



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING  
MONDAY, JUNE 1, 2020 AT 5:30 P.M.  
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/95956429634?pwd=VzcyU0k4ODY4cUJuaTk0bkdQMIRpUT09>

Meeting ID: 959 5642 9634

Password: 579129

One tap mobile

+13126266799,,95956429634#,,1#,579129# US (Chicago)

+19292056099,,95956429634#,,1#,579129# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 959 5642 9634

Password: 579129

Find your local number: <https://zoom.us/u/aiNRENsxX>

### ***TENTATIVE AGENDA***

**ROLL CALL:** White (Chair), Hueftle-Worley, Davis

### **PERFECTING AND APPROVAL OF AGENDA:**

### **COMMITTEE BUSINESS:**

1. Consider first reading of an ordinance amending provisions pertaining to Animal Protection and Control (See Ordinance No. 1484).
2. Consider resolution approving Memorandum of Understanding with the Iowa Internet Crimes Against Children Task Force (See Resolution No. 2020-96).
3. Consider approval of RFP for Emergency Medical Services Review.
4. Consider request from Rabbitt's Tavern to block off 4<sup>th</sup> Avenue, between Main Street and the alley, for a bike rally on Saturday, June 13, 2020.

### **INQUIRIES:**

### **ADJOURNMENT**

**ORDINANCE NO. 1483**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF GRINNELL, IOWA, BY AMENDING PROVISIONS PERTAINING TO ANIMAL PROTECTION AND CONTROL.**

**BE IT ENACTED** by the City Council of the City of Grinnell, Iowa:

**SECTION 1. SECION MODIFIED.** Section 55.11 of the Code of Ordinances of the City of Grinnell, is repealed and the following adopted in lieuthereof:

**55.11 AT LARGE: IMPOUNDMENT.** Animals found at large in violation of this chapter ~~shall~~ may be seized and impounded at the impoundment facilities utilized by the City, or at the discretion of the peace officer, the owner may be served a summons to appear before a proper court to answer charges made thereunder.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the \_\_\_ day of \_\_\_\_\_, 2020, and approved this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

I certify that the foregoing was published as Ordinance No. 1484 on the \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2020-96**

**A RESOLUTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING  
BETWEEN IOWA INTERNET CRIMES AGAINST CHILDREN (ICAC) TASK FORCE  
AND GRINNELL CITY POLICE DEPARTMENT FOR PROTECTION OF CHILDREN  
FROM INTERNET CRIME**

**WHEREAS**, the city of Grinnell Police Department and ICAC Task Force, Iowa realize the mutual benefit to be derived from joining together to provide protection of children from internet crime; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the city of Grinnell, Iowa that it does hereby pledge its cooperation with the governing body of ICAC Task Force to provide protection of children from internet crime as set forth in the Memorandum of Understanding.

**PASSED AND APPROVED** THIS 1st day of June 2020.

---

Dan F. Agnew, Mayor

ATTEST:

---

Annmarie Wingerter, City Clerk/Finance Director

## IOWA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

# MEMORANDUM OF UNDERSTANDING

**Parties** The Iowa Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative, funded with a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). This Memorandum of Understanding (MOU) is entered into by and between the Iowa Department of Public Safety, Division of Criminal Investigation (DCI), various federal, state and local law enforcement agencies, hereinafter referred to as the Agencies, and various resource agencies supporting the activities of the Task Force that have signed this document. Such Agencies and resource organizations are jointly referred to hereinafter as the Parties. No part of this MOU shall be viewed as limiting or impeding the spirit of cooperation that exists among the Parties.

**Mission** The mission of the Task Force is to deter, prevent, investigate, and prosecute predators who seek to exploit or engage minors in sexual activity through the use of computers and the Internet. The Task Force will engage in reactive and proactive investigations targeting those offenders who are actively involved in this type of criminal activity. Additionally, the Task Force will participate in a statewide effort to educate the public on issues regarding Internet safety for children. Training opportunities will be made available to Task Force members so they can become familiar with the most current trends and developments in the area of online child exploitation.

**Purpose** The purpose of this MOU is to outline the relationship between all participating Parties in order to ensure that each understands and agrees to guidelines concerning policy, supervision, planning, training, and public relations. This document is devised to formalize the association between among the Parties and to foster an understanding of each Party's role within the Task Force. The goal of this MOU is to promote efficiency in operations and provide guidelines necessary to ensure standardization in policies and procedures among Task Force participants.

