

Eugene-Springfield Fire Governance Options Work Plan

Task	Responsible	Timeframe	Status	Notes
PHASE 1: INFORMATION GATHERING AND EDUCATION				
Over-Arching Project Management and Tasks				
Develop Problem/Need Statement	Eugene Acting Communications Director, Springfield Public Information Officer	Feb	Complete	
Legal analysis of options	LCOG	Late Jan	Complete	
<i>Additional analysis of intergovernmental entity options</i>	Eugene Legal Council	Early Feb	Complete	
Contract for Financial analysis			Complete	
<i>Develop scope of work for vendor services</i>	ESF Chief, Eugene Asst. City Manager, Springfield Legislative & Public Affairs Manager	Late Jan	Complete	
<i>Reach out to potential vendors</i>	ESF Chief, Eugene Asst. City Manager, Springfield Legislative & Public Affairs Manager	Early Feb	Complete	
<i>Execute contract and initiate scope of work</i>	ESF Chief, Eugene Asst. City Manager, Springfield Legislative & Public Affairs Manager	Mid Feb	Complete	Develop tasks for this work upon contract execution
Governance options peer review				
Governance Review Panel				
Create operating rules for Governance Review Panel	LCOG	Early Feb	Complete	
Governance Review Panel Meetings	LCOG	Ongoing	Complete	LCOG to schedule and provide notes for Governance Review Panel.
Governance Review Panel meeting 1	LCOG	3-Mar-22	Complete	
<i>Agenda & packet due - emailed to GRP & posted</i>	LCOG	1-Mar-22	Complete	
<i>Meeting recording & materials posted on website</i>	LCOG	10-Mar-22	Complete	
Governance Review Panel meeting 2	LCOG	17-Mar-22	Complete	
<i>Agenda & packet due - emailed to GRP & posted</i>	LCOG	15-Mar-22	Complete	
<i>Meeting recording & materials posted on website</i>	LCOG	21-Mar-22	Complete	
Governance Review Panel meeting 3	LCOG	31-Mar-22	Complete	
<i>Agenda & packet due - emailed to GRP & posted</i>	LCOG	29-Mar-22	Complete	
<i>Meeting recording & materials posted on website</i>	LCOG	4-Apr-22	Complete	
Governance Review Panel meeting 4	LCOG	14-Apr-22	Complete	
<i>Agenda & packet due - emailed to GRP & posted</i>	LCOG	12-Apr-22	Complete	
<i>Meeting recording & materials posted on website</i>	LCOG	18-Apr-22	Complete	
Governance Review Panel meeting 5	LCOG	18-Apr-22	In Progress	
<i>Agenda & packet due - emailed to GRP & posted</i>	LCOG	26-Apr-22	In Progress	
<i>Meeting recording & materials posted on website</i>	LCOG	2-May-22	Not Started	
Governance Review Panel meeting 6 - TBD	LCOG	12-May-22	Not Started	
<i>Agenda & packet due - emailed to GRP & posted</i>	LCOG	10-May-22	Not Started	
<i>Meeting recording & materials posted on website</i>	LCOG	14-May-22	Not Started	

