

## Exhibit A

### **Proposal for Fire Management and Administrative Services:**

- 1) Management Services
  - a) Transition of day to day management of the fire department and emergency response to the city of Nowthen leadership team.
  - b) Management collaboration with firefighters and station leadership, Anoka County Sheriff's Office, elected officials and all other city departments during regular business hours.
  - c) Provide a strong leadership presence.
  - d) Continue open dialogue with elected officials
  - e) Continue partnerships with surrounding communities.
- 2) Policy Development
  - a) Advise on policies and procedures consistent with industry standards with input from staff and city stake holders
  - b) All policies to be transferred to City Administrator
- 3) Guidance and Assistance for transition to new leadership team
  - a) Assist in identifying next leadership team
  - b) Train in new leadership by transitioning policies, procedures and protocol to Administrator and Fire staff
  - c) Assist in maintaining a culture of accountability throughout the organization
  - d) Assist city in appointing qualified, mission focused leaders to facilitate organization goals
  - e) Assist with personnel concerns in a timely fashion with respect
- 4) Capital Equipment Planning and Operational Efficiencies
  - a) Continue and transition capital equipment needs and long term budget strategy for acquiring apparatus, SCBA, turnouts, and other high dollar expenditures
  - b) Engage elected officials input regarding funding strategies and needs
  - c) Assist new leadership in identifying short term equipment needs
  - d) Assist in budget process to acquire and replace equipment within its expected life span

- 5) Organizational Strategic Guidance
  - a) Assist in creating, developing and implementing a department based on community driven core values
  - b) Create structural plans for the organization based on community growth ensuring that department capabilities meet future needs
  - c) Support Nowthen leadership team through the transition of the First Due records management system.
  
- 6) Staffing Transition
  - a) Identify appropriate staffing levels for the fire department
  - b) Assist leadership team of hiring and training requirements for appropriate staffing levels
  - c) Create a reporting systems, monthly and quarterly for city staff and elected officials
  
- 7) Transition Timeline for 2024
  - a) Quarter 1: Assist Nowthen Administrator and Council on the hiring of the Fire Department’s new leadership team
  - b) Quarter 2: Work with leadership team through personnel, budget process, CIP by meeting with team one day a week as set by Fire Staff
  - c) Quarter 3: Work with leadership team through personnel, budget process, CIP by meeting with team twice a month as set by Fire Staff
  - d) Quarter 4: St. Francis Fire Chief guidance only when requested

TOTAL Cost .....\$35,000

\*Proposal assumes Nowthen funds all routine operating expenditures such as fire fighter pay, training costs, equipment costs, and all other normal operating expenditures.

Activities included in this contract will be conducted during normal business hours. No after regular business hours will be attended by the Fire Chief, including but not limited to, budget, capital planning, council meetings, public education events or training.