**Organizational Structure** The Task Force is composed of representatives from all Parties in the state which have signed this MOU. DCI Special Agent in Charge Nathaniel M. McLaren will serve as the ICAC Task Force Commander. The purpose of the Task Force Commander shall be to:

- Develop and maintain the Task Force's statewide network of law enforcement Agencies dedicated to the protection of children from internet crime
- Act as advisor to OJJDP regarding the Iowa ICAC Task Force
- Develop, establish, and evaluate Iowa ICAC Task Force operational and investigative standards
- Promote sharing of information among Agencies

The Task Force Commander may appoint a Task Force Project Coordinator to conduct the day to day operations of the Task Force but will remain the primary policy maker related to the project.

The Task Force Commander's primary responsibility will be to preside over meetings of the Iowa ICAC Task Force and participating Agencies.

**Direction** This Task Force is a joint endeavor with all participating Parties acting as partners. Because of its grant oversight responsibility, the Iowa Department of Public Safety – Division of Criminal Investigation will act as the lead law enforcement agency of the Task Force and will be responsible for coordinating its day-to-day operations, as well as for ensuring compliance with the policies and procedures issued by the United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP). Ultimately, all Task Force activities are governed by these operational and investigative standards.

A copy of these guidelines shall be issued to each party upon acceptance of this MOU. As the lead law enforcement agency, DCI will be responsible for compiling and reporting Task Force activities to the federal ICAC program manager at OJJDP. Information on the activities of participating Agencies will be collected in a prescribed format and reported in a timely fashion to the ICAC Task Force project coordinator. The ICAC Task Force project coordinator will handle all ICAC day to day administrative functions related to Iowa's OJJDP ICAC grant, with oversight and approval from the ICAC Task Force Commander. The ICAC Task Force project coordinator will regularly contact participating Agencies to keep them apprised of new developments, training opportunities, problems, and successes within the Task Force.

**Investigator Selection Criteria** Each participating Agency will identify specific officer(s) who will be assigned (Full-Time, Part-Time, and /or Point of Contact (POC) Designation) to the Task Force. Only these officers will be permitted to conduct ICAC Task Force online investigations or perform forensic examinations pursuant to:

- This agreement
- ICAC operational and investigative standards
- Applicable policies or procedures formulated by the Iowa ICAC Task Force

Potential ICAC investigators should be evaluated for assignment to the Task Force based upon their work history and prior investigative experience, familiarity with computers and networks, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children. Each officer assigned to the Iowa ICAC Task Force must receive appropriate training prior to initiating online investigations.

**Workspace and Equipment** Each participating Agency agrees to make available its resources in support of a joint Task Force investigation.

**Compensation** Each participating Party agrees to provide wages and benefits for its personnel who are assigned to the Task Force. Payment of overtime expenses is the responsibility of each member Party, according to its established policies and procedures.

**Training** Task Force members will be provided advanced training to improve and enhance the job skills required to combat Internet crimes against children. Grant funds may be used to finance the training, subject to the availability of funding for this purpose.

**Investigations** Investigations will follow guidelines established by each Member Agency's respective policy manual or guidelines. However, ICAC investigations shall also be governed by the Department of Justice Office of Justice Programs ICAC program's Operational and Investigative Standards. Violation of the ICAC operational standards is cause for cancellation of this MOU. This MOU is not intended to infringe on the ongoing investigations of any other Member Agency.

**Member Agency Responsibilities** Each Member Agency will:

- Use only sworn law enforcement investigators to conduct all ICAC investigations. Each investigator involved with undercover operations must receive ICAC training prior to initiating proactive investigations and shall submit reports of all undercover activity to the OJJDP.
- Conduct reactive investigations where subjects are associated within each Member Agency's jurisdiction, including investigations of child pornography, CYBERTIP referrals from the National Center for Missing and Exploited Children (NCMEC), Internet Service Provider and law enforcement referrals, and other ICAC-related investigations. Additional case initiations may develop from subject interviews, documented public sources, direct observations of suspicious behavior, public complaints, etc.
- Record and document all undercover online activity. Any deviations from this policy due to unusual circumstances shall be documented in the relevant case file and reviewed by the Iowa ICAC Task Force Unit Commander.
- Provide the Iowa ICAC Task Force Commander with access to all ICAC investigative files including, without limitation, computer records, in order to ensure compliance with all national ICAC standards.
- Locate ICAC investigators in secured space by each Member Agency with controlled access to all equipment, software, and investigative files. At a minimum, information should be maintained in locked cabinets and under control of each Member Agency's ICAC personnel, with restricted access to authorized personnel only.
- Conduct education and prevention programs to foster awareness and provide practical, relevant guidance to children, parents, educators, librarians, the business and law enforcement communities, and other individuals concerned about Internet child safety issues. Presenters shall not discuss ongoing investigative techniques and undercover operations utilized by the Iowa ICAC Task Force.

