

Issue Analysis Form



Date: January 17, 2018
Item: Strategic Planning Process
Lead Department(s): Fire and EMS
Contact Person(s): James B. Owens

Description and Current Status

Prince George Fire and EMS is seeking authorization and funding to conduct a strategic planning process with all stakeholders in the Fire and EMS System. In 2012, PGFEMS conducted the first strategic plan for the department. The process consisted of numerous meetings with volunteers, employees and government officials. The plan has been updated twice by an internal process. It is the recommendation from the Director and supported by the Advisory Board that a third party be brought in and conducted the entire process again. This will ensure that current goals and objectives are still relevant as well as help formulate new goals and objectives for the department to begin reaching for over the next five years. Prince George Fire and EMS recently sent out an RFP (#18-0829-1) for strategic planning services with nine firms responding. A panel of volunteer and career personnel was assembled to review, rank and recommend the top four proposals. The panel interviewed the top four proposals and recommends Fitch and Associates to conduct the process. The proposed fees for the process are \$17,500. This plan is currently not budgeted and would require a General Fund appropriation. The recommended source is General Fund contingency. Staff is requesting authorization of County Administrator to authorize a contract with Fitch & Associates and a transfer from General Fund contingency to cover the cost of strategic plan completion.

Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Planning Commission action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If so, before what date?

Fiscal Impact Statement

The proposed fees for services requested is \$17,500. Recommended source is General Fund contingency.

County Impact

If approved, the County will be required to pay \$17,500 for completion of strategic plan services.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 23rd day of January, 2018:

Present:

Alan R. Carmichael, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-5

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; AWARD OF CONTRACT AND BUDGET TRANSFER (\$17,500
FIRE & EMS STRATEGIC PLAN – FITCH & ASSOCIATES)**

WHEREAS, Prince George Fire & EMS along with the Prince George County Finance Department issued RFP #18-0829-1 requesting proposals for the development of a Fire & EMS Strategic Plan; and

WHEREAS, Nine (9) proposals were received and evaluated by panel of volunteers and career personnel with the selection of Fitch & Associates as the most qualified respondent; and

WHEREAS, Fitch & Associates proposes a price of \$17,500 for plan completion and this project is currently not budgeted as part of the adopted FY2018 budget; and

WHEREAS, \$17,500 is currently available in the General Fund Contingency; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Fitch & Associates in the amount of \$17,500 to move forward with the strategic plan and staff is requesting a transfer from the General Fund Contingency as the funding source.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 23rd day of January, 2018, hereby authorizes the County Administrator to execute a contract with Fitch & Associates in the amount of \$17,500;

AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of January, 2018, does hereby authorize and appropriate the following transfer of funds within the 2017-2018 Budget, such line items modified as follows, which monies shall be

expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>General Fund (0100) - Expenditures</u>		
Decrease:		
0100-09-401-0917-49199	General Fund Contingency	\$17,500
Increase:		
0100-03-200-0610-43101	Fire/EMS Professional Services	\$17,500

A Copy Teste:

Percy C. Ashcraft
County Administrator