

**Application form:**

**Community Planning Program and**

**Local Technical Assistance Program**

**DEADLINE: Noon on Thursday, June 26, 2014**

This application form is online at [www.rtachicago.com/applications](http://www.rtachicago.com/applications). You may submit the form by email to [applications@rtachicago.com](mailto:applications@rtachicago.com).

Upon receipt of application, you will receive an e-mail verifying that your application has been received.

**1. Name of Applicant:** Village of Richton Park

**2. Main Contact for Application (please include name, phone number and email):**

De’Carlon Seewood, Village Manager

708 – 481 – 8950 ext. 110

[dseewood@richtonpark.org](mailto:dseewood@richtonpark.org)

**3. Type of Applicant (please check any that apply):**

X Local government (Village of Richton Park and Village of Matteson)

\_\_\_\_ Multijurisdictional group\* Please list the members of the group (including

government and nongovernmental organizations):

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\_\_\_\_ Nongovernmental organization\* Name of local government partner(s):

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\*Applications submitted by multijurisdictional groups and nongovernmental organizations must include a letter indicating support from each relevant local government. See the FAQs for more information. Nongovernmental applicants are strongly encouraged to contact CMAP or the RTA prior to submitting their application to discuss their project and the demonstration of local support.

**4. Project Type (please check any that apply):**

Please check all statements below that describe characteristics of your project. (This will help us determine whether your project is best handled by CMAP or RTA.)

**\_\_X\_** My project involves preparation of a plan.

\_\_\_\_ My project helps to implement a past plan.

\_\_\_\_ My project links land use, transportation, and housing.

\_\_\_\_ My project has direct relevance to public transit and supports the use of the existing transit system.

\_\_\_\_ My project is not directly related to transportation or land use, but implements GO TO 2040 in other ways.

**5. Project Location:**

Please provide a brief description of the location of your project. You may include a map if that helps to describe location, but this is not required. If your project helps to implement a past plan, please include a link to that plan.

The location of this project would be within the borders of the Village of Richton Park and the Village of Matteson.

**6. Project Description:**

**Please tell us what you would like to do in your community, and what assistance is needed**. If you have more than one idea, please submit a separate application for each project. Please be specific, but also brief (less than two pages per project idea)—we simply want to have a basic understanding of what you want to do. CMAP and RTA staff will follow-up with you if we need any additional information to fully understand your proposed project.   
  
(Please include any additional information that is relevant, preferably by providing links to online documents.)

**Village of Richton Park and Village of Matteson Fire Service Consolidation Plan**

The Villages of Richton Park and Matteson (Villages) are seeking grant funding to engage the services of qualified consultants to evaluate opportunities for regional cooperation, to include consideration of partial or complete consolidation of their Fire and Rescue Services. The final study should be designed to determine the potential to achieve the following benefits to the jurisdictions:

* Increased efficiency.
* Improved effectiveness.
* Enhanced or expanded service(s).
* Reduced costs
* Cost avoidance(s).
* Coordination of regional planning.
* Elimination of artificial boundaries.
* Standardization of services and programs.
* Potential reduced ISO rating.
* International Accreditation.
* Impact on future state and federal grant funding.

**Study Objectives**

The report should develop an analysis of present resources available to meet emergency services requirements, including an inventory of both manpower and equipment and its distribution throughout the service areas. Separate audits of each fire & EMS agency shall be provided identifying departmental strengths, weaknesses, differences and then providing recommendations to the management and governing bodies of participating jurisdiction. The Fire & EMS analysis should focus on and address the following components:

* Conduct a full assessment of cooperating departments with cost/level of service analyses for communities/areas served.
* Identify service needs of each community/area, and cost to local agencies for providing services.
* Make recommendations for improving operations for each agency.
* Identify various applicable operational structures and systems, and their funding options and ramifications.
* Identify opportunities to increase efficiencies of functions (some or all) through use of applicable operational structures and systems.
* Make recommendations for joint operations including transition from current operations to a new system.
* Assess current capital assets and address future purchasing strategies to maximize mutual benefits.
* Identify issues or obstacles which could affect the development of a more cooperative plan.

The study shall identify areas of duplication, which may include, but not limited to, the following:

* Purchasing.
* Supplies.
* Training/training facilities.
* Operational overlays.
* Number and location of stations.
* Number and type of apparatus, including medic units and other special response units.
* Communications and dispatch.
* Staffing patterns
* Fire Prevention/Public Education

**Future Outlook/Financial Forecast**

The report should also give a financial forecast for five years out regarding cost implications for each locality; if each entity were to remain in the present governance and if the agencies were to consolidate.

**Issues that should be addressed by the final plan:**

1. The demographics of each agency's service area.
2. Potential cost savings/cost avoidance, improved productivity and/or improved customer service and impact on ISO rating and International Fire Service Accreditation.
3. Existing versus future staffing requirements and the effects of consolidation on existing staffing levels.
4. Critical differences in existing policies, procedures, operating practices, and methods for resolving the differences.
5. Differences in current service level standards, methods for integrating service levels, and mechanisms to provide local customization of services within the existing jurisdictions.
6. Critical differences in fire codes and prevention/hazardous materials policies.
7. The impact of a consolidation on any other agencies in service areas that presently receive fire or emergency services protection from the agencies involved.
8. Differences in wage, benefits, and retirement programs and policies (total compensation including all employer costs) including cost implications, personnel policies, and methods for integrating the current compensation policies and benefits of the agencies, including a comparative matrix.
9. The effect of a merger of fire and EMS operations on dispatch fee structures.
10. Procedural requirements to accomplish any potential consolidation/merger, including requisite timelines and impact on existing contractual fire protection agreements.
11. Assessment of options and alternatives of emergency medical service delivery mechanisms.
12. Identification of all existing financial obligations for each jurisdiction (i.e., fire station bonds, workers compensation costs/claims, general liability costs/claims).
13. Differences in rank and classification structure, compensation policies and personnel practices, organizational culture and the development of recommendations for addressing these issues.
14. Differences in operational policies, procedures and practices, and the development of recommendations and training needs for addressing these issues.
15. Process to establish the legal and management structure of the newly formed organization, respective agreements and contracts necessary to fully implement any potential consolidation.
16. Integration of computer systems and technological resources. Including data and voice communications differences.
17. Recommended solutions for administrative support services such as financial services (payroll, accounting, purchasing), telecommunications and information systems management, fleet maintenance, human resource management, employee relations, and legal services.
18. Assess the impact of a complete merger, or any specific consolidation, on the Fire/EMS system and its personnel.
19. Recommendations for any additional funding sources not already being captured and identify impacts on existing and future funding streams (including grants) based on consolidation or absence thereof.