- Member Agencies shall be responsible for proper maintenance and use of any equipment purchased with OJJDP Grant Funds and loaned to a Member Agency by the Iowa ICAC Task Force. Upon termination of this MOU, ownership of equipment, hardware, and other non-expendable items will revert to the Iowa ICAC Task Force.

**Supervision** Each Member Agency will be responsible for the day-to-day operational supervision, administrative control, and personal and professional conduct of its officers and agents assigned to the Iowa ICAC Task Force. ICAC investigations are a cooperative effort and investigative decisions will be a joint process.

**Prosecution** When necessary, case-by-case analysis will be performed on each potential prosecution to determine in which jurisdiction the case will be prosecuted. A preference will be given to the jurisdiction initiating the prosecution. Those cases being considered for federal prosecution will be investigated pursuant to guidelines established by the appropriate United States Attorney.

**Prevention and Education Activities** Public education and awareness are key components of the Iowa ICAC Task Force initiative. Task Force Parties will provide information and guidance to children, parents, educators, and any other individuals concerned with child safety issues, through public presentations. These presentations will not depict identifiable victims or use pornographic or sexually explicit images, nor will confidential investigative techniques be discussed. No member of the Task Force may endorse any product or service without the express consent of the federal OJJDP ICAC Program Manager.

**Information Sharing** All Task Force members shall contribute case information for inclusion into one or more common databases. Access to the ICAC investigative website is available only to ICAC members and serves as a pointer system to assist in investigations. Basic case information (submitting Task Force information, offender's screen name, identifiers, synopsis of investigation), as well as case update information (criminal proceedings, sentencing information, additional data on suspect) shall be submitted to the ICAC Task Force project coordinator on a timely basis for inclusion in the database. If any common target is identified, the initiating ICAC Agency is responsible for contacting the other law enforcement Agency targeting the suspect. Initiating ICAC Agencies should also consider contacting other local, state, and federal Parties, and appropriate organizations outside of Task Force members, which may be involved in similar investigations.

**Media Relations and Releases** No information pertaining to Task Force operations will be released to the media without the prior approval of all Agencies with an immediate investigative or prosecutorial interest in the case. Media releases may be made jointly by all Agencies participating in the case. Media releases shall not include information regarding confidential investigative techniques. Media releases relating to ongoing prosecutions, crime alerts, or other matters concerning ICAC Task Force operations shall be made through the Iowa Task Force Coordinator.

**Case Administration** As the lead law enforcement Agency of the Iowa ICAC Task Force, the DCI will be responsible for compiling and reporting Task Force activities to the federal ICAC program coordinator at OJJDP. Information on the activities of participating Agencies will be collected in a prescribed format and reported in a timely fashion to the ICAC Task Force project coordinator. Cases will be handled in compliance with each agency's case management policies and procedures. However, each participating Agency agrees that selected Task Force cases will be made available upon request to either the Iowa ICAC project coordinator, or to the Iowa ICAC Task Force Coordinator.

**Records, Reports, and Evidence** Task Force members will maintain their own Agency records and reports. All necessary case information will be provided to the ICAC Task Force project coordinator on a timely basis for reporting purposes as outlined above. Evidence will be impounded in the Evidence Room of the appropriate participating Agency. Evidence will be handled by established rules of law regarding chain of custody and property release. The storage, security, and destruction of investigative information shall be consistent with Agency policy. At a minimum, information should be maintained in locked cabinets and under the control of Task Force personnel. Access to these files should be restricted to authorized personnel with a legitimate need to know. (Absent the availability of a trained and experienced forensic examiner in the investigator's Agency, the DCI will make arrangements to conduct forensic examinations of computers and related evidence in ICAC Task Force cases.) Whenever a participating Agency desires to conduct its own ICAC Task Force forensic examination, the participating Agency is responsible for contacting the ICAC Task Force project coordinator for notification and reporting purposes.

