



# FRESNO COUNTY FIRE

PROTECTION DISTRICT

*Honor, Integrity, Cooperation & Professionalism*

## MEMORANDUM

**Date:** 05/16/2018

**To:** Board Directors

**Attn:** Mike Del Puppo  
President

**From:** Fire District Staff

**Subject:** Lexipol Policy, Procedures and Services

### **BOARD OF DIRECTOR'S BRIEFING PAPER**

#### **ISSUE:**

The District has limited, and often, outdated policies and procedures.

#### **BACKGROUND:**

The District has struggled over the years to create and maintain current and required policies. The District currently has an Administrative Policy and Procedures manual as well as a PCF Policy Manual.

Lexipol provides defensible policies and training for public safety organizations, delivering services through a web-based development system. Lexipol offers state-specific policy manuals, regular policy updates and daily scenario based training against policy. Lexipol's policy and training solutions have helped public safety agencies across the country reduce risk and avoid litigation. Lexipol was founded by retired CHP officer Gordon Graham and Bruce Praet in 2003.

#### **DISCUSSION:**

Staff has been considering different options to address the District's policy and procedures issues. Recently Staff attended a webinar hosted by Lexipol. Lexipol offers up to date policies, State specific procedures and documented employee training on the policies. Lexipol's fees are based on the number of employees in the District. Since the District policies and procedures would apply to Schedule A,

B and C employees the current number of employees is in the range of 100-150 employees. The estimated costs for implementing and maintaining the Lexipol program are as follows:

Implementation Option 1: Support + Packages, one time fee - \$20,000

Implementation Option 2: Platinum Implementation, time and materials - \$22,500

Annual Maintenance: \$9,368 for the first year then \$10,409 /yr. for policy updates, procedural Shell and training.

### **ALTERNATIVES:**

1. Make no changes and continue to get by with limited and outdated policies.
2. Utilize District staff to update policies and create procedures when made aware of changes.

### **IMPACTS** *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

Fiscal –The District is currently building a budget for next FY that includes the expenses of the Lexipol Program.

Operational – All employees would be trained and aware of all policies and procedures. The policy and procedures would be current and relevant.

Legal – Constantly updated policies and procedures could prevent legal issues do to non-compliance.

Labor – All employees would be trained and aware of relevant District policies and procedures.

Sociopolitical – N/A

Policy – Policies would be created and updated as needed to address contemporary issues.

Health and safety – Policy and procedures could be created to deal with health and safety issues.

Environmental – N/A

Interagency – When interagency policy or procedure issues arise the District would be able to reference updated and current policy and procedures.

**RECOMMENDATION:**

Staff is recommending that the District Board of Director's approves staff moving forward with developing a contract for services with Lexipol for policy, procedures and training. It is also recommended that any Board Member makes a motion to authorize the Chief to sign a contract for services with Lexipol.

**APPROVED:**

  
\_\_\_\_\_  
Josh I. Chrisman, Assistant Chief

  
\_\_\_\_\_  
Date

# CALIFORNIA FIRE POLICY MANUAL & DAILY TRAINING BULLETINS

Presented to:

## Fresno County Fire Protection District

May 10, 2018

**Lexipol**  
16755 Von Karman Ave.  
Suite 250  
Irvine, CA 92606  
949.484.4444  
[www.lexipol.com](http://www.lexipol.com)

**Rosie Curran**  
Senior Account Executive  
949 272-5818  
[rcurran@lexipol.com](mailto:rcurran@lexipol.com)

**Proposal Expires 7/31/2018**



May 10, 2018

Assistant Chief Josh Chrisman  
Fresno County Fire Protection District  
1500 Bollinger Canyon Rd  
San Ramon, CA 94583

Dear Assistant Chief Chrisman,

Thank you for the opportunity to propose our Fire Policy Manual and integrated Daily Training Bulletin service to your department. Since 2003, our proven policy and training solutions have helped public safety agencies across the country reduce risk, avoid litigation and focus more resources on proactive policing.

Lexipol's cost-effective model and easy-to-use web-based tools provide your agency with:

- Policies that reflect up-to-date, applicable industry standards and best practices.
- Content specific to the laws and practices of **California**
- Daily scenario-based training that reinforces your agency's policies.
- Timely updates in response to new legislation and case law.

Vetted by a team of attorneys specializing in public safety law, our content is used by more than 3,000 public safety agencies nationwide. As a Lexipol customer, you will always have access to a current policy manual that reflects your agency's values and the peace of mind that comes from knowing your agency is protected.

Thank you again for your interest in Lexipol.

Regards,

LEXIPOL, LLC

A handwritten signature in cursive script that reads "Rosie Curran".

Rosie Curran  
Senior Account Executive



## PROPOSAL FOR FIRE POLICY MANUAL

PRESENTED TO: Fresno County Fire Protection District

Date May 10, 2018

Product	Term	Price
<b>Annual Subscription</b>		
CA Fire Policy Manual & Daily Training Bulletins	Annual	\$10,409.00
CA Procedural Shell \$1,884.00 value	One Time	\$0.00
Referral Discount	One Time	-\$1,041.00
<b>Subscription Total</b>		\$9,368.00
<b>Implementation 2 Options</b>	One Time Fee	
Option 1 Support +Packages \$34,750.00 value	One Time Fee	\$20,000.00
Option 2 Platinum Implementation 225 hours \$33,750.00 value	Time and Materials	\$22,500.00

Pricing is based on:  Career Fire Firefighters 143

### Subscription SCOPE OF SERVICES:

#### Fire Policy Manual & Daily Training Bulletins

- Compliant with state and federal laws and regulations
- Manual customized to reflect your agency's terminology and structure
- Scenario-based daily training ties policy to real-world applications
- Each DTB includes a test question that reinforces policy comprehension
- Firefighters can complete DTBs via computers or iOS and Android mobile devices
- DTB completion and policy acknowledgement reports available by firefighter, topic or policy

#### Policy Updates

- Delivered in response to new legislation, case law and evolving best practices
- Changes are presented in mark-up form and side-by-side comparison against existing policy
- Your agency can accept, reject or customize each update

#### Web-Based Delivery Platform & Mobile App (Knowledge Management System)

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies to staff
- Automated tracking and reporting of policy acknowledgement and completion of training by all staff
- Archival and easy retrieval of all versions of policy manual, should litigation require you to produce an earlier version

### **Customer Assistance & Support**

- Training on the Lexipol web-based delivery platform
- Dedicated Account Management and Customer Service representatives assigned to agency and available via phone and email
- Lexipol Forum, an online user community of Lexipol subscribers, provides additional resources and opportunities to get questions answered and share best practices

### **Support +**

Lexipol's Support+ Service is specifically tailored for agencies who want to start-to-finish policy implementation assistance. Using a proven structure of policy review and customization to help you meet your project timeline and avoid common implementation pitfalls, Lexipol Professional Services staff will:

- Determine the vision, scope and expectations of your agency's policy manual
- Develop an implementation plan that breaks the process down into critical stages and deadlines
- Incorporate your agency's philosophy, culture, legal requirements and applicable standards
- Conduct an in-depth cross-referenced review of your agency's existing policy content against the Lexipol master content
- Coordinate policy review and editing and manage the approval process
- Provide periodic updates and progress reports
- Finalize the content within Lexipol's Knowledge Management System (KMS)
- Prepare content for release; perform quality check
- Train and familiarize agency staff on the new system