

The Joint Fire District
Meeting Minutes
Apr 10th, 2024

A. **Call to Order** – meeting called to order by Fessler, 6:30pm

B. **Roll Call:** Present: Hess, Fessler, Gray, Stull, Gross **Absent:**

C. **Public Participation**

D. **Approval and Signing of Minutes:**

BE IT RESOLVED, that the minutes of the regular board meeting on Feb 28th, 2024 and Special Meetings held on Mar 15th and Mar 19th be approved as received from the clerk.

Moved by _____ Seconded by _____

Discussion: Roll Call: Ayes _____ Nays _____ Motion _____

E. **Clerk Report**

Accept the financial report and as presented by the clerk. Approval to pay bills as presented.

Moved by _____ Seconded by _____

Discussion: Roll Call: Ayes _____ Nays _____ Motion _____

F. **EMS Reports**

• SEE REPORT...

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G. **Fire Reports**

• SEE REPORT...

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H. **Other Business / Action Items**

I. **Adjournment**

Motion to adjourn meeting: _____, 2nd by _____. Vote: __ Yes __ No. Time: _____

Approval of Minutes:

**The Joint Fire District
Meeting Minutes
Feb 28th, 2024**

- A. Call to Order** – meeting called to order by Fessler, 6:30pm
- B. Roll Call:** Present: Hess, Fessler, Gray, Stull, Gross **Absent:** None

C. Public Participation None

D. Approval and Signing of Minutes:

BE IT RESOLVED, that the minutes of the regular board meeting on Jan 24th, 2024 be approved as received from the clerk.

Moved by Gross Seconded by Gray
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

E. Clerk Report

Accept the financial report and as presented by the clerk. Approval to pay bills as presented.

Moved by Fessler Seconded by Gray
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

F. EMS Reports

- 21 Calls (2 Mutual Aid In, No Staffing / 2 Mutual Aid Out)
- Two new EMS employees will start in March
- CPR Class available with Greenville Township (Train the Trainer). EMS would like to send 8 people to get certified. In turn, these individuals can offer classes locally for the public for free as a public service, or price of CPR card (less than \$10)
- EMS Captain also mentioned that the CPR mannequins need replaced

G. Fire Reports

- 8 Calls for the month (7 Fire, 1 MVA, 4 Mutual Aid Out / 0 Mutual Aid In)
- Room remodel making progress – painting complete, floor leveling done
- Mock crash in conjunction with the school scheduled for May 2nd at 1:30pm at the school. The goal is to do this every other year to capture Jr/Sr Prom attendees
- March 15th is pre-meeting for those helping with mock crash
- Radios will need replaced in 1 to 3 years. Cost about \$4,800 ea. 30 total. They don't need to be replaced all at one time, but parts to fix them will no longer be available.

H. Action Items

1. It is recommended by the Assistant EMS Chief to approve \$1,520 (\$190 per person x 8) to attend the CPR training class offered by Greenville Township.

Moved by Gray Seconded by Stull
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

2. It is recommended by the EMS Captain to approve \$3,000 for the purchase of CPR mannequins

Moved by Hess Seconded by Stull
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

3. To support the ISO Audit, it is recommended by the Fire Chief to approve a three-year contract with Fire Catt to complete Hose and Ladder testing over the next three years. The cost is \$4,000/yr

Moved by Gray Seconded by Stull
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

4. It is recommended by the Board President to approve the clerk to attend training at the Annual State Auditors Governors Conference in March. Cost not to exceed \$800 for travel, lodging, and Conference Fees.

Moved by Stull Seconded by Hess
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

I. Other Business

- EMS assistant chief looking to raise ~\$60,000 for new Cascade Air System. \$10,000 grant was just received from the Covington Eagles and the Board provided their thanks to the Covington Eagles. A grant to MCF was also recently submitted for funds towards the Air System.
- Board would like to begin working on a 5-year projection to see how funding is looking longer term.

