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**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Approve Policy and Training Agreement- Lexipol  
**DATE:** August 19, 2024

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**OVERVIEW:**

The fire department is requesting to shift our policy and standard operating procedure management to Lexipol. Lexipol is the also the current vendor for a police department policy management. With our industry standards continuing to evolve at a faster and faster rate, Lexipol will prove to be beneficial in keeping our policies and procedures up to date with legal standards, industry best practices, and OSHA regulations. The fire department is also requesting to partner the policy and procedure management components with Lexipol's LMS system (Learning Management System). This will replace the current fire department LMS system through Vector Solutions.

The total first year and implementation cost to transition to Lexipol is \$12,093.50. The fire department has budgeted for this expense through the legislatively approved Public Safety Funds from the State of Minnesota. The current balance in this fund is \$454,753.19. These funds can only be spent on Public Safety specific items.

The annual subscription fee for Lexipol will be \$6842.45, which will be budgeted out of the fire department operations budget in to the future.

**ACTION TO BE CONSIDERED:**

Approve the fire department to transition policy, procedure and LMS management systems to Lexipol for the amount of \$12,093.50, from the Public Safety Funds.

**BUDGET IMPLICATION:**

Public Safety Funds

Attachments:

- Quote Attached