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# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

September 11, 2014

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

*Retractive*

### Requested Action

Pursuant to MOP 150,IV,2, authorize the Department of Safety, Division of State Police, to pay annual membership dues in the amount of \$6,000.00 to the National Association of State Boating Law Administrators, Inc. (NASBLA) (VC#168070), Lexington, KY, for the period of October 1, 2014, through September 30, 2015. Effective upon Governor and Council approval. Funding source: 100% Federal Funds.

Funding is available in the account titled Recreational Boat Safety Grant:

02-23-23-2340-50460000	Dept of Safety	Div. of State Police	Recreation Boat Safety Grant	
026-500251	Membership fees/Organizational Dues			\$6,000.00

### Explanation

Membership and participation in the NASBLA is a requirement for the State of New Hampshire to be eligible for the annual Recreational Boating Safety Grant from the US Coast Guard. This grant annually augments the Navigation Safety Fund in providing for the services of Marine Patrol in the Division of State Police.

NASBLA represents the boating authorities in all 50 states and the U.S. territories. The association works to achieve seamless uniformity for boating laws from state-to-state and to assure enjoyment of the waters for all boaters. It is further dedicated to reducing boating accidents and saving lives. NASBLA also sponsors meetings and conferences between the states and the Coast Guard as well as acting as a legislative clearing house for elected and other state officials on boating related matters.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

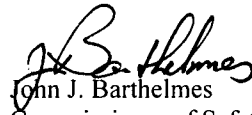
1. *How long has this organization been in existence and how long has this agency been a member of this organization?*  
NASBLA has been in existence for 55 years. The New Hampshire Marine Patrol has been a member since approximately 1985, or 29 years.
2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?* No.
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* All 50 states are members, as well as six territories. The Marine Patrol is the only agency from the State of New Hampshire that is a member.
4. *How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)*  
\$6,000 is the standard fee for all states.

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5. *What benefit does the state receive from participating in this membership?* The US Coast Guard's Recreational Boating Safety (RBS) Grant is contingent upon a state's membership with NASBLA. The RBS Grant constitutes a substantial amount of the Marine Patrol's funding.
6. *Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.* Yes. Training for the Coast Guard's required Boat Accident Reporting Database (BARD) is provided and funded by NASBLA, as are accident investigation and reconstruction trainings and other marine law enforcement training opportunities.
7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.* Yes. As written above, NASBLA membership is required in order for a state to be eligible for the Recreational Boating Safety grant from the US Coast Guard. The federal government in turn allows those funds to be used toward the dues, as well as travel to conferences and workshops hosted by NASBLA.
8. *Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.* While the only travel that is paid for by NASBLA is for the BARD training for one employee on a biannual basis, the entrance fee to the annual workshop is covered.
9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.)* Captain Timothy Dunleavy is the Boating Law Administrator for the State of New Hampshire. Any of the sworn officers of the Marine Patrol would be eligible to take part in NASBLA conferences, workshops, and trainings.
10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* The primary repercussion for not belonging to NASBLA would be the State's ineligibility for the Recreational Boating Safety Grant, which accounts for a substantial portion of the Marine Patrol's operating budget. Additionally, it would result in a loss of access to specialized law enforcement training in a marine environment.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

**Parry, Carolyn**

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**From:** Dunleavy, Timothy  
**Sent:** Thursday, September 11, 2014 10:34 AM  
**To:** Parry, Carolyn  
**Subject:** FW: National Association of State Boating Law Administrators - NASBLA Membership Dues Renewal Invoice


For payment

Thx

Sent with Good (www.good.com)

NEW HAMPSHIRE  
DIV. OF STATE POLICE

SEP 11 2014

MARINE PATROL  
INITIAL 

-----Original Message-----

**From:** sam@nasbla.org [sam@nasbla.org]  
**Sent:** Thursday, September 11, 2014 10:31 AM Eastern Standard Time  
**To:** Dunleavy, Timothy  
**Subject:** National Association of State Boating Law Administrators - NASBLA Membership Dues Renewal Invoice

**National Association of State Boating Law Administrators  
1648 McGrathiana Pkwy Ste 360  
Lexington, KY 40511  
859.225.9487**

**INVOICE: 100114D**

Federal ID: 31-1545237

Please submit this **INVOICE** for payment of NASBLA State Dues for:

**October 1, 2014 to September 30, 2015**

If you have any questions please contact sam@nasbla.org.

**Order Date:** 09/11/2014

**Name:** Timothy C Dunleavy  
**Title:** Captain  
**Company:** NH Dept of Safety, Div of State Police

9/11/2014

**Address:** 31 Dock Rd  
Gilford, NH 03249-7629  
United States

**Email:** [timothy.dunleavy@dos.nh.gov](mailto:timothy.dunleavy@dos.nh.gov)  
**Phone:** 603.293.2037  
**Fax:** 603.293.0096

**Membership Type:** Member  
**Current Expiration Date:** 09/30/2014  
**New Expiration Date:** 09/30/2015  
**Base Amount Due:** \$6,000.00  
**Add-Ons:** \$0.00 (\$0.00 x 10)  
**Total Dues:** \$6,000.00  
**Order Total:** \$6,000.00

**Payment Method:** Purchase Order

Purchase Order Number AMOUNT DUE for the amount of \$6,000.00

Your record has been updated. Your new expiration date is 09/30/2015.

## DAS MANUAL OF PROCEDURES

### IV. Governor and Executive Council Approval of Service Contracts

- A. Approval of the Governor and Executive Council shall be required in order for any executive branch agency to:
1. Incur costs associated with organized meetings in the amount of \$2,500 or more;
  - \* 2. Incur membership fees or dues in the amount of \$2,500 or more under DAS MOP Chapter 1200;
  3. Enter into contracts in the amount of \$10,000 or more covering personal services or consultant services; or
  4. Enter into contracts in the amount of \$25,000 or more covering any other type of service.
- B. The Department of Administrative Services shall, on a quarterly basis, report to the Governor and Executive Council all service contracts for amounts below the thresholds set forth in A. 3. and 4. above which have been approved by agencies without Governor and Executive Council action.
- C. All amendments to service contracts which have been approved by the Governor and Executive Council shall themselves require the approval of the Governor and Executive Council regardless of whether or not those amendments impose an additional cost.
- D. Amendments to service contracts which would, in combination with the underlying contract, bring the amount of the contract to the applicable threshold amount specified in A. 3. or 4. above shall require Governor and Council approval regardless of whether the underlying contract was originally presented to the Governor and Council.
- E. Agencies shall not seek to avoid Governor and Council approval of costs associated with organized meetings under A. 1. above by viewing individual costs associated with the meeting independently. Costs associated with organized meetings which would, in combination with any other cost pertaining to that meeting, bring the total amount of those costs to the threshold amount specified in A. 1. above shall require Governor and Council approval.
- F. The Department of Administrative Services shall prepare for inclusion in this manual a description of those circumstances in which Governor and Executive Council