J. Adjournment

Motion to adjourn meeting: Fessler, 2nd by Gross. Vote: 5 Yes 0 No. Time: 9:15pm

Approval of Minutes:

JFD Special Meeting
March 15, 2024
7:00am – Community Room

Roll Call: Fessler, Grey, Stull, Hess, Gross – all present except Gross.

Others present: Levi Robbins (Asst EMS Chief), Brenda Carroll (Village Mayor) and Adam Marchal (Prev EMS Chief)

The Joint Fire District met in a special meeting at 7:00am March 15, 2024 to discuss current and future operating and capital expenditures and to investigate the possible need for additional funding sources from a possible levy.

It has become apparent with the increase in EMS payroll, equipment and other fire district needs that the current JFD revenue will soon not be able cover the expenses and sustain the level of service that the community expects. The Board reviewed financial data presented by the Fiscal Officer, Lane Robbins and discussed at length the areas where future funding will be needed. One of the biggest issues will be EMS Payroll. The JFD needs to stay competitive with other local districts with regards to Paramedic and Medic hourly pay, otherwise there exist a great risk in not being able to retain staff.

General discussion topics included:

- Creating a solid Vision, Mission and Value set of goals.
- Checking into hiring a consultant to review the current situation and recommend a course of action to accomplish our goals.
 - Matt Grey to reach out to a few contacts regarding creating a Request for Quote.
- Update JFD and Fire/EMS budget with 1, 3, 5 and 10-year revenue and expense figures.
 - Fire/EMS to expand, via spreadsheet, projected expenses on a recurring basis and 1,3,5,10 years out.
 - JFD (Lane) take info from Fire/EMS and integrate into revenue/expense spreadsheet.
- How to communicate with the public.
 - Discussed the idea of a website, who will run it, update it, etc.
 - Other means of communication options. Flyers, mailers, Village website.
- Existing building completion of future sleeping quarters, kitchen, office spaces.
 - Recognized the need to have the future sleeping quarters and kitchen completed in a timely manner and not drag out for several years.

Next meetings (all in the Fieldhouse Community Room):

Mar 19 (Tue) 4:00 PM – Special meeting to review findings from Matt Grey with regards to publicizing a RFQ for a consultant.

Apr 10 (Wed) 6:30 PM – March regular meeting. Delayed from original date of March 27 due to not enough member that will be present.

Apr 24 (Wed) 6:30 PM – regularly scheduled April JFD meeting.

Adjournment

Motion to adjourn meeting: Fessler, 2nd by Gray. Vote: 5 Yes 0 No.

Time: 5:00pm

Approval of Minutes:

**The Joint Fire District
Special Meeting Minutes
Mar 19th, 2024**

A. Call to Order – meeting called to order by Fessler, 4:00pm

B. Roll Call: Present: Hess, Fessler, Gray, Stull, Gross **Absent:** None

C. Approve 2024 Appropriations

Attached are the 2024 Appropriations that will be provided to the Miami County Auditors. The clerk recommends approval as presented.

Moved by Hess Seconded by Gray
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

D. Special Meeting Discussion – Other Topics, consulting services, etc.

The board discussed the need to request department consultation services to include assistance with the following:

1. Assistance with establishing vision, mission and values of organization
2. Review high level financials and provide feedback, assistance and findings
3. On-Site meetings/interviews with key leadership, elected officials and staff
4. Review current facilities and provide assessment based on current codes/requirements
5. Review current equipment and apparatus, assist with developing replacement plan
6. Provide overview & feedback as to current climate, organization and culture
7. Provide recommendations on any training updated or certifications required
8. Provide finding on future trends, organizations structure and succession planning
9. Benchmarking Pleasant Hill JFD Organization with others in similar size/area
10. Provide rough and final draft of findings as part of comprehensive deliverable

E. Action Items

A motion is made to advertise for consultation services via the Dayton Daily News.