**Reporting Monthly Statistics** Each Member Agency shall submit monthly statistics to the ICAC Task Force on all ICAC investigations or other investigative work pertaining to the sexual exploitation of children via the internet. These statistics shall be submitted in the appropriate format by the 12<sup>th</sup> day of each month, and shall include data on all related investigations, opened or closed, during the month, as well as forensic examinations, technical/investigative assistance provided to other agencies, subpoenas and court orders issued, training hours attended and taught, and community outreach provided.

In addition, a breakdown of basic case data shall be included for each sexual exploitation of a minor (Child pornography) case, and/or criminal solicitation of a minor (Enticement/traveler) case investigated by a Member Agency. The Task Force Coordinator will be responsible for all required reporting to OJJDP.

**Confidentiality** The parties agree that any confidential information pertaining to ICAC investigations will be held in the strictest confidence, and will only be shared with other law enforcement agencies not participating in the Iowa ICAC Task Force where necessary or as otherwise permitted by federal and/or state law.

**Workspace and Equipment** Each participating Agency agrees to make available its resources in support of a joint Task Force investigation. These may include, but are not limited to:

1. **Vehicles:** When appropriate, each Agency will supply vehicles for its participating personnel.
2. **Communication Equipment:** Each Agency will supply their personnel with two-way radios, pagers, and if available, cellular telephones. A list of current pager and cellular telephone numbers will be provided to the ICAC Task Force project coordinator.
3. **Safety Equipment:** Each Agency will ensure that its officers and agents who are assigned to the Task Force shall have all necessary equipment including, but not limited to, Agency-authorized firearms, handcuffs, ballistic protective vests, tape recorders, and any other equipment judged to be essential by the Task Force Advisory Council.
4. **Dedicated Computer Hardware, Software, and Network Access Services:** Each Agency shall provide or make available computer and peripheral hardware, software, and network access services dedicated to the exclusive use of its Task Force members. No personally owned equipment shall be used in ICAC Task Force investigations, and all software shall be properly acquired and licensed. The Advisory Council, in an effort to standardize certain investigative and forensic procedures, may formulate guidelines for the selection purchase and use of equipment and software. If sufficient funds are available, the purchase of some equipment and services may be made through the Iowa ICAC Task Force grant.
5. **Dedicated Work Space:** In lieu of working in an established centralized facility or regional locations, each Agency may make available to its Task Force personnel sufficient workspace and office equipment in a secure area. This space must allow officers, agents, and representatives to perform their Task Force related duties away from public view and without undue distractions from personnel not assigned to the Task Force.

**Liability** Each Party shall assume responsibility and liability for the acts and omissions of its own officers, agents or employees in connection with the performance of their official duties under this MOU. It is expressly understood and agreed that no Party executing this agreement in any way agrees to alter or waive in whole or in part any privileges or immunities otherwise enjoyed by the Party prior to executing this agreement. All Parties to this agreement agree to hold harmless all other Parties to this agreement for any liability, claim or damages arising out of acts under this agreement by any officer, agent or employee of another Party to this agreement.

**Term of Agreement** It is agreed that this MOU will be in force from the day which the last required signature of acceptance is received. The MOU may be terminated at any time by a participating Party by delivering a written notice of

termination to the Iowa Department of Public Safety – Division of Criminal Investigation’s Special Agent in Charge of the Iowa ICAC Task Force who will notify all other participating Parties. Upon withdrawing from the Task Force, any Iowa ICAC equipment previously assigned to a Party will be returned to the Task Force. A Party's termination of its involvement in ICAC will not negate the remaining Parties' participation and agreement under the MOU.

**Effective Date** This MOU will be in effect for one year. Upon the expiration of one year this MOU shall automatically be renewed each year on the anniversary date for one additional year until such time as federal funding for the Grant ends or the MOU is canceled by either party upon 30 days’ written notice delivered to both parties’ primary point of contact. This MOU may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

