



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 6d (Action)**

**TO:** Local Agency Formation Commission

**PREPARED BY:** Dawn Mittleman Longoria, Assistant Executive Officer *DML*

**MEETING DATE:** August 7, 2023

**SUBJECT:** Request for Proposals for Countywide Fire Protection and Emergency Medical Services Municipal Service Review

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**RECOMMENDATION**

It is recommended the Commission authorize staff to release the draft request for proposals for the Countywide Fire Protection and Emergency Medical Services Municipal Service Review (Attachment One).

**BACKGROUND AND SUMMARY**

As part of its current fiscal year budget, the Commission agreed to initiate a Municipal Service Review (MSR) on Countywide Fire Protection and Emergency Medical Services. A private consultant will be selected to prepare the MSR following a request for proposals (RFP) process. The Commission established an ad hoc subcommittee and appointed Commissioners Cottrell and Painter to advise staff in the preparation of a draft RFP.

The draft RFP prepared by staff with assistance from the RFP Committee is included as Attachment One. As part of this item, the Commission is invited to discuss the draft RFP and consider providing formal direction to staff to circulate the RFP.

It is anticipated staff will return with a draft contract with a preferred consultant at the Commission's next regular meeting on October 2, 2023. The consultant will begin work immediately following the signing of the contract. A draft MSR is expected to be presented to the Commission for discussion purposes as early as June 2024.

**ATTACHMENT**

- 1) Draft RFP for Countywide Fire & EMS MSR

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Beth Painter, Commissioner  
Councilmember, City of Napa

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