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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

October 22, 2018

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee Date

Requested Action

Pursuant to RSA 14:30-a, VI, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to accept and expend \$405,419.00 of federal pass through funds, entitled "NH EMS Records Management Module", from the Office of Highway Safety to provide computer software for first responders to process license and training information. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2019. Funding source: 100% Agency Income.

Funds are to be budgeted as follows:

02-023-023-237010-33400000 – Dept. of Safety – Fire Stds & Training Grants – Fire Stds & Training Grants
Activity Code: 233340 EMS RUM

<u>Class</u>	<u>Description</u>	<u>Current Available</u>	<u>Requested Action</u>	<u>Revised Adjusted Authorized</u>
001 - 406308	Transfer from Other Agency	(\$67,850.00)	\$0.00	(\$67,850.00)
009 - 407085	Agency Income	\$0.00	(\$405,419.00)	(\$405,419.00)
020 - 500200	Current Expense	21,093.00	0.00	21,093.00
030 - 500331	Equipment	0.00	39,291.00	39,291.00
038 - 500177	Technology-Software	0.00	325,969.00	325,969.00
040 - 500800	Indirect Costs	0.00	40,159.00	40,159.00
050 - 500109	Personal Service Temp App	32,326.00	0.00	32,326.00
060 - 500601	Benefits	2,473.00	0.00	2,473.00
070 - 500704	In State Travel Reimbursement	958.00	0.00	958.00
103 - 502664	Contracts for Operational Services	11,000.00	0.00	11,000.00
	Totals	\$67,850.00	\$405,419.00	\$473,269.00

Explanation

This grant funds the addition of a NH Emergency Medical Services (EMS) User Management Module to the current TEMSIS EMS Records Management System (RMS) to improve accessibility, timeliness, and accuracy of EMS records. The new module adds a user interface for first responders to submit EMS license applications and to access certification and training data through an online portal. The upgrade will significantly reduce the administrative processing time currently required by the existing paper-based license application process and allow the Division to meet first responder expectations regarding access to their licensing and professional data.

The Honorable Neal M. Kurk, Chairman
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October 22, 2018

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Grant funds will also be used to purchase computer equipment to enhance the existing ambulance inspection process and conduct practical examinations for both Firefighters and EMTs. These devices will interface directly with the EMS RMS to support real-time exchange and display of data for use by the Division and the licensee and also be capable of functioning in an offline mode.

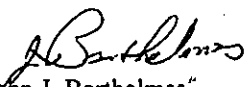
The funds are to be budgeted as follows:

Funds in class 030 will be used to purchase computer equipment for inspections and practical examinations

Funds in class 038 will be used to contract with a software vendor to supply the EMS Records Management module

Funds in class 040 are needed to pay indirect costs to Administrative Services on all eligible expenses.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

Division of Fire Standards & Training & Emergency Medical Services
Fire Standards and Training grants

Fiscal Situation: Account 02-23-23-237010-33400000

Federal Funds Awarded:

Ebola Preparedness and Response Activities SF2018 approval through May 2020	\$	226,009.00
NH EMS Records Management Module 10/01-09/30/2019	\$	405,419.94
Total Grant Funds Awarded	\$	631,428.94

Less State expenses on Ebola Preparedness and Response Activities	\$	-
Less Unspent Balance of Ebola Preparedness and Response Activities	\$	(158,159.00)
Total Prior Fiscal Year Actual Expenditures and Unspent Balances	\$	(158,159.00)

Net Grant Funds Remaining	\$	473,269.94
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Less: SFY18 State Appropriation including prior year encumbrances:	\$	(67,850.00)
	\$	405,419.94

This Request	\$	405,419.00
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STATE OF NEW HAMPSHIRE
Inter-Department Communication

TO: Jeffrey Phillips, Chief
NH Division of Fire Standards and Training
and Emergency Medical Services
NH Department of Safety

DATE: October 15, 2018

FROM: Commissioner John J. Barthelmes
Office of Highway Safety
NH Department of Safety

SUBJECT: NH EMS Records User Management Module
Grant Agreement #19-249

Dear Chief Phillips:

It is my pleasure to inform you that the Office of Highway Safety has approved your highway safety grant agreement entitled "EMS Records User Management Module".

