



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: 6/11/2015  
Submitted by: Captain Michael J. Dudash  
Department: Police  
Speakers: Captain Dudash

Date of Meeting: 6/25/2015  
Time Required: 15 minutes  
Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

|                        |                                     |                                     |                          |
|------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Appointment:           | <input type="checkbox"/>            | Recognition/Resignation/Retirement: | <input type="checkbox"/> |
| <b>Public Hearing:</b> | <input checked="" type="checkbox"/> | Old Business:                       | <input type="checkbox"/> |
| New Business:          | <input type="checkbox"/>            | Consent Agenda:                     | <input type="checkbox"/> |
| Nonpublic:             | <input type="checkbox"/>            | Other:                              | <input type="checkbox"/> |

## TITLE OF ITEM

The joint Merrimack NH Police Department & School District Active Shooter Exercise/training.

## DESCRIPTION OF ITEM

To give an update on the Joint Active Shooter training and exercises and to accept up to \$50,000 as previously discussed from Homeland Security Exercise and Evaluation Grant through the State of New Hampshire-Grants Management in conjunction with the Homeland Security Grant Program. These monies would cover the total expenses for planning, coordinating, staffing, training of emergency personnel on how to be more effective and efficient when responding to an Active Shooter scenario at one of our schools. This training covered exercises that involved several work-shops, seminars, table-top exercises over the past 6-9 month period and covered the last expenses of functional live exercise scheduled for June 26, 2015. The reimbursement cost of this grant could be upwards into the \$50,000. All funded by the New Hampshire Homeland Security Emergency Management, pursuant to RSA 31:95-b and Charter Article 8-15.

## REFERENCE (IF KNOWN)

|                  |         |                  |       |
|------------------|---------|------------------|-------|
| RSA:             | 31:95-b | Warrant Article: | _____ |
| Charter Article: | 8-15    | Town Meeting:    | _____ |
| Other:           |         | N/A              |       |

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

|                  |                          |                     |                                     |
|------------------|--------------------------|---------------------|-------------------------------------|
| Projector:       | <input type="checkbox"/> | Grant Requirements: | <input type="checkbox"/>            |
| Easel:           | <input type="checkbox"/> | Joint Meeting:      | <input type="checkbox"/>            |
| Special Seating: | <input type="checkbox"/> | Other:              | <input type="checkbox"/>            |
| Laptop:          | <input type="checkbox"/> | None:               | <input checked="" type="checkbox"/> |

**CONTACT INFORMATION**

Name: Captain Michael J. Dudash Address Police Department  
Phone Number 420-1816 Email Address mdudash@merrimacknh.gov

**APPROVAL**

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:   
Hold for Meeting Date: \_\_\_\_\_



# MERRIMACK POLICE DEPARTMENT

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31 Baboosic Lake Road • Merrimack, NH 03054  
(603)424-3774 • Fax (603)424-1760  
[www.merrimackpd.org](http://www.merrimackpd.org)

Mark E. Doyle  
Chief of Police

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## MEMO

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**TO: HONORABLE TOWN COUNCIL**  
**FROM: CAPTAIN MICHAEL J. DUDASH**  
**DATE: 11 JUNE 2015**  
**RE: TO ACCEPT REIMBURSEMENT OF HOMELAND SECURITY FUNDS  
(ACTIVE SHOOTER TRAINING)**

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On May 8th, 2014, I discussed and requested support of this Honorable Board to apply for a Homeland Security Exercise and Evaluation Grant through the State of New Hampshire-Grants Management in conjunction with the Homeland Security Grant Program. This grant would cover the expenses for planning, coordinating, staffing, training of emergency personnel on how to be more effective and efficient when responding to an Active Shooter scenario at one of our schools. This exercise involved several work-shops, seminars, table-top exercises over a 6-9 month period and would lead up to a Functional Live Exercise, which is scheduled for June 26, 2015. The reimbursement of this grant could be in the area \$50,000. All funded by the New Hampshire Homeland Security Emergency Management.

Reimbursement would be covering overtime, back-filling of all Police personnel along with overtime and back-filling of fire personnel that have participated in one of the workshops, seminars or exercises. Reimbursement will also cover all food & beverages supplied during one of the above events. At this time no equipment has been purchased from the grant, but this possibility should remain open for reimbursement for supplies used during the drills or suggestions that come out of this exercise to purchase equipment during the review.

