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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
DIVISION of FORESTS and LANDS
172 Pembroke Road Concord, New Hampshire 03301

603-271-2214
FAX: 603-271-6488

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

October 16, 2017

REQUESTED ACTION

Pursuant to the provisions of Administrative Rule 316.13 (a) (5), the Department of Natural and Cultural Resources (DNCR), Division of Forests and Lands requests authorization to pay overtime in the amount of \$50,000 for permanent personnel from class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment in the Forest Protection Bureau. Effective upon approval of Governor and Executive Council for the period through June 30, 2018. 92% General Funds, 8% Other Funds

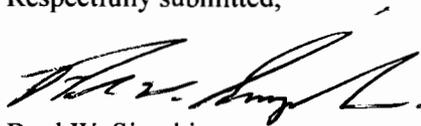
EXPLANATION

The requested overtime expenditures from class 10 appropriations represents anticipated overtime hours to be worked by six (6) Forest Rangers on investigations and/or wildland fire activity during three (3) Forest Ranger vacancies pending recruitment. The Division of Forests and Lands requests an overtime transfer for actual expenditures not to exceed \$50,000.

Forest Rangers cover districts averaging 35 towns each and are on call 24/7 for emergencies. In 2016, with full staffing, Forest Ranger law enforcement investigations were 57% complaint driven and the state had over 400 wildland fires. The Forest Protection Bureau will be down 33% of the Forest Ranger staffing through the spring, which historically is the busiest fire season. Due to dry conditions, Forest Protection Bureau staff has been responding to wildland fires this fall.

The above requested action, made in accordance with applicable rule and law, is to cover the overtime expenses incurred in SFY 2018 and any additional expenditure for the remainder of SFY 2018 through 6/30/2018. An A-29 form supporting this request is attached.

Respectfully submitted,


Brad W. Simpkins
Director

Concurred,


Jeffrey J. Rose
Commissioner

(per)



Expenditure Request-Overtime Permanent Personnel Services

Department: Department of Natural and Cultural Resources

Date: October 3, 2017

Division of Expenditure Request:
Forest Protection

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
6		\$ 50,000

Estimated Vacant Positions: Number
3

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Forest Ranger II/LG18	3	\$ 75,662
Forest Ranger III/LG22	1	\$ 23,674

Total: \$ 99,336

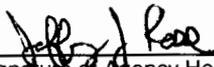
Reasons for Vacant Positions: Pending Recruitment

Request Permission to transfer appropriations as follows:

From:	To:	Amount
03-35-35-351010-35200000-010-500100	03-35-35-351010-35200000-018-500106	\$ 50,000

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

(154)

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor Yeonard Panto
 Director of Personnel Sana J. Williams
 Comptroller Jim Allen

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Adm 316.11 Check the Monthly Computer Statements. Upon receipt of all regular computer monthly statements, please immediately check these statements with your records, and notify the bureau of accounting of any differences on the "Green Sheet" or Form A-2 "Report of Appropriation Over Expenditure".

Source. #2235, eff 12-30-82

Adm 316.12 Workmen's Compensation. Authority for the commissioner to pay such sums as may be awarded under chapter 281 to employees from legislative appropriations and if sufficient funds are not appropriated the governor may draw his warrant on funds not otherwise appropriated provided that payments made to employees paid from the highway fund, the fish and game fund, or special fund shall be a charge against the appropriate fund and that payment made to employees from other funds shall be a charge upon the general fund.

Adm 316.13 Policy Governing Vacant Permanent Positions.

(a) Charges to Permanent Personnel Services or use of the Salary Adjustment Fund to cover vacant positions shall be subject to the following rules and regulations:

- (1) Limited to vacant positions due to sick leave, extended leave of absence, or pending recruitment.
- (2) Limited to temporary employees only.
- (3) Recruitment shall be made by a temporary C&D form approved by the department of personnel at a rate of compensation to be determined by personnel.
- (4) Manifest for payment shall be substantiated by an attached identification by position number of the vacant positions so covered.
- (5) Payment of overtime to cover vacant positions due to sick leave, extended leave of absence, or pending recruitment shall be subject to prior approval by the governor and council. Form A 29. (See Appendix A)

PART Adm 317 PREPARATION AND SUBMISSION OF ANNUAL REPORTS

Adm 317.01 General Requirements. The purpose of this section is to provide the governor and council with agency annual reports.

1. All agencies, as listed below, shall submit their annual reports on the dates and times indicated thereon (white paper, size 8 1/2 x 11, if not commercially printed).
2. Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.

**Estimated Unexpended Wages for Forest Ranger positions
vacant during the period June 9, 2017 through February 1, 2018**

Pos #	Title	AU	LG	Step	Wage Schedule	First Day Vacant	Last Day Vacant	#/Days	Annual Rate	Daily Rate	Unexpended Salary	Reason Vacant
								x.72		260.00		
11573	Forest Ranger III (Captain)	35200000	22	8	L416	6/9/2017	9/28/2017	112	76,329	293.57	23,674	Pending Recruitment
11577	Forest Ranger II	35200000	18	5	L416	7/28/2017	2/1/2018	189	56,609	217.73	29,628	Pending Recruitment
11568	Forest Ranger II	35200000	18	7	L416	9/15/2017	2/1/2018	140	60,724	233.55	23,542	Pending Recruitment
11567	Forest Ranger II	35200000	18	8	L416	9/29/2017	2/1/2018	126	64,461	247.93	22,492	Pending Recruitment
					Unexpended Salary Balance						99,336	
					(less) Leave payouts in FY18						(23,467)	
					(less) Overtime Transfer Requested						(50,000)	
					35200000 Remaining Unexpended Salary Balance						25,869	