



GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, October 9, 2014 – **4:00 p.m.**

1st Fl. Council Committee Rm. – City Hall

(Items May be taken out of order at the discretion of the Committee)

1. *Request acceptance of a \$2,000 donation from Gloucester resident re: Department of Public Works Employees (Cont'd from 09/04/14)*
2. *Memorandum from Director of Public Works re: request for \$1,250,000 loan authorization increase for Phase 3 & 4 of the Public Water System capital improvements for an amended total of \$13,650,000*
3. *Memorandum from Chief Financial Officer re: repurposing completed water capital project funds*
4. *Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Request (2015-SA-4)*
5. *Memorandum from Police Chief re: Request permission to apply for a FY15 State 911 Training & EMD Grant in the amount of \$141,720.05*
6. *Special Budgetary Transfer Request (2015-SBT-8) from Police Department*
Special Budgetary Transfer Request (2015-SBT-9) from Police Department
Special Budgetary Transfer Request (2015-SBT-10) from Police Department
7. *Special Budgetary Transfer Request (2015-SBT-12) from Inspectional Services Department*
Special Budgetary Transfer Request (2015-SBT-13) from Inspectional Services Department
Special Budgetary Transfer Request (2015-SBT-14) from Inspectional Services Department
Special Budgetary Transfer Request (2015-SBT-15) from Inspectional Services Department
8. *Memorandum from Administration re: Options for the Fuller property RFP*
9. *Special Budgetary Transfer Request (2015-SBT-11) from School Department*
10. *Letter from the Chairman of the Gloucester School Committee re: Outstanding Food Service Debts*
11. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

COMMITTEE

Councilor Melissa Cox, Chair

Councilor William Fonvielle, Vice Chair

Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Salvatore DiStefano, Sr.
Kenny Costa
John Dunn
Police Chief Leonard Campanello
Bill Sanborn
Mike Hale
Mark Cole
Jonathan Pope
Dr. Richard Safier
Hans Baumhauer

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Christine Pantano

From: Other <do_not_reply@civicplus.com>
Sent: Thursday, July 10, 2014 8:57 AM
To: Christine Pantano
Subject: New request received

Category Other has received a new request.

Here is what we have on file:

Other

#592

[View Request](#)

Category: Other
Priority: 3
Assigned To: Pantano Chris
Submitted: 7/10/2014 8:57 AM
Source: Website 76.19.89.43

SUBMITTER
william taylor
325 concord
gloucester, 01930
CONTACT
williamtaylor2@mac.com
978 879 4255

325 concord
Gloucester, MA 01930

REQUEST DETAILS

Description

I would like to donate money to the city for a DPW party. It would be in the amount of \$ 1,000 or \$ 2,000.

How do I make this happen. I think the city council has to accept it or permission given somehow.

Your Information

Name
william taylor
Fax Number
Email Address
williamtaylor2@mac.com
Preferred Contact Method
email

Taylor, Ganson & Perrin

5-123
110

BNY Mellon, N.A.

Check No.: **81764073**

Pay Two thousand and 00/100 Dollars
To the Order Of
CITY OF GLOUCESTER

Date	Amount
07/25/14	\$2,000.00

Stephen Stasio

Authorized Signature
Not Valid After Six Months

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 12 September 2014

To: Mayor Carolyn Kirk
CAO, Sal Di Stefano
General Counsel, Suzanne Egan
CFO, John Dunn

From: Michael B. Hale, Director of Public Works

RE: PWS Phase 3 & 4 Loan Authorization Increase

As you are aware, the Mayor and City Council has authorized nearly \$26,000,000 under Phase 3 & 4 Public Water System capital improvements. These improvements include:

- Governor's Hill Water Replacement Project
- Plum Cove Water Storage Tank Replacement
- Bond Hill Underground Reservoir Rehabilitation
- Blackburn Water Storage Tank Rehabilitation
- Babson Reservoir Dam Rehabilitation
- Lanesville Control Valve/Vault
- Fuller School Water Pumping Station
- West Gloucester Water Filtration Plant Improvements
- Annisquam River Crossing
- Water System Compliance Projects – DEP Sanitary Survey
- SCADA and other Communications Improvements

As we enter the final year of improvements under these two phases, we are revisiting our estimated costs and recognize a need to increase the loan appropriation. I have attached a spreadsheet, describing the expenses associated with each improvement and the outstanding balance needed to close these projects out. As of the date of this memo, an appropriation increase of \$1,250,000 is needed. Of that amount, Verizon and Comcast will be contributing \$707,672, for their pro rata share of the Annisquam River Crossing improvement. The maximum amount of any increased debt issuance then is \$542,348.

The Council action necessary is as follows:

1. Approve the attached amended loan order increasing the original \$12.4 million appropriation by \$1.25 million to a new total of \$13.65 million.
2. Accept the \$299,000 contribution from Comcast to defray the cost of locating their cables in the Annisquam River Crossing conduit.
3. Approve the attached 99-year licensing agreement with Verizon and to accept its \$408,672 contribution to defray the cost of locating their cables in the Annisquam River Crossing conduit.

The Department of Public Works will be available to answer any questions or concerns the Administration or Council has regarding this request.

PWS Phase 3 & 4 Reconciliation Status September 9, 2014

Certificate of Vote	Date	Description	Amount
#2011-131	6/30/2011	PWS Phase 3 (A,B,C,D, E) upgrade partial funding	\$4,500,000.00
#2012-025	3/2/2012	PWS Phase 3 Upgrade remainder \$6M,	\$9,032,500.00
#2012-157	7/26/2012	Phase 4A,4B,4C 3A increase, and additional engineering	\$12,400,000.00
Total			\$25,932,500.00

Phase 3 & 4 PWS Upgrades Engineering: Design, Construction Administration, and Other Costs

	Value
FST Engineering - Phase 3 (all), Phase 4A & 4B	
Original Contract Phase 3	\$1,312,500.00
Amendment 1 - Phase 4A & 4B	\$1,272,234.00
Amendment 2 - geotechnical & RE	\$165,000.00
Amendment 3 - Resident Engineering	\$533,400.00
Amendment 4 - Misc. Services	\$362,000.00
Amendment 5 - closeout (pending)	\$110,800.00
FST Total	\$3,755,934.00
Weston & Sampson Phase 4C Babson Dam Rehab	
Original Contract Phase 3	\$267,000.00
Amendment 1 - Construction admin	\$134,550.00
Amendment 2 - Additional Design Services	\$6,222.96
W&S Total	\$407,772.96
Sheridan Engineering - PWS Control & Communication	
Services for Phase 3 & 4A	\$44,500.00
Remainder of Control & Communication contract	\$55,205.00
Total Sheridan	\$99,705.00
Additional Engineering & Other Costs	
Phase 4A utility locates by BSI	\$12,000.00
Phase 4C Construction Admin, by NECE	\$60,000.00
Phase 4B Easement and Assessment Costs	\$86,312.00
Total Additional Engineering & Other Costs	\$158,312.00
Total Engineering, Construction Administration, and Other	\$4,421,723.96

Phase 3 PWS Upgrades Construction

	Value
Phase 3A - Governor's Hill Pipeline Replacement- Bid	\$5,946,524.72
Phase 3A - Change orders	\$376,031.20
Phase 3A - Additional Paving (Nocella)	\$662,322.22
Phase 3A - Additional Paving (Cardillo)	\$410,113.00
Phase 3A - Final Paving	\$500,000.00
Phase 3A Total	\$7,894,991.14
Phase 3B - Plum Cove Tank Rebuild and Blackburn Tank Painting - Bid	\$2,235,000.00
Phase 3B - Change orders	\$106,083.61
Phase 3B Total	\$2,341,083.61

PWS Phase 3 & 4 Reconciliation Status September 9, 2014

Phase 3C - Fuller PS & Bond Hill Tank Upgrades and Lanesville Control Vault - Bid	\$1,086,500.00
Phase 3C - Change orders	-\$12,749.44
Phase 3C Total	\$1,073,750.56
Other Phase 3 Costs	
Police details	\$450,495.00
Other Phase 3C Total	\$450,495.00
Total Phase 3	\$11,760,320.31

<u>Phase 4 PWS Upgrades Construction</u>	Value
Phase 4A - Water Treatment Plant Upgrades - Bid	\$4,267,677.00
Phase 4A - Change orders	\$465,902.41
Phase 4A Total	\$4,733,579.41
Phase 4B - Annisquam River Crossing - Bid	\$2,534,914.10
Phase 4B - Change orders	\$795,593.46
Phase 4B Total	\$3,330,507.56
Phase 4C- Babson Dam Rehab - Bid	\$2,467,677.00
Phase 4C - Change orders (none to date)	\$0.00
Phase 4C Total	\$2,467,677.00
Other Phase 4 Costs	
Police details	\$99,708.00
Other Phase 4C Total	\$99,708.00
Total Phase 4	\$10,631,471.97

<u>Other PWS Upgrade Construction Costs</u>	Value
Haskell Reservoir Gate House roof demo and rebuild	\$50,000.00
Bond Hill Radio tower foundation & erection	\$40,000.00
Total Other PWS Upgrade Construction Costs	\$90,000.00
Total Phase 3 & 4 Construction	\$22,391,792.28

Total Phase 3 & 4 Costs	\$26,813,516.24
Closeout contingency	\$368,983.76
Total Phase 3 & 4 Costs with Contingency	\$27,182,500.00
Certificates of Vote Total	\$25,932,500.00
Balance Phase 3 & 4 Upgrades	\$1,250,000.00

<u>Conduit Credits</u>	Value
Comcast communication conduit credit (Phase 4B)	\$299,000.00
Verizon communication conduit (Phase 4B)	\$408,672.00
Total conduit credit	\$707,672.00

Total maximim new debt to be issued	\$542,328.00
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Ordered: That the Order of this Council approved July 24, 2012 authorizing the borrowing of \$12,400,000 to pay costs of improvements to the City's Public Water System, is amended in its entirety to provide as follows:

that \$13,650,000 is appropriated for the purpose of financing improvements to the City's Public Water System including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$13,650,000 and issue bonds or notes therefor under Chapter 44 of the Massachusetts General Laws, or any other enabling authority and/or Chapter 29C of the General Laws; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; and that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust (the "Trust") established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, that the Mayor is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project, and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

AGREEMENT
BY AND BETWEEN
THE CITY OF GLOUCESTER, MASSACHUSETTS
AND
VERIZON

This Agreement made this ____ day of _____, 2014, by and between the City of Gloucester, a municipal corporation located in the County of Essex, and Verizon New England Inc., a New York Corporation having a principal place of business at 125 High Street, Oliver Tower – Floor 07, Boston, MA 01835, at, hereinafter called the Verizon

WHEREAS:

1. That in consideration of the agreements, covenants and conditions herein reserved and contained, on the part of the Verizon to be performed and observed, the City of Gloucester does hereby grant a license to Verizon to install and use two (2) ducts (consisting of two [2] vertical shafts and two [2] horizontal shafts) forming a passage under the Annisquam River within the subterranean conduit taken by eminent domain by the city of Gloucester as evidenced by the order of taking recorded in the Essex South Registry of Deeds at Book 33166, Page 238, and the use of the duct shafts, from an entrance point in the vertical shaft on the Westerly and Easterly side thereof, as shown on a plan entitled “ The Passage Tunnel Under the Annisquam River”, dated January 2014, hereto annexed and made a part hereof, suitable for and for the purpose of placing and maintaining telecommunication wires, cables, apparatus, fixtures and appurtenances to be placed and maintained in a manner satisfactory to the Director of Public Works (hereinafter referred to as the Director). Permission is also hereby granted to Verizon to have access and exit facilities to and from the shafts and tunnel to enable it to place, repair, maintain or remove its the cables and the supports thereof, and to have the right of access at all times to the shafts or tunnel for the purpose of inspection and repairs except as hereinafter provided, the same to include entrance through the manholes to either shaft and the use of ladders therein.

2. Verizon agrees to place, construct and maintain its cables in such a way or manner as is shown upon the above referenced plan or as otherwise shall be acceptable to the Director and that it will not make or cause to be made any abrasions or drill-holes in the walls (exterior or interior) of the shafts or tunnel without first obtaining the written consent of the Director and not after written consent unless the location of the abrasions or holes shall first be designated by the Director or the authorized agent thereof. If Verizon shall find it necessary to remove accumulated water from the shafts or tunnel or any part thereof in order to place, replace, repair or remove its cable or supports or any part thereof, Verizon shall remove such water at its own cost and expense after first obtaining permission from the Director, except in cases of emergency such permission shall not be required.

3. The license herein granted shall accrue to Verizon from and after the date of execution of this agreement and shall continue upon payment of consideration for a period of ninety-nine (99) years. It is further agreed that this Agreement may be terminated by either party upon the giving of not less than six (6) months' notice in writing to the other. If it shall be hereafter determined by any court of competent jurisdiction that the City has no legal authority to grant to Verizon the rights and privileges in the shafts or tunnel, then the Director may issue an order to Verizon for the removal of its cables and all supports thereof, and Verizon shall immediately conform to the order and remove, at its own expense, from the shafts or tunnel all the cables and supports or other appliances to it belonging, and thereupon all the rights and obligations of the City and Verizon shall cease except the obligations of Verizon as to indemnity and reconstruction or repairs above mentioned.

4. If at any time the City or the Director shall find it reasonably necessary, for the convenient repair or reconstruction of the shafts or tunnel or any part thereof whatsoever or of its water main or mains or other appliances therein, or supports thereof of Verizon in the tunnel or any part of the same which Verizon shall, upon reasonable request from the Director, at its own expense, proceed with due diligence to temporarily relocate the cables and/or supports at a location mutually agreeable to the parties hereto.

5. For the privileges hereby granted, subject to all the provisions, agreements and conditions in this instrument contained, the Verizon hereby agrees to pay to the City

of Gloucester, for the use of its Water Department, the sum of Four Hundred and Eight Thousand and Six Hundred Seventy Two Dollars (\$408,672.00) for such use and such space of the shafts and tunnel as hereinbefore specified, during the period before stated, the payment to be made upon execution of this Agreement.

