

Ray McGury
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October 29, 2024

Via email: mbenard@wheatonparks.org

Wheaton Park District

Re: EMS/Operational Plans & Safety Manual Review for Wheaton Park District

Dear Mike:

1.0 Engagement

This letter confirms the agreement between RJM Strategy Group, LLC ("RJM") and the Wheaton Park District ("Client") for RJM to provide an EMS/Operational Plan and Safety Manual Review for the Wheaton Park District (Illinois).

2.0 Purpose

The Engagement is for the purpose of providing the client with the following deliverables:

- Update where applicable clients' emergency preparedness and response policies and procedures.
- Provide a Power Point concerning development of a safety plan and emergency preparedness for special events for their future use.
- Provide Incident Actions Plans, maps, and Intel bulletins for client to have as a reference. RJM will personalize and deliver in applicable electronic format the applicable ICS forms with the Wheaton Park District Logo for future client to utilize internally.
- Meet with client to discuss RJM's findings. A copy of the report will be delivered electronically to client prior to the in-person meeting.

2.1 Due to the nature of this assignment, RJM cannot and does not guarantee or otherwise warrant that the information provided by RJM will prevent all future threats, or acts of violence, physical injuries or property damage. Our information is based upon best practices and strategic planning and techniques as developed by security and law enforcement professionals in response to active shooters and other situations.

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3.0 Fees

Our fee for this assignment is \$1000.00. Client will pay RJM the fee of \$1000.00 within 30 days from receipt of invoice.

4.0 Termination

The Client may terminate this Agreement immediately at any time with or without cause, upon written notice. The terms and understandings set forth in this letter shall survive the termination of any and all work performed pursuant to the engagement.

Signature

Your signature below on this letter is your representation that you are authorized to enter into the engagement on behalf of the Client and to agree to the terms of this letter. Please execute and return a signed copy, along with the deposit to: RJM Strategy Group, LLC, 1924 Vassar Drive, Naperville, IL 60565.

We are looking forward to working with you on this assignment.


Sincerely,

Raymond J. McGury

The above sets forth the terms of the engagement and is agreed to for Client:

By: _____

11/18/2024
date



printed name