Moved by Gray Seconded by Stull
Discussion: Roll Call: Ayes 5 Nays 0 Motion Passed

F. Adjournment

Motion to adjourn meeting: Fessler , 2nd by Gray . Vote: 5 Yes 0 No. Time: 5:00pm

Approval of Minutes:

Joint Fire District - Account Balances, Expenditures for Approval
Account Balances

Date: Apr 10, 2024

| Balance | General Checking | Payroll Checking | Raymond James Investment | Total |
|-------------|------------------|------------------|--------------------------|---------------|
| Jan 1 2024 | \$ 268,940.33 | \$ 42,936.16 | \$ 151,917.34 | \$ 463,793.83 |
| Feb 1 2024 | \$ 236,288.97 | \$ 37,228.24 | \$ 151,917.34 | \$ 425,434.55 |
| Feb 28 2024 | \$ 212,613.15 | \$ 36,820.70 | \$ 151,994.88 | \$ 401,428.73 |
| Mar 31 2024 | \$ 439,287.54 | \$ 25,701.08 | \$ 152,017.71 | \$ 617,006.33 |

Credits - Deposit to Account

| Date | Vendor | Category | Amnt |
|--------|-----------------|-----------------------|---------------|
| 29-Feb | First Financial | Interest | \$ 45.92 |
| 15-Mar | Miami County | Real Estate Tax Funds | \$ 75.20 |
| 17-Mar | Miami County | Real Estate Tax Funds | \$ 252,010.29 |
| 11-Mar | CGS HCCLAIM | EMS Billing | \$ 776.39 |
| 27-Mar | Medicount | EMS Billing | \$ 3,931.63 |
| 31-Mar | First Financial | Interest | \$ 85.80 |
| 9-Apr | Fire Recovery | Fire Billing | \$ 625.17 |
| 9-Apr | Medicount | EMS Billing | \$ 4,334.06 |

Total Credits - Mar/Apr 2024 \$ 261,884.46

New Expenditures -Mar/Apr 2024

| Date | Check # | Vendor | Category | Amount |
|--------|--------------|-----------------------|---------------------------------------|-------------|
| 4-Mar | 9408....9423 | EMS Payroll - Summary | EMS Payroll | \$ 7,753.04 |
| 5-Mar | 19-2024 | AES | Util - Electric | \$ 186.67 |
| 6-Mar | 9424 | The Service Company | Vehicle - Repairs | \$ 2,002.39 |
| 6-Mar | 9425 | Indiana Oxygen | Fire - Oper Supplies Oxygen | \$ 75.31 |
| 6-Mar | 9426 | ESO Solutions | EMS - Oper Supply Schedule Software | \$ 326.44 |
| 6-Mar | 9427 | Fire Association | Repair - Bldg Front Room Reimb | \$ 353.14 |
| 7-Mar | 9428 | Neil North | CPR Class Training | \$ 1,520.00 |
| 6-Mar | 23-2024 | RITA | Village Tax Withholding Payment | \$ 222.46 |
| 6-Mar | 24-2024 | U.S. Treasury | Federal Withholding 941 | \$ 2,917.60 |
| 6-Mar | 25-2024 | State of Ohio | State Withholding | \$ 481.78 |
| 6-Mar | 26-2024 | State of Ohio | SD Tax Withholding | \$ 291.54 |
| 11-Mar | 9429 | Lane Robbins | Util - Internet Domain/Email, Paper | \$ 218.28 |
| 11-Mar | 9430 | Spectrum | Util - Cable | \$ 167.10 |
| 11-Mar | 9431 | Bound Tree Medical | EMS - Small Tools/Equip - CPR Manikir | \$ 2,775.96 |
| 17-Mar | 9432....9447 | EMS Payroll - Summary | EMS Payroll | \$ 7,681.13 |
| 24-Mar | 9448 | CenterPoint Energy | Util - Nat Gas | \$ 391.40 |
| 24-Mar | 9449 | ATT Mobility | Util - Other - IPAD Wireless Service | \$ 285.69 |
| 24-Mar | 9450 | Locality Media | EMS Oper Supply - Software Module | \$ 1,400.00 |
| 24-Mar | 9451 | Dave Woodring | Oper Supplies - Oper Supply | \$ 653.71 |
| 27-Mar | 31-2024 | Cox Media | Legal Advertising | \$ 547.20 |
| 1-Apr | 9452....9469 | EMS Payroll - Summary | EMS Payroll | \$ 9,514.83 |
| 3-Apr | 9470 | Reese Whittaker | Reimb - Background Check | \$ 37.00 |
| 3-Apr | 9471 | Void | Void | \$ - |
| 3-Apr | 9472 | Indiana Oxygen | Fire - Oper Supplies Oxygen | \$ 75.95 |
| 3-Apr | 33-2024 | AES | Util - Electric | \$ 255.82 |
| 3-Apr | 34-2024 | State of Ohio Auditor | UAN Fees - 2nd Qtr | \$ 618.00 |
| 3-Apr | 9473 | Void | Void | \$ - |
| 3-Apr | 9474 | Boundtree | EMS - Oper Supplies | \$ 301.77 |
| 9-Apr | 9475 | Spectrum | Util Other - Cable | \$ 172.42 |
| 9-Apr | 9476 | Boundtree | EMS - Oper Supplies | \$ 66.90 |
| 9-Apr | 9477 | P&R Communications | Fire - Repairs/Maint | \$ 225.00 |
| 10-Apr | 35-2024 | RITA | Village Tax Withholding Payment | \$ 201.84 |
| 10-Apr | 36-2024 | Treas State of Ohio | State Withholding | \$ 381.03 |
| 10-Apr | 37-2024 | Treas State of Ohio | School Tax Withholding | \$ 244.24 |
| 10-Apr | 38-2024 | U.S Treasury | Federal Withholding/Medicare | \$ 2,195.66 |
| 10-Apr | 39-2024 | OPERS | OPERS | \$ 7,413.79 |

