



STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION OF FORESTS AND LANDS

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

April 29, 2019

**REQUESTED ACTION**

Authorization is requested for the Department of Natural and Cultural Resources, Division of Forests and Lands to accept and expend \$2,500 from the Northeastern Forest Fire Protection Compact for the Northeastern Coordination Center dispatch program upon Governor and Executive Council approval through June 30, 2019.  
**100% Agency Income**

03-35-35-351010-24080000					
NORTHEASTERN COORDINATION CENTER					
Class	Description	Account	FY 2019 Current Budget	Requested Action	FY 2019 Revised Budget
<b>Revenue</b>					
008	Agency Income	403256	(\$77,078)	(\$2,500)	(\$79,578)
<b>Totals:</b>			<b>(\$77,078)</b>	<b>(\$2,500)</b>	<b>(\$79,578)</b>
<b>Expense</b>					
018	Overtime	500106	9,000		9,000
040	Indirect Costs	500800	2,438		2,438
059	Temp Full Time	500117	39,584	2,500	42,084
060	Benefits	500612	26,056		26,056
<b>Totals:</b>			<b>\$77,078</b>	<b>\$2,500</b>	<b>\$79,578</b>

**EXPLANATION**

These funds are used to support a Forestry Dispatcher position at the Northeastern Coordination Center (NECC), a sub-regional dispatch center which is part of the national mobilization system, located at the White Mountain National Forest Headquarters in Campton, NH. The State receives 100% reimbursement for this position through a Memorandum of Agreement with the Northeastern Forest Fire Protection Compact. The Forestry Dispatcher position was reclassified in FY 2019 to more accurately reflect the duties and responsibilities the job entails. This additional appropriation request will add the necessary funds to meet our obligation of payment to this employee for the balance of FY 2019.

The current budget for FY 2019 is \$77,078. The requested additional amount of \$2,500 brings the overall FY 2019 budget to \$79,578.

Respectfully submitted,

Brad W. Simpkins  
Director

Concurred,  
  
Sarah L. Stewart  
Commissioner

**MEMORANDUM OF AGREEMENT**  
between  
**DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT**  
**DIVISION OF FORESTS AND LANDS**  
and  
**THE NORTHEAST FOREST FIRE PROTECTION COMMISSION (NFFPC)**

The Department of Resources and Economic Development, Division of Forests and Lands and the Northeast Forest Fire Protection Commission agree to cooperate in the staffing of a sub-regional coordination center as described in the COOPERATIVE FIRE PROTECTION AGREEMENT for the NORTHEASTERN INTERAGENCY COORDINATION CENTER (NECC) (Which is Attached as APPENDIX A) and further described below:

Project Title: Northeast Interagency Coordination Center (NECC) Staffing

Project Outline: The Department of Resources and Economic Development (DRED) shall perform the following services during the period April 1, 2016 to June 30, 2020.

1. Post, hire, fill, manage, and supervise a wildland fire and all hazards dispatcher position at the Northeast Interagency Coordination Center (NECC) in Campton, NH.
2. Provide support and benefits for the position as a State of New Hampshire employee as authorized by New Hampshire statutes.
3. Transfer scheduling and routine duties of the position to the NECC Center Manager stationed at Campton, NH. DRED dispatcher shall be subject to all department policies and procedures. Furthermore, DRED shall maintain all other management responsibilities pertaining to personnel matters, disciplinary issues, and work performance.
4. Manage the salary and seasonal or intermittent payroll of the dispatcher as deemed necessary and appropriate.

Funds:

The total project will be funded by the Northeast Forest Fire Protection Commission as provided by NFFPC member agencies under the NECC Cooperative Agreement.

The Northeast Forest Fire Protection Commission agrees to reimburse the Department of Resources and Economic Development for expenses in providing the services outlined above, and further described in Exhibit A. This amount may be adjusted as deemed necessary by modification of the NECC Annual Operating Plan. The total amount will be credited or adjusted down for employee time and other costs that are reimbursed for work completed during normal base eight (8) operations due to incident support. Reimbursements will be utilized by NFFPC to enhance funding for staffing NECC. A copy of the program budget is attached to this agreement (Exhibit B).