6. If at any time during the continuance of the term hereof the Verizon shall be deprived in whole or in part of the use of the premises, or its the cables, supports or fixtures therein shall be damaged by any cause growing out of the Act of God or public enemies, mobs or riots, works or excavations carried on or permitted by the Commonwealth of Massachusetts or other public authority, explosions or bursting of pipes or the falling or settling of the shafts or tunnel or any part thereof, or growing out of the falling or caving in or other physical obstruction of the shafts or any part thereof, or to the failure of the City or the Director or officers or agents thereof to maintain the premises in good order and condition, or growing out of leakage or the location, maintenance or use of pipes, mains, electric wires or cables, if any, by other parties in the shafts or tunnel or any part thereof, or which the City may authorize or permit to be maintained within the shaft or tunnel, no claims for damages or reimbursement shall be made against the City on account thereof, except the City shall refund an amount of any advance payment proportionate to the unexpired term for which payment shall have been made by Verizon in advance according to the terms hereof.

7. Verizon further agrees to indemnify and hold the City harmless, its officers, employees, agents and successors and assigns from and against any and all actions, loss, claims, injuries, liabilities involving personal injuries, property damages, or death to the extent caused solely or in any part by the negligent acts or omission or willful misconduct of Verizon in connection with Verizon or its use hereunder.

8. And Verizon further agrees to be responsible for any injury or damage to the shafts or the tunnel or any part thereof which may be caused from the presence of the Company's cables, and will, in case of such injury or damage, repair, restore and rebuild, under the direction of the Director, the shafts or tunnel to their former condition, or will reimburse the City for any cost or expense which the City may reasonably incur in repairing, restoring or rebuilding to their former condition the shafts or tunnel or any part thereof so injured or damaged.

9. If Verizon shall fail to perform or observe the covenants, agreements, duties and conditions on its part to be performed and observed under this Agreement after written notice or failure thereof, or shall attempt to assign any of the benefits or rights created by this Agreement without the consent of the City, the City at its election may terminate this Agreement and any or all of the benefits thereof to Verizon and any or all of the rights of Verizon in the premises.

10. The undersigned represents that he/she is an authorized representative of Verizon and has full authority to sign and bind Verizon to the within terms and conditions of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused their names to be signed and their seals to be affixed hereto thereto duly authorized, the day and year first above written.

APPROVED:

CITY OF GLOUCESTER

Michael B. Hale
Director of Public Works

Carolyn A. Kirk
Mayor

VERIZON NEW ENGLAND

By: Christopher S. Parker
Manager Engineering

Approved as to form:

Suzanne P. Egan
General Counsel

COMMONWEALTH OF MASSACHUSETTS

ESSEX, ss. _____, 2014

On this the _____ day of _____, 20____, before me, the undersigned notary public, personally appeared Carolyn A. Kirk, Mayor, proved to me through satisfactory evidence of identity, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged execution of the foregoing to be the free act and deed of the City of Gloucester.

Notary Public
My Commission Expires:

COMMONWEALTH OF _____

_____, ss. _____, 2014

On this the _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identity, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of Verizon New England.

Notary Public
My Commission Expires:

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jdunn@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Carolyn A. Kirk, Mayor
From: John P. Dunn, CFO 
Date: September 15, 2014
Re: Repurposing Completed Water Capital Project Funds

The attached list shows the remaining balances in 7 completed water capital project funds dating from 1999 to 2008. The total of these remaining balances is \$236,000.70. Director of Public Works, Michael B. Hale has confirmed that these projects are complete and there are no outstanding commitments

In accordance with M.G.L. c. 44, § 20, it is permissible to repurpose these remaining balances of completed capital projects funded with bond debt to a new capital project fund with the majority approval of the City Council. The one condition is that the new project cannot have a useful life less than the project (s) from which the funds are being transferred. The majority of the funds were originally appropriated for water main work (a 40 year useful life) and as that is the maximum term for which any borrowing can be authorized and is the purpose for which Mike Hale wants to expend the funds, the condition does not pose a problem.

I have also attached a form of order to accomplish this transfer of funds.

If you are in agreement with this repurposing of funds, please include this request in your next Mayor's Report.

Thank you.

BALANCES IN SELECT WATER CIP FUNDS
15-Sep-14

FUND #	NAME	BALANCE
320001	Water Valve Replacement Project	\$ 98,301.84
320007	Concord/Bray St Water Construction	\$ 54,702.23
320004	Water Main Improvements	\$ 2,526.76
320010	Calder/Hillier/Sunset Water Construction	\$ 2,544.35
320011	Hillside/Gilbert Water Construction	\$ 19,385.54
320012	Forest Lane/Essex Ave Water Construction	\$ 40,624.05
320015	Water Treatment Plant Improvements	\$ 17,915.93
	TOTAL	\$ 236,000.70

Ordered: That in accordance with c. 44, § 20 of the General Laws, the \$98,301.84 unexpended balance of Fund # 320001 initially borrowed to pay the costs of Water Valve Replacement , the \$54,702.23 unexpended balance of Fund # 320007 initially borrowed to pay the costs of Concord/Bray Streets Water Construction, the \$2,526.76 unexpended balance of Fund # 320004 initially borrowed to pay the costs of Water Main Improvements, the \$2,544.35 unexpended balance of Fund # 320010 initially borrowed to pay the costs of Calder/Hillier/Sunset Water Construction, the \$19,385.54 unexpended balance of Fund # 320011 initially borrowed to pay the costs of Hillside/Gilbert Water Construction, the \$40,624.05 unexpended balance of Fund # 320012 initially borrowed to pay the costs of Forest Lane/Essex Ave. Water Construction and the \$17,915.93 unexpended balance of Fund # 320015 initially borrowed to pay the costs of Water Treatment Plant Improvements, which projects are complete and such amounts are no longer needed for the projects, are hereby appropriated by this Council to a new Water Capital Project Fund to pay the costs of Miscellaneous Water Main and Valve improvements within the City, including the payment of any and all costs incidental and related thereto.



Nineteen Harbor Loop
Gloucester, MA 01930

TEL 978-282-3012
FAX 978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster 
To: Mayor Carolyn Kirk
Date: September 4, 2014
Subject: Inspection of St Peter's and Harbor Cove Commercial Marina's

Mayor Kirk,

In your next Mayor's Report to Council will you include the attached request for transfer of funds from the St Peter's and Harbor Cove Commercial Marina Stabilization account #740000 in the amount of \$8000.00 to contract underwater surveys of the piles and floats.

If you have any questions please feel free to contact me.

Respectfully

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 2016-SA- 4 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 8,000.00

Account to appropriate from:

Unfund Account # 740000.10.996.59600.0000.00.000.00.059

Account Description Stabilization-St. Peter's Marina-Trans Out-to EF

Balance Before Appropriation	\$	<u>142,000.00</u>
Balance After Appropriation	\$	<u>134,000.00</u>

Account Receiving Appropriation:

Unfund Account # 700000.10.492.52000.0000.00.000.00.052

Account Description Waterways Enterprise, Contractual Services

Balance Before Appropriation	\$	<u>22,825.00</u>
Balance After Appropriation	\$	<u>30,825.00</u>

DETAILED ANALYSIS OF NEED(S): To conduct a underwater survey of the piles and floats of the
St. Peter's and Harbor Cove Commercial Marina.

APPROVALS:

DEPT. HEAD:	<u>[Signature]</u>	DATE: <u>9/4/2014</u>
ADMINISTRATION:	<u>[Signature]</u>	DATE: <u>9/16/14</u>
BUDGET & FINANCE:	_____	DATE: _____
CITY COUNCIL:	_____	DATE: _____



**GLOUCESTER POLICE DEPARTMENT
Office of the Chief of Police
197 Main Street
Gloucester, MA 01930**

Chief Leonard Campanello
(978)281-9775

August 27, 2014

TO: Mayor Kirk

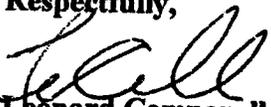
FROM: Chief Leonard Campanello

Re: Request to apply for FY15 State 911 Training and EMD Grant

Mayor,

I respectfully request the following packet be put through to City Council for a vote to allow the Police Department to apply for the above mentioned grant. This is a yearly grant and has been applied for in the past.

Respectfully,


Leonard Campanello
Chief of Police

FY 2015

Commonwealth of Massachusetts

**Executive Office of Public Safety and Security
State 911 Department**



**State 911 Department
Training Grant and EMD/Regulatory Compliance Grant
Guidelines and Application Package
Fiscal Year 2015**

**Deval L. Patrick
Governor**

**Andrea J. Cabral
Secretary, Executive Office of Public Safety and Security**

**Frank Pozniak
Executive Director, State 911 Department**

**1380 Bay Street, Building C
Taunton, MA 02780-1088
Phone (508) 828-2911
Fax (508) 828-2587
www.mass.gov/e911**

All applications shall be mailed or hand delivered. No applications will be accepted via fax or email. All applications must be received by 5:00 P.M. on Wednesday, April 1, 2015.

**WHAT'S NEW for the Fiscal Year 2015 State 911 Department Training Grant
and EMD/Regulatory Compliance Grant**

- Training Grant funding allocation of 7% and minimum award of \$10,000 (p. 6).
- 2013 Call Volume will be utilized for Fiscal Year 2015 (p. 6).
- Applicants/grantees that propose to change the method by which EMD is provided are required to submit a written transition plan to the State 911 Department for approval (p. 9).
- Allowable expenses expanded to cover personnel costs (overtime only) of police and fire department personnel conducting CPR training of PSAP personnel for PSAPs that provide EMD in-house through certified EMD dispatchers (p. 13).
- Application deadline of April 1, 2015 (p. 15).
- Year end budget modifications shall be submitted by April 30, 2015 (p. 17).
- Clarification on type of documentation required for reimbursement of proof of course completion and conference attendance (pp. 17, 18).
- Timeframe for processing of reimbursement requests changed from twenty (20) days to thirty (30) days (pp. 18, 19).

Introduction

Governor Deval L. Patrick, Secretary of the Executive Office of Public Safety and Security Andrea J. Cabral, and State 911 Department Executive Director Frank Pozniak are pleased to announce the Fiscal Year 2015 funding for the State 911 Department Training Grant and EMD/Regulatory Compliance Grant.

The State 911 Department is a department within the Executive Office of Public Safety and Security and is responsible for administering the State 911 Department Training Grant and EMD/Regulatory Compliance Grant. The State 911 Department is inviting eligible entities to submit applications for grant funds under the State 911 Department Training Grant and EMD/Regulatory Compliance Grant. All information needed to apply is contained in this application package.

The following guidelines have been developed for the State 911 Department Training Grant and EMD/Regulatory Compliance Grant and are applicable for Fiscal Year 2015.

The guidelines and funding levels will be reviewed annually by the State 911 Department and are subject to change, with Commission approval, with each funding cycle.

Note: The Fiscal Year 2015 Grant will begin on July 1, 2014 and run through June 30, 2015. The "Effective Date" of the individual awards shall be determined in accordance with Section 1 of the Commonwealth Terms and Conditions, which provides as follows: "The effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulations, whichever is later." **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract, and all goods and services MUST be received on or before June 30, 2015.**

II. Definitions

The following words and phrases, as used in this document and the related application package, shall have the following meaning, unless the context clearly requires otherwise.

Automatic Number Identification or ANI: an enhanced 911 service capability that allows for the automatic display of a telephone number used to place or route a 911 call.

Automatic Location Identification or ALI: an enhanced 911 service capability that allows for the automatic display of information relating to the geographical location of the communication device used to place a 911 call.

Cardiopulmonary resuscitation or CPR certification: a certification demonstrating successful completion of an American Red Cross, American Heart Association, or other cardiopulmonary resuscitation training and certification program that is approved by the Department.

Certified emergency medical dispatch resource or certified EMD resource: a limited secondary PSAP, primary PSAP, regional PSAP, regional secondary PSAP, secondary PSAP, RECC,

wireless state police PSAP, or private safety department that is equipped to provide ANI and ALI displays and that is approved by the Department to provide emergency medical dispatch services for a PSAP or RECC through emergency medical dispatchers.

Commonwealth: the Commonwealth of Massachusetts.

Department: the State 911 Department.

Emergency Medical Dispatch or EMD: the management of requests for emergency medical assistance by utilizing a system of: (a) tiered response or priority dispatching of emergency medical resources based on the level of medical assistance needed by the victim; and (b) pre-arrival first aid or other medical instructions given by trained personnel responsible for receiving 911 calls and directly dispatching emergency response services.

Emergency Medical Dispatch Protocol Reference System or EMDPRS: a system approved by the Department that includes a protocol for emergency medical dispatcher response to calls, including structured caller questioning for patient condition, incident facts, and scene safety, pre-arrival instructions, post-dispatch instructions (such as first responder, basic life support and/or advanced life support), a continuous quality assurance program that measures compliance with the protocol through ongoing random case review of each emergency medical dispatcher.

Enhanced 911 Fund: the fund established under section 35JJ of Chapter 10 of the Massachusetts General Laws.

Enhanced 911 Telecommunicator: an individual who acts in the capacity of an enhanced 911 call taker.

Executive Director: the executive director of the State 911 Department.

Governmental Body: a state board, committee, special committee, subcommittee or commission, however created or constituted within the executive or legislative branch of the commonwealth or the governing board or body of any authority established by the general court to serve a public purpose in the commonwealth or any part thereof; a board, commission, committee or subcommittee of any district, city, region or town, however elected, appointed or otherwise constituted, and the governing board of a local housing, redevelopment or similar authority, provided that such entity currently operates a PSAP or RECC or seeks approval from the Department to operate a PSAP or RECC.

Grantee: an eligible applicant that has contracted with the State 911 Department to receive funds under the State 911 Department Training Grant and EMD/Regulatory Compliance Grant. Only governmental bodies and municipalities are eligible to be grantees.

Limited Secondary PSAP: a facility equipped, at a minimum, with automatic number identification and automatic location information display or printout capability. It receives 911 calls only if transferred from the primary PSAP. Data sent to a limited secondary PSAP cannot be re-routed to another location and may not necessarily be transmitted simultaneously with the voice call.

Post-dispatch Instructions: case-specific advice, warnings, and treatments given by a certified emergency medical dispatcher whenever possible and appropriate after dispatching field responders in accordance with a Department-approved EMDPRS.

Pre-arrival Instructions: scripted medical instructions given whenever possible and appropriate to provide necessary assistance and control of the situation, including without limitation, potential life-saving instructions and post-dispatch instructions, prior to arrival of emergency medical services personnel in accordance with a Department-approved EMDPRS.

Primary PSAP: a PSAP equipped with automatic number identification and automatic location identification displays, and is the first point of reception of a 911 call. It serves the municipality in which it is located.

Private Safety Department: an entity, except for a municipality or public safety department, that provides emergency police, fire, ambulance or medical services.

Public Safety Department: a functional division of a municipality or a state that provides firefighting, law enforcement, ambulance, medical or other emergency services.