---

---

**Printed Name of Participating Party (Point of Contact)  
(Active Task Force Designee for Agency)**

---

**Signature of Participating Party (POC)  
(Same as the Participating Party Above)**

---

**Date**

---

**Printed Name/Title of Agency Executive  
(Chief of Police, Sheriff, or CEO)**

---

**Agency**

---

**E-mail of Participating Party (POC)**

---

**Phone**

---

**Fax**

**IA**

---

**Agency street address / PO Box**

---

**City or Town**

---

**Zip**

---

**Nathaniel McLaren, Special Agent in Charge  
Iowa ICAC Task Force Commander**

---

**Date**

***REQUEST FOR  
PROFESSIONAL SERVICES PROPOSALS***

***TO CONDUCT AN***

***EMERGENCY MEDICAL SERVICES REVIEW FOR THE CITY OF  
GRINNELL AND OUR EMA PARTNERS***

***CITY OF GRINNELL  
CITY MANAGER'S OFFICE  
520 4<sup>TH</sup> AVENUE  
GRINNELL, IOWA 50112***

**TABLE OF CONTENTS**

	<i>Page</i>
ADVERTISEMENT/INVITATION FOR PROPOSALS .....	1
NOTICE TO PROPOSERS .....	2
INSTRUCTIONS TO PROPOSERS .....	3-5
BACKGROUND .....	6
GENERAL OBJECTIVES OF STUDY .....	7
SCOPE OF SERVICES .....	8-9
CONTRACTUAL CONDITIONS .....	10-12
PROPOSAL SUBMITTAL FORMS.....	13-16
PROJECT TIMELINE.....	17

## **ADVERTISEMENT/INVITATION FOR PROPOSALS**

The city of Grinnell is requesting professional services proposals from qualified firms for an Emergency Medical Services review. Copies of the request for professional services proposals may be obtained through the City's Administrative Office at 520 4<sup>th</sup> Avenue, Grinnell, Iowa 50112 or by calling (641) 236-2600. Proposals are due 4:00 p.m. on Wednesday, July 29, 2020.

## NOTICE TO PROPOSERS

The city of Grinnell is seeking professional services proposals for an Emergency Medical Services (EMS) review. Proposals must be received in accordance with the instructions by **4:00PM on Wednesday, July 29, 2020 at the City's Administrative Offices, 520 4<sup>th</sup> Avenue, Grinnell, Iowa 50112.** Proposals received by the deadline will be reviewed by the City Manager's Office and recommendations made to City Council to enter into an agreement with the proposer deemed to be in the best interest of the city of Grinnell. Such professional services contract will require the approval of the City Council by resolution.

All proposals and supporting documents may become public records as provided for by law.

**Due to circumstances related to COVID-19 all meetings will take place via Zoom unless otherwise approved by the Mayor or City Manager.**

## INSTRUCTIONS TO PROPOSERS

1. Instructions, Rights Reserved

Proposals are requested for an EMS review. The following instructions are intended to guide the development of proposals. The city of Grinnell reserves the right to issue addendums to this request up to and including July 15, 2020.

2. Additional Information Instructions

Requests for additional information or clarification will be made in writing and must be received no later than 1:00 p.m. on Wednesday, July 15, 2020. Such requests should be sent or emailed to:

City of Grinnell  
Russell L. Behrens, City Manager  
520 4<sup>th</sup> Avenue  
Grinnell, Iowa 50112  
[rbehrens@grinnelliowa.gov](mailto:rbehrens@grinnelliowa.gov)

Responses will be made in writing by the city of Grinnell and will be issued to all proposers who have expressed interest in submitting a Professional Services Proposal.

3. Proposal Submittal Forms

Proposals may be submitted on Proposal Submittal Forms furnished with this packet in a sealed envelope clearly marked "Proposal for Pay Plan and Compensation Study". The Proposal Submittal Forms are intended to guide the development of your proposal and you may use your own format to submit the information requested. Supporting or supplementary material may be attached to the Proposal Submittal Form. Electronic submission is preferred.

4. Proposal Submittal Deadline

Proposals will be accepted at the City Administrative Offices until 4:00 p.m. on Wednesday, July 29, 2020.

5. Proposal Withdrawal

Proposals may be withdrawn any time prior to 4:00 p.m. on Wednesday, July 29, 2020, by written request from an authorized representative of the proposer. Proposals received after the deadline may not be opened.

6. Right to Reject, Accept, Negotiate

The city of Grinnell reserves the right to reject any or all proposals, to accept or reject all or any part of a proposal, to negotiate terms and conditions to be included in the final agreement, and to waive any technicalities in the proposal and to accept the one, that in the judgment of the city of Grinnell will be in the best interest and most advantageous to the City.

7. Proposal Evaluation and Recommendation

Proposals may be evaluated based on price, expertise, experience, a history of successful performance of similar projects for other clients, understanding of this request, ability to complete project in a timely manner, and on any other criteria which in its discretion, the city of Grinnell determines to be relevant. Proposals will be screened based on written responses and evidence of meeting above criteria. Final candidates may be invited to interview to determine final selection. Feedback from other cities that have worked on similar projects will be important in the decision process.