The Department of Resources and Economic Development shall bill the Northeast Forest Fire Protection Commission on a quarterly basis within thirty (30) business days for the total project expenses and the Northeast Forest Fire Protection Commission shall reimburse the Department of Resources and Economic Development for those expenses within thirty (30) days of billing. The bill for the final quarter ending June 30 shall be in the hands of the Northeast Forest Fire Protection Commission no later than fifteen (15) days after the end of the quarter.

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The Department of Resources and Economic Development shall maintain financial records in order to comply with State and Federal requirements. These funds are to be used to carry out the listed services (Exhibit A).

The continuation of this agreement for the full project period is subject to the availability of state funds, compact funds, and/or federal funds for this purpose. If funding is not available, the Department of Resources and Economic Development will be reimbursed on a prorated basis for project expenses incurred up to the termination date.

Amendment

This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

Termination of Agreement

Notice of intent to terminate the Agreement before the completion date shall be given in writing by either party desiring the termination, at least three (3) months in advance of such termination date.

Covenant Not to Discriminate; Prevention of Discrimination

The Department of Resources and Economic Development will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Department of Resources and Economic Development will take affirmative action to ensure that applicants are employed and that employees are treated during employment without discrimination because of their race, color, religion, sex or national origin. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, for training, including apprenticeship.

Notice of Advertisements of Employment

The Department of Resources and Economic Development will, in all solicitations of employees or advertisements of employment placed by or on behalf of the Department, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

IN WITNESS THEREOF, the respective parties have hereunto set their hand on the dates indicated.

Date: 3/27/16


  
Thomas Parent, NFFPC Executive Director

Date: 3/25/16

  
Brad W. Simpkins, Director, Division of Forest and Lands

Approved by Attorney General (Form, Substance, and Execution)

Date: 3/11/16

  
Attorney General's Office  
New Hampshire Department of Justice

SUPPLEMENT TO THE DEPARTMENT OF RESOURCES & ECONOMIC DEVELOPMENT  
AND NORTHEAST FOREST FIRE PROTECTION COMMISSION MEMORANDUM OF  
AGREEMENT

Exhibit - A

COOPERATIVE FIRE PROTECTION AGREEMENT For the NORTHEASTERN  
INTERAGENCY COORDINATION CENTER (NECC)

Exhibit - B

ANNUAL OPERATING PLAN For the NORTHEASTERN INTERAGENCY  
COORDINATION CENTER (NECC)

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SUPPLEMENT TO THE DEPARTMENT OF RESOURCES & ECONOMIC DEVELOPMENT  
AND NORTHEAST FOREST FIRE PROTECTION COMMISSION  
MEMORANDUM OF AGREEMENT

Exhibit - C

NECC Staffing April 1, 2016 - June 30, 2016

	NFFPC pass through	Grantee contribution
Personnel	\$ 9,000	
Fringe benefits	8,654	
<b>TOTALS</b>	<b>\$ 17,654</b>	

NECC Staffing July 1, 2016 - June 30, 2017

	NFFPC pass through	Grantee Contribution
Personnel	\$ 21,000	
Fringe benefits	21,100	
<b>TOTALS</b>	<b>\$ 42,100</b>	

- a) Grantee shall apply for reimbursement of actual costs on a quarterly basis through submission of an invoice on a quarterly basis within thirty (30) business days after the end of the quarter. Invoicing shall include a summary of personnel expenses for the period.
- b) Continuation of this contract for the full project period is subject to availability of funds for this purpose. If funding is not available, the grantee will be reimbursed on a prorated basis for the project expenses incurred up to the termination date.
- c) NFFPC Federal ID Number: 02-0498700
- d) The grantee agrees to maintain financial documents necessary to comply with the state and federal regulations.

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STATE OF NH  
DEPT OF JUSTICE