Quality Assurance of EMD: a systematic program and services consisting of medical control, medical review, call review, call tracking, deficiency identification, and remediation of emergency medical dispatch personnel, policies and procedures.

Regional PSAP: a PSAP operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, approved by the department, for the operation of enhanced 911 call taking and call transfer activities. A regional PSAP may also be engaged in, by agreement, the dispatching or control of public safety resources serving some or all of the municipalities or governmental bodies that comprise the regional PSAP, including where services are provided by a private safety department. If the regional PSAP serves all such municipalities or governmental bodies for the operation of enhanced 911 call taking and call transfer activities and dispatch services including where some dispatch services are provided by a private safety department, it shall be considered a regional emergency communication center. The regional PSAP shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Regional Secondary PSAP: a facility operated by or on behalf of 3 or more municipalities or governmental bodies, or a combination thereof, approved by the department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of either police, fire protection or emergency medical services, or any combination thereof. A regional secondary PSAP is equipped with automatic number identification and automatic location identification displays. It receives 911 calls only when transferred from a primary or regional PSAP or on an alternative routing basis when calls cannot be completed to the primary or regional PSAP.

Regional Emergency Communication Center or RECC: a facility operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, as approved by the Department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of emergency services for all such municipalities or governmental bodies including, but not limited to, a regional PSAP that provides enhanced 911 service and police, fire protection, and emergency medical services dispatch, including services provided by a private

safety department. The regional PSAP portion of the center shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Ringling PSAP: a PSAP equipped for receipt of voice communications only, and may not operate 24 hours each day. It receives 911 calls that are transferred from the primary PSAP.

Secondary PSAP: a PSAP equipped with automatic number identification and automatic location identification displays. It receives 911 calls only when they are transferred from the primary PSAP or on an alternative routing basis when calls cannot be completed to the primary PSAP.

Wireless State Police PSAP: a state police facility assigned the responsibility of primarily or entirely receiving wireless 911 calls and, as appropriate, dispatching emergency response services or transferring or relaying emergency 911 calls to other public or private safety departments or other PSAPs

III. Eligibility

A. Training Grant

All primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to receive funding under the State 911 Department Training Grant.

Funding for the State 911 Department Training Grant originates from a portion of the surcharge revenues received pursuant to M.G.L. Chapter 6A, § 18H. For fiscal year 2015, seven percent (7%) of the total surcharge revenues of the previous fiscal year will be allocated to the State 911 Department Training Grant.

Funding in the amount of up to fifty thousand dollars (\$50,000) of the seven percent (7%) referenced above will be allocated to a PSAP executive development and leadership scholarship program to be known as the PSAP Leadership Scholarship Program. All primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to apply for funding under the PSAP Leadership Scholarship Program. In addition, the State 911 Department will support the expenses of a scholarship recipient to attend the Navigator Conference should that person be selected to receive the David Connolly CCM Leadership Award.

Awards to grantees under the State 911 Department Training Grant will be disbursed according to a formula that weighs both population¹ served and 911 call volume², with a minimum award of \$10,000. A complete listing of eligible award amounts by PSAP can be found in Appendix A-Award Amounts by PSAP.

B. EMD/Regulatory Compliance Grant

In addition to amounts allocated under the State 911 Department Training Grant, primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to apply for grant funding through the State 911 Department EMD/Regulatory Compliance Grant. Wireless state police PSAPs are eligible to apply for grant funding through the State 911 Department EMD/Regulatory Compliance Grant for allowable expenses relating to emergency medical

¹ 2010 U.S. Census.

² 2013 Call Volume will be utilized for Fiscal Year 2015.

dispatch services provided through a certified EMD resource (Category E) and for other emergency medical dispatch and quality assurance of emergency medical dispatch services (Category F) only.

Awards to grantees under the State 911 Department EMD/Regulatory Compliance Grant will be disbursed on an as needed basis. The State 911 Department reserves the right to adjust the amount allocated to the State 911 Department EMD/Regulatory Compliance Grant and/or to adjust the amount awarded to eligible grantees to ensure a proper allocation in accordance with the purpose of the State 911 Department EMD/Regulatory Compliance Grant.

Funding for the State 911 Department EMD/Regulatory Compliance Grant originates from a portion of the surcharge revenues received pursuant to M.G.L. Chapter 6A, § 18H.

IV. Purpose

A. Training Grant

The purpose of the State 911 Department Training Grant is to reimburse primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs for allowable expenses relating to the training and certification of enhanced 911 telecommunicators, including emergency medical dispatch programs and quality assurance of emergency medical dispatch programs.

Primary PSAPs, regional PSAPs, and RECCs who transfer 911 calls to a secondary PSAP or limited secondary PSAP may be reimbursed, under the State 911 Department Training Grant, for expenses relating to the training and certification of enhanced 911 telecommunicators located at such secondary PSAP or limited secondary PSAP, except that funding for expenses for EMD training and/or EMD certification of enhanced 911 telecommunicators located at such secondary PSAP will be authorized only for a secondary PSAP serving as the alternate PSAP for a primary PSAP or as a certified EMD resource for a primary PSAP, regional PSAP, or RECC or for a limited secondary PSAP that serves as the certified EMD resource for the applicant.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements. PSAPs are reminded that the State 911 Department training and certification requirements for enhanced 911 telecommunicators include annual continuing education obligations.

B. EMD/Regulatory Compliance Grant

M.G.L. c. 6A, § 18H provides that the State 911 Department shall establish standards requiring PSAPs to have certified emergency medical dispatch personnel or to provide emergency medical dispatch through a certified emergency medical dispatch resource. The State 911 Department has established standards requiring PSAPs to have certified emergency medical dispatch personnel or to provide emergency medical dispatch through a certified emergency medical dispatch resource.

The primary purpose of the State 911 Department EMD/Regulatory Compliance Grant is to reimburse primary PSAPs, regional PSAPs, regional secondary PSAPs, RECCs, and wireless state police PSAPs for allowable expenses relating to emergency medical dispatch services provided through a certified emergency medical dispatch resource and for allowable expenses for other emergency medical dispatch and quality assurance of emergency medical dispatch services.

In addition, for good cause shown, primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs may be eligible for supplemental grant funding through the State 911 Department EMD/Regulatory Compliance Grant for allowable expenses relating to the training and certification of enhanced 911 telecommunicators (and primary PSAPs for allowable expenses relating to the training and certification of enhanced 911 telecommunicators of its secondary PSAP which serves as its alternate), including emergency medical dispatch and quality assurance of emergency medical dispatch programs, not otherwise funded by the State 911 Department Training Grant, in order to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department.

In order to qualify for such supplemental grant funding under the State 911 Department EMD/Regulatory Compliance Grant, the applicant shall be required to demonstrate, with supporting documentation to the satisfaction of the State 911 Department, as follows:

- (1) good cause why supplemental funding should be awarded (e.g., the applicant seeks funding in order to meet the minimum training and certification requirements for a newly hired enhanced 911 telecommunicator and such expenses could not reasonably have been anticipated; the applicant seeks funding for an increase in a contractual obligation for allowable emergency medical dispatch software that could not reasonably have been anticipated, etc.);
- (2) the applicant has exhausted all funds awarded to the applicant under the State 911 Department Training Grant to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, except as otherwise expressly permitted herein;
- (3) the applicant has not used funds awarded to the applicant under the State 911 Department Training Grant for purposes other than to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, except as otherwise expressly permitted herein and except if the applicant demonstrates to the satisfaction of the State 911 Department that: a) the applicant used funds awarded to the applicant under the State 911 Department Training Grant for other purposes only after the applicant had first used State 911 Department Training Grant funding to meet such minimum requirements; and b) the applicant could not reasonably have anticipated the expenses for which the applicant seeks funding.

The State 911 Department reserves the right, in its sole discretion, to require, as a condition of awarding supplemental funding under the State 911 Department EMD/Regulatory Compliance Grant, that the applicant shall first exhaust all available grant funding under other State 911 Department grant programs. The State 911 Department reserves the right, in its sole discretion, to adjust the amount awarded as supplemental funding under the State 911 Department EMD/Regulatory Compliance Grant by the amount of available and unexpended funds under other State 911 Department grant programs.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy no funding will be authorized under the State 911 Department EMD/Regulatory Compliance Grant unless the applicant has first demonstrated it will exhaust, during this grant funding cycle, all available funding awarded through the State 911 Department Training Grant to meet the minimum requirements established by the State 911 Department.

No funding will be authorized under the State 911 Department Training Grant or the State 911 Department EMD/Regulatory Compliance Grant for expenses relating to EMD training or EMD certification of enhanced 911 telecommunicators at a primary PSAP, regional PSAP, or RECC if the PSAP or RECC provides emergency medical dispatch through a certified EMD resource.

If an applicant/grantee seeks to change the manner in which the applicant/grantee complies with the minimum requirements governing emergency medical dispatch established by the State 911 Department, the grantee shall submit a written transition plan to the State 911 Department for approval. A transition plan is required if an applicant/grantee: 1) seeks to change the EMDPRS that is utilized by the applicant/grantee; 2) currently provides EMD through certified emergency medical dispatchers and seeks to provide EMD through a certified EMD resource; 3) currently provides EMD through a certified EMD resource and seeks to provide EMD through certified emergency medical dispatchers; or 4) seeks to change the certified EMD resource utilized by the applicant/grantee.

The transition plan shall address, at a minimum, the following:

- The current method by which the applicant/grantee provides EMD;
- The proposed method by which the applicant/grantee seeks to provide EMD (including proposed effective date);
- How the applicant/grantee shall ensure that it shall comply with the minimum requirements governing emergency medical dispatch established by the State 911 Department;
- The reasons for the proposed change and the potential for positive public safety benefits; and
- The fiscal impact of the proposed change, including without limitation, steps taken by the applicant/grantee to reduce the need for additional funding (e.g., reuse of EMD products previously funded under this Grant, etc.)

V. Use of Funding

1. Categories of Use of Funds

Grantees may only use grant funds for the purposes indicated below. Use of all grant funding shall be (a) related to the training and certification of enhanced 911 telecommunicators, except as otherwise expressly noted herein for administrator backroom training; (b) related to emergency medical dispatch programs and quality assurance of emergency medical dispatch programs; and (c) approved by the State 911 Department. All wage reimbursements authorized under the Program shall be allocated by the grantee in adherence to applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

A.1. Fees: Funding may be authorized for the expenses of live or online training courses, and certifications/recertifications, 911 accreditation of PSAPs, and quality assurance of EMD, to include applicable vendor fees, registration fees, and instructor fees. Funding may be authorized for membership fees for the following national and industry-recognized professional organizations:

The Association of Public Safety Communications Officials (APCO)
National Emergency Number Association (NENA)

and for membership fees (not to exceed one membership per PSAP or RECC) for the following professional organization:

Massachusetts Communications Supervisors Association (MCSA).

Expenses associated with attendance at conferences will NOT be covered, except that funding may be authorized for conference registration fees only (but not for any other expenses associated with attendance) for APCO, NENA, and Navigator conferences. Requests for approval of conference registration fees for conferences other than APCO, NENA, and Navigator conferences, along with a conference agenda (including a list of key speakers), shall be submitted to the State 911 Department at least twenty-one (21) days in advance of the conference. Grantees are advised that failure to obtain prior express WRITTEN authorization from the State 911 Department may result in denial of reimbursement of any and all expenses associated with conferences fees for conferences other than APCO, NENA, and Navigator.

A.2. PSAP Leadership Scholarship Program

Funding for the PSAP Leadership Scholarship Program shall be awarded by the State 911 Department in its sole discretion based on selection criteria established by the MCSA to be approved by the State 911 Department. Funding may be awarded for expenses associated with attendance at the 2014 Communications Center Management Program, not to exceed one person per PSAP, for persons who are certified as an enhanced 911 telecommunicator and employed by a primary PSAP, regional PSAP, regional secondary PSAP, or RECC. Expenses may include salary costs (straight time or replacement time, but not both, for classroom time), course fees, airfare, lodging, meals (in accordance with Massachusetts "Redbook"), and other expenses, associated with attendance at the 2014 Communications Center Management Program.

To apply for the scholarship, an application shall be submitted to MCSA on or before June 1, 2014. MCSA shall submit nominations to the State 911 Department on or before July 15, 2014. Additional information regarding the PSAP Leadership Scholarship Program is available on the MCSA website at www.ma911.org. In addition, the State 911 Department will support the expenses of a scholarship recipient to attend the Navigator Conference should that person be selected to receive the David Connolly CCM Leadership Award.

B. Personnel Costs: Funding may be authorized to defray the costs of salary enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department are solely for hours in which funding shall be assigned to specific identified

personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

These costs may include: straight time expenses for new hires to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, straight time expenses or replacement expenses, but not both, for attendance at the State 911 Department Dispatch Academy, and straight time expenses for part-time and/or reserve employees for participation in Grant-related activities; overtime expenses for participation in Grant-related activities; replacement expenses (straight time for part-time and/or reserve employees, or overtime) for participation in Grant-related activities; and associated fringe benefits and/or indirect costs as applied by a municipality or the Commonwealth. Grantees will be reimbursed for classroom hours and reasonable travel time only, except that, with respect to approved in-house training courses conducted by PSAPs, funding may be authorized for course trainer preparation time. Reimbursement for such course trainer preparation time shall not exceed twenty (20) per cent of the number of course hours and shall be supported by detailed documentation, including but not limited to, a detailed description of the dates, times, and nature of the course trainer preparation activity. Travel time, where applicable, will be verified utilizing a recognized mileage guide such as mapquest.com.

Funding for personnel costs for participation in on-line training courses may be authorized for up to one (1) additional hour per person per year, with supporting documentation from the participant's supervisor.

Administrator Backroom Training: Funding may be authorized for personnel costs for employees of the applicant for administrator backroom training on the use and operation of 911 equipment, including but not limited to, the operation and use of digital logging recorders, not to exceed eight (8) hours (which may consist of two (2) four (4) hour classes) per PSAP annually. The grantee shall submit supporting documentation from the PSAP supervisor attesting that the training and hours are for personnel whose job duties include the operation and use of the 911 equipment for which training is sought. No funding for such training will be available under the State 911 Department EMD/Regulatory Compliance Grant. To the extent that the applicant has additional training needs, the State 911 Department will make every effort to conduct on-site training.