Total Mar/Apr Expenditures \$ 51,955.09

Authorization to Pay:

Board President: _____
Board Member: _____
Board Member: _____

Board Member: _____
Board Member: _____

Pleasant Hill Joint Fire District

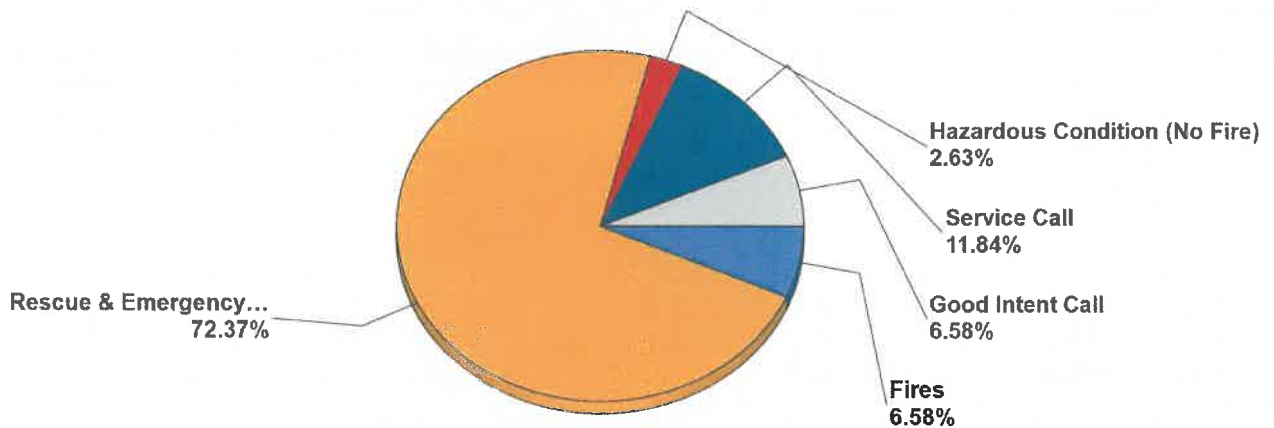
Pleasant Hill, OH

This report was generated on 4/1/2024 8:15:37 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 03/31/2024



