

OFFICE OF THE COUNTY ADMINISTRATOR

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May 1, 2023

To: County Board of Supervisors

From: Mahesh Sharma, Scott County Administrator
David Farmer, Director of Budget and Administrative Services

RE: External Consultant for EMS Transition Study and Business Consulting Services – Contract Amendment

Scott County is consulting with many community partners and utilized outside consulting services about the potential transition of MEDIC EMS to a county department since last fall. In December, 2022 the County entered into contract with Public Consulting Group (PCG) for a consultation contract including two phases including an Operational Analysis, and an Administrative & Financial Analysis.

The Operational Analysis phase was presented on March 30, 2023. The Operational Analysis looked at call volume, response time, needs assessment, identification of impacts to 9-1-1 dispatching, organization structure, MEDIC EMS (501c3) transition timeline to County, and stakeholder interviews. The Administrative & Financial Analysis, will include community / municipality interviews, employee engagement, staffing needs assessment, financial analysis including GEMT revenue projections, identification of administrative / regulatory impacts, and comparison to three similar agencies / departments. The Administrative & Financial Analysis will be presented in the summer of 2023.

The current contract was an all-inclusive fee of \$33,500 and included one trip to Scott County. At this time, the Scott County transition team is requesting a contract amendment for additional services. The additional services will include:

- In person presentation for the phase 2 report, tentatively scheduled July 20, 2023.
- Remote / virtual engagement extended through January 2024
 - Not to exceed 10 hours per month
 - Participation in transition team meetings and other meetings as determined appropriate by Scott County transition team
 - Continued efforts to watch for possible opportunities or challenges present in the transition process.

Since we have begun this transition process, Scott County has engaged an external search firm for the department's first Director, and outside legal services. With a potential department Director not being in place until late summer or early fall, we would appreciate the additional support in the gap period between July 2023 and January 2024.

The transition team has appreciated the insight and guidance PCG has provided in discussions with outside partners, state representatives and the public. The Scott County transition team is currently meeting weekly for planning and other needs. PCG would remain available to help guide a new Director in their position and transition.

PCG has offered an all-inclusive fee of \$12,500 for the additional services.

It is the project team's recommendation to enter into a contract amendment with Public Consulting Group.

CC:

Vanessa Wierman, Human Resources Director / PIO

Amy Thoreson, County Health Director

Dave Donovan, SECC Director

Matt Hirst, Information Technology Director

Tammy Speidel, Facilities and Support Services Director

Linda Frederiksen, MEDIC EMS Director

Scott County Staff

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

MAY 11, 2023

APPROVING THE CONTACT AMENDMENT WITH PUBLIC CONSULTING GROUP,
LLC FOR EMS TRANSITION STUDY AND CONSULTATION SERVICES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. Scott County is in support of MEDIC EMS as an emergency medical services provider within Scott County. Scott County has provided general financial support to MEDIC EMS as a core service provider for over 40 years.

Section 2. The MEDIC EMS Governing Board has requested that Scott County consider receiving its assets as part of a new department of the County.

Section 3. The County may enter into a contract amendment with Public Consulting Group for EMS Transition Study and Consultation. The fee is approved to be \$12,500 all-inclusive for the services.

Section 4. This resolution shall take effect immediately.