

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING
January 31, 2023**

Members:

Carlton "Andy" Anderson, Chairman
Michael Hamzik
Mark Storm
Michael Lewis

Others present:

Erika Pereira, Administrative Assistant
John Hussar, Grey Goose Graphics

Commissioner Anderson called the meeting to order at 1:00 pm.

John Hussar with Grey Goose Graphics went over the proposal he submitted for redesigning the website.

A second domain for the Fire District should be purchased. EndwellFireDistrict.com is currently available for registration. This domain would point to the home page of the district map. The existing EndwellFire.com would continue to point to the public area of the department/company page. The cost for this registration would be \$22 and add an ongoing cost to your website in the amount of \$22./year.

Grey Goose Graphics would take the district through the process of identifying a new "site template" to be used for this project. Because of the nature of this project, we are basically building two to three new websites. (District, Department/Company Public, Department/Company Members Area.) Since we are already spending the time to do this, we recommend a fresh look and updated code with security enhancements. The cost differential of using the current template vs. integrating a new one is the cost of the template (typically \$20-\$60 depending on your selection) and the initial branding, color definitions, and navigational setup will take Grey Goose 3-4 hours. (\$225-\$300).

Grey Goose Graphics would then migrate the existing content from the current site, matching it up with the new site maps. In some cases, this includes combining pages, splitting pages, or creating new pages. Grey Goose Graphics would do this in three phases.

- a. Reconfiguring the current hosting account to utilize the current resource to minimize expenses both now and with each year's renewal. (If the district were ever to stop paying for the department/company web presence, we are constructing this in a way that the sites could be moved to separate hosting accounts.) This phase includes setting up the new templates, configuring domain pointers, and establishing a dev. subdomain for use during the build allowing preview before launch for both sites. The cost for this phase would not exceed \$450.00 plus the template cost. (Template cost & \$225-300 of this is what is referenced previously in item #2 above.)*
- b. Building out and launching the new district page first with a link to the existing endwellfire.com site. (We would quickly remove some of the district stuff on the current site to not have redundancy or the possibility of conflicting statements, schedules, policies, etc.) This approximately 11-page site (based on the proposed site map) would take us approximately 5-8 business days to complete following the approval of this plan and your selection of the template. The cost for this phase would not exceed \$1325.00. (This includes the now mandatory Workplace Posters previously addressed in an email to the District.)*
- c. Building launching new department/company page (public & members area). In addition to the pages listed on the site map, there are several which make this site work which is not listed here. This includes the dynamic generation of photo galleries, photo index pages, the forms of online training submission, and their associated submission scripts, etc. The total page count to complete this project is approximately 60 pages. (This is significantly less than previous sites where everyone one of the photo galleries was constructed on its own page!) This approximately 60-page site (based on the proposed site map) would*

take us approximately 25-30 business days to complete following the approval of this plan and your selection of the template AND the completion/acceptance of the completion of item b above. The cost for this phase would not exceed \$5,850.00.

4.) Grey Goose would also recommend including the ADA plug-in from accessiBe to your new site. This was previously addressed in an email to the District. This plug-in requires 30 minutes of additional development time and a yearly subscription from the accessiBe organization of \$475.00.

Grey Goose is offering to design, develop, test, and launch a new website for a fee not to exceed \$8,159.50. The fee will include:

- *Information architecture (IA) and content strategy design*
- *Premium user experience (UX) and navigation design*
- *Joint Selection of a modern, clean, and timeless; visually engaging template*
 - *Mobile-first responsive and modern browser/cross-device, compatible, based on a premium theme framework*
 - *User-friendly intuitive and accessible navigation menus, tabs, buttons, and links including*
- *Secure setup and configuration of the hosting platform*
- *Up to 3 homepage revision rounds (revisions incorporated in development)*
- *Up to 3 subpage revision rounds (revisions incorporated in development)*
- *Content migration from the client to the site.*
- *Integration of client's social media*

It is important to note that the proposal does not include logo/branding revisions, stock photos, photography/video acquisition, writing copy, etc. Should this be required for your project, or to support your content development now or in the future, at your direction we can provide you with these services per our attached fee scale and/or provide you with appropriate options to maximize your return.

Erika Pereira will be the point person for the website redesign and design portion of the Fire District section. The Fire Department and Fire Company would need to appoint a point person for each. Once that has been decided John Hussar with Grey Goose Graphics will reach out to the point person to explain the site map and obtain their feedback to incorporate into the final site map. The point person would meet with anyone else to gather the information requested by Grey Goose.

Motion by Commissioner Storm, second by Commissioner Hamzik to have Grey Goose Graphics provide the website redesign for the Fire District, Fire Department, Fire Company, and the members-only section in the not to exceed the amount of \$8,159.50. All aye; motion carried.

Motion by Commissioner Hamzik, second by Commissioner Lewis to proceed with purchasing the Eurodib USA Model Number F92EKDPS in the amount of \$3,799.00 plus shipping from B&W Supply Co. That was a cost increase of \$340.00 from the original price quoted. All aye; motion carried.

Commissioner Storm would like to see if Ten Kate Grant Services LLC could write some grants for a new gear dryer, gear racks, and a new air compressor to fill the SCBA bottles.

Motion by Commissioner Lewis, second by Commissioner Storm to adjourn the meeting at 2:06 pm. All aye; motion carried.

Respectfully Submitted,

Erika Pereira
Fire District Secretary