Since December of 2014 we have conducted three (3) workshops with staff to develop a Standard Operation procedure on the response to an active shooter. We conducted three seminars that trained approximately 53 employees of the police department ( sworn and non sworn). A table exercise was conducted on May 21, 2015 with over 100 people involved. Personnel from the police, fire, school districts were present for this training along with many observers and evaluators. The final training session that we will be accepting reimbursement for will be for the Live Exercise scheduled on June 26, 2015 at the Merrimack High School. There will be well over 100 people involved and the grant will be covering overtime, back-filling along with food and beverages. Once again there could be some reimbursement for supplies used or equipment needed as the result of suggestions from the review of the whole training scenarios.





**LEGAL NOTICE**  
Town of Merrimack  
**Public Hearing**



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Residents of Merrimack are hereby advised that the Town Council will conduct a public hearing to consider the acceptance and expenditure of a grant from New Hampshire Homeland Security and Emergency Management in the amount of up to \$50,000 to cover the total expenses for planning, coordinating, staffing and training of emergency personnel on how to be more effective and efficient when responding to an active shooter scenario at one of our schools, pursuant to RSA 31:95-b and Charter Article 8-15. All interested parties are invited to attend. The public hearing will be held on **Thursday, June 25, 2015 at 7:00 PM** in the Matthew Thornton Room located at 8 Baboosic Lake Road in Merrimack.

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For Town of Merrimack Use:

Posted: June 17, 2015

To Be Published: June 17, 2015 (*Union Leader*)



Approved: May 22, 2014  
Posted: May 23, 2014

The Community Development Department welcomes our new Planning & Zoning Administrator Jillian Harris to the Town of Merrimack. Ms. Harris started on May 5th, and comes to us with 5+ years of experience with the Southern NH Planning Commission in Manchester.

Please keep Merrimack the 19th safest community in the country by reporting suspicious activity; see something, say something. The Merrimack Police will be joining police departments around the country in May with the "Click it or Ticket" campaign to enforce the seatbelt/child restraint laws of New Hampshire.

**Consent Agenda** - None

**Old Business** - None

**New Business**

**1. Joint Merrimack Police Department and School District Full Scale Active Shooter Exercise**

*Submitted by Captain Mike Dudash*

To discuss and request support to apply for a Homeland Security Exercise and Evaluation Grant through the State of New Hampshire Grants Management in conjunction with the Homeland Security Grant Program. This grant, approximately \$50,000, would cover the expenses for planning, coordinating, staffing and training of emergency personnel on how to be more effective and efficient when responding to an active shooter scenario at one of our schools.

Police Chief Mark Doyle requested the Council consider authorizing the Police Department to pursue a grant opportunity through the Office of Emergency Management and Planning. The department had established, several years ago, a partnership whereby the department and the School District work together to address issues relative to active shooters in the schools. The partnership was specifically designed to address mitigation and response to school shootings. This has been three years in the works. The senior staff and he have attended many conferences regarding strategies, mitigation, and response to school shootings hosted by the FBI and by the United States Attorney's Office. The School District has done the same on their end. They have conducted planning and meetings with the District Emergency Management Coordinator, have met individually with each school's leadership team for drills, presentations, and demonstrations on how the department would respond to an active shooter scenario.

Since the incident in Newtown, CT, they have conducted daily visits to all of the schools. Every school in the district knows that they will see a police officer at some point during the course of the school day. They have also provided police radios with an emergency panic button to each one of the schools offices, including the Superintendent's Office so all that they need to do is pick up that radio and hit the emergency panic button to know for all intents and purposes the cavalry is going to come, no questions asked. We have instructed them on how to use that radio and to use it at the behest of making sure that they get a response.

This particular grant is designed to cover costs associated with the planning, policy development, and overtime backfill during the engagement of the actual drill. Chief Doyle spoke of the amount of work that has been undertaken in training the Containment Team and members of the Patrol Division to

Approved: May 22, 2014

Posted: May 23, 2014

respond in kind to an active shooter scenario to any one of the schools. They have actually conducted those live demonstrations in front of each one of the school districts leadership teams, faculty, and staff, again at each and every school including the Brentwood School where they have seen the kind of response that will occur in an active shooter demonstration. This particular drill is the capstone of all of the hard work to date. It is a metric for where the Town is in terms of preparedness; will be working with the office of Emergency and Management Planning in terms of not only conducting the drill but putting together a nice after action report to see where we need to go next.

It will involve a number of law enforcement partners in the region, emergency medical service in Town, the Merrimack Fire Department, and the school district. The venue hasn't been named, but will most likely be one of the secondary school sites. He noted he would be sitting in on a meeting with the School District on May 19<sup>th</sup> to provide a similar presentation as is being provided to the Council to provide them information on the scope and concept of the exercise and what the school district's involvement would be.