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 5 | 6.58% |
| Rescue & Emergency Medical Service | 55 | 72.37% |
| Hazardous Condition (No Fire) | 2 | 2.63% |
| Service Call | 9 | 11.84% |
| Good Intent Call | 5 | 6.58% |
| TOTAL | 76 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|--|--------------------|-------------------|
| 111 - Building fire | 2 | 2.63% |
| 118 - Trash or rubbish fire, contained | 1 | 1.32% |
| 131 - Passenger vehicle fire | 1 | 1.32% |
| 142 - Brush or brush-and-grass mixture fire | 1 | 1.32% |
| 321 - EMS call, excluding vehicle accident with injury | 51 | 67.11% |
| 322 - Motor vehicle accident with injuries | 1 | 1.32% |
| 324 - Motor vehicle accident with no injuries. | 3 | 3.95% |
| 424 - Carbon monoxide incident | 2 | 2.63% |
| 554 - Assist invalid | 9 | 11.84% |
| 611 - Dispatched & cancelled en route | 3 | 3.95% |
| 631 - Authorized controlled burning | 1 | 1.32% |
| 651 - Smoke scare, odor of smoke | 1 | 1.32% |
| TOTAL INCIDENTS: | 76 | 100% |

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





Head set

731 East First Street
Dayton, OH 45402-1383
(937) 512-8100

736 Vandemark Rd
Sidney, OH 45365

QUOTATION

4910 Wynnscape Drive
Oregon, OH 43616

QUOTE NO.: 50504 - 00 EC
DATE: 3/14/24
TERMS: NET 15 DAYS
DELIVERY:

14720

TO: Pleasant Hill Fire Dept
Attn: Levi Robbins
8 W High St
Pleasant Hill, OH 45359

Please reference Quote No. on
Correspondence & purchase orders.
Prices firm for 30 days.

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

| QTY | DESCRIPTION | UNIT PRICE | TOTAL |
|--|--|------------|----------|
| 2 | FIRECOM UNDER HELMET HEADSET TX ON RADIO AND INTERCOM | 360.00 | 720.00 |
| 4 | FIRECOM UNDER HELMET HEADSET ON/OFF INTERCOM | 360.00 | 1,440.00 |
| ***** * Thank you for choosing P&R! * All quotes valid for 15 days * 3% surcharge on all credit card transactions ***** | | | |
| Item summary | | | 2,160.00 |
| Subtotal | | | 2,160.00 |
| <p><u>ADDITIONAL ITEMS:</u> Continued on following page</p> <ul style="list-style-type: none"> TAP FOR HOSE COVER Medic led brass hose (2010) w/ 45k psi. ↳ Replaced in 2030 (20 year life) ISO MEETING (5 hours) + FLOW TESTING → RESULTS = June or July | | | |



| QTY | DESCRIPTION | UNIT PRICE | TOTAL |
|-----|-------------|---------------------|-----------------|
| | | Inbound Frt | 64.80 |
| | | Sales Tax | .00 |
| | | GRAND TOTAL: | 2,224.80 |

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY **Jamie VanHoose** (937)512-8154 Ext **jamie.woeste@prcdayton.com**
 THIS QUOTE IS SUBJECT TO REVIEW BY MANAGEMENT FOR COMPLETENESS AND ACCURACY.

Accepted

by _____ P.O. No. _____
 LEGAL NAME OF PURCHASER

_____ Date _____
 AUTHORIZED SIGNATURE





Intercom

731 East First Street
Dayton, OH 45402-1383
(937) 512-8100

736 Vandemark Rd
Sidney, OH 45365

4910 Wynnscape Drive
Oregon, OH 43616

QUOTATION

QUOTE NO.: 50444 - 00 EC
DATE: 3/13/24
TERMS: NET 15 DAYS
DELIVERY:

Please reference Quote No. on
Correspondence & purchase orders.
Prices firm for 30 days.