Certified enhanced 911 telecommunicators or new personnel working toward obtaining such certification for whom reimbursement requests are submitted shall be identified on Appendix D-Personnel Costs. A PSAP may add a certified enhanced 911 telecommunicator or new personnel working toward such certification following the award of the grant by submitting a request to 911DeptGrants@state.ma.us. Said request shall contain the information noted on Appendix D-Personnel Costs and shall provide documentation of the required certifications received from attendance at courses hosted by an entity other than the State 911 Department. The State 911 Department will review the request and advise, in writing, whether or not the request has been approved.

C. Training Software and Other Products: Funding may be authorized for the purchase, installation, replacement, maintenance, and /or upgrade of software and other products related to the certification and training of enhanced 911 telecommunicators, including but not limited to, call handling guide cards (such as crimes in progress and emergency medical dispatch call handling guides), call handling software, emergency medical dispatch software, skill and ability testing software, and additional related training materials such as books and guides. No funding will be available for equipment, hardware, or internet service. Funding for replacement of training software and other products previously funded under the State 911 Department Grant

programs will be authorized only for good cause shown. No funding for EMD software will be available under the EMD/Regulatory Compliance Grant unless the grantee is a regional PSAP or RECC.

If the applicant provides EMD through a certified EMD resource, no funding will be available for emergency medical dispatch software or emergency medical dispatch products at the PSAP or RECC.

All technology or telecommunications related goods or services must be compliant with applicable laws, rules, regulations, and standards. Grantees shall specify that they have referenced www.mass.gov/accessibility, www.access-board.gov, the Massachusetts Architectural Access Board regulations at www.mass.gov/aab, and the Massachusetts Office on Disability standards and best practices at www.mass.gov/mod/ADACoordinators.html to determine what laws, rules, and standards apply and what efforts they have made to ensure specific compliance therewith. Failure to make adequate ascertain of compliance will result in denial of funding for the requested goods or services.

D. Lodging: Funding for lodging expenses may be authorized for participation in training courses that are scheduled for two (2) or more consecutive days and the distance of which is equal to or greater than ninety (90) miles away from where travel originates. Lodging expenses may only be authorized for nights of stay that occur between consecutive training course days, except with the prior WRITTEN approval of the State 911 Department *prior to travel* where (1) travel originates from the Islands of Martha's Vineyard and/or Nantucket; or (2) in cases of extreme hardship. Travel distance for lodging will be calculated using the place of employment as the origination point and will be verified utilizing a recognized mileage guide such as mapquest.com.

Grantees are advised that failure to obtain prior express WRITTEN authorization from the State 911 Department may result in denial of reimbursement of any and all expenses associated with lodging.

EMD/Regulatory Compliance Grant

E. Certified EMD Resource: Funding may be authorized for emergency medical dispatch services, including quality assurance of emergency medical dispatch, provided through a certified emergency medical dispatch resource. The applicant shall make a best value selection; execute a signed formal, binding agreement or contract with the certified EMD resource; and demonstrate the potential for positive public safety benefits.

F. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services: Funding may be authorized for emergency medical dispatch services, including quality assurance of emergency medical dispatch, for the following allowable expenses to meet the minimum requirements governing EMD established by the State 911 Department.

- Personnel costs not eligible for funding under other State 911 Department grant programs for case review of calls requesting medical assistance to identify compliance with the emergency medical dispatch protocol reference system, in accordance with the guidelines of the EMDPRS;

- Personnel costs not eligible for funding under other State 911 Department grant programs for quality assurance evaluation review session in accordance with the guidelines of the EMDPRS;
- Personnel costs not eligible for funding under other State 911 Department grant programs for preparation of reports documenting the quality assurance case review process utilized to identify compliance with the EMDPRS;
- Fee for EMD medical director review and approval of emergency medical dispatch quality assurance program; and
- Personnel costs (overtime only) of police and fire department personnel conducting CPR training of PSAP personnel for PSAPs that provide EMD in-house through certified EMD dispatchers.

The State 911 Department reserves the right to request documentation that the requested funding represents the best value.

All goods and services shall be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Training Grant and EMD/Regulatory Compliance Grant.

2. Training Courses

Funding will be available for training courses, including approved on-line training, as follows:
 (a) courses, certifications, and training hosted by or offered by the State 911 Department; and (b) courses, certifications, and training directly related to 911 communications hosted by other entities.

A. Training Courses Hosted or Offered By the State 911 Department

The State 911 Department will host or offer the State 911 Department Public Safety Communications Academy, modules, equipment training, emergency medical dispatch training, and other training throughout the grant period (July 1 – June 30). All courses, certifications, and training hosted or offered by the State 911 Department are free of charge. No vendor fees will be charged to participants. Funding may be authorized for reimbursement of personnel costs and lodging expenses, if applicable, to attend academies, modules, equipment courses, certifications, and other training hosted or offered by the State 911 Department. Please visit www.mass.gov/e911 to view a schedule of training classes and programs directly hosted or offered by the State 911 Department.

B. Training Courses Hosted by Entities other than the State 911 Department

Reimbursement may be authorized for personnel costs, vendor fees, and lodging expenses, if applicable, to attend training courses including in-house training courses conducted by PSAPs and individualized “on the job” training, with appropriate documentation from the PSAP supervisor attesting to the training and hours, that are directly related to 911 communications. On the job training may include quality assurance of emergency medical dispatch in order to meet the minimum requirements governing emergency medical dispatch established by the State 911 Department.

The State 911 Department has compiled a listing of courses previously requested by PSAPs and authorized by the Department. All courses found on this list are considered to be approved and

no further advance written authorization from the State 911 Department is required. This list is not intended to limit training opportunities but is merely provided as a resource to Grantees.

The current list of approved training courses may be found at Appendix B – Current List of Approved Training Courses. Please note that this list is subject to change. Classes may be added or removed by the State 911 Department. As this list of training courses is compiled from requests received from Grantees for training courses, Grantees are encouraged to periodically visit www.mass.gov/e911 for an updated list. Please note this list is not intended to support or promote course providers, it is merely a compilation of courses requested by Grantees and reviewed and approved by the State 911 Department. Only Grantees and not vendors are permitted to submit courses for consideration of approval. The State 911 Department-approved continuing education training opportunities may be found at Appendix C- Continuing Education.

Grantees are encouraged to seek additional training opportunities and submit the sponsor of the course, vendor name, course curriculum, agenda, or syllabus, course location, and course cost to the State 911 Department for approval. Requests for funds for in-house training shall also include the name of the instructor, the credentials of the instructor, and the target audience. Requests for funds for in-house training must be requested each grant cycle, and authorization for such funding for a prior grant cycle does not constitute approval for a subsequent grant cycle. Such requests must be submitted by Grantee’s authorized signatory at least twenty-one (21) days prior to the commencement of the course via email to 911DeptGrants@state.ma.us. Although the State 911 Department will endeavor to provide authorization or denial of authorization to the PSAP within ten (10) business days of the request, failure of the State 911 Department to respond within such ten (10) business days does not confer authorization. No authorization for reimbursement will be made without the prior express written approval of the State 911 Department.

Grantees are advised that failure to obtain prior express WRITTEN authorization from the State 911 Department for costs associated with any training course that is not listed on the Approved Training Course List may result in denial of reimbursement of any and all costs associated with the training.

VI. Application Process

All applicants shall submit to the State 911 Department one (1) original of the completed application, a fully executed Commonwealth of Massachusetts Contract Authorized Signatory Listing, including notary page(s) and completion of the highlighted areas of the Commonwealth’s Standard Contract Form signed by an authorized signatory for the grant.

PLEASE DO NOT SUBMIT BLANK PAGES FOR WHICH NO FUNDING IS REQUESTED.

All applications shall be signed and submitted by an authorized signatory of the applicant.

All applications must be mailed or hand-delivered to the address below. No applications will be accepted via fax or email.

State 911 Department
 1380 Bay Street, Building C
 Taunton, MA 02780-1088

ALL GRANT APPLICATIONS SHALL BE RECEIVED BY THE STATE 911 DEPARTMENT NO LATER THAN 5:00 P.M. ON WEDNESDAY, APRIL 1, 2015.

The State 911 Department reserves the right, in its sole discretion, to extend the application deadline.

VII. Grant Review and Selection Process

The State 911 Department staff will review all applications and make selection recommendations to the Executive Director or his designee. The State 911 Department staff will use its best efforts to review grant applications and to take the following action within fifteen (15) business days of receipt of the grant application: 1) request additional information from the applicant in the event that the grant application is not complete; 2) recommend approval of the grant; or 3) recommend denial of the grant, in part or in its entirety. If the State 911 Department staff determines, based upon its review of the grant application, that the grant application is not complete, the State 911 Department will notify the applicant by telephone and/or e-mail of the need to provide additional information and will notify the applicant that such additional information shall be provided to the State 911 Department staff. If the applicant fails to provide the requested information necessary to complete the application, the State 911 Department may consider the application closed and return the application to the applicant. If the application is closed and returned to the applicant, the applicant may resubmit the application, in which case the application will be considered a new application, and the review period will begin again.

Any denial of a grant application, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for selecting applicants for the State 911 Department Training Grant and EMD/Regulatory Compliance Grant are final.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

Adherence to the conditions detailed within the grant application package and other factors will be considered. These factors include:

- A reasonable and properly completed application; and
- Applicant's adherence to Grant Guidelines and Reporting Requirements.

VIII. Grant Funding Process

Upon completion of the grant review and selection process, the State 911 Department will enter into contracts with approved applicants. After contract execution, the grantee can incur costs and seek reimbursement from the State 911 Department, provided that all award conditions have been satisfied.

- The State 911 Department will not reimburse for costs incurred prior to the contract effective date.
- All funding is subject to the availability of funds.

- Grantees shall maintain and retain accounting and other records of Grant-related information as required by applicable state and local laws and regulations. Such records shall be subject to examination, audit and inspection by the State 911 Department and/or any other federal, state, or local agency that has appropriate jurisdictional authority.
- The State 911 Department reserves the right to withhold future grant funding and/or disqualify grantee from participating in future grant awards if any grant funds received by the grantee are not properly accounted for or if the grantee fails to meet reporting requirements, including without limitation, reporting and/or certification requirements set forth in regulations and/or standards established by the State 911 Department.
- The State 911 Department may reimburse grantees for allowable expenses associated with fees incurred for training commenced but not completed during Fiscal Year 2015 (e.g., fees associated with long-term courses or 911 PSAP accreditation commenced but not completed during Fiscal Year 2015). Upon completion of such training, the grantee shall be required to provide the State 911 Department with proof of successful completion of such training, and the State 911 Department reserves the right to withhold future grant funding for the amount reimbursed if the grantee fails to provide proof of successful completion of such training.
- Funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which the costs were incurred cannot be guaranteed.

Budget Modifications

After contract execution, the grantee is permitted to move amounts between approved categories for approved items without requesting prior approval from the State 911 Department.

Budget modifications and/or reallocating funding to a category and/or item not previously approved shall be subject to the prior written approval of the State 911 Department, and such approval shall be sought and obtained PRIOR to implementation of such reallocation or new budget items/expenses.

Budget modification forms can be found at www.mass.gov/e911. This form should be completed, signed by an authorized signatory and forwarded along with a brief narrative explaining the requested changes. Budget modifications along with requested narrative and quotes (if applicable) SHALL be mailed to:

State 911 Department
1380 Bay Street, Building C
Taunton, MA 02780-1088

Although the State 911 Department will endeavor to provide authorization or denial of authorization to the PSAP or RECC within ten (10) business days of the request, failure of the State 911 Department to respond within such ten (10) business days does not confer authorization. No authorization for reimbursement will be made without the prior express written approval of the State 911 Department.

Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 30, 2015.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

All State 911 Department Training Grant and State 911 Department EMD/Regulatory Compliance Grant reporting forms will be made available at www.mass.gov/e911. Reimbursement forms shall be signed by grantee's authorized signatory and submitted to the State 911 Department by mail. Electronic signatures or fax copies of these forms will not be accepted. Please be sure to notify your Municipal Treasurer's/Finance Office as all payments will be issued to that office.

Reimbursement Process

A. Reimbursement for Expenses Incurred

After contract execution, the grantee can incur costs and seek reimbursement from the Department. Approval of reimbursement at the time of contract execution is conditional on the reasonableness of the request and adequacy of documentation at the time funds are to be disbursed.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. Failure to submit requests within the noted timeframe may result in a delay of the funding process as detailed above. Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. **All reimbursement requests shall be submitted within six (6) months of the contract end date.** PSAPs are advised that the Department is unable to guarantee funding for reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred.

For personnel costs, proof of payment shall include the individual name, pay period, pay date, rate of pay, number of hours paid and the total amount paid. As an example, the supporting documentation may be a copy of the payroll register/report from the city or town or copies of pay advices for the employee. Please note the payroll register/report does not need to segregate the "grant" costs, it simply needs to show payment to the individual for at least the amount of the requested reimbursement. In addition, proof of course completion (class roster or course certificate) and/or conference attendance (certificate or registration badge) is required for reimbursement of personnel expenses.

For vendor payments, proof of payment shall include the check/electronic funds transfer ("eft") number, the date of payment, the vendor name, and the amount of payment. As an example, the supporting documentation may be a copy of the check, cancelled check, check warrant report or a general ledger report. If the amount of the check is greater than the amount being requested, a breakdown of the payment should be provided to properly support the costs being requested. In addition, proof of course completion (class roster or course certificate) and/or conference attendance (certificate or registration badge) is required for reimbursement of vendor fees.

All State 911 Department Program reimbursement forms will be made available at www.mass.gov/e911.

B. Release of Funding to Grantees for Anticipated Expenditures

The Department recognizes that grantees may have budget limitations that do not permit them to make significant purchases without adequate funds already in place. Therefore, the Department may disburse grant funds for anticipated expenditures as detailed below.

- **Training Software and Other Products and Certified EMD Resource:** Upon request of the grantee, anticipated expenditures may qualify for a disbursement of grant funds when the good/service is: (1) an approved budget item; (2) complies with all applicable purchasing policy, procedures, and regulations; (3) goods/services have been received/rendered (unless the contract with a certified EMD resource requires otherwise); and (4) a valid invoice from the vendor documenting receipt of the goods/services is produced. Documentation, including but not limited to, bid documents (where applicable), product information, shipping documents and additional pertinent and available information will be required prior to release of funds. Additional documentation, including but not limited to, proof of payment and other pertinent and available documentation shall be submitted to the State 911 Department within fifteen (15) days of issuance of payment by the grantee to the vendor. The State 911 Department reserves the right to withhold future disbursements to a grantee who fails to comply with reporting requirements.
- **State Agencies:** In compliance with Massachusetts finance law, funds may be disbursed upon execution of an intergovernmental service agreement (“ISA”) for state agencies hosting a PSAP. State agencies shall be required to submit the same level of documentation as detailed in Section VIII “Grant Funding Process” subsection A “Reimbursement for Expenses Incurred.” Failure to submit documentation in compliance with these grant guidelines may result in suspension or cancellation of the ISA and/or delays in future funding. Expenses identified by the State 911 Department as ineligible under this grant shall be removed from the child account within ten (10) business days of receipt of notification of ineligible expenses.

