community.

COMPANY/CONSULTANT BACKGROUND

Chief Cayler served in law enforcement for thirty-four (34) years, with the last 30+ years in the capacity of Chief of Police for the city of Carroll. He holds a Master's Degree in Criminal Justice Administration and a Bachelor's Degree in Sociology/Criminal Justice. He also served as the administrator of the Carroll City/County Communications center for 28 years. Chief Cayler served on the National Advisory Policy Board for the CJIS Division of the FBI for many years. He is a past president of the Iowa Police Executive Forum (now the Iowa Police Chiefs Association), and Chairman of the Region V Drug Task Force for over 10 years. Chief Cayler was also the long-time Chairman of both the Carroll County E911 Service Board and the Carroll County Emergency Management Commission. In addition to these duties, Chief Cayler served as an adjunct professor of Criminal Justice at Buena Vista University from 2000 – 2012.

Approximately twenty-five (25) years ago Chief Cayler began providing consulting services to cities, primarily in the area of recruitment, screening and selection of police chiefs and assisting cities with internal promotional testing. Other services include internal investigations, policy review, and efficiency studies. In recent years these services have expanded to include screening and selection of fire chiefs and city administrators, as well as conducting fire department promotional assessments. In August of 2013 he established Cayler Consulting, LLC. He retired as Chief of Police in Carroll on June 8, 2015 and was one of the longest serving chiefs in Iowa.

Chief Cayler has been married for thirty-eight (38) years to Sandy (MS/ARNP/RN), and has two adult children, Amy Kitt (MBA) and Kristen Menke (PhD).

References

Travis Goedken, City Administrator
City of Humboldt
(515) 332-3435
travisg@cityofhumboldt.org

Mayor John Slight
City of Boone
(515) 298-0804
john@patclemons.com

Sam Kooiker, City Manager
City of Sheldon
(712) 324-4651
sam@cityofsheldon.com

Russ Behrens, City Manager
City of Grinnell
(641) 236-2666
rbehrens@grinnelliowa.gov

Perry Buffington, Human Resource Director
City of Mason City
(641) 424-7130
pbuffington@masoncity.net

Mike Funke, Human Resource/Risk Manager
City of Coralville
(319) 248-1700
mfunke@coralville.org

Karen Jennings, Human Resource Administrator
City of Iowa City
(319) 356-5025
Karen-jennings@iowa-city.org

Mayor Dick Kirchoff
City of LeMars
(712) 299-0794
dkirchoff@lemarsiowa.com

Chad Bird, City Manager
City of Decorah
(563) 277-5140
citymanager@decorahia.org

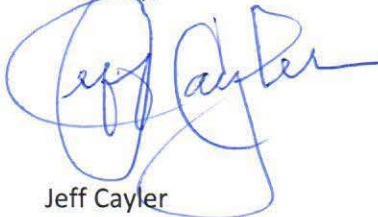
Fees:

My normal hourly rate for consulting services is \$150 per hour. As Oelwein has used my services for a number of promotional assessment centers, I am prepared to offer you the discounted rate of \$100/hour. I would propose a not to exceed amount of \$5,000, plus expenses.

I will provide a written report at the conclusion of this project along with a detailed accounting of my activities/time.

Please feel free to contact me if you have any questions.

Sincerely,



Jeff Cayler
Chief of Police (retired)
Cayler Consulting, LLC

JEFF CAYLER

1326 Amy Avenue Carroll, IA 51401 (712) 830-3794 jeff.cayler@gmail.com

EDUCATION

Master of Science, Criminal Justice Administration, Central Missouri State University (4.0 G.P.A.)
Bachelor of Arts, Sociology/Criminal Justice, University of Iowa

PROFESSIONAL EXPERIENCE

Chief of Police (2/24/85 – 6/8/15) – City of Carroll, Iowa

Carroll City/County Communications Administrator (2/24/85 – 1/28/13)

Sergeant/Patrol Supervisor (7/1/83 – 2/24/85), City of Carroll, Iowa

Patrol Officer (6/1/81 – 7/1/83), City of Carroll, Iowa

Adjunct Professor of Criminal Justice, Buena Vista University, 8/00 – 12/12

HONORS/ AWARDS

McCartney Award, Iowa Law Enforcement Academy, 1981
Named to the Outstanding College Students of America, 1988
Named one of the Outstanding Graduates of the Department of Criminal Justice Administration,
Central Missouri State University, 1988
Rotary Club Human Services/Non-Profit Award (“for exemplifying Rotary’s ideal of service in
the workplace”).

ORGANIZATIONS

International Association of Chiefs of Police, Life Member
Iowa Police Chiefs Association (past Vice President and President, ‘96 - ‘00)
Iowa State Police Officers’ Association
Iowa Association of Chiefs of Police & Peace Officers
Chairman, Carroll County E-911 Service Board
Chairman, Carroll County Emergency Management Commission
Board of Directors, Second Judicial District, Dept. of Correctional Services
Chairman, Region V Drug Task Force ‘97 – ‘99, ‘00 – ‘06
Chair, Iowa Community Assurance Pool, Law Enf. Advisory Board, ‘00 – ‘08
Iowa Mun. Workers Comp. Assoc., Loss Control Advisory Board, ‘00 – ‘15
Advisory Board Member (North-Central Region), Criminal Justice Information
Systems (F.B.I., C.J.I.S. Division), United States Dept. of Justice, ‘96–‘98, ‘01– ‘06
National Advisory Policy Board Member, Criminal Justice Information Systems (F.B.I., C.J.I.S.
Division), United States Department of Justice, ‘96 – ‘98