14720
TO: Pleasant Hill Fire Dept
Attn: Levi Robbins
8 W High St
Pleasant Hill, OH 45359

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

| QTY | DESCRIPTION | UNIT PRICE | TOTAL |
|---|---|--------------|--------|
| 1 | P&R TECHNICIAN LABOR TO REPAIR FRONT PASSENGER AND PUMP PANEL JACK ON ENGINE WOULD LIKE TO COMPLETE AT P&R SHOP | 750.00 | 750.00 |
| ***** * Thank you for choosing P&R! * All quotes valid for 15 days * 3% surcharge on all credit card transactions ***** | | | |
| | | Item summary | 750.00 |
| | | Subtotal | 750.00 |
| Continued on following page | | | |



| QTY | DESCRIPTION | UNIT PRICE | TOTAL |
|-----|-------------|--------------|--------|
| | | Sales Tax | .00 |
| | | GRAND TOTAL: | 750.00 |

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY **Jamie VanHoose** (937)512-8154 Ext **jamie.woeste@prcdayton.com**
 THIS QUOTE IS SUBJECT TO REVIEW BY MANAGEMENT FOR COMPLETENESS AND ACCURACY.

Accepted

by _____ P.O. No. _____
 LEGAL NAME OF PURCHASER

_____ Date _____
 AUTHORIZED SIGNATURE





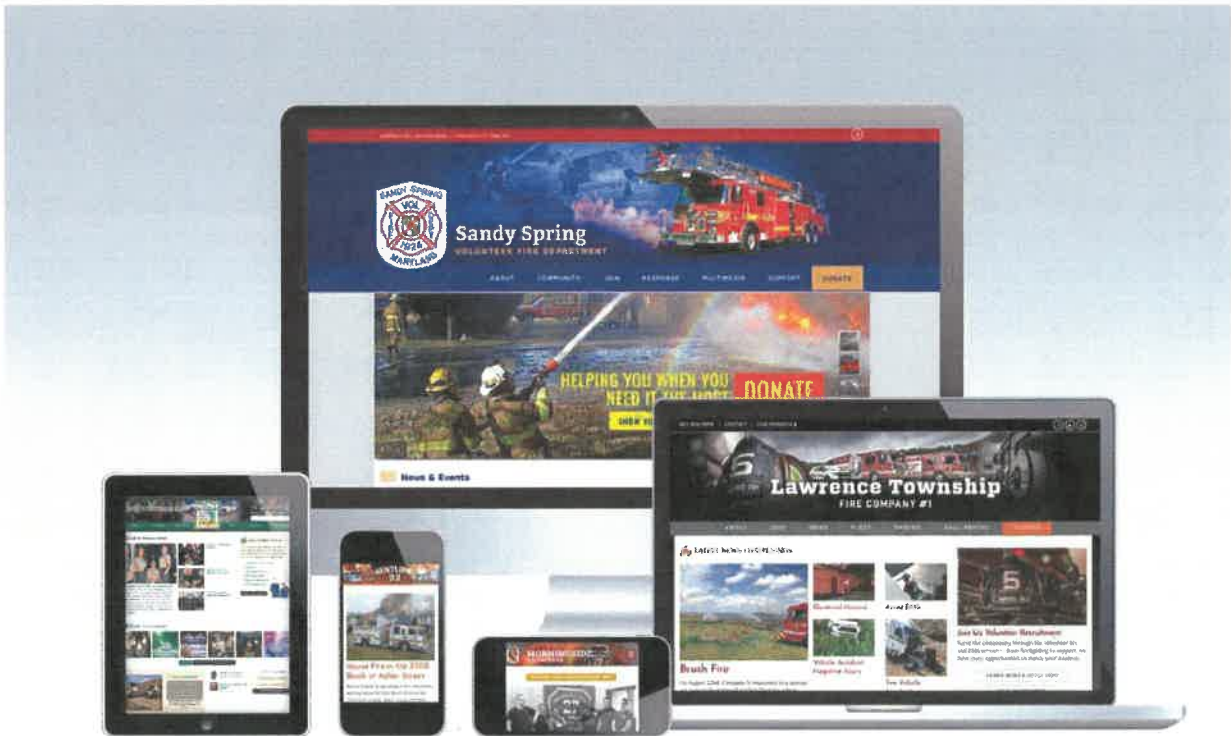
First Arriving

Fire/EMS Agency Website Proposal

Prepared for:
Levi Robbins
Joint (OH) Fire District

Created by:
Shannon Gilliland
03 / 21 / 2024

WEBSITE QUOTE/AGREEMENT



WEBSITE QUOTE/AGREEMENT

Every First Arriving Website Includes

Your Core Website Includes

Available Add-Ons

Proposal Contacts

Pricing Details

Customer Acceptance

Terms and Conditions

Scope of Work

Needs From Client

Hosting and Support

What's Next and Timeline

Every First Arriving Website Includes

- Custom branding, colors and home page
- Fully responsive, looks great on all devices
- Custom-designed pages to meet your department's needs
- One hour consultation on site strategic and content requirements
- Easy to use content management platform with simple drag-and-drop editor
- Daily backups, Free SSL certificate, enhanced security
- Free domain and domain renewals
- Support center access online, via email and phone with five business day response time on non-emergent issues.
- Online tutorials & training videos
- Pages with unique layouts based on content strategy
- 30+ fire and life safety content with multimedia you can use in your community!
- Search engine optimized, Google Analytics included for traffic tracking
- Ability for you to add unlimited pages, news & galleries post launch
- **Full Training** is provided at the conclusion of your initial website launch, providing you the access and information you'll need to manage your website going forward. And don't worry, our team is always there to provide support when you need it.

Your Core Website Includes

- Header, look and feel with one round of design changes
- News and Blog posts: We'll include your most recent 20 news items (or import all from your existing site, if automation is possible after review)
- Photo Galleries: Categorized, we create your first five
