**Proposal for Assessment of Fire/EMS Services for the Communities of the Greater Portland Metro Alliance**

Prepared by Jim Damicis, Senior Vice President, Camoin Associates

&

Neal Allen, Executive Director, Greater Portland Council of Governments

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**Overview**

The following is proposal has by prepared by Camoin Associates in coordination with the Greater Portland Council of Governments to the Greater Portland Metro Alliance. The purpose of this assessment is to conduct a data/information inventory of fire/EMS capacity and services that include communities of the Metro Alliance then use this information to identify opportunities and strategies for cooperation and collaboration. For this project the Metro Alliance Communities include Portland, Scarborough, South Portland, Westbrook, Falmouth, and Cape Elizabeth. The objectives of this work are to create a common set of information and data which will then be used to develop recommended strategies for cooperation and collaboration to sustain high quality, affordable, service levels. This work will be completed by The Greater Portland Council of Governments (GPCOG) and Camoin Associates (Camoin) with technical assistance from Bruce Hensler, Fire, EMS and GIS consultant.

**Scope**

***Phase I - Inventory of Fire and EMS for all Communities of the Metro Alliance to Provide Base Level Data to Support Analysis.***

**IA – Conduct Facilitated Session with Municipal Managers, Chiefs, and Key Fire/EMS Personnel –** During this session we will review scope and project plan; review and revise list of data and information to be collected, discuss existing levels of cooperation and collaboration, and identify initial opportunities to explore for possible further cooperation and collaboration **-** This will be a 3 hour session facilitated by Jim Damicis of Camoin and Neal Allen of GPCOG. The list of invited attendees will be determined by the Metro Coalition or a Subgroup of the Coalition working on this project as an advisory committee.

Deliverables: Revised scope and project plan, list of data and information to be collected, and listing of initial opportunities for cooperation and collaboration to be further explored. This will be provided to the Metro Coalition or a Subgroup of the Coalition working on this project as an advisory committee for review and input and will then serves as a work plan for moving forward with the remainder of the project.

**IB – Gather, Tabulate, and Present Local and Regional Data and Information on Fire/EMS Capacity and Services among the Metro Alliance Communities Participating in this Project –** This information will be gathered through a combination of requests to participating departments, interviews, site visits, and web research. A three hour site visit will be conducted at each municipality to review data needs, understand available data, and understand local service delivery and issues. This visit will include a meeting with fire/EMS officials, the manager, and planning staff. Data and information to be gathered and tabulated will include:

Employment Capacity

* Career firefighter/EMT/Paramedic
* Volunteer/Paid Per Call/Per Diem firefighter/EMT/Paramedic
* Communications/Dispatch
* Administration
* Training and testing including agility training
* Collective Bargaining Units

Major Facilities, Equipment, and Apparatus (stations, major vehicles/trucks, special purpose major equipment)

* Levels/amount - how many?
* Type/purpose – how used?
* Location – where located/housed?
* Reserve apparatus – apparatus that is used as reserve or back-up and has the potential for being shared or provided to other communities

Incidences

* Calls/responses by type and location; time and date

Demographic and Infrastructure Variables

* Population
* Housing units – multi-family, single-family, owner-occupied, rental
* Businesses
* Land use and growth patterns
* Water Supply
* Road Network

Existing Cooperation and Collaboration

* Mutual Aid Agreements
* Facilities, Apparatus, and Equipment
* Staff and Training
* Other?

Fiscal Environment: Revenues and Costs

* Cost of Services
* Revenues to support services
* External cost: impact on ISO

Emerging Trends

* Trends that are emerging that may significantly impact future service delivery. For example:
* Community Para-medicine
* Sprinklers
* Codes
* Hospitals

Deliverables: database/spreadsheet of tabulated data and information, electronic maps and associated narrative to explain current state of capacity/service. All data will be categorized by municipality and station in a database/spreadsheet format that is compatible for use in GIS. A subset of the data will be presented in maps to be prepared by GPCOG to portray major trends impacting service demand and delivery. When readily available, data for the communities and the region as a whole will be benchmarked against national standards/averages.

***Phase II – Understanding the Data, Issues, Current Cooperation and Collaboration, and Opportunities; and Development of recommendations for Initiatives for Moving Forward***

**IIA – Draft of Findings, Opportunities and Strategies** – Camoin and GPCOG will Draft Findings, Opportunities, and Strategies/Initiatives for Further Consideration – This will be provided to the Managers, Chiefs, Personnel included in the study as well as any others serving on the advisory committee and will serve as the basis for a second facilitated session.

**IIB – Conduct Second Facilitated Session with Municipal Managers, Chiefs, Key Fire/EMS Personnel and Advisory Committee Members -** Review an discuss draft of findings, opportunities, and strategies and obtain detailed input for editing and refinement **-** This will be a 3 hour session facilitated by Jim Damicis of Camoin and Neal Allen of GPCOG.

**IIC – Conduct Third Facilitated Session with Municipal Managers, Chiefs, Key Fire/EMS Personnel, and Advisory Committee Members -** This Third session will focus solely on the refinement of recommended next steps, and prioritization of strategies/initiatives **-** This will be a 3 hour session facilitated by Jim Damicis of Camoin and Neal Allen of GPCOG.