The State 911 Department staff will review all reimbursement requests and make selection recommendations to the Executive Director or his designee. The State 911 Department will e-mail the grantee an acknowledgment of receipt of grant reimbursement requests (if the e-mail address has been provided by the grantee on the grant reimbursement form).

The State 911 Department staff will use its best efforts to review reimbursement requests and take the following action within thirty (30) business days of receipt of the reimbursement request: 1) request additional information in the event that the reimbursement request is not complete; 2) recommend approval, in full or in part, of the reimbursement request; or 3) recommend denial of the reimbursement request. If the State 911 Department staff determines, based upon its review of the reimbursement request, that the reimbursement request is not complete, the State 911 Department will within thirty (30) business days notify the grantee (or the specific person that prepared the reimbursement request) by telephone and/or e-mail of the need to provide additional information and will notify the grantee that such additional information shall be provided to the State 911 Department staff within ten (10) business days in order to complete the reimbursement request. If the grantee fails to provide the requested information necessary to complete the reimbursement request within ten (10) business days of the request by the State 911 Department, the State 911 Department will take the following

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action: 1) process the reimbursement request to the extent practicable; or 2) consider the reimbursement request closed and return the reimbursement request to the grantee. If the reimbursement request is closed and returned to the grantee, the grantee may resubmit the reimbursement request, in which case the reimbursement request will be considered a new reimbursement request, and the review period will begin again.

The State 911 will provide a letter of explanation with all reimbursement requests that are returned to a grantee. The State 911 Department will also notify, via e-mail, the authorized signatory(ies) for a grantee of all payments processed. In the event that a payment is processed for an amount less than that requested, the reason(s) for such reduction will be noted in the aforementioned e-mail notification.

Any denial of a reimbursement request, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for reimbursement requests under the State 911 Department Training Grant and State 911 Department EMD/Regulatory Compliance Grant are final.

IX. Assistance

A sample application form is posted on the State 911 Department website at www.mass.gov/e911.

For assistance please contact the State 911 Grant Specialist, Marilyn Godfrey at 508-821-7299 or 911DeptGrants@state.ma.us.

For additional assistance, please refer to the following State 911 Department contact list:

Name	Resource	Contact Number	E-Mail
Marilyn Godfrey	Questions regarding application process, budget modifications	508-821-7299	911DeptGrants@state.ma.us
Vicki Goetz	Questions regarding supporting documentation for reimbursements	508-821-7211	Vicki.Goetz@state.ma.us
Michelle Hallahan	Questions regarding eligibility and process for reimbursements	508-821-7216	Michelle.Hallahan@state.ma.us
	Adding Enhanced 9-1-1 telecommunicators to a grant after contract award		911DeptGrants@state.ma.us
	Requesting approval of a training course/in-house training		911DeptGrants@state.ma.us
Monna Wallace	Questions regarding training, certification, and compliance with 560 CMR 5.00	508-821-7220	Monna.Wallace@state.ma.us
Cathy Rodriguez	Questions regarding training scheduling and training opportunities	508-821-7217	Cathy.Rodriguez@state.ma.us
Venus Wheeler	Questions regarding training scheduling and training opportunities	508-821-7201	Venus.Wheeler@state.ma.us

All applications shall be submitted to:

State 911 Department
 1380 Bay Street, Building C
 Taunton, MA 02780

State 911 Department Grant Application Checklist

Checklist:

- Signed and Dated Training Grant and EMD/Regulatory Compliance Grant Application Page
- Completed Training Grant Budget Worksheet
- Completed EMD/Regulatory Compliance Grant Budget Worksheet, if applicable
- Completed EMD/Regulatory Compliance Grant Narrative Worksheet, if applicable
- Completed Appendix D – Personnel Costs
- Completed Authorized Signatory Listing Page
- Completed and Notarized Proof of Authentication of Signature Page
- Signed and Dated Standard Contract Page

FY2015 Training Grant and EMD/Regulatory Compliance Grant

<p>1. Name of City/Town/Municipality</p> <p>Address</p> <p>City/Town/Zip</p> <p>Telephone Number</p> <p>Website</p>	<p>City of Gloucester – Police Department</p> <hr/> <p>197 Main Street</p> <hr/> <p>Gloucester, MA 01930</p> <hr/> <p>978-281-9775</p> <hr/> <p>www.gloucester-ma.gov</p> <hr/>
<p>2. Name of Applicant (PSAP)</p> <p>Name/Title of Authorized Signatory</p> <p>Address (if different from above)</p> <p>Telephone Number</p> <p>Fax Number</p> <p>Email Address</p>	<p>Leonard Campanello – Chief of Police</p> <hr/> <hr/> <p>978-281-9775</p> <hr/> <p>978-282-3026</p> <hr/> <p>lcampanello@gloucester-ma.gov</p> <hr/>
<p>3. Contact Name/Title for Grant Questions</p> <p>Telephone Number</p> <p>Fax Number</p> <p>Email Address</p>	<p>Stacie Couture – Financial Coordinator</p> <hr/> <p>978-281-9775 ext. 2</p> <hr/> <p>978-282-3026</p> <hr/> <p>scouture@gloucester-ma.gov</p> <hr/>
<p>4. Total State 911 Department Training Grant funds (not to exceed total amount allocated to PSAP).</p>	<p>\$ 13,704.00</p> <hr/>
<p>Total State 911 Department EMD/Regulatory Compliance Grant funds</p>	<p>\$128,016.05</p> <hr/>
<p style="text-align: right;">Total</p>	<p>\$141,720.05</p> <hr/>

5. Applicant meets the EMD requirements established by the State 911 Department as follows:
(choose one)

Provide EMD utilizing in-house certified emergency medical dispatchers.
Please indicate EMD protocol being utilized. (Select One Only)
 APCO PowerPhone Priority Dispatch

OR

Provide EMD through a Certified EMD Resource:
Name of Certified EMD Resource: _____
Please indicate EMD protocol being utilized. (Select One Only)
 APCO PowerPhone Priority Dispatch
Please attach a copy of the contract between the applicant and the Certified EMD Resource.

Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the application packet.

Signed under the penalties of perjury this 27th day of Aug, 2014



Original Signature of Authorized Signatory (Blue Ink)

The Gloucester Police Department uses uniformed police officers as dispatchers on a rotating schedule. It is necessary for all police officers, including supervisors, to be E911 and EMD trained. There are currently 58 sworn officers with an average overtime rate of \$52.24 per hour. There is a possibility of 6 future academy recruits.

The quality assurance and quality improvement will be completed by 1 Sergeant with an overtime rate of \$59.82 who will be completing 25 calls per week as outlined by Priority Dispatch protocols and 3 Lieutenants who oversee dispatch and the QA/QI program with an overtime rate of \$66.68. These Lieutenants will also be completing 25 calls per week. This will include listening to the recordings, completing evaluations and meeting with call takers who may need remedial training.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements.

Initial Here: LC

CONTRACTOR LEGAL NAME: (and d/b/a): City of Gloucester -- Police Department		COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS	
Legal Address: (W-9, W-4, T&C): 9 Dale Ave. Gloucester, MA 01930		Business Mailing Address: 1380 Bay Street, Building C, Taunton, MA 02780	
Contract Manager: Leonard Campanello		Billing Address (if different):	
E-Mail: lcampanello@gloucester-ma.gov		Contract Manager: Marilyn Godfrey	
Phone: 978-281-9775	Fax: 978-282-3026	E-Mail: 911DeptGrants@state.ma.us	
Contractor Vendor Code:		Phone: 508-821-7299	Fax: 508-828-2585
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT GRNT	
		RF/Procurement or Other ID Number: FY2015 GRNT	

<p align="center"><u>X</u> NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)</p>	<p align="center"><input type="checkbox"/> CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____</p> <p>Enter Amendment Amount: \$ _____ (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget)</p> <p><input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)</p>
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The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.

Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ _____

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) For disbursement of funds under the State 911 Department FY2015 Training and EMD/Regulatory Compliance Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30, 2015, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: LC Date: 8/27/14
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Leonard Campanello

Print Title: Chief of Police

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____ Date: _____
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Frank Pozniak

FY 2015

Print Title: Executive Director

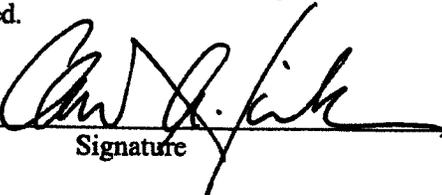
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Leonard Campanello	Chief of Police

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.



 Signature

Date: 8/28/14

Title: Mayor

Telephone: 978-281-9700

Fax:

Email: ckirk@gloucester-ma.gov

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.3

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Leonard Campanello

Title: Chief of Police

X *Leonard Campanello*

Signature as it will appear on contract or other document (Complete only in presence of notary):

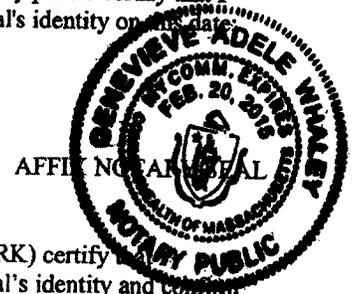
AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

ESSEX COUNTY, MASSACHUSETTS

I, GENEVIEVE ADELE WHALEY *Genevieve Whaley* (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on the day

AUGUST 27, _____, 20 14.

My commission expires on: **FEBRUARY 20, 2015**



I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirmed the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

³ This form is required for this grant program.

Appendix A - Eligible Award Amounts by PSAP

ABINGTON
ACTON
ACUSHNET
ADAMS
AGAWAM
AMESBURY
AMHERST
ANDOVER
ARLINGTON
ASHBURNHAM
ASHBY
ASHLAND
ATHOL
ATTLEBORO
AUBURN
AVON
AYER
BARNSTABLE (Town of)
BARNSTABLE COUNTY
BEDFORD
BELCHERTOWN
BELLINGHAM
BELMONT
BERKLEY
BERKSHIRE COUNTY
BERLIN
BEVERLY
BILLERICA
BLACKSTONE
BOLTON
BOSTON
BOURNE
BOXBOROUGH
BOXFORD
BOYLSTON
BRAINTREE
BRIDGEWATER
BROCKTON
BROOKLINE
BURLINGTON
CAMBRIDGE
CANTON
CARLISLE
CARVER
CHARLTON
CHELMSFORD
CHELSEA
CHICOPEE

CLINTON
CONCORD
DALTON
DANVERS
DARTMOUTH
DEDHAM
DENNIS
DIGHTON
DOUGLAS
DOVER
DRACUT
DUDLEY
DUKES COUNTY
DUXBURY
EAST BRIDGEWATER
EAST LONGMEADOW
EASTHAM
EASTHAMPTON
EASTON
ESSEX COUNTY RECC
EVERETT
FAIRHAVEN
FALL RIVER
FITCHBURG
FOXBOROUGH
FRAMINGHAM
FRANKLIN
FREETOWN
GARDNER
GEORGETOWN
GLOUCESTER
GRAFTON
GRANBY
GREAT BARRINGTON
GREENFIELD
GROTON
GROVELAND
HADLEY
HALIFAX
HAMILTON
HAMPDEN
HANOVER
HANSON
HAVERHILL
HOLBROOK
HOLDEN
HOLLISTON
HOLYOKE
HOPKINTON
HUDSON
IPSWICH

KINGSTON
LAKEVILLE
LAWRENCE
LEE
LEICESTER
LEOMINSTER
LEXINGTON
LINCOLN
LITTLETON
LONGMEADOW
LOWELL
LUDLOW
LYNN
LYNN REGIONAL SECONDARY
LYNNFIELD
MALDEN
MANCHESTER
MANSFIELD
MARBLEHEAD
MARION
MARLBOROUGH
MARSHFIELD
MATTAPOISETT
MAYNARD
MEDFIELD
MEDFORD
MEDWAY
MELROSE
MENDON
MERRIMAC
METHUEN
MIDDLEBORO
MILFORD
MILLBURY
MILLIS
MILTON
MONSON
MONTAGUE
NAHANT
NANTUCKET
NASHOBA VALLEY RDD
NATICK
NEEDHAM
NEW BEDFORD
NEW BRAINTREE MSP
NEWBURY
NEWBURYPORT
NEWTON
NORFOLK
NORTH ADAMS
NORTH ANDOVER

NORTH ATTLEBOROUGH
NORTH READING
NORTHAMPTON
NORTHBOROUGH
NORTHBRIDGE
NORTON
NORWOOD
OXFORD
PALMER
PAXTON
PEABODY
PEMBROKE
PEPPERELL
PITTSFIELD
PLAINVILLE
PLYMOUTH
PRINCETON
PROVINCETOWN
QUINCY
RANDOLPH
RAYNHAM
READING
REHOBOTH
REVERE
ROCHESTER
ROCKLAND
ROCKPORT
ROWLEY
RUTLAND
SALEM
SALISBURY
SANDWICH
SAUGUS
SCITUATE
SEEKONK
SHARON
SHELBURNE FALLS MSP
SHERBORN
SHIRLEY
SHREWSBURY
SOMERSET
SOMERVILLE
SOUTH HADLEY
SOUTH SHORE RECC
SOUTHAMPTON
SOUTHBOROUGH
SOUTHBRIDGE
SOUTHWICK
SPENCER
SPRINGFIELD
STERLING

STONEHAM
STOUGHTON
STOW
STURBRIDGE
SUDBURY
SUTTON
SWANSEA
TAUNTON
TEMPLETON
TEWKSBURY
TOPSFIELD
TOWNSEND
TRURO
TYNGSBOROUGH
UPTON
UXBRIDGE
WAKEFIELD
WALPOLE
WALTHAM
WARE
WAREHAM
WARREN
WATERTOWN
WAYLAND
WEBSTER
WELLESLEY
WEST BOYLSTON
WEST BRIDGEWATER
WEST NEWBURY
WEST SPRINGFIELD
WESTBOROUGH
WESTFIELD
WESTFORD
WESTMINSTER
WESTON
WESTPORT
WESTWOOD
WEYMOUTH
WILBRAHAM
WILLIAMSTOWN
WILMINGTON
WINCHENDON
WINCHESTER
WINTHROP
WOBURN
WORCESTER
WRENTHAM
YARMOUTH

Appendix B - Current List of Approved Training Courses

The State 911 Department has compiled a listing of courses previously requested by PSAPs and authorized by the Department. All courses found on this list are considered to be approved and no further advance written authorization from the State 911 Department is required. This list is not intended to limit training opportunities but is merely provided as a resource to Grantees. Please note that this list is subject to change. As this list of training courses is compiled from requests received from Grantees for training courses, Grantees are encouraged to periodically visit www.Mass.Gov/E911 for an updated list. Please note this list is not intended to support or promote course providers, it is merely a compilation of courses requested by Grantees and reviewed and approved by the State 911 Department. Only Grantees and not vendors are permitted to submit courses for consideration of approval. Grantees are encouraged to seek other training opportunities and submit the sponsor of the course; vendor name; course curriculum, agenda, or syllabus; course location; and course cost to the State 911 Department for approval by e-mailing request to: 911DeptGrants@state.ma.us.

