

December 4, 2024

Mr. Raymond Stackhouse, Director  
Department of Building and Life Safety  
Caln Township  
253 Municipal Drive  
Thorndale, PA 19372

Re: Proposal for Consulting Services

**Via E-mail**

Dear Mr. Stackhouse:

Thank you for contacting me recently to provide a proposal for consulting services for the regional EMS delivery concept that is being discussed between Caln Township, East Caln Township, West Bradford Township, East Brandywine Township, and Downingtown Borough. It was a pleasure meeting Mr. O'Brien, Mr. Law, and yourself on Thursday, October 24, 2024 to discuss the future of the fire and emergency medical services in Chester County.

The ROBB Consulting, LLC (ROBB) team is excited to assist your municipalities by submitting this proposal for consulting services for this important project.

As we discussed, my team would conduct an assessment of the existing EMS system and develop a strategy plan for the long-term success of EMS in your communities. We would work directly with a steering or coordinating group of local stakeholders, review any work to date, facilitate the on-going discussion, conduct research, and coordinate the development of a multi-municipal EMS governance, administrative, and operations plan for some type of cooperative partnership between the municipalities and current EMS provider, and present a final written plan to the municipalities. The plan would include the following core areas:

1. Governance and administration review of Minquas Fire Company to include board structure, bylaws, qualifications, terms of office, and administrative policies.
2. Operational review of the existing EMS system to include level of service, staffing, training, deployment and distribution of resources.
3. Community focus survey to evaluate and determine level of service and other delivery expectations from the community
4. Municipal governance models, board structure, municipal representation, voting, terms of office, qualifications, and day-to-day administration leadership models.
5. Municipal governance budget and finance including cost sharing model, first year operating budget, 3-year operating budget projections, and capital expenditures.
6. Municipal governance operations including short-term and long-term capital needs.

The ROBB Team will work side-by-side with the steering or coordinating group and local stakeholders from the beginning of the project until the presentation of the final plan.

In consideration for the proposed services, we are proposing a fixed fee of \$44,000.00 plus expenses billed progressively based on agreed upon milestones. Expenses would be invoiced monthly.

ROBB would work with the steering or coordinating group to establish the following:

1. Work directly with the municipalities and local stakeholders to coordinate the project.
2. Develop a timeline, meeting schedule, and provide regular updates to keep project stakeholders engaged and up-to-date on the progress of the committee and important project milestones.
3. Meet with the steering committee and provide project facilitation based on the approved timeline and meeting schedule.
4. Develop the governance and administration, budget and finance, and operations models for the future success of the 9-1-1 EMS system.

If additional services are requested to be performed beyond agreed upon scope of services and deliverables, a separate agreement for those services and compensation would be negotiated and a supplemental agreement or letter concerning payment arrangements for such work will be exchanged before such work is performed. Invoices shall be paid within thirty (30) business days from the time of submission of the invoice. We are happy to discuss invoice arrangements toward managing costs and expectations.

We bring more than 20 years of experience facilitating projects to improve local emergency services. From chairing public meetings, testifying before the state legislature, and participating in media interviews, ROBB brings a broad range of facilitation, interview, and public speaking experience to aid our clients.

Thank you for the opportunity to provide this proposal. We look forward to applying our knowledge, expertise, and experience to this locally-driven initiative to support the 9-1-1 EMS system.

If you have any questions about our proposed scope of work or are ready to formalize an engagement with our team, please contact me at (717) 515-6817.

Sincerely yours,



D. Robert Brady, II  
President