8. Pricing

The city of Grinnell desires price quotes for various parts of the project and a total for the entire project as outlined in the Scope of Services. Submittal of options or alternate items as additions to or deductions from the base proposal price will be permitted and are encouraged to allow the City flexibility in determining which aspects of the proposal are in the best interests of the City.

9. Qualifications of Proposers

The city of Grinnell may make such investigations as deemed necessary to determine the ability of the proposer to perform the work and the proposer will furnish to the City all such information and data for this purpose as the City may request. Firms responding to the Request for Professional Services will submit with their proposal a statement of qualifications for the firm and information on key staff members who are expected to contribute to and participate in this project.

10. Nondiscrimination

The proposer will not discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, disability, age or political affiliation against any employee of the proposer or subcontractor or applicants for employment.

11. Compliance with Related Laws

The proposer will conduct the EMS review in compliance with all applicable Federal and State employment and equal pay statutes.

12. Failure to comply with any of the above instructions may disqualify the proposer at the discretion of the City Manager.

## **BACKGROUND**

EMS is currently provided to the city of Grinnell through a contract with Midwest Ambulance. Midwest Ambulance is based in the Des Moines metro area and is a private for-profit EMS provider. EMS was recently provided by CARE Ambulance located in Iowa City. CARE Ambulance utilized the 60-day termination provision in their contract to request substantial additional funding or termination of their services. Midwest Ambulance had previously provided EMS to Grinnell and a new contract was negotiated to ensure the community had EMS prior to the end of the 60-day CARE Ambulance notice. Prior to and again during this turmoil, the city of Grinnell considered the possibility of providing EMS to the community through a municipal EMS operation based within the Grinnell Fire Department.

Midwest Ambulance currently has two ambulances stationed at the Grinnell Public Safety Building; however, the contract only mandates that they have staffing available to staff the first out ambulance. We are currently working on a solution to adequately staff the second out ambulance with the possibility of utilizing Grinnell Fire Fighters. The agreement between Midwest Ambulance and the city of Grinnell is utilized to provide EMS to the city of Oakland Acres, all or portions of three townships in Jasper County, and all of portions of five townships in Poweshiek County. The current contract does not call for ALS service. We do not believe ALS is critical, but this should be explored.

Unity Point recently ‘purchased’ Grinnell Regional Medical Center. CARE Ambulance was introduced to the Grinnell Community by Unity Point-Grinnell when Unity Point-Grinnell began utilizing CARE Ambulance to perform transfers. CARE Ambulance notified Unity Point-Grinnell that they would require a substantial monthly subsidy to continue to provide transfers. At that point Unity Point-Grinnell elected to perform transfers by utilizing the Unity Point-Marshalltown ambulances for transports. The Marshalltown facility is approximately 40 minutes from Grinnell.

The city of Grinnell, Iowa is requesting qualified proposers to conduct a thorough review and analysis of all aspects of EMS that impact the city of Grinnell and our other local government partners served by this agreement. The culmination of this review and analysis will be a recommendation by the selected firm supported by data collected during this review and analysis.

The selected firm will report directly to the Grinnell City Manager for the duration of the work until such time as the final report is presented to the Grinnell Mayor and City Council. The selected firm will work with a Mayor’s EMS Task Force selected by the Mayor and approved by the City Council that may include representatives of the Grinnell Fire Department, the Grinnell Police Department, Unity Point-Grinnell, Grinnell College, our other local government partners, interested citizens, and our business community.

## GENERAL OBJECTIVES OF STUDY

1. Review and assess the current EMS and other ambulance operations (transfers, standby at events, tiering, mutual aid, etc.) serving the Grinnell community. To develop options, an understanding of what currently exists is vital.
2. Assess the needs and expectations of the community regarding EMS and related ambulance services.
3. Gather input from a wide variety of stakeholders regarding previous, current, and possible future methods for the provision of EMS and other ambulance operations.
4. Develop a variety of possible alternatives for EMS and related ambulance services detailing the strengths and weaknesses of the various options. Provide order of magnitude costs for all alternatives presented.
5. Assist with developing a recommendation that is largely supported by community via the development of a final plan that is built on broad public input and excellent data. Identify future oriented system option to enhance sustainability and stability.

### Other considerations:

- Consider impacts of changes in demographics, payments/reimbursements, and service delivery that may impact the system.
- Ensure the EMS system meets and exceeds the needs of the stakeholders and patients in a cost-effective manner.
- Determine baseline operational and financial performance of the current EMS system.
- Stakeholder engagement by interviewing key personnel to determine system components necessary for the provision of high quality and efficient service.
- Review call demand and relationship of staffing levels and impacts on other services.
- To be open and transparent during the entire process.

