



State of New Hampshire

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FIS 16 063

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

JOHN J. BARTHELMES
COMMISSIONER

March 18, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

[Signature] 4/15/16
Approved by Fiscal Committee Date

Requested Action

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Safety, Division of State Police, to establish one (1) temporary part-time, class 050 position for the purpose of providing administrative support under the supervision of the New Hampshire Information and Analysis Center (NHIAC) Director. Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2016. Funding source: 100% Agency Income.
2. Authorize the Department of Safety, Division of State Police, to accept and expend a sub-grant from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) in an amount not to exceed \$13,667.00 for the purpose of assisting HSEM by enhancing the capabilities of the New Hampshire Information and Analysis Center by performing administrative support duties. Effective upon Governor and Council approval through September 30, 2016. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-234010-74980000 Dept. of Safety – Div. of State Police – HSEM Grants

Class	Description	Current Adjusted Authorized	Requested Action	Revised Appropriation
009-407085	Agency Income	\$ (10,854.00)	\$ (13,667.00)	\$ (24,521.00)
020-500803	Current Expense	\$ 5,000.00	\$ -	\$ 5,000.00
030-500311	Equipment	\$ 5,854.00	\$ -	\$ 5,854.00
050-500109	Personal Services - Temp	\$ -	\$ 12,655.00	\$ 12,655.00
060-500614	Benefits	\$ -	\$ 1,012.00	\$ 1,012.00
	Total	\$ 10,854.00	\$ 13,667.00	\$ 24,521.00

Explanation

This request is to accept and expend a sub-grant from the NH Department of Safety, Division of Homeland Security (HSEM) and to establish one temporary position to perform administrative support functions for the NHIAC Director.

This sub-grant will fund one (1) temporary part-time position. The part time Program Assistant II (LG 15) will perform administrative support functions, working under the supervision of the NHIAC Director. Duties include, but are not limited to, managing Information Sharing Agreements, maintaining all-source NHIAC situational awareness reports and providing those

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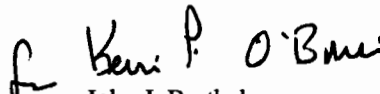
reports to all stakeholders, answering phones, monitoring shared email accounts, maintaining all forms, filing plans and procedures, using a variety of databases to provide minor criminal case support to law enforcement stakeholders, and generating/distributing monthly and annual statistical reports.

Class 050 – Personal Serv-Temp Funds will be used to pay the salary of one temporary part-time position – Program Assistant II – LG 15.
Class 060 – Benefits Funds will be used to pay the benefits associated with the temporary part-time position.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* One (1) temporary part-time.
- 2) *Nature, Need, and Duration:* These positions are needed to support the NHIAC with the tasks listed above through the end of the Memorandum of Agreement between HSEM and NH State Police in September 2016.
- 3) *Relationship to existing agency programs:* This position will provide support to HSEM through the Emergency Management Performance Grant.
- 4) *Has a similar program been requested of the legislature and denied?* No
- 5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position.
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$13,667.00 for the duration of the MOA through September 30, 2016.

Respectfully submitted,


John J. Barthelmes
Commissioner



**Department of Safety
HSEM Grants
Fiscal Situation**

Federal Funds Awarded:

FFY 2014 - School Bus Notification Software - 12/3/2014 - 9/30/2015	\$32,000.00
FFY 2014- - SP Communication Headsets Upon Approval - 9/30/2016	\$5,854.00
FFY 2015 - SP Part Time Program Assistant II Grant	\$13,667.00
Total Grant Funds Awarded	\$51,521.00

Less SFY 2015 expenses on FFY 2014 Grants	<u>(\$27,000.00)</u>
Total	(\$27,000.00)

Net Grant Funds Remaining as of July 1, 2015 (SFY 2016) **\$24,521.00**

Less SFY 2016 Appropriation including prior year encumbrances 02-23-23-234010-74980000	(\$5,000.00)
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Less Grant funds already accepted through G&C (approved 1/27/2016 #46) **(\$5,854.00)**

Excess grant funds available to appropriate **\$13,667.00**



This Request **\$13,667.00**



**MEMORANDUM OF AGREEMENT
BETWEEN
NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT
AND
THE NEW HAMPSHIRE STATE POLICE**

FFY'15 Emergency Management Performance Grant – Part Time Program Assistant II

CFDA #97.042

I. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$13,667.00 from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management to the New Hampshire Department of Safety, Division of State Police to hire a part-time Program Assistant II to support the New Hampshire Information and Analysis Center (NHIAC).