- About Section: Up to five custom designed pages such as general department information, history, and response statistics.
- Videos: Embed videos and video galleries from YouTube & Vimeo
- Member/Personnel Section: We'll create a list of your members and personnel, by organizational structure. You can also provide photos of key leadership and team members.
- Recruitment/Employment custom page with details and lead generation form
- Fundraising page with PayPal, Amazon Smile, other embedded donation forms and your core fund raising information.
- Public downloads with categories – we'll add your first 20 documents
- Station & Apparatus pages: Overview of your station and its apparatus, including individual profiles with photos/galleries and specs of your front-line response fleet
- Public events calendar including recurring events – first 10 events added
- 2 custom forms with databases, up to 25 fields each, and train you how to access.
- 3 custom additional pages with training on how to create as many more as you need.

Available Add-Ons

- Member/Personnel Only Area
- Additional Sub-Companies
- Recruitment Tracking
- Member Spotlight
- Logo Design and Offline Materials (Tenting, Banners, etc.)
- Event Registration & Payment
- Additional Unique Pages
- Google Workspace or Google for Non-Profit Setup
- Google and Facebook Ads Management
- Email Newsletter Setup
- Content/Feature Support
- Agency Branding Kit & Social Media Images
- Photography & Video Services

Proposal Contacts

| Prepared By | Proposal Date | Valid For |
|-------------------|----------------|-----------|
| Shannon Gilliland | 03 / 21 / 2024 | 90 Days |

Company Information

Account Name: Joint (OH) Fire District
5138 Columbus Road
Centerburg, OH 43011

Contact Name Levi Robbins

Phone: (937) 676-2248

Email: levirobbins@jointfiredistrict.com

Pricing Details

| Base Product/Service | Price | Qty | Subtotal |
|--|------------|-----|-------------------|
| Core Website Website features detailed in Statement of Work below. | \$1,995.00 | 1 | \$1,995.00 |
| Total Due Today | | | \$1,995.00 |

| Annual Costs | Price | Qty | Subtotal |
|--|---------|-----|-------------------|
| Core Website Annual Hosting Hosting and Technical Support for website. Discounted from \$99/month (billed annually) | \$99.00 | 12 | \$1,188.00 |
| Annual Hosting Due Upon Site Launch | | | \$1,188.00 |

Customer Acceptance

Customer Signature

Signed Date

Signatory Name

Title



First Arriving Honored Among Top Companies Making A Difference In State And Local Government

First Arriving, a leader in technology for public safety and local government, has been named by Government Technology as a one of the top 100 companies in GovTech for 2022, 2023, and 2024

This designation reinforces our commitment to our clients and the communities they serve and to providing the most innovative solutions to America's public safety leaders.