This approval obligates federal funds in the amount of \$405,419.94 with an effective date of October 15, 2018. *

Reimbursement will be made after payment in full has been made and copies of the invoice(s) dated within the grant agreement period are forwarded to this Office. Reimbursement procedures issued by the US Office of Management and Budget require that billing for reimbursement for this grant agreement must be received by the Office of Highway Safety within 20 days of the end of the grant agreement period.

Transmittal of this is understood to require submission of the grant agreement by you to Governor and Council for their acceptance of funds and approval for the establishment of appropriation codes and controls by the Division of Administrative Services.

Sincerely,


John J. Barthelmes
Coordinator

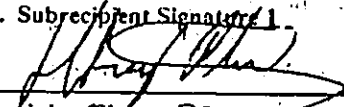
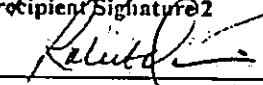
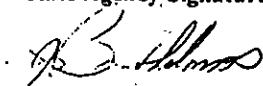
/jac
Enclosures



OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

Grant Agreement Title: NH EMS Records User Management Module Grant Agreement #: 19-249

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Second Floor Concord, NH 03305	
1.3. Subrecipient Name NH Division of Fire Standards and Training and Emergency Medical Services (FSTEMS)		1.4. Subrecipient Address 33 Hazen Drive Concord, NH 03305	
Chief's Email Address: jeffrey.phillips@dos.nh.gov		Grant Contact Email: Richard.Cooper@dos.nh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify) State		1.4.2 DUNS 06640564	
1.5. Subrecipient Phone # 603-223-4200	1.6. Effective Date October 1, 2018	1.7. Completion Date September 30, 2019	1.8. Grant Limitation \$405,419.94
1.9. Grant Officer for State Agency John A. Clegg		1.10. State Agency Telephone Number 603-271-2893	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 Jeffrey Phillips, Chief, NH Division of Fire Standards and Training and Emergency Medical Services	
Subrecipient Signature 2 		Name & Title of Subrecipient Signor 2 Robert L. Quinn DOS Assistant Commissioner	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on / / , before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)		1.13.2 Name & Title of Notary Public or Justice of the Peace	
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) John J. Barthelmes, Commissioner NH Department of Safety Date: 10/1/18	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.17. Approval by Governor and Council (if applicable)			
By:		On: / /	

  Date 10-1-18

MEMORANDUM OF AGREEMENT
between the
DEPARTMENT OF HEALTH AND HUMAN SERVICES
and the
DEPARTMENT OF SAFETY

Subject: Hospital Preparedness Program (HPP) Ebola Preparedness and Response Grant

This Memorandum of Agreement (MOA) describes activities that have been agreed to between the Department of Health and Human Services, Division of Public Health Services (DPHS), Bureau of Infectious Disease Control (BIDC) and the Department of Safety (DOS); Division of Fire Standards and Training and EMS, Bureau of Emergency Medical Services (BEMS) related to collaboration on Ebola and other emerging infectious disease pathogens preparedness and response activities.

This new grant awarded by the Assistant Secretary for Preparedness and Response (ASPR) is intended to ensure the nation's health care system is ready to safely and successfully identify, isolate, assess, transport, and treat patients with Ebola or patients under investigation for Ebola, and that it is well prepared for a future Ebola outbreak. While the focus will be on preparedness for Ebola, it is expected that preparedness for other novel, highly pathogenic diseases will also be enhanced through these activities. Health care worker safety is best achieved through a deep understanding and correct implementation of infection control, appropriate use of personal protective equipment (PPE), continuous training, demonstration of competencies, and participation in frequent exercises. Assuring that Ebola patients are safely and well cared for in the health care system and that frontline providers are trained to recognize and isolate a person with suspected Ebola are the cornerstones of this grant.

This Agreement sets forth the roles and responsibilities of both DHHS and DOS in carrying out the grant.

This MOA will take effect upon Governor and Council approval and remain in effect through May 17, 2020. This agreement has the option to renew pending availability of funding, the agreement of the parties, and approval by Governor and Council.