	Provider
911 - The Call Starts with You!	Municipal Police Institute
911 Call-Taker Legal Issues	Hanrahan Consulting
911 Emergency Dispatch 2-Day Seminar	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatch Seminar	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatch: Legal Aspects and Coordination of an Arson Investigation: Polices & Procedures	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: 209A Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Active Shooter- 4 hours	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Air Medical- 4 hours	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Air Medical- 8 hours	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Constitutional Law	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: CORI & Public Records	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Disclosing HIV & AIDS Info	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: HIPAA Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Improving Dispatcher Performance	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)

911 Emergency Dispatching: Liability Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: MA Terrorism Act - Update 2010 and 2013	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Talking to Individuals in Crisis Resulting from Domestic Incidents and Others & Managing Emotionally Disturbed People for Dispatchers	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Testifying	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Emergency Dispatching: Weapons	PowerPhone, Inc. / The Public Safety Group / Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Liability	PowerPhone, Inc. / The Public Safety Group / Success Communications / Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
911 Supervision	PowerPhone, Inc.
911 Supervision Leading Teams in a Crisis	PowerPhone, Inc.
911 Supervisor Training	PowerPhone, Inc.
Active Shooter	APCO / Profile Evaluations, Inc. (PEI) / SRR Training / The Public Safety Group
Active Shooter Incidents for Public Safety Communications	APCO
Active Shooter Situations for 911 Professionals	Public Safety Training Consultants
Active Shooting Incidents	PowerPhone, Inc.
Active Shooting Response	PowerPhone, Inc.
Advanced Crisis Communications Strategies for Public Safety Communications Supervisors	MEMA
Advanced ECO: "Kickin' the Blues", Managing ECO Stress	SRR Training
Advanced ECO: Hostage/Crisis Negotiations for Emergency Communications Officers	SRR Training
Advanced ECO: The 10 Most Unwanted - An Instructor's Guide to Student Management	SRR Training
Advanced Emergency Medical Dispatch Certification	PowerPhone, Inc. / Priority Dispatch Corporation
Advanced Fire Service Dispatch	PowerPhone, Inc.
Advanced Law Enforcement - 2 day seminar	The Public Safety Group
Advanced Law Enforcement Dispatch	PowerPhone, Inc.
Advance Life Support Training for APCO EMD Instructor	APCO

Advanced Public Safety Dispatch	PowerPhone, Inc.
Anger Management	Success Communications, Inc.
Anti-Terrorism Intelligence Awareness Training Program	Department of Homeland Security, Federal Law Enforcement Training Center
APCO Institute Illuminations	APCO
AQUA Training	Priority Dispatch Corporation
BAPERB Training for 911 Dispatchers (4 hours)	Greater Boston Police Council
Basic Critical Incident Response	Municipal Police Institute
Basic Fire Communications	The Public Safety Group
Breeding Success in your Training Program	The Public Safety Group
Building for Excellence: Management and Leadership Tools for 911 Professionals	Profile Evaluations, Inc. (PEI) / The Public Safety Group
Challenging Callers - Communicating with Children, the Elderly and the Mentally-Impaired	Profile Evaluations, Inc. (PEI)
Civilian Dispatcher: Essential Training for Enhanced Effectiveness	Law Enforcement Dimensions (John Sofis Scheft, Esq.)
Communication Center Liability	The Public Safety Group
Communication Center Management - 5 day course	Municipal Police Institute
Communication Center Manager	APCO / The Public Safety Group
Communications Center Supervisor	APCO/ The Public Safety Group
Communications for Responders	APCO
Communications Training Officer	APCO / First Contact 911 / LLC / The Public Safety Group / Public Safety Training Consultants
Communications Training Officer Certification 3 days/24hours	SRR Training
Communications Training Officer Instructor	APCO
Communications Training Professional	Profile Evaluations, Inc. (PEI) and The Public Safety Group
Complacency - Cannibalism & Critical Thinking	Public Safety Training Consultants
Complete Dispatcher Course - 4 day	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Comprehensive Quality Program	APCO
Considering Our Personnel & The Public	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Constitutional and Criminal Law for Dispatchers and Call Takers in Massachusetts	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Continuing Dispatch Education (CDE)	Emergency Service Consulting
CPR and First Aid Training (As of July 1, 2012 must be related to EMD)	When Seconds Count, Inc.
CPR and First Responder - Certification/Recertification (As of July 1, 2012 must be related to EMD)	American Red Cross / American Heart Association / Comprehensive Medical Teaching Institute / Safety Program Consultants, Inc. / MPTC

CPR/First Responder/Suicide Prevention /Stress - 2 day	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Crimes in Progress	The Public Safety Group
Criminal Law & Procedure for 911 Call-Takers	Hanrahan Consulting
Crisis Negotiations for Telecommunicators	APCO
Critical Incident Dispatch	Priority Dispatch Corporation / The Public Safety Group
Critical Incident Response Tips for 911 Dispatchers, Call-Takers and Front Desk Personnel	Police Training Systems
Critical Incident Stress	Public Safety Group
Critical Incident Stress Debriefing	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Critical Incident Stress Management/PEER Debriefing Certification Course	SRR Training
Criticism & Discipline Skills for Managers and Supervisors	Career Track
Customer Service - Full and Half-Day Seminars	First Contact 911 / LLC / PowerPhone, Inc. / The Public Safety Group
Customer Service in Today's Public Safety Communications Center	APCO
Customer Service the 911 Way	Professional Dispatch Management
Customer Service the 911 Way	Public Safety Training Consultants
Dealing with Difficult People	Career Track / Municipal Police Institute / SRR Training
Disaster Operations and the Communications Center	APCO
Disaster Planning for the PSAP	NENA
Disasters and the Dispatcher - Expecting the Unexpected	PowerPhone, Inc.
Dispatch Judo - Verbal Defense and Influence for Emergency Communications - 2 day	PowerPhone, Inc.
Dispatch Legal Issues	Lieutenant Justin Hanrahan, Esq.
Dispatch Supervisor	Career Track
Dispatch: Providing Customer Service in 2013	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Dispatcher & Call Taker: Essential Training	Law Enforcement Dimensions (John Sofis Scheft, Esq.)
Dispatcher's Better Understanding of Mental Illness	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Dispatcher's Role in Times of Disaster	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)

Dispatching Like You Mean It	R9 Training
DCJIS Criminal Justice Information Systems (CJIS) and Criminal Offender Record Information (CORI) Policy Training	CJIS Support Services
Domestic Abuse Dispatcher Training	The Public Safety Group
Domestic Violence Classes for Dispatchers	Municipal Police Training Council / PowerPhone, Inc. / Profile Evaluations, Inc. (PEI) / The Public Safety Group
Domestic Violence Handbook for Emergency Communications (8 hours)	SRR Training
Domestic Violence Intervention	PowerPhone, Inc. / The Public Safety Group
ED-Q Recertification	Priority Dispatch Corporation
ED-Q Training	Priority Dispatch Corporation
Emergency Fire Dispatch	Priority Dispatch Corporation
Emergency Medical Dispatch - Instructor Recertification Program	APCO
Emergency Medical Dispatch - Advancement Series - Continuing Education Modules	Priority Dispatch Corporation
Emergency Medical Dispatch - Concepts	APCO
Emergency Medical Dispatch - Continuing Dispatch Education Services - 4 hour each class	Steve R. L'Heureux
Emergency Medical Dispatch - Manager	APCO
Emergency Medical Dispatch - Protocol Software Training	APCO / PowerPhone / Priority Dispatch Corporation
Emergency Medical Dispatch - Q Certification Course	Priority Dispatch Corporation
Emergency Medical Dispatch - QA Protocol Software Training	APCO / PowerPhone / Priority Dispatch Corporation
Emergency Medical Dispatch - Recertification (Classroom/Online)	Priority Dispatch Corporation / National Academies of Emergency Dispatch / APCO / PowerPhone
Emergency Medical Dispatch Certification	APCO / PowerPhone, Inc., / Priority Dispatch Corporation/ Emergency Service Consulting
Emergency Medical Dispatch QA Certification/Recertification Online	APCO / PowerPhone / Priority Dispatch Corporation
Emergency Medical Dispatcher - Instructor Course	APCO / National Academies of Emergency Dispatch
Emergency Police Dispatch	Priority Dispatch Corporation
Emergency Preparedness	Massachusetts Bay Commuter Railroad (MBCR)
Emergency Technology Forum	APCO
Emergency Telecommunicator	Priority Dispatch Corporation
Emergency Telecommunicator (Train-the-Trainer)	Priority Dispatch Corporation
EOC Management and Operations Course- 7 hours	MEMA

Essential Skills for First Time Manager or Supervisor	Fred Pryor Seminar
Essential Training for Enhanced Effectiveness	Law Enforcement Dimensions (John Sofis Scheft, Esq.)
Ethical Considerations in Dispatch - Not "Just A Dispatcher"	R9 Training
Evaluating Call-Taker/Dispatcher Job Skill	Benchmark Professional Seminar, Inc.
Excited Delirium for Dispatchers (Online)	Municipal Police Institute
Excited Delirium for Dispatchers- 4 hours	Municipal Police Institute
Fire Communications 2 days seminar	The Public Safety Group
Fire Service Communications	APCO
Fire Service Communications Instructor	APCO
Fire Service Dispatch Certification/Re-Certification	PowerPhone, Inc.
First Responder	Massachusetts Criminal Justice Training Council
First Responder Certified	PowerPhone, Inc.
First Responder Round Table - Half-Day Seminar	The Public Safety Group
First Responder Training- 4 hours (Online)	Municipal Police Institute
Focus Achieving your Highest Priorities - Time Management Workshop (for Managers and Supervisors Only)	FranklinCovey
For Dispatchers Only - Surviving in the Communication Center Environment (2 day course)	Public Safety Communication Management Services
For Dispatchers: Serving Yourself and the Public- 8 hours	Law Enforcement Dimensions – John Sofis Scheft, Esq
Handling Domestic Violence Calls	Professional Dispatch Management
Handling Suicide Callers - What Public Safety Dispatchers Must Know About Handling Potential Suicide Calls & Active Suicide Calls	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Health & Wellness Issues for Dispatch (4 hours)	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
High Risk! 911 & Dispatch Training	Public Safety Training Consultants
Homeland Security for Telecommunicators (8 hours)	PowerPhone, Inc
Hostage Negotiations	PowerPhone, Inc / The Public Safety Group
Hostage/Crisis Negotiations for Emergency Communications Officers	SRR Training
Hostage/Crisis Negotiations for First Responders	Team Training Associates
How to Communicate with Tact & Professionalism	Fred Pryor Seminar
How to Deliver Exceptional Customer Service	Fred Pryor Seminar
How to Save a Life; Yours!	The Public Safety Group
How to Supervise People	Fred Pryor Seminar
How To Survive Dispatch Stress	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Hurricane Katrina Lessons Learned	Professional Dispatch Management
IMC System Manager Training	TriTech Software Systems

Incident Dispatcher - Fire, Tactical, All Risk/All Hazard	First Contact 911 / LLC
Intermediate Administrative	Information Management Corporation (IMC)
Intermediate Dispatch Training	Information Management Corporation (IMC)
Introduction to Crisis Intervention	APCO Virtual College (AVC)
Law Enforcement Dispatch Certification	PowerPhone, Inc.
Law Enforcement Dispatch Re-Certification	PowerPhone, Inc.
LAWs Academy – Social Media Fundamentals	Laws Communications
Leadership Certificate Program (Registered Public-Safety Leader)	APCO Institute
Leadership for the Low Man	SRR Training
Legal and Practical Issues	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Legal Issues for Massachusetts Call Takers & Dispatchers (Sworn & Non-Sworn)	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Legal Update & Procedures for Police Dispatchers and Call-Takers	Municipal Police Institute
Liability for 911 Emergency Dispatching	Municipal Police Institute
LoJack Safety Net Program	LoJack Corporation
Making the Transition from Staff to Supervisor	Fred Pryor Seminar
Managing Crisis Calls	First Contact 911 / LCC
Managing Multiple Priorities, Projects and Deadlines	Fred Pryor Seminar
Managing Stress via the Management of Emotions, Communication & Time - Instructor Course	Impact America Educational Services
Massachusetts Call Center Best Practices Initiative for Cases of Missing & Exploited Children Seminar for Call Center Managers	National Center for Missing & Exploited Children
Medical Protocol Review	Emergency Service Consulting
MEMA/EOC Emergency Preparedness Training – Pilgrim Nuclear Power Plant (5 hours)	MEMA
Mental Health First Aid - 12 hour class	National Council for Community Behavioral Healthcare
Missing Persons for 911 Call-Takers and Investigators	Hanrahan Consulting
Multiple Unit Agency Response for Fire	APCO
NIMS/Incident Command System (ICS-100, ICS-200, ICS-300, ICS700, ICS 704)	MEMA/FEMA, Online
Non-Emergency Call Handling	PowerPhone, Inc.
"Officer Down" What Dispatchers Need to Know	Professional Dispatch Management
On-Line Certification Courses	APCO / PowerPhone, Inc. / Priority Dispatch
On-Line Recertification Courses	APCO / PowerPhone, Inc. / Priority Dispatch Corporation/ National Academies of Emergency Dispatch
Police Dispatchers/Dealing in Disaster (4 hOnline)	Municipal Police Institute

Priority EMD Protocol Refresh - See at Bottom of Page.	New England Safety Education Resources, (Instructor: Stephen R. L'Heureux)
Professional Dispatch Class	Success Communications, Inc.
PROQA Training	Priority Dispatch Corporation
Protecting Law Enforcement Responders Workshop	PowerPhone, Inc.
Public Records Law (4 hours)	Hanrahan Consulting
Public Safety Communication Staffing and Employee Retention	APCO
Public Safety Customer Services - Considering our Personnel & The Public	R9 Training
Public Safety Telecommunicator - 6th Addition (40 Hours)	APCO
Public Safety Telecommunicator 1	APCO
Public Safety Telecommunicator 1 (PST1) Instructor	APCO
Public Safety Telecommunicator 1 (PST1) Instructor - Recertification	APCO
Radio Fire Alarm Box Course	L. W. Bills Company
Radio Master Boxes Systems and Procedures	East Coast Security Systems
Recognizing Autism -What Public Safety Dispatchers Must Know About Calls Regarding Persons with Autism	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Recruiting, Training & Retaining Communication Center Personnel	Benchmark Professional Seminar, Inc.
Refresher Building Blocks: Fire Communications, School Violence, Hazardous Materials, High Risk Calls	First Contact 911
RPL -(Registered Public-Safety Leader)- Leadership Certificate Program	APCO Institute
School Violence – Lessons Learned – Planning-Prevention-Response 911 Dispatch and Responder Training	Public Safety Training Consultants
Sexual Harassment in the Dispatch Center	Professional Dispatch Management
Simulation-Based Dispatcher Training	BowMac Educational Services, Inc.
Statewide Fire Mobilization for Public Safety Communications Personnel Training	Dept. of Fire Services / Fire Chiefs Association of MA
Statewide Fire Mobilization for Public Safety Communications Personnel Training / Train-the-Trainer	Dept. of Fire Services / Fire Chiefs Association of MA
Stress Identification and Management	PowerPhone, Inc.
Stress Management	The Public Safety Group
Stress: "Its All In Your Head"	Profile Evaluations, Inc. (PEI) / The Public Safety Group
Suicide Intervention	PowerPhone, Inc. / The Public Safety Group / Profile Evaluations, Inc. (PEI)
Suicide Prevention (8 hours)	PowerPhone, Inc.