II. PARTIES

The parties to this agreement are the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "HSEM") and the New Hampshire Department of Safety, Division of State Police (hereinafter referred to as "NHSP").

III. AUTHORITY

The Emergency Management Performance Grant (EMPG), awarded by HSEM, supports project associated with all-hazard planning and preparedness capabilities and activities, to include mitigation, preparedness, response, and recovery initiatives. The hiring of a part-time Program Assistant II will enhance the capabilities of the New Hampshire Information and Analysis Center (NHIAC) by performing administrative support duties, and is an eligible project for funding under the EMPG Program.

IV. SCOPE OF WORK

This project includes hiring a part-time Program Assistant II to perform administrative support functions, working under the supervision of the NHIAC Director. Duties include, but are not limited to, managing Information Sharing Agreements, maintaining all-source NHIAC situational awareness reports and providing those reports to all stakeholders, answering phones, monitoring shared email accounts, maintaining all forms, filing plans and procedures, using a variety of databases to provide minor criminal case support to law enforcement stakeholders, and generating/distributing monthly and annual statistical reports.

HSEM agrees to provide financial assistance to NHSP in support of the tasks listed above, in accordance with Section V. The financial assistance to be provided by HSEM under this MOA requires a contribution of 50% of the total amount in matching funds from NHSP. The match requirement will be met by an in-kind match through the non-federal salaries of the NHIAC Director and NHSP Sergeant.

NHSP shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years. In these records, NHSP shall maintain documentation of the 50% cost share required by this grant and agreed upon by HSEM.

V. FUNDING

HSEM will provide funding for this project totaling \$13,667.00 to NHSP after the project is complete and upon receiving appropriate documentation of expended funds from NHSP. Funding will provide needed administrative support to the NHIAC. NHSP agrees to document \$13,667.00 in matching expenditures.

VI. TERMINATION

Either party may terminate this agreement by providing notice to the other thirty (30) days prior to termination.

VII. DURATION

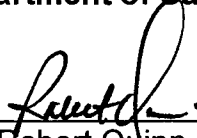
This agreement shall continue in effect from the date of approval until September 30, 2016, unless terminated earlier by either party.

VIII. AGREEMENT

In WITNESS THEREOF, the parties hereto have executed this agreement, which shall become effective on the date the ~~Department of Safety's Business Office~~ of the State of New Hampshire approve the agreement. *Governor and Council* *HAD 3-14-16*

NH Department of Safety, NHSP

NH Department of Safety



Colonel Robert Quinn
Director



John J. Barthelmes
Commissioner

Date

3/7/16

Date

3/7/16

NH Department of Safety, HSEM

for 

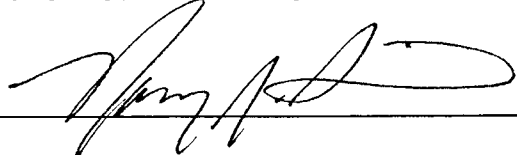
Perry E. Plummer
Director

Date

2/22/16

Approved by the Attorney General this *17th* day of *March*, 2016, as to form, execution and substance.

OFFICE OF THE ATTORNEY GENERAL





State of New Hampshire Department of Safety
John J. Barthelmes, Commissioner
Earl M. Sweeney, Assistant Commissioner
Homeland Security and Emergency Management
Perry E. Plummer, Director
Jennifer L. Harper, Assistant Director



December 4, 2014

Colonel Robert L. Quinn, Director
NH State Police
33 Hazen Drive
Concord, NH 03305

Dear Colonel Quinn:

The New Hampshire Department of Safety, Homeland Security and Emergency Management is pleased to provide your organization with an Emergency Management Performance Grant (CFDA #97.042). The amount of the Federal portion of this grant is \$32,000.00 for School Emergency Notification System. This amount represents a maximum of 50% of approved eligible activities, as outlined in Section IV, Scope of Work in your Memorandum of Agreement (MOA). The remaining 50% match is to be supplied by you, the Grantee, also outlined in Section IV. I am enclosing a fully executed copy of the MOA for your file.

In accepting this grant your agency agrees that the project grant period ends September 30, 2015 and that a final expenditure and performance report will be sent to this office by October 31, 2015.

*I have enclosed a Quarterly Report that will need to be returned to me prior to January 15, 2015 for this current quarter (October 1 to December 31, 2014). Quarterly reports are an important way for us to monitor the progress of your project. Subsequent reports are to be returned within 15 days after the end of each quarter until the project is complete. *Failure to submit your reports on time can result in loss of funding for projects and future grant awards.**

Additionally, with the acceptance of this Federal money you are required to maintain financial records, supporting documents and all other pertinent records for a period of seven (7) years.