For the purposes of this Agreement, DHHS and DOS agree to cooperate as follows:

I. Department of Health and Human Services

The Department of Health and Human Services, Division of Public Health Services, Bureau of Infectious Disease Control, agrees to:

1. *Accept and administer the cooperative agreement for the project.*
2. *Serve as the Principal Investigator/Project Coordinator for the Cooperative Agreement.*
3. *Assure that the Cooperative Agreement funds budgeted for the Bureau of EMS will be made available to the Bureau of EMS, Department of Safety (DOS), through an interagency transfer of \$226,009, approved by Governor and Council. Such funds will enable the Bureau of EMS to carry out the identified responsibilities of the Cooperative Agreement.*
4. *Provide the DOS with funding in the amount of \$226,009, on a reimbursement basis, to fund the part-time services of a Project Coordinator, and to contribute to expenses necessary for the implementation of this project, as set forth in the project budget and workplan.*

5. *Assist the BEMS staff with project implementation.*
6. *Monitor the activities of the Cooperative Agreement as outlined in the Cooperative Agreement workplan.*
7. *Meet quarterly or as indicated with the Bureau of EMS staff to discuss the Cooperative Agreement activities carried out by the Bureau of EMS staff.*
8. *Be responsible for assuring that any program reporting requirements requested by the Assistant Secretary for Preparedness and Response (ASPR) are provided to the ASPR.*
9. *Work with the Bureau of EMS staff to obtain performance measure data and program information necessary for monitoring the Cooperative Agreement and developing and writing any required reports.*
10. *Attend/participate in any ASPR-required meetings, trainings, or presentations with the Bureau of EMS staff as appropriate.*

II. Department of Safety

The Department of Safety, Bureau of EMS agrees to:

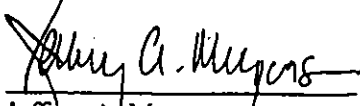
1. *Accept and administer the cooperative agreement workplan detailed in Attachment A: Cooperative Agreement Workplan.*
2. *Employ the part-time position of Project Coordinator as outlined in the Cooperative Agreement Workplan application and job description.*
3. *Utilize grant funds for budgeted project-related expenses to enhance Ebola and other infectious disease readiness among statewide EMS as outlined in the Cooperative Agreement budget if approved in advance by the Governor and Council. Reimbursement for the expenses will be paid to the Department of Safety, through an interagency payment not less than monthly, which will enable the BEMS to carry out the identified responsibilities of the Cooperative Agreement.*
4. *Collaborate with the DPHS to carry out the requirements of the Cooperative Agreement Workplan including participation in the development of a safe ground transport plan that allows for intra-state transport of potential Ebola patients, infection control training and participation in training and exercises.*

It Is Further Understood and Agreed Between DPHS, BIDC and DOS, Bureau of EMS:

1. *That neither DHHS, DPHS, BIDC nor DOS, Bureau of EMS will be responsible for any expenses or costs incurred under this Agreement prior to the date of Governor and Council approval.*

2. That the maximum amount of funds available for reimbursement under this Agreement from the DPHS shall be a total of \$226,009 for program activities through May 17, 2020 with one hundred percent (100%) of those costs covered by funds provided by the ASPR. Neither DPHS, nor the Bureau of EMS will be responsible for any expenses or costs incurred under this Agreement in excess of the above amounts unless additional funding is expressly authorized by the DPHS prior to the work being performed, agreement of the parties, and Governor and Council approval.
3. That Bureau of EMS agrees to commence the project upon Governor and Council approval. Failure to meet this deadline without good cause may cancel the DPHS participation in this project, at the discretion of DPHS. Any remaining funds will be forfeited. DOS is responsible for informing DPHS if any condition arises that may result in this deadline being unattainable.
4. DPHS agrees to provide funding based on the availability of ASPR funds received for this program.
5. Alterations and updates to the work plan can be made through a written agreement by both parties. The work plan is part of this MOA and referenced as Attachment A.
6. This MOA can be terminated by either party with 30 days written notice to the parties listed below. All expenses as of the date of termination or MOA expiration will be considered due the DOS.

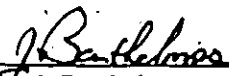
IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



Jeffrey A. Meyers
Commissioner
Department of Health and Human Services

9/12/16

(Date)

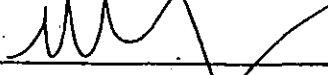


John J. Barthelmes
Commissioner
Department of Safety

9/1/16

(Date)

Approved by Attorney General (Form, Substance and Execution)

By:  _____ Assistant Attorney General, on 2/16/17

Secretary of State This is to certify that the GOVERNOR AND COUNCIL on _____ approved this AGREEMENT.

(Date)

(Attest)

(Secretary of State)