Suicide Prevention / Stress / Customer Service / Report Writing / (16 hours)	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
Supervising Problem Employees - 2 Day Course for Dispatch Supervisors	Professional Dispatch Management
Supervision and Management of Public Safety Communication Centers	Public Safety Communication Management Services
Supervision and Management Skills for Dispatch Supervisors/Liability for Supervisors	Municipal Police Institute
Supervisor - 2 day seminar	The Public Safety Group
Surviving in the Communication Center Environment - 2 Day Course	Public Safety Communication Management Services
Surviving Stress (Online Class)	APCO
Systems Manager	Information Management Corporation (IMC)
Tactical Communications (Verbal Judo) Instructor	Verbal Judo Institute, Inc.
Team Building	Success Communications, Inc.
Telecommunicator Liability	The Public Safety Group
Telecommunicators Role in Homeland Security	APCO
Terrorism & the Telecommunicator	The Public Safety Group
Terrorist Watch List Training	Terrorist Screening Center
Testifying in Court (Full Day and/or Half Day)	Municipal Police Institute
Testifying in Court (Online)	Municipal Police Institute
The Conversations Managers Don't Want to Have.....	HSC Workshops
The Essentials of Communicating with Diplomacy and Professionalism (16 hours)	Skillpath
The Good, the Bad & the Ugly	Professional Dispatch Management
The Management Conference	Fred Pryor Seminar
The Perfect Storm, A Victim's Plea (Also known as-A Victim's Plea)	Denise Amber Lee Foundation Staff
The World of Liability	SRR Training
Time Management	Franklin Covey
Total Disaster Response	The Public Safety Group
Training Officer Instructor	APCO
Training the Trainer	Fred Pryor Seminar
TTY Simulator Refresher Training	911Trainer.com
TTY Training - 4 hours	The Public Safety Group
TTY/Deaf Education	MA Commission for Deaf & Hard of Hearing
Under the Headset: Surviving Dispatch Stress	Public Safety Training Consultants
Virtual Dementia Experience for First Responders	StilMee
What Public Safety Dispatchers Must Know About Calls Regarding Persons with Autism 2012	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)

WMD/Terrorism Awareness for Emergency Responders/Dispatchers - AWR-160 Standardized Awareness Training (SAT)	Department of Homeland Security
Written Communications 911 Dispatchers : Testifying and Depositions	Commonwealth Police Service, Inc. (The Law Office of Attorney Patrick Rogers)
	3/19/2014

Priority EMD Protocol Refresh	New England Safety Education Resources (Instructor: Stephen R. L'Heureux)
Each Protocol, Pre-Arrival Instruction (PAI), or Post-Dispatch Instruction (PDI) is designed to be taught in approximate 2 hour increments. Time is also typically allotted for quality assurance – questions and answer period.	
Protocol 0 – Case Entry	
Protocol 1 – Abdominal Pain/Problems	
Protocol 2 – Allergies (Reactions) / Envenomations (Stings, Bites)	
Protocol 3 – Animal Bites / Attacks	
Protocol 4 – Assault / Sexual Assault	
Protocol 5 – Back Pain (Non-Traumatic or Non-Recent Trauma)	
Protocol 6 – Breathing Problems	
Protocol 7 – Burns (Scalds) / Explosion (Blast)	
Protocol 8 – Carbon Monoxide / Inhalation / Hazmat / CBRN	
Protocol 9 – Cardiac or Respiratory Arrest / Death	
Protocol 10 – Chest Pain (Non-Traumatic)	
Protocol 11 – Choking	
Protocol 12 – Convulsions / Seizures	
Protocol 13 – Diabetic Problems	
Protocol 14 – Drowning (Near) / Diving / SCUBA Accident	
Protocol 15 – Electrocution / Lightning	
Protocol 16 – Eye Problems / Injuries	
Protocol 17 – Falls	
Protocol 18 – Headache	
Protocol 19 – Heart Problems / A.I.C.D.	
Protocol 20 – Heat / Cold Exposure	
Protocol 21 – Hemorrhage / Lacerations	
Protocol 22 – Inaccessible Incident / Other Entrapments (Non-Vehicle)	
Protocol 23 – Overdose / Poisoning (Ingestion)	
Protocol 24 – Pregnancy / Childbirth / Miscarriage	
Protocol 25 –Psychiatric / Abnormal Behavior / Suicide Attempt	
Protocol 26 – Sick Person (Specific Diagnosis)	
Protocol 27 – Stab / Gunshot / Penetrating Trauma	
Protocol 28 – Stroke (CVA)	

Protocol 29 – Traffic / Transportation Incidents	
Protocol 30 – Traumatic Injuries	
Protocol 31 – Unconscious / Fainting (Near)	
Protocol 32 – Unknown Problem (Man Down)	
Protocol 33 – Transfer / Interfacility / Palliative Care	
Protocol 34 – Automatic Crash Notifications	
Protocol 36 – Pandemic Flu	
PAI A / B / C – Pre Arrival Instructions – Airway / Arrest / Choking (Unconscious)	
PAI D - Pre Arrival Instructions – Choking (Conscious)	
PAI F – Pre Arrival Instructions – Childbirth – Delivery	
PAI Ya, Yb, Yc Tracheostomy (Stoma) Airway / Arrest / Choking (Unconscious)	
PAI Z – AED Support	
PDI X – Case Exit	

Appendix C- Continuing Education

Pursuant to the provisions of 560 CMR 5.00, commencing July 1, 2012, in order to maintain certification as an enhanced 911 telecommunicator, a certified enhanced 911 telecommunicator shall successfully complete a minimum of sixteen hours of State 911 Department-approved continuing education annually, or the equivalent thereof as approved by the Department.

Funding under the State 911 Department Training Grant and EMD/Regulatory Compliance Grant is limited to sixteen (16) hours of State 911 Department-approved continuing education annually.

The following are State 911 Department-approved continuing education training opportunities:

- Courses set forth in Appendix B;
- Additional courses approved by the State 911 Department. Request for approval may be submitted to the State 911 Department for approval, together with the sponsor of the course; vendor name; course curriculum, agenda, or syllabus; course location, and course cost by e-mailing the request to: 911DeptGrants@state.ma.us;
- CPR and EMD certification by a vendor approved by the State 911 Department to provide EMD training, certification, and recertification courses in order to meet the State 911 Department requirements; and
- State 911 Department Public Safety Academy training.

Please note that this list is subject to change.

Appendix D -Personnel Costs

(List Certified Enhanced 911 Telecommunicators and New Personnel
in the Process of Obtaining Certification as an Enhanced 911 Telecommunicator)

Last Name, First Name (Please list in Alphabetical Order).	Please indicate Full (F) or Part-time (P)	Hourly Pay Rate	Overtime Pay Rate
Aberle, Josiah	F	\$27.48	\$41.22
Adelfio, Vincent	F	\$27.48	\$49.46
Aiello, Alexander	P	\$17.58	
Alves, Clifford	F	\$27.48	\$51.52
Balbo, Joseph	F	\$27.48	\$45.34
Bichao, John	P	\$24.59	
Bouchie, Shawn	F	\$27.48	\$41.22
Cahill, William	F	\$27.48	\$51.52
Carr, George	F	\$27.48	\$49.46
Cecilio, Marc	F	\$27.48	\$51.52
Cherry, Peter	F	\$27.48	\$41.22
Chipperini, Brendan	F	\$27.48	\$41.22
Cimoszko, Michal	F	\$23.15	\$41.67
Ciolino, Jerome	F	\$27.48	\$45.34
Crowley, Brian	F	\$27.48	\$41.22
Curtis, Ernest	P	\$24.11	
D'Angelo, David	F	\$23.15	\$34.72
Doyle, Jason	P	\$17.58	
Duffany, Scott	F	\$27.48	\$41.22
Duwart, Carlton	F	\$27.48	\$41.22
Fialho, Heidi	F	\$27.48	\$49.46
Foote, Jared	F	\$23.15	\$34.72
Foote, Mark	F	\$27.48	\$41.22
Frates, Christopher	F	\$27.48	\$51.52
Gaudenzi, Keith	F	\$23.15	\$41.67
Genovese, Christopher	F	\$27.48	\$45.34
Giacalone, Anthony	F	\$27.48	\$41.22
Gossom, Kelly	P	\$17.58	
Hicks, Kevin	F	\$27.48	\$45.34
Johnsen, Robert	F	\$27.48	\$45.34
Kendall, William	P	\$17.58	
Knickle, Andrew	F	\$27.48	\$45.34
Lamberis, Stephen	F	\$27.48	\$51.52
Liacos, Christopher	F	\$27.48	\$45.34

Mackey, Kevin	F	\$27.48	\$49.46
Mizzoni, Steven	F	\$27.48	\$45.34
Morrissey, Robert	F	\$27.48	\$34.72
Moseley, Heath	F	\$27.48	\$41.22
Muise, Kevin	F	\$27.48	\$45.34
Officer, James	F	\$27.48	\$51.52
O'Leary, Timothy	F	\$27.48	\$41.22
Palazola, Robert	F	\$27.48	\$49.46
Parady, Joseph	F	\$27.48	\$45.34
Piscitello, Ronald	F	\$27.48	\$45.34
Quinn, Michael	F	\$27.48	\$51.52
Quinn, Thomas	F	\$27.48	\$51.52
Sanborn, Bryan	P	\$17.58	
Sargent, Wayne	P	\$26.95	
Scola, Michael	F	\$27.48	\$49.46
Simoos, Troy	F	\$27.48	\$41.22
Souza, Derric	P	\$17.58	
Stuart, Leon	F	\$27.48	\$41.22
Sutera, Peter	F	\$27.48	\$49.46
Trefry, Jonathan	F	\$27.48	\$49.46
Tucker, Richard	P	\$17.58	
Williams, Thomas	P	\$38.36	
Aiello, Joseph	P	\$43.58	
Auld, Kathy	P	\$42.52	
Aiello, Brian	F	\$38.28	\$57.42
Catarino, Joseph	F	\$39.88	\$59.82
Connors, Sean	F	\$35.11	\$52.70
Fitzgerald, Joseph	F	\$44.45	\$66.69
Gossom, Michael	F	\$44.45	\$66.69
Leanos, William	F	\$43.37	\$65.06
MacDonald, Eugene	F	\$39.88	\$59.84
Marshall, James	F	\$38.28	\$57.45
McCarthy, John	F	\$61.90	
Nicastro, Jeremiah	F	\$35.11	\$52.70
Parisi, Anthony	F	\$37.25	\$55.89
Quinn, David	F	\$44.45	\$66.69
Williams, Michael	F	\$42.68	\$64.02

Appendix E – Annual Certification of Compliance

Copies of the State 911 Department's Regulations Establishing Certification Requirements for Enhanced 911 Telecommunicators, Governing Emergency Medical Dispatch, and Establishing 911 Call Handling Procedures ("the regulations") are available on the State 911 Department's website at www.mass.gov/e911. Also available on the website are a summary of the regulations, answers to frequently asked questions and forms.

IMPORTANT REMINDER: Pursuant to the regulations, each primary PSAP, regional secondary PSAP (except if operated by a private safety department), secondary PSAP (except if operated by a private safety department), RECC, and wireless state police PSAP is required to submit a PSAP/RECC Annual Certification of Compliance Form to the State 911 Department. The form is posted on the State 911 Department website at www.mass.gov/e911. The form must be mailed to the address on the form and is due on or before the due date set forth in the form.