In accordance with your MOA, your project is required to be completed and invoices need to be dated on or before September 30, 2015; all requests for reimbursement/payment need to be made by October 31, 2015. Requests for reimbursement/payment must be submitted on your agency's letterhead and should include copies of invoices/bills, cancelled checks or copies of expense ledgers (if applicable) and sent here to my attention.

Lastly, I am enclosing a Final Expenditure and Performance Report that will need to be returned when your project is complete and all expenses in connection with this project are captured. *This form needs to be returned to this office no later than October 31, 2015.*

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

**MEMORANDUM OF AGREEMENT
BETWEEN
NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT
AND
NEW HAMPSHIRE STATE POLICE**

ORIGINAL

FFY'14 Emergency Management Performance Grant – Communications Headsets

I. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$5,854.00 from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management to the New Hampshire Department of Safety, Division of State Police to further enhance Communications Specialists ability to speak with callers and dispatch emergency responders simultaneously.

II. PARTIES

The parties to this agreement are the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "HSEM") and the New Hampshire Department of Safety, Division of State Police (hereinafter referred to as "NHSP").

III. AUTHORITY

The Emergency Management Performance Grant (EMPG) awarded by HSEM supports project associated with all-hazard planning and preparedness capabilities and activities, to include mitigation, preparedness, response, and recovery initiatives. The acquisition of base stations, wireless headsets and training cables will enhance the response capability by providing the ability to continually monitor calls and will improve the clarity of communications, enhancing the safety of citizens of New Hampshire and first responders, is an eligible project for funding under the EMPG Program.

IV. SCOPE OF WORK

This project will include the purchase of fifteen (15) base stations (which includes two batteries) for each dispatch station in the Incident Planning and Operations Center (IPOC) and in the troops with dispatch communications to include: Troop A/Epping, Troop C/Keene, Troop E/Tamworth and Troop F/Twin Mountain. The scope of work will also include fifty (50) wireless headsets for each communications specialist and fifteen (15) extra batteries so there is a fresh battery for each shift. Lastly, the project will include the purchase of six (6) training cables for the purpose of allowing trainers to monitor, and if necessary, take over communications without having to listen to only one side of the communications. This project will provide the communications specialist the ability to speak with callers, and dispatch emergency responders simultaneously. This will enhance the safety of both the caller and emergency responders as the phone will no longer have to be placed on hold so emergency services can be dispatched. This will allow the communications specialist the ability to continually monitor the call without the caller knowing what emergency responders are communicating. This will also enhance the clarity and safety of communications by eliminating the background noise so the communications specialist can clearly hear the radio and telephone communications.

HSEM agrees to provide \$5,854.00 in financial assistance to NHSP in support of the tasks listed above in Section IV, in accordance with Section V. The financial assistance to be provided by

HSEM under this MOA requires a 50% cash match contribution of the total project cost from NHSP. The amount of \$5,854.00 in matching funds will be obtained from NHSP's budget.

NHSP shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years. In these records, NHSP shall maintain documentation of the 50% cost share required by this MOA and agreed upon by NHSP.

V. FUNDING

HSEM will provide 50% funding for this project totaling \$5,854.00. Funding will provide for equipment to enhance communications and the safety of both callers and first responders. This grant funding will be transferred to an account maintained for this project by NHSP.

VI. TERMINATION

This MOA may be terminated upon thirty (30) days written notice by either party. The funds must be returned if the MOA is terminated prior to the completion of the project.

VII. DURATION

This MOA shall continue in effect from the date of the ~~Governor & Council~~ approval until September 30, 2016, unless terminated earlier by either party.

Safety Business Office MO

VIII. AGREEMENT

In WITNESS THEREOF, the parties hereto have executed this agreement, which shall become effective on the date the ~~Governor & Executive Council~~ of the State of New Hampshire approve the agreement.

Safety Business Office MO

NH Department of Safety, NHSP

Department of Safety, HSEM

[Signature]
Colonel Robert L. Quinn
Director

[Signature]
Perry E. Plummer
Director

Date

12/16/15

Date

12/4/2015

NH Department of Safety

[Signature]
John J. Barthelmes
Commissioner

Date

12/15/15

Approved by the Attorney General this _____ day of _____, 2015, as to form, execution and substance.

By (signature): _____
OFFICE OF THE ATTORNEY GENERAL