The outcome of the study is to provide options and direction to the community that ensures a sound, effective, efficient, and stable EMS system for the Grinnell community.

## SCOPE OF SERVICES

### 1. Agreement

It is the intent of the city of Grinnell to enter into an agreement for professional services to perform an Emergency Medical Services review. It is the intention of the city of Grinnell that the work will be completed within approximately twelve (12) months of the signing of an agreement with the proposer. A project schedule outline is included in the Proposal Submittal Forms.

### 2. Communications

a. The proposer will, in accordance with a plan approved by the City, provide an appropriate level of communications to City Manager and the Mayor's EMS Task Force, to assure cooperation with the project and to enhance the acceptance and credibility of the resulting plan. Our recommendation would be for the selected firm to meet twice per month with the Mayor's EMS Task Force for the duration of the project to gather information from the committee and to share information with the Task Force.

b. The proposer will provide timely (2 weeks minimum) notice of decision points which must be met by the City's management staff.

### 3. Review and Analysis

a. Review and assess the current EMS and other ambulance operations (transfers, standby at events, tiering, mutual aid, etc.) serving the Grinnell community.

b. Assess the needs and expectations of the community regarding EMS and related ambulance services.

c. Gather input from a wide variety of stakeholders regarding previous, current, and possible future methods for the provision of EMS and other ambulance operations.

d. Assist with developing a recommendation that is largely supported by the community via the development of a final plan that is built on broad public input and excellent data.

### 4. Preliminary Report

The proposer will prepare and submit a preliminary report based on the above processes, in accordance with the agreed work plan and schedule. All documents shall be submitted electronically and may be printed or reproduced by the City as it wishes. The city of Grinnell may request up to three revisions of the report based on feedback provided via

written format.

5. Final Report

a. The proposer will prepare and submit a final written report of all findings and recommendations resulting from the review, including detailed cost data for plan implementation options. All documents shall be submitted electronically and may be printed or reproduced by the City as it wishes.

b. Upon completion of the project, the proposer will conduct oral presentations of the findings and recommendations to the City Council, management staff, and employees as necessary. These presentations will not exceed two (2) sessions.

6. Plan Implementation and Records

a. The proposer will not be required to provide implementation support.

b. The proposer will provide access to any reports, records, data, or communications used to prepare this plan if requested by the city of Grinnell City Manager.

## **CONTRACTUAL CONDITIONS**

The following contractual conditions, in addition to Scope of Services, may be included in the contract entered by the City and the successful proposer.

1. There will be one contract between the City and the proposer. Proposer will submit, with the proposal documents, one signed Contract to include the terms and conditions of this RFP, which will be subject to review and approval by the city of Grinnell.
2. Laws of Iowa and Effective Date - The contract between the City and the successful proposer will be governed by the laws of the State of Iowa, and ordinances of the city of Grinnell. The contract will be effective on the date it is approved and signed by the City.
3. Successful Proposer's Liability - The successful proposer agrees that he/she will at all times protect, defend, indemnify, and save the City (including City officers and employees) from any and all claims, damage of every kind and nature made, rendered or incurred by or on behalf of every person or corporation whatsoever including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the said successful proposer, his/her employees, subcontractors, and the like, in the performance of this agreement.

It is understood that neither the successful proposer nor the City intends that the successful proposer will be or deemed to be an employee of the City during the period of this agreement. The successful proposer will defend and hold the City harmless from any claims, costs, or expenses arising out of any injury to persons or damage to property caused by the successful proposer or his/her employee's colleagues', or agents' negligent act or omission to act.

4. Assignment of Interest - The successful proposer will not assign any part of its interest in this agreement without the prior written consent of the City or agents thereof.

5. No work will be started under this contract until the insurance requirements hereinafter detailed have been satisfied. The proposer will carry liability insurance which will save the City harmless, protect the public and any person from injury sustained by reason of the prosecution of the work or the handling or storing of material therefore and said proposer will also carry liability insurance which will meet the requirements of the Iowa Worker's Compensation Law. The proposer will furnish the City Clerk with proper certificates, and copies if requested by the City, executed by representatives of duly qualified insurance companies, evidencing that said insurance company or companies have Contract, protecting the public or any person from injury or damages sustained by reason of carrying on the work involved in the Contract. The certificate and/or policy will specifically evidence the following forms of insurance protection.