**IID – Final Report and Presentation to Metro Alliance Communities** – Make final edits and revisions to full final report and present at a meeting of the Metro Coalition.

**Budget**

The project as proposed can be completed for a total cost of $32,758. This includes all labor costs and expenses for GPCOG and the consulting team (Camoin and Hensler). It should be noted that the client will not be billed for time spent by Neal Allen of GPCOG valued at $4,000-$6,000. The GPCOG portion of the cost to be billed is for GIS and data services. The following tables indicate proposed hours and cost detailed costs:





**Timeline**

Work on this project can begin within two weeks following contract agreement and completed over a period of three months. The expected time frame is a start time of Mid-October 2013 with completion by end of January.

**Staffing and Qualifications**

**GPCOG**

Principal staff for GPCOG will be Neal Allen, Executive Director and Donna Tippett, Director of Cartography/GIS. Donna’s time will be billed for this project but Neal’s time will not be billed.

**About Camoin Associates**

Camoin Associates is a full-service research and analysis firm specializing in public policy analysis and economic and community development. Our work includes:

* Economic and Fiscal Impact Analysis
* Market Analysis
* Strategic Planning
* Program and Delivery Planning and Evaluation

With headquarters in Saratoga Springs New York, the firm of six (6) professionals currently has offices in Saratoga Springs, NY (2 principals and 2 staff), Portland, ME (1 principal), and Brattleboro, VT (1 staff). The work proposed for this project would be completed out of our Portland Maine Office led by Jim Damicis, Senior Vice President. To learn more about our experience and projects in all of our service lines, please visit our website at [www.camoinassociates.com](http://www.camoinassociates.com). You can also find us on Twitter @camoinassociate and on Facebook.

**Jim Damicis, Vice President, Camoin Associates**

Jim Damicis has more than 20 years of experience in economic development and public policy research and analysis. Jim is currently the Senior Vice President for Camoin Associates and is responsible for business and market development, marketing, and research initiatives. In 2003, Jim founded PolicyOne Research, and developed the firm into a leading research and analysis company in Maine serving private and public clients. PolicyOne Research was acquired by Camoin Associates in 2011. Prior to starting his own business and joining Camoin Associates, Jim worked for the Maine Science and Technology Foundation, MSTF as the Director of Research and Director of Policy. While at MSTF, Jim was responsible for building and managing the Foundation’s research capacity for fostering the state’s technology-based economic development.

Prior to working for MSTF, Jim worked as an Associate with the public policy consulting firm of Planning Decisions in South Portland, Maine for five years. In this capacity, Jim served state, regional and local government clients in the areas of economic and community development, service delivery analysis, fiscal analysis, and demographic forecasting. Jim started his professional career as the Research Director for the Maine Municipal Association, a position in which he served for five years. As the Research Director, Jim developed the Association’s in-house research capacity, conducted the first comprehensive evaluation of municipal fiscal conditions in Maine, and managed the Association’s Information Resource Center.

Jim has earned a Bachelor of Arts Degree in Economics and Political Science from the University of Connecticut, Storrs and a Master of Arts in Public Policy and Administration from the Edmund S. Muskie School of Public Service at the University of Southern Maine.

Jim’s experience has included numerous local public service and fiscal evaluations in Maine including studies on fire and EMS conducted for the Town of Falmouth, Town of Gorham, and City of Lewiston.

**Bruce Hensler, Consultant**

Bruce Hensler provides fire service consulting for municipal and state government. He has over 30 years of experience with municipal fire departments, a state firefighter-training program, and holds degrees in fire science and public administration. His service has included career, paid-call, and volunteer departments in Maryland, Pennsylvania, and Maine. In 11 years with Maine’s state firefighter training program he worked as a fire instructor, technical specialist for curriculum development, program coordinator, and division deputy of operations. As a division deputy for fire training, he was responsible for a field operations program that delivered over 200 courses per year to an average of 2,500 firefighters statewide with 4 f/t program staff and 125 per diem instructors. As a senior manager in the state program, he was directly involved in the implementation of a new firefighter curriculum, as well as a comprehensive program evaluation and reorganization that spanned 3 years. Trained as a curriculum developer at the National Fire Academy, he developed and wrote several state training programs for entry-level firefighters and chief officers. He is still active with a paid-call department serving as a lieutenant for the past 8 years. This unique combination of experience and education qualifies him to evaluate and assess municipal fire department operations and state-level fire training programs. Recently he completed a post-baccalaureate certificate program in GIS with the Pennsylvania State University. As a geographic information systems analyst, he is qualified on ESRI’s ArcView software and works with DeLorme X-Map and IDRISI Andes software. Bruce consultations in Maine have included:

* Fire/EMS Strategic Plan – Town of Freeport, ME
* Evaluation of Fire Dept. Operations – Town of Camden, ME
* Aerial Apparatus Needs Assessment – Town of Carrabassett Valley, ME
* Fire/EMS Strategic Plan – Town of Gorham, ME
* Apparatus Needs Assessment – Waterville/Winslow, KVCOG
* Apparatus Needs Assessment – Town of Bridgton, ME