



# 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: 2/25/20  
Submitted by: Captain Eric Marquis  
Department: Police  
Speakers: Captain Eric Marquis

Date of Meeting: 3/12/20  
Time Required: 20 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 type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

The State of New Hampshire Department of Safety grants the Merrimack Police the amount of approximately \$5,800 for radio reprogramming.

## DESCRIPTION OF ITEM

The State of New Hampshire Department of Safety has awarded the Merrimack Police Department approximately \$5,800 to address portable radio reprogramming with a goal to further build interoperable communications capabilities within all state, county and local police and fire departments during an emergency.

## REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

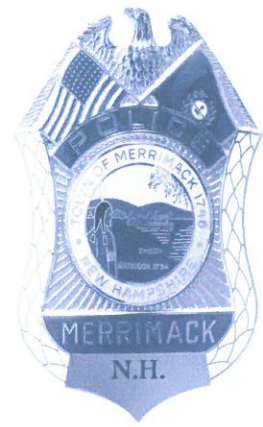
## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

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:	<u>Eric Marquis</u>	Address	<u>Police Department</u>
Phone Number	<u>420-1862</u>	Email Address	<u>emarquis@merrimacknh.gov</u>

## APPROVAL



# MERRIMACK POLICE DEPARTMENT

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

Denise I Roy  
Chief of Police

Brian K. Levesque  
Deputy Chief

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## MEMO

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**DATE: FEBRUARY 26, 2020**  
**TO: MEMBERS OF THE TOWN COUNCIL**  
**CC: TOWN MANAGER EILEEN CABANEL**  
**FROM: CAPTAIN ERIC MARQUIS**  
**RE: AGENDA REQUESTS/ ACCEPTANCE OF DEPT. OF SAFETY GRANTS**

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The agenda request before the Town Council for acceptance is for the “radio reprogramming grant reimbursement initiative.” The State of New Hampshire received funding under the federal 2019 Homeland Security Grant. As part of their investment in public safety they are pursuing the goal of enhancing the ability of public safety agencies to further build interoperable communications capabilities.

The grant will reimburse the town of Merrimack the sum of \$50.00 per portable or mobile radio that the Merrimack Police Department owns for the radios to be reprogrammed by our current vendor, Ossipee Mountain Electronics. This will allow our agency to further build interoperable communications capabilities with other state, county and local fire and police agencies during an emergency event. We have an approved list of one hundred and sixteen radios with a total reimbursement of \$5,800.

According to the State of New Hampshire, Department of Safety, compliance with the interoperability changes will be mandatory throughout the state. If we chose not to apply for or choose not to accept this grant we would be responsible for the changes which would be “at our expense.”



# State of New Hampshire

ROBERT L. QUINN  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
PERRY E. PLUMMER.  
ASSISTANT COMMISSIONERS

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

January 16, 2020

Lt. Eric Marquis  
Merrimack Police Dept  
31 Baboosic Lake Road  
Merrimack, NH 03054

Dear Lt. Marquis,

We are pleased to inform you, on behalf of the Commissioner of Safety, that you have successfully completed the survey and MOA process for the radio reprogramming grant reimbursement initiative! The State of New Hampshire received funding under the federal 2019 Homeland Security Grant. As part of this investment in public safety we are pursuing the goal of enhancing the ability of public safety agencies to further build interoperable communications capabilities.

- Each primary discipline (Fire, EMS, and Police Department) of each New Hampshire municipality as well as each Sheriff's Office and each of the Fire Mutual Aid Districts can have one template ("one code" plug) in channels 1-48\*\*. Recipients of the approval must supply a list of up to 48 licensed\* local frequencies to the vendor/reprogrammer of their choice in advance. In-house reprogramming or programming that is currently part of a maintenance contract will not be reimbursed under this grant to avoid the supplanting\* of locally funded activities with Federal funds. \*The Definition of Supplanting On its Grants101 page, the US DOJ Office Justice Programs offers this definition of supplanting: "A state or unit of local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law."
- Per the program objectives: One template ("code-plug") per discipline will be included with this project\*\*. Additional locally-directed customization beyond this will be at the **cost of the local agency** ( see price list on page 2 resulting from RFI released by NH Dept. of Safety – DESC)

\*\*if additional templates (code plugs) are needed to be created due to manufacturer or model variations, please contact GMU in writing at [Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) PRIOR to undertaking reprogramming and describe this need with your vendor/reprogrammer and provide back-up for CONSIDERATION of this additional cost

- The radio must be in working condition as of the survey date, P-25 compliant and digital/ analog capable. This grant is for reprogramming, and it is not for repairing, modifying, or replacing your existing radios.



