



AGENDA REPORT

Fire Department

DATE:	November 26, 2024
TO:	Mayor Martinez and Members of the City Council
FROM:	Aaron Osorio, Fire Chief Den Mark Marcelo, Administrative Services Coordinator
Subject:	Richmond Fire Department Contract with Lexipol for Fire Industry Best Practices
FINANCIAL IMPACT:	The proposed three-year contract should not exceed \$40,000. Funding for Fiscal Year 2024-25 is included in the Fire Department budget. The department will budget accordingly for the subsequent fiscal years. Account String: 01204022-400209.
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE ISSUE:	The Richmond Fire Department seeks to evaluate and implement a robust framework of best practices and training policies that aligns with industry and legal standards. Lexipol provides a platform that combines national standards, state-specific policies, and updates based on legislative changes and best practices. Entering into a contract with Lexipol will enhance the department's effectiveness in operational efficiency, emergency response, and safety when creating policies and training procedures.

RECOMMENDED ACTION:	APPROVE a sole-source contract with Lexipol in an amount not to exceed \$40,000, for a three-year term effective November 27, 2024, through November 26, 2027, with a two one-year extension option not to exceed an additional \$20,000 for the extended term – Fire Department (Chief Aaron Osorio 510-307-8021/Den Mark Marcelo 510-307-8038).
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DISCUSSION:

The Richmond Fire Department (Department) is committed to maintaining high standards of operational efficiency, emergency response, administrative efficacy and safety. To achieve this goal, the department seeks to evaluate and implement a robust framework of best practices and training policies that align with both industry and legal standards.

The Department seeks City Council approval of a sole-source contract with Lexipol, an online platform that will provide comprehensive resources, including national standards, state-specific policies, and continuous updates based on legislative changes and best practices. After careful research, staff determined that there is no other company offering the combination of resources that Lexipol provides. In addition, other policy management and training options are time-consuming and not cost-effective, as the City of Richmond would need to rely on either in-house resources, outside counsel, or policy development experts.

Entering into a contract with Lexipol presents a valuable opportunity for the Richmond Fire Department to enhance its capabilities, ensuring that the Department is well-equipped to meet the challenges of the fire service. The Department recommends moving forward with this contract in order to implement effective policies and best practices that will increase the safety of our personnel and better serve the community.

DOCUMENTS ATTACHED:

- Attachment 1 – Sole Source Justification
- Attachment 2 – Standard Contract