**GLOUCESTER POLICE DEPARTMENT
FY2015 E911 TRAINING EMD GRANT WORKSHEET**

# TO TRAIN	PATROLMEN	OVERTIME		HOURLY PAY TRAINING		HOURS	COST	NIGHT SHIFT 8%
		RATE		RATE				
1	Aberle, Josiah	\$41.22				16	659.52	\$ 26.38
2	Adelfio, Vincent J.	\$49.46				16	791.36	\$ 31.65
3	Aiello, Alexander			\$17.58		16	281.28	
4	Aiello, Brian	\$57.42				16	918.72	\$ 36.75
5	Alves Jr., Clifford A.	\$51.52				16	824.32	\$ 32.97
6	Balbo, Joseph	45.34				16	725.44	\$ 29.02
7	Bichao, John			\$24.59		16	393.44	\$
8	Bouchie, Shawn J.	\$41.22				16	659.52	\$ 26.38
9	Cahill, William G	\$51.52				16	824.32	\$ 32.97
10	Carr Jr., George W.	\$49.46				16	791.36	\$ 31.65
11	Catarino, Joseph	\$59.82				16	957.12	\$ 38.28
12	Cecilio, Marc A.	\$51.52				16	824.32	\$ 32.97
13	Cherry, Peter	\$41.22				16	659.52	\$ 26.38
14	Chipperini, Brendan	\$41.22				16	659.52	\$ 26.38
15	Cimoszko, Michael	\$41.67				16	666.72	\$ 26.67
16	Ciolino, Jerome	\$45.34				16	725.44	\$ 29.02
17	Connors, Sean P.	\$52.70				16	843.20	\$ 33.73
18	Crowley, Brian	41.22				16	659.52	\$ 26.38
19	Curtis, Ernest			\$24.11		16	385.76	\$
20	D'Angelo, David	\$34.72				16	555.52	\$ 22.22
21	Doyle, Jason			17.58		16	281.28	
22	Duffany, Scott B	\$41.22				16	659.52	\$ 26.38
23	Duwart Jr, Carlton	\$41.22				16	659.52	\$ 26.38
24	Fialho, Heidi	49.46				16	791.36	\$ 31.65
25	Foote, Jared	\$34.72				16	555.52	\$ 22.22
26	Foote, Mark Joseph	\$41.22				16	659.52	\$ 26.38
27	Frates, Christopher	\$51.52				16	824.32	\$ 32.97
28	Gaudenzi, Keith	\$41.67				16	666.72	\$ 26.67
29	Genovese, Christopher	\$45.34				16	725.44	\$ 29.02
30	Giacalone, Anthony	\$41.22				16	659.52	\$ 26.38
31	Gossom, Kelly			\$17.58		16	281.28	
32	Hicks, Kevin E.	\$45.34				16	725.44	\$ 29.02
33	Johnsen Jr., Robert G.	\$45.34				16	725.44	\$ 29.02
34	Kendall, William			\$17.58		16	281.28	
35	Knickle, Andrew	\$45.34				16	725.44	\$ 29.02
36	Lamberis, Stephen	\$51.52				16	824.32	\$ 32.97
37	Liacos, Christopher	\$45.34				16	725.44	\$ 29.02
38	Mackey, Kevin	\$49.46				16	791.36	\$ 31.65

**GLOUCESTER POLICE DEPARTMENT
FY2015 E911 TRAINING EMD GRANT WORKSHEET**

# TO TRAIN	PATROLMEN	FY2015 OVERTIME		HOURLY PAY TRAINING		HOURS	COST	NIGHT SHIFT 8%
		RATE		RATE				
39	Mizzoni, Steven B	\$45.34				16	\$ 725.44	\$ 29.02
40	Morrissey, Robert	\$34.72				16	\$ 555.52	\$ 22.22
41	Moseley, Heath	\$41.22				16	\$ 659.52	\$ 26.38
42	Muise, Kevin	\$45.34				16	\$ 725.44	\$ 29.02
43	Nicastro, Jeremiah	\$52.70				16	\$ 843.20	\$ 33.73
44	Officer Jr., James P.	\$51.52				16	\$ 824.32	\$ 32.97
45	O'Leary, Timothy	\$41.22				16	\$ 659.52	\$ 26.38
46	Palazola, Robert	\$49.46				16	\$ 791.36	\$ 31.65
47	Parady, Joseph	\$45.34				16	\$ 725.44	\$ 29.02
48	Piscitello, Ronald A.	\$45.34				16	\$ 725.44	\$ 29.02
49	Quinn, Michael D	\$51.52				16	\$ 824.32	\$ 32.97
50	Quinn, Thomas E	\$51.52				16	\$ 824.32	\$ 32.97
51	Sanborn, Bryan		\$17.58			16	\$ 281.28	
52	Sargent, Wayne M	\$49.46				16	\$ 431.20	\$ 31.65
53	Scola, Michael	\$41.22				16	\$ 791.36	\$ 26.38
54	Simoes, Troy	\$41.22				16	\$ 659.52	\$ 26.38
55	Souza, Derric		\$17.58			16	\$ 281.28	
56	Stuart, Leon	\$41.22				16	\$ 659.52	\$ 26.38
57	Sutera, Peter	\$49.46				16	\$ 791.36	\$ 31.65
58	Trefry, Jonathan	\$49.46				16	\$ 791.36	\$ 31.65
59	Tucker, Richard		\$17.58			16	\$ 281.28	
60	Williams, Thomas		\$38.36			16	\$ 613.76	
61	Alejo, Joseph		\$43.58			16	\$ 697.28	
62	Auid, Kathleen		\$42.52			16	\$ 680.32	
63	Fitzgerald, Joseph C.(QA/QI)	\$ 66.69				254	\$ 16,939.26	\$ 1,355.14
64	Gossom, Michael K.(QA/QI)	\$ 66.69				254	\$ 16,939.26	\$ 1,355.14
65	Learnos, William	\$ 65.06				16	\$ 1,040.96	\$ 41.64
66	MacDonald Jr., Eugene R.(QA/QI)	\$ 59.84				254	\$ 15,199.36	\$ 1,215.95
67	Marshall, James W	\$57.45				16	\$ 919.20	\$ 36.77
68	McCarthy, John	\$ 61.90				16	\$ 990.40	\$ 39.62
69	Parsi, Anthony	\$ 55.89				16	\$ 894.24	\$ 35.77
70	Quinn, David G.(QA/QI)	\$ 66.69				254	\$ 16,939.26	\$ 1,355.14
71	Williams, Michael A. Jr	\$ 64.02				16	\$ 1,024.32	\$ 40.97

GLOUCESTER POLICE DEPARTMENT FY2015 E911 TRAINING EMD GRANT WORKSHEET								
# TO TRAIN	PATROLMEN	FY2015 OVERTIME	HOURLY PAY TRAINING	RATE	RATE	HOURS	COST	NIGHT SHIFT
	TOTAL DISPATCHERS							8%
	TOTAL GPD PAYROLL						\$ 112,098.26	\$ 6,917.79
	TOTAL NIGHT SHIFT PAY						\$ 112,098.26	\$ 6,917.79
	CON-ED QUOTE (ATTACHED)						\$ 9,000.00	
	ORIGINAL TRAINING FUNDING						\$ 13,704.00	
	Total						\$ 141,720.05	
	FY2014 TOTAL FUNDING						\$ 141,720.05	

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015 SBT- 10 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 8/19/2014 BALANCE IN ACCOUNT: \$ 313,640.00

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.211.51950.0000.00.000.00.051
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # POLICE-UNIFORM, CAREER INCENTIVE PAY
Unifund Account #
Account Description

DETAILED EXPLANATION OF SURPLUS: OFFICER TREFRY BUDGETED IN THIS ACCOUNT
 MOVED TO DETECTIVES DIVISION MAY 2014.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.212.51950.0000.00.000.00.051
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT # POLICE-INVESTIGATION, CAREER INCENTIVE PAY
Unifund Account #
Account Description

DETAILED ANALYSIS OF NEED(S): FUNDS NEEDED TO COVER OFFICER TREFRY CAREER INCENTIVE.

TOTAL TRANSFER AMOUNT: \$ 11,475.65 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 302,164.35
 TO ACCOUNT: \$ 31,558.65

APPROVALS:

DEPT. HEAD: [Signature]

DATE: 8/19/14

ADMINISTRATION: [Signature]

DATE: 9/16/14

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

 INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 15 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: INSPECTIONAL SERVICES

DATE: 9/12/2014 BALANCE IN ACCOUNT: \$ 1,158.75

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.241.51250.0000.00.000.00.051

Sal/Wage-P/T Pos

Account Description

DETAILED EXPLANATION OF SURPLUS: surplus from new hire

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.241.55810.0000.00.000.00.054

Work/Safety Clothes

Account Description

DETAILED ANALYSIS OF NEED(S): moving surplus to purchase 2 shirts and 1 jacket w/City logo

TOTAL TRANSFER AMOUNT: \$ 200.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

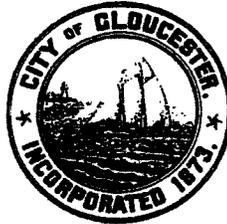
FROM ACCOUNT: \$ 958.75

TO ACCOUNT: _____

APPROVALS: [Signature]
DEPT. HEAD: [Signature]
ADMINISTRATION: [Signature]
BUDGET & FINANCE: _____
CITY COUNCIL: _____

DATE: 9/12/14
DATE: 9/16/14
DATE: _____
DATE: _____

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn A. Kirk
RE: Options for Fuller RFP
DT: September 15, 2014

Councilors,

The Administration presents this memo to move forward with the disposition of the Fuller property. We have taken the steps necessary to request that the Council accept the School Committee's vote to declare the parcel surplus and therefore vote to authorize the disposition of the parcel.

To review the steps taken to date:

- A. In 2007 the School Committee adopted the Plan for Effective Learning Communities which called for moving the elementary school children from the Fuller School Building. In 2008, the School Committee decided to close the building. Thereafter in January of 2013, the School Committee declared the parcel surplus;
- B. Since that time, the Administration has moved forward to study the feasibility of locating and constructing a public safety facility on the site. The preliminary figures show that it will cost approximately \$40-50 million dollars to construct the public safety building and municipal office building. A response time analysis is being undertaken to determine if the site is a proper location for a public safety facility. Early findings from the response time analysis for moving the FD HQ from current central station to this site show no improvements in response times overall – just trade-offs from one part of the city to others.

The cost estimate of constructing municipal office space alone is approximately \$17.5 million dollars. Using \$47.5 million as an estimate for both this and the combined public safety facility, debt service would average about \$4.0 million annually in the first 7 years of the 20 year term. This is based on the current interest rate scenario, and it is expected that rates will begin to slowly trend up beginning about a year from now. To put that \$4.0 million in perspective, the general fund currently supports \$8.0 million of debt service in the current Fiscal Year so this would represent a 50% increase over the current year budget.

As current levels of debt service run off over the next three years, we will be using that capacity to absorb the costs of the West Parish project. In all likelihood, any significant new project is at least ten years out before we can begin to afford it without some type of override.

- C. In addition, we have obtained an existing conditions survey clearly showing the property boundaries.

The administration would like to set out a framework for collaborating with the City Council to take the next steps.

1. First, we ask that the Council accept the School Committee's declaration that the parcel is surplus and that it is no longer needed for school purposes and to authorize the sale of the property under certain terms and conditions.
2. Secondly, we ask that the Council collaborate with the Administration to allow it to submit to Council for its review an RFP for the disposition of the parcel by the Council meeting of October 28, 2014.

In designing the RFP, the Council may establish the terms and conditions of the disposition of the property. *There are two options as to how an RFP may be framed, either a broad RFP which sets out the city's interest as preferences which will be considered in the evaluation process or a narrowly constricted RFP tailored to specifically meet the needs of the city.* This could include subdividing the property prior to the issuance of the RFP. As we have seen through our past experience with broad requests, we will likely garner more responses with a higher price than with a narrow request. With either option the city still has the authority to accept the proposal which aligns with the city's interests.

In terms of a timeline and working backwards in terms of the City Council approval process, we anticipate that a broad RFP which sets out the city's interest as preferences could be released by November 14 with responses due January 1, 2015.

A more narrowly constricted RFP which in all likelihood would require a subdivision of the property and Planning Board approval in addition to City Council approval could be released by February 1, 2015 with responses due by March 1, 2015.

The Administration looks forward to working collaboratively with the City Council on moving forward with the disposition of the Fuller property.

Thank you.

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 11 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: School Department

DATE: 9/8/14 BALANCE IN ACCOUNT: \$ 55,000.00

(FROM) PERSONAL SERVICES ACCOUNT # 101000.29.371.51101.2210.00.171.00.051
Unfund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #
Prin/Asst Princ Sal
Account Description

DETAILED EXPLANATION OF SURPLUS: Payment to Police Department for GHS School Resource Officer - FY15

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.211.51100.0000.00.000.00.051
Unfund Account #

(TO) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #
Police-Uniform, Sal/Wage-Perm Pos
Account Description

DETAILED ANALYSIS OF NEED(S): To fund the position of the GHS School Resource Officer for FY 15

TOTAL TRANSFER AMOUNT: \$ 55,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ _____
 TO ACCOUNT: \$ 266,983.71

APPROVALS:

DEPT. HEAD: [Signature] DATE: 9/11/14

ADMINISTRATION: [Signature] DATE: 9/16/14

BUDGET & FINANCE: [Signature] DATE: _____

CITY COUNCIL: _____ DATE: _____



The Gloucester Public Schools

Our mission is for all students to be successful, engaged, lifelong learners.

217-983-3333
GLoucester, MA

14 SEP - 11 PM 1:07
6 School House Road
Gloucester, MA 01930

Phone: (978) 281-9833/Fax: (978) 281-9899

September 4, 2014

Council President Paul McGeary

I am writing to notify the City Council that beginning on Monday September 8, high school students with outstanding Food Service debts in excess of \$50 will no longer be able to use their Point of Sales card (POS) for lunch until their debt is paid in full. The current list has 65 students, and the range of debt is from \$53 to \$962 for any one student.

Over the past 2-3 years, the school department has had to write off over \$108,000 in unpaid debt. That money comes out of the operational budget, by regulation. At present, there remains a debt of approximately \$71,000. Any family that is on Free and Reduced Lunch or who became eligible for Free and Reduced Lunch is not required to pay any past debt, nor will they be prohibited from buying lunch.

A letter was sent out in early August from the superintendent, over and above the regular notification letters, indicating that the POS card would be deactivated if the outstanding debt was not paid. Recently, this week, the superintendent made an all-call to those families along with an email, and he sent a certified letter to those specific households regarding this issue. The high school administration will be speaking individually with the students as well, once school starts, on Thursday and/or Friday.

Students who have an unpaid debt greater than \$50, will have the opportunity to purchase, with cash, items from the Snack Bar in the cafeteria. They will not be able to purchase lunch through the lunch line until the debt is paid in full. A \$1.00 lunch will be available for purchase at the Snack Bar.

We regret that this action must be taken, but, as mentioned above, there are currently thousands and thousands of dollars of debt due to unpaid bills. Efforts at collection, even through the courts, have not worked to significantly reduce the overall debt. The procedures outlined above, at a minimum, will serve to reduce further debt.

We are considering how to implement procedures at the O'Maley Innovation Middle School. We have no intention of implementing such procedures at the elementary schools.

I do not believe that our current School Committee Policy File EFD was ever intended to be a credit card for adolescents, but a convenience for parents to pay in advance. The policy has been referred to B&F for review.

Sincerely,

Jonathan Pope, Chairman
Gloucester School Committee