



**Supporting Material:** Grant award, example of a proposed scope of work from a contractor.

**Prepared By:** R. Stacey Giomi, Fire Chief

**Reviewed By:**

*R. Stacey Giomi*  
(Fire Chief)

Date: 11-9-09

*[Signature]*  
(City Manager)

Date: 11-9-09

*[Signature]*  
(District Attorney)

Date: 11/9/09

*[Signature]*  
(Finance Director)

Date: 11/9/09

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



**EMERGENCY RESPONSE COMMISSION**

2621 Northgate Lane, Suite 10

Carson City, Nevada 89706

Telephone (775) 687-6973 • Fax (775) 687-8798

October 23, 2009

Stacey Giomi  
Carson City LEPC  
777 South Stewart Street  
Carson City NV 89701

Ref: Grant Award Number 10-HMEP-01-01

Dear Stacey,

It is my pleasure to inform you your request for a FFY10 HMEP Training Grant has been approved in the amount of \$76,860. The amount awarded is to conduct a study to determine the feasibility of combining the dispatch centers of the agencies responsible for the Quad County Hazmat Response Team. The grant period is October 8, 2009 to June 30, 2010, with the final report being due by August 16, 2010.

Please remember to use the grant number above on all correspondence, documents, and reports regarding this grant.

Enclosed are two signed originals of the grant award obligating the funds to the Carson City LEPC. Please sign both documents; return a copy to the SERC office, and retain the other as the sub-recipient.

As a sub-grantee of the SERC, your agency will be required to comply with federal, state, and local rules and regulations and administrative guidelines in the management of this grant.

No expenditures or obligations will be eligible for compensation if occurring prior to or after the award period. If you have any questions, contact me at 775-687-5362 or e-mail [sfleming@dps.state.nv.us](mailto:sfleming@dps.state.nv.us).

Sincerely,

*by Shelley Fleming for*

Shelley Fleming  
SERC Grants and Projects Analyst

Encl: 2 Grant Awards HMEP

**STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY**

**STATE EMERGENCY RESPONSE COMMISSION**

**Grant Award**

<b>SUBGRANTEE:</b> Carson City Local Emergency Planning Committee	<b>GRANT NO.:</b> 10-HMEP-01-01
<b>ADDRESS:</b> 777 South Stewart Street Carson City, Nevada 89701	<b>TOTAL AWARD:</b> \$76,860.00
<b>PROJECT TITLE:</b> HMEP GRANT CFDA # 20.703	<b>GRANT PERIOD:</b> 10/08/09 to 06/30/10

**APPROVED BUDGET FOR PROJECT**

CATEGORY	AMOUNT
Operations:	\$0.00
Planning: Study to determine feasibility of combining dispatch centers of agencies responsible for Quad County Hazardous Materials response team	\$76,860.00
Training:	\$0.00
Equipment:	\$0.00
<b>TOTAL GRANT AMOUNT</b>	<b>\$76,860.00</b>

This award is subject to the requirements established by the Federal Granting Agency, the State of Nevada, the Department of Public Safety, and the State Emergency Response Commission (SERC).

Any changes to the budget categories must have approval by the SERC Office prior to implementation.

<b>APPROVAL</b> <b>Karen J. Pabón Executive Director</b> Name and Title of Authorized Official	<b>SUBGRANTEE ACCEPTANCE</b> <b>Robert Giomi, Chair</b> Name and Title of Appointing Official
<i>Karen J. Pabón</i> 10-23-09 Signature of Approving Official Date	x <i>Robert S. Giomi</i> 11-9-09 Signature of Authorized Official Date



**Galena Group, Inc.**

*Information Technology / Communications & Management Consulting*

8600 Technology Way Suite 110 Reno, NV 89521

**Tel: 775 852.4545**

**Fax: 775 852.4002**

**www.GalenaGroup.com**

September 11, 2009

Stacey Giomi,  
Fire Chief  
Carson City Fire Department  
777 S. Stewart St.  
Carson City, NV 89701

Dear Chief Giomi;

We understand that you are interested in the estimated cost of a Public Safety Answering Point consolidation study. Based on the assumptions and approach defined below we estimate that the project will require 610 hours of effort over approximately 7 months elapsed time. Based on our discounted flat rate of \$120 per hour, our estimated cost for this project is \$73,200.00 plus out of pocket expenses. We estimate expenses to be no more than 5% of the fees, or an additional \$3,660.00. We understand that you will likely be required to go out to bid for these services. However, we believe that our local presence and direct knowledge of the Counties' operations, makes our firm significantly more efficient and available than any of our competition.

It is our understanding that the study will focus on the potential consolidation of 911 and emergency dispatch operations for all law, fire and EMS responders for:

- Lyon County
- Douglas County
- Storey County
- Carson City

This may also impact some ancillary dispatch operations such as Animal Control.

Calculating estimated pricing for this type of project requires us to make assumptions to help us determine the probable work effort. We make these assumptions based on what we have experienced performing similar projects. For this estimate we have made the following assumptions:

We would develop a Public Safety Answering Point consolidation study for the four Counties which will include an analysis of :

1. Current facilities
2. Facility options in case of relocation
  - a. New facility options
  - b. Existing facility options

3. Policies and Procedures
4. Interagency and Intergovernmental Agreements including any revenue produced
5. Personnel, Staffing and Organization
  - a. Organizational and reporting structure
  - b. Dispatcher pay and benefit disparities
  - c. Unions and associations
  - d. Schedules and shift times
  - e. Training and certification
  - f. Administration and supervision roles and responsibilities
6. Funding
  - a. Review of all sources of income to determine options for additional revenue including new legislation
  - b. Review of next generation models to determine what options will be available for future funding
  - c. Review of expenses with goal toward efficiency and cost savings
7. Equipment including:
  - a. Computer Aided Dispatch (CAD)
  - b. Radio systems
  - c. Call taking workstation hardware/software
  - d. Fire station alerting
  - e. CAD interfaces (Records management systems, mobile data, etc.)
  - f. Mapping / GIS
  - g. Paging systems
  - h. Monitoring/tracking systems
  - i. Any other associated equipment
8. Operations

Additionally we would review:

1. Revenue and expenses with the PSAPs
2. New facilities and locations
3. Federal, state, and local regulation
4. Next generation models and funding considerations - federal and state support
5. Requirements for public safety planning
6. Risks and opportunities

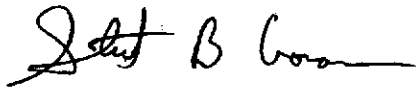
The purpose of the study is to determine what option(s) below the Counties should pursue to provide quality emergency communication services at the most efficient cost.

1. Current model - current locations and facilities
2. Relocation to a new location with a new facility - owned/not owned
3. Relocation to a new location with an existing facility - owned/not owned
4. Co-location with existing PSAP
5. Consolidation with 1 or more PSAP
  - a. their existing location
  - b. new location

We estimate that we will interview a minimum of 20 people to gather information and make 3 interim presentations on the status of the project. We also assume that we will make one final presentation and produce a final written report. Please note that our services include additional value such as web based issue tracking and status.

Please call me at 775-852-4545 if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Stu Cronan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Stu Cronan,  
Galena Group, Inc.