- a) Public liability insurance covering all operations performed by person directly employed by the proposer.
- b) Public liability insurance covering all operations performed by any subcontractors to whom a portion of the work may have been assigned.
- c) Public liability insurance covering all work on the project performed by any independent working under the direction of either the Principal Proposer or a Subcontractor.
- d) Motor vehicle bodily injury insurance and property damage liability insurance on all motor vehicles employed on the work, whether owned by the proposer or by other persons.

e) The minimum protection required under this contract will be as follows:

Public Liability Insurance	\$100,000.00 per person \$300,000.00 per accident
Motor Vehicle Bodily Injury	\$300,000.00 per person \$300,000.00 per accident
Property Damage	\$100,000.00 per accident

f) In addition to the specified above, the insurance carried by the Proposer will have the "City of Grinnell and it's employees" named as an insured party in the amount of \$1,000,000.00 liability for bodily injury and property damage. A certificate, or a policy if requested, showing this coverage will be filed with the City and approved by the City before work is commenced. It will also be required that the City Clerk be notified by registered mail of the cancellation or expiration of the above insurance.

All certificates and/or policies of insurance furnished by the proposer to be filed

with the City Clerk will include the name and address of the agency issuing the same. All certificates and/or policies of insurance will be signed with an original signature. Signature stamps will not be used.

Each document will be accompanied by a power of attorney or other evidence as may be necessary indicating that the person signing the certificate is the authorized representative and has the authority to do so.



9. List the names, addresses, telephone numbers and contact person(s) of other employers for which the proposer has completed similar projects in the last three years, with specific emphasis on mid-size Midwest municipal governments.
10. List other significant experience qualifying the proposer for this project.
11. Describe how the proposer will perform the services from the SCOPE OF SERVICES, beginning on page 8.

Provide a time schedule generally outlining the phases of the project, beginning with an anticipated start date of November 2020, a preliminary report by November 2021, and a final report by December 31, 2021.

Months 1 & 2

Months 3 & 4

Months 5 & 6

Months 7 & 8

Months 9 & 10

Months 11 & 12

12. Describe the proposed communication program designed to gain the cooperation of Elected Officials, City Manager, city employees, citizens, our local government partners, and key stakeholders which will enhance the credibility of the resulting recommendations.

13. Describe the way the EMS review will be conducted. How do you propose to gather the information? Who will you survey (inside the organization, other governmental jurisdictions, and local businesses)? What existing survey data will be considered, if any? What analysis will be performed?
  
14. Describe the process that will be utilized to establish the final recommendation.
  
15. Describe the specific assistance and support the proposer will request of the city of Grinnell to complete this project.
  
16. Describe any other project phases the proposer deems necessary to complete and maintain this project.

17. The total proposed cost to the City for this project, as defined by the Scope of Services will be:

Proposers should list below an itemization of the costs involved in the project clearly indicating any optional variations including pricing. Please list below how you plan to structure the review and plan/final recommendation and the costs for those components.

These are provided as examples to consider:

Analysis of the current EMS system serving the Grinnell community.	\$
Public input and ‘survey’ of the community to determine expectations.	\$
Reports and communications	\$
Development of alternatives for consideration	\$
Final recommendation	\$
Presentations to the Mayor and City Council or others (2)	\$
<b>TOTAL</b>	<b>\$</b>

If partial payment is required prior to completion of project, proposer should list the method to be utilized in determining the amount of partial payment which will be due.

I/We, the undersigned, do hereby provide the above required information in the form and format requested by the city of Grinnell as described below. I/We fully understand that failure to provide this information as required will constitute an incomplete proposal and may be grounds for rejection of this proposal.

Typed or Printed Name of Proposer

Typed or Printed Name and Title of Authorized Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Authorized Representative

**PROJECT TIMELINE  
EMERGENCY MEDICAL SERVICES REVIEW**

**2020**

- July 29            ➤     RFP's due to city of Grinnell's City Clerk's Office
- August 17        ➤     Select Professional Services Provider
- November        ➤     Establish Project Parameters & Work Plan with Provider

**2021**

- November   ➤     PRELIMINARY report to City.
- December   ➤     FINAL report to City.

City Council members,

Rabbitts is requesting  
the street in front of  
the bar to be blocked off  
for June 13<sup>th</sup> Saturday  
from 3pm till midnight.

It is for a bike Rally.  
I understand it is uncertain  
times & if it is refused  
I totally understand.

Thank you

Deb & Ron  
Rabbitts TAVERN