Terms and Conditions

Payment

Net 30. Initial Website payment due upon contract execution unless otherwise agreed upon.

Term & Subscription Discount Options

We offer several options for the term of your agreement including discounts for multi-year hosting/support and prepayment. If you are interested in a multi-year agreement, please contact your business development representative for a revised quote. The effective date for renewals and multi-year options are the 6 or 12 month anniversary of your site's launch, depending on your package (detailed above in your price quote).

Standard Agreement & Renewal

Your hosting & support will renew annually to be due on the 6 or 12 anniversary date of your site's launch, depending on your package (detailed above).

Multi-Year Agreement Option

Lock in hosting/support for 2-4 years with a multi-year agreement, save 2.5% annually.

Multi-Year Agreement with Prepay Savings

Prepay on a 2, 3 or 4-year hosting/support agreement.

- Save 5% on a 2-Year Subscription w/Prepay
- Save 7.5% on a 3-Year Subscription w/Prepay
- Save 10% on a 4-Year Subscription w/Prepay

Renewal

Website hosting/support automatically renew for successive twelve (12) month Terms unless canceled in writing by Client at least 30 days prior to the end of Term renewal date. Renewal prices are subject to change with at least 60 days notice in advance of your renewal term.

Cancellation & Refunds

You may cancel your subscription at any time. The cancellation becomes effective once the prepaid term is up and the account would be due for renewal. You may qualify for a refund if the cancellation was due to a documented service issue if it is not resolved within 30 days post notification to First Arriving. Please contact us at billing@firstarriving.com with any questions. Download our W9 at <https://firedept.link/firstarrivingw9>

For additional Terms & Conditions, including Website hosting policies, please visit <https://www.firstarriving.com/terms-and-conditions/>

Scope of Work

Design

One round of design, to include header INCLUDED

Pages

About (Up to 5 Custom Pages) Yes

Leadership Yes

Fleet/Apparatus Yes

Station(s) Yes

Members Yes

Galleries (First five) Yes

News Yes

Fundraising Yes

Recruitment/Employment (including lead generation form) Yes

Forms

Two custom forms created by your webmaster with training on how to create more. INCLUDED

Public Areas

Calendar (First ten events added) Yes

Blogs (20 recent post uploaded) Yes

Safety Content Yes

Downloads (Up to 20 Documents) Yes

Resources Yes

Needs From Client

Our Standard Package includes all of the options listed above. If your program is custom additions or excludes any features and services, they will be detailed in the pricing overview above.

- Schedule a project Kickoff call with screen share as soon as reasonably possible. This call starts the timeline on your site's development process.
- All core content/site access within four (4) weeks of contract signing. Target to have all site content provided to First Arriving within 45 days of contract. Client will be provided a list of all potential content options available to provide upon contract execution.
- Access to any existing Google Analytics and social media accounts for integration, as well as Twitter and other social media platforms as appropriate.
- Regular conference calls and emails to review progress, needs, etc.
- Primary contact to use First Arriving's project management platform to share all related content, track tasks, etc. (email as alternative is acceptable)

Hosting and Support

Hosting/support includes all First Arriving Platform updates, WordPress core & plugin updates, support center access and customized FAQs/support docs as needed, hosting, bandwidth, security, daily backups and annual content support hours outlined in this proposal including any new features added to same in the future.

Additional options for site management, content posting, etc. may be optionally purchased. Client has full access to manage content on platform and hosting support.

What's Next and Timeline

Once we receive your signed contract/quote, we'll send you an invoice and schedule a kickoff call for your project, introduce your Webmaster and get started!

A Core Package website project is expected to take 12-18 weeks from contract start date. This estimate can vary depending on approval turnaround times for design concepts, content provided in a timely fashion and other client-driven factors out of First Arriving's control. We will work with the primary contact to coordinate all content and related needs, provide monthly project updates and access to our project management platform.

Follow up w/ Layne on Website.