- Reimbursement will be on a first come, first served basis. If allocated funds are spent on reimbursements prior to program termination (grant end noted herein), you may NOT receive reimbursement. Thus it is recommended that you proceed with time horizon in mind.
- As noted in your initial MOA & survey that you signed to participate in this program the frequency matrix approved by the NH SIEC (for info. on the statewide SIEC see <https://www.nh.gov/firstnet/interoperability/index.htm>) MUST be programmed and maintained by your agency to be reimbursed by this program and be potentially eligible for future grants. Now that the matrix has been adopted by the SIEC Radio Frequency Working Group, requests for the frequency matrix must be directed to Chief Jon Goldman, Chairman of the SIEC Radio Frequency Working Group. He can be contacted by email at [jgoldman@lrmfa.org](mailto:jgoldman@lrmfa.org), or by phone at 603-528-9111. Your service shop/programmers should have access to the SIEC approved matrix at this time.

**Information for the reprogramming of the radios:**

- **Your approved list of radio equipment is attached. This list of eligible radios will need to be signed off by your programming vendor when the reprogramming is completed. If you have acquired additional inventory since the initial survey– you MUST notify the Grants Management Unit within 10 days of the date of this letter to insure that these radios can be addressed under this program ([Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) or at 271-7663). Inventory changes MUST be communicated and approved in writing, prior to reprogramming.**
- **As previously stated, if additional templates (code plugs) are needed to be created due to manufacturer or model variations, please contact GMU in writing at: [Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) PRIOR to undertaking reprogramming and describe this need with your vendor/reprogrammer and provide back-up for CONSIDERATION of this additional cost. Final approval must be received in writing and this is going to be funded on a first come, first served basis.**

NH Department of Safety-Division of Emergency Communications – Office of Interoperability released a request for information (RFI) in May 2019 to frame the potential eligible costs for reprogramming that will be reimbursed. The following outlines costs that will be reimbursed:

**Reimbursements will be as follows**

Item	Description	Price
1	<b>Subscriber Programming – Includes:</b> <ul style="list-style-type: none"> <li>• Code Plug Development: Channels 1-256 (Ch. 1-48 + State Template + Interoperability Zone H)</li> <li>• Coordinate Service Appointment with Department and verify approved radio listing.</li> <li>• Program Department Radios w/updated code plug at programmer/shop facility. Provide Invoicing for programming performed including a detailed serial number listing of units programmed.</li> </ul>	\$50.00/radio



2	<b>Additional Channels</b> Channel programming above 1-48/State Template/ Interoperability Zone H (256 channels – must indicate reason why, in writing, with reimbursement request that these additional channels are needed to be reimbursed per unit. This request may be denied above 256 if deemed not necessary and directly related to NH SIEC goals to interoperable Statewide communications)	Not to exceed \$1.00/channel (per radio).
3	<u><b>At the COST of the local Department – Not part of a grant reimbursement</b></u> <b>Extra Programming Features:</b> Custom Display Configurations Add/Change/Update MDC ID's Adding Encryption Voice/Channel announcement Code Plug 'Scrub' (research/update frequency list) <b>Additional Templates/Code Plugs</b> Custom Profiles Administrative Code Plugs, etc.	Up to \$85.00/hour or the standard rate that your local provider charges if lower
4	<u><b>At the COST of the local Department – Not part of a grant reimbursement</b></u> <b>Service Call Charge:</b> Travel to Customer's location for programming services	From \$50-\$350 based on Customer location or the rate that your local provider charges if lower
5	<u><b>At the COST of the local Department – Not part of a grant reimbursement</b></u> <b>Repair Service</b> Provide repair services to radios determined to be not operating within Manufacturer's Specifications per approval by Department	Up to \$85.00/hour + parts or the rate that your local provider charges if lower

- A) Departments can have one code plug for channels 1-48. Departments must supply a list of 1-48 licensed frequencies to the service shop/provider of choice prior to programming appointments. Channels above 48 (not including the State Template and Interop Zone H) will be additional (see Item 2). **\*\*if additional templates(code plugs) are needed to be created due to manufacturer or model variations, please contact GMU in writing at [Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) PRIOR to undertaking reprogramming and describe this need with your vendor/reprogrammer and provide back-up for CONSIDERATION of this additional cost**
- B) Any specialized programming (encryption, accessories modifications, specialty signaling, etc.) will be the responsibility of your agency. (see: *Item 3, 4, 5* not grant reimbursable).
- C) Only the radios identified on your survey sheet(s) (see attached) will be eligible for reprogramming at this time. Radios must be in working condition, must be P-25 compliant,

and **must be** digital capable. This grant is for **reprogramming only**. It is **not** for repairing existing radios.