Captain Michael Dudash spoke of coming before the Council a few weeks prior requesting the acceptance of a grant to assist the Bedford Police Department. At that time, the request was for funding for 8 officers to go over and participate in the drill. The following day he spoke with the Chief who questioned whether there would be funds available to conduct our own drill to test us to see if what has been done over the past few years is enough. The desire is for the whole Town to be involved in a full drill.

Captain Dudash contacted Homeland Security about the grant and what it entailed. He was informed there were funds remaining for the current year if the department could gain permission from the Council and start the process. There are also monies available for the following fiscal year. A request was made that the Town not use a consultant as was the case in Bedford, as it is believed a great experience for someone such as Captain Dudash to coordinate the event. Bedford paid approximately \$20,000 for a consultant to run the drill, which cost about \$60,000.

The process would start by holding 3-5 workshops (2-3 hours each in June and July) at which 10 representatives from various departments within the Town would participate. During these workshops, the group would formalize an official plan of how to respond to an active shooter. From there, 3-5 seminars would be conducted (July and August), which are intended to bring each officer in to concentrate solely on the policy and provide feedback. A great deal of training has been done in the past three years, but not every officer has been part of the process of formalizing a plan. At the conclusion of the seminars would be a tabletop exercise (September/October and possibly November). The tabletop exercise is a large event and a test of what your full function exercise would be the following year. The Town Administrator along with members of the Council would be invited to participate.

In the following year, 2015 (likely during spring vacation), a location would be identified to conduct the exercise. The School District is in total support of the grant. The department is still awaiting additional information on the grants received by both Concord and Bedford so that their total numbers can be reviewed. It is believed to be in the \$60,000 range. Taking away the cost of the consultant, it is believed the cost of the exercise would be in the vicinity of \$40,000.

Approved: May 22, 2014

Posted: May 23, 2014

The grant monies cover the cost of overtime for the officers to be involved and backfilling positions of first responders including the Fire Department. It includes costs for planning such as overtime expended on budgeting and planning those exercising, supplies such as printed material and handbooks as well as food. Any seminar, etc. exceeding 4 hours in length includes food. Also covered are any costs associated with renting a location.

Chief Doyle noted a meeting was held the prior Friday with the Superintendent and the Emergency Management Director regarding the grant. They are very supportive of the effort.

Councilor Dwyer acknowledged the efforts that have been put forth in this regard. Councilor Boyd remarked he views the request not to utilize a consultant as an indication of the level of confidence in the department and the skillset of its personnel. When asked if his perception is believed fair, Chief Doyle remarked it is, and commented if you were to poll every one of the officers and civilian and support staff, he believes when we talk about school safety everybody realizes there is no more important priority right now than what we can do and be effective doing with the appropriate amount of planning and preparation than to be able to respond in the event something like this happens.

**MOTION made by Councilor Mahon and seconded by Councilor Boyd to authorize the Police Department to apply for a Homeland Security Exercise and Evaluation Grant through the State of New Hampshire Grants Management in an amount not to exceed Fifty Thousand Dollars (\$50,000) to cover the expenses for planning, coordinating, staffing, and training of emergency personnel on how to be more effective and efficient when responding to an active shooter scenario at one of our schools. MOTION CARRIED 7-0-0**

## **2. Agricultural Commission – Request for Farmers’ Market Manager**

*Submitted by Agricultural Commission Chairman Bob McCabe*

The Town Council to consider a request to hire a Farmers’ Market Manager.

Bob McCabe, Chairman, Agricultural Commission, stated the request is not for funding. Funding is in place to cover the cost of a part-time Manager. Being sought was feedback and/or direction. When asked, Chairman Yakuboff stated his opinion the market is worth saving, but someone has to step up to the plate. He is unsure an individual needs to be hired to do that. Mr. McCabe spoke again of the age of Commission members and noted 4H Club members are 12-14 years of age, and not trained.

Councilor Dwyer remarked he treats everything with the eye of a business plan. In that regard, it is difficult to fulfill the role of a part-time person for 3-4 hours/week. The demographics of the Commission are also difficult. As a business model, the definition of a part-time job being 3-4 hours/week will fail. Unless someone within the organization wants to volunteer time, he does not see how it will work.

Mr. McCabe noted he developed a job description for the position of Market Manager, and has interviewed one eighteen-year-old who is interested (3.5 hours/week for 18 weeks). Last fall when the market ended, vendors were surveyed and stated the desire for active presence. Mr. McCabe stated a willingness to hire the individual he interviewed who has said he will stay through October. He restated the desire for clarity from the Council.