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Schedule individual conferences between Governance Review Panel members and LCOG Executive Director.	LCOG	Early Feb	Complete	
Schedule additional conferences between Governance Review Panel members and LCOG Executive Director as needed.	LCOG	As needed	Ongoing	
Schedule individual conferences with stakeholders as needed.	LCOG	Ongoing	Ongoing	
Stakeholder Engagement				
Develop and implement an ESF Governance Communications Plan	Eugene Acting Communications Director	Early Feb	Ongoing	Drafted and will serve as a living document
Develop outreach materials (PPTs, videos, etc.)	ESF Chief, ESF Staff	Early Feb	In Progress	
Develop and maintain project website	ESF Staff	Mid Feb	Ongoing	
Schedule and facilitate stakeholder engagements			In Progress	Stakeholder engagement events will be added as identified
<i>Eugene City Council</i>			Not Started	
<i>Springfield City Council</i>			Not Started	
<i>ESF staff</i>			In Progress	
<i>Key partners and customers/residents</i>			Not Started	
<i>Unions</i>			In Progress	
<i>Add as identified</i>			Not Started	
Governance Options Analysis				
Operational Issues - What services will be provided			Not Started	
<i>Ambulance Services</i>			Not Started	
<i>ALS Transport</i>			Not Started	
<i>BLS Transport</i>			Not Started	
<i>Contracted Ambulance Service</i>			Not Started	
<i>Fire Marshal and inspection services</i>			Not Started	
<i>Standards of Coverage/Service Levels</i>			Not Started	
Governance/Board Structure			In Progress	
<i>Legal Options</i>			In Progress	
<i>Values/Principles</i>			Not Started	
<i>What others are doing</i>			Not Started	
<i>Governance name</i>			Not Started	
Assets/Liabilities transferred to governance or retained?			Not Started	
<i>Valuation at transfer</i>			Not Started	
<i>Services provided to other agencies - continue/assign?</i>			Not Started	
<i>Apparatus/Equipment - transferred to or leased, or retained?</i>			Not Started	
<i>Valuation</i>			Not Started	
<i>Facilities - transferred, leased, or retained? Valuation</i>			Not Started	
Labor Management Issues			Not Started	
<i>Existing staff transferred to new governance</i>			Not Started	
<i>Employee salary assumptions</i>			Not Started	
<i>Employee benefits assumptions</i>			Not Started	
<i>Labor/Management issues</i>			Not Started	

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<i>Bargaining units status/implications for salary/benefits/schedules</i>			Not Started	
<i>Employee transfer issues</i>			Not Started	
<i>Assigning/funding the current liability for sick leave/vacation hours accrued in "time banks"</i>			Not Started	
<i>Employees on long-term disability</i>			Not Started	
<i>Benefits programs-retain current or start new?</i>			Not Started	
<i>PERS accounts</i>			Not Started	
<i>Staffing levels</i>			Not Started	
Intergovernmental Services			Not Started	
<i>Communications Center</i>			Not Started	
<i>Contracts to serve other agencies</i>			Not Started	
<i>Service from third parties (ability to assign)</i>			Not Started	
<i>Service from current cities (HR, IT, Fleet, Facilities)</i>			Not Started	
Finance	Moss Adams		In Progress	
<i>Funding the new governance</i>	Moss Adams		Not Started	
<i>Assignment/funding of any existing and ongoing liabilities</i>	Moss Adams		Not Started	
<i>EMS revenue</i>	Moss Adams		Not Started	
<i>Interim transfer of revenue</i>	Moss Adams		Not Started	
<i>Existing debt/leases</i>	Moss Adams		Not Started	
<i>Reserves</i>	Moss Adams		Not Started	
<i>Target cash policies</i>	Moss Adams		Not Started	
<i>7-10 year financial plan</i>	Moss Adams		Not Started	
<i>Inflation assumptions</i>	Moss Adams		Not Started	
<i>Capital (facilities, apparatus, tech hardware)</i>	Moss Adams		Not Started	
<i>Startup funding</i>	Moss Adams		Not Started	
Governance Options and Analysis Report				
Governance Options Analysis			In Progress	
Develop a draft Governance Options and Analysis Report	LCOG		In Progress	
Make draft Governance Options and Analysis Report available for broader review consistent with Stakeholder Engagement Strategy	LCOG		Not Started	
Prepare a final Governance Options and Analysis Report, incorporating feedback	LCOG		Not Started	
PHASE 2: PLAN DEVELOPMENT/OPTIONS				
Stakeholder Engagement				
Schedule and facilitate stakeholder engagements			Not Started	
<i>Key partners and customers/residents</i>			Not Started	
<i>Add as identified</i>			Not Started	

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City Council Decisions				
Prepare and present at public hearing and any work session (if desired)	TBD		Not Started	
<i>Coordinate with staff to prepare and present as well</i>	TBD		Not Started	
<i>Add meeting dates as scheduled</i>				
PHASE 3: IMPLEMENTATION				
TBD				
TBD				