- D) **REMEMBER:** you must be licensed and/or have permission to use a frequency! License fees and changes are not grant reimbursable. \*\*\*

**Process for the Implementation:**

- YOU** must have the attached reimbursement request/verification sheet *and* the enclosed serial number list signed off by your vendor and submitted to GMU, along with copies of invoices and cancelled checks.
- The **SHOP** will verify the serial numbers of all radios they reprogrammed. **YOU must keep a copy of those serial numbers for auditing purposes.** Please note: **YOU (your authorized official to handle this programming portion of the transaction) and the Vendor** must both sign off on these serial numbers as having been reprogrammed. This list (with signatures) must be provided to GMU as part of your reimbursement request package.

- In order to qualify for funding reimbursement, **all users of these radios must complete an online communications training and certification of completion must be submitted with reimbursement requests.**

-The link to where the existing NH DOS Fire Standards and Training and EMS Division's Radio course is located in the FS&T/EMS on line training portal system. It is called, "Fire Service Communications,

<https://ola.nhfa-ems.com/course/index.php?categoryid=14>

-The link to where the NH Police Standards and Training Department's Radio course titled "Interoperability for Law Enforcement "is located is at:

<http://inservice.pstc.nh.gov/Training/login/index.php>

- This grant funding is available until August of 2022. Funding is available on a first come first served basis as outlined in this letter. **All reimbursement requests with all required documentation must be submitted to NH Department of Safety, Att: Grants Management Unit, 33 Hazen Drive, Concord, NH 03305 by July 1, 2022 for payment processing timeliness.**

\*\*\*Local Agency is/are legally responsible to insure the licensed frequencies are accurate and up-to-date based on FCC requirements

Sincerely,

*Pamela Urban-Morin*

Pamela Urban-Morin  
Grant Administrator

*Attachment: Survey summary of approved radios to be reprogrammed (see pages 2-4 for instructions)*





DEPARTMENT OF SAFETY  
Radio Reprogramming Grant Fund Reimbursement Request

MUNICIPALITY/ENTITY: Merrimack Police Dept Total Amount Requested: \_\_\_\_\_

**Vendor Certification:**

I certify that all radios on the attached approved survey have been reprogrammed according to the most current matrix obtained on \_\_\_\_\_ (insert date). I understand that any future reprogramming for these radios must be completed using the most up to date matrix approved by the NH SIEC.

Vendor Company Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Municipal/Entity Certification (please initial each requirement below):**

\_\_\_\_ I certify that all reprogramming for all radios being invoiced has been completed as of the date of this certification

\_\_\_\_ I have attached a copy of the vendor invoice.

\_\_\_\_ I have attached a copy of the GMU approved survey with radio serial numbers

\_\_\_\_ I have attached a copy of the cancelled check showing payment to the vendor.

\_\_\_\_ I certify that only the units on the approved survey for my municipality/entity have been reprogrammed and that no other expenses are included in this request (including additional radios, radio repair, additional programming, etc)

\_\_\_\_ I certify that all employees that will use these radios have completed the online communications training identified on page 4.

\_\_\_\_ # of radios x cost per unit (radio/mobile/base) \$\_\_\_\_\_ (Max \$50 per radio)= \_\_\_\_\_ Total radio reprogramming cost

I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State review and will be retained for three years. I further certify that these costs are an accurate record incurred for radio reprogramming costs under the 2019 Homeland Security grant radio reprogramming initiative. I understand that all funding is subject to the Homeland Security Grant Program Terms and Conditions which are located at:

[https://www.dhs.gov/sites/default/files/publications/fy\\_19\\_dhs\\_standard\\_terms\\_and\\_conditions\\_version\\_9.2\\_dated\\_04-17-2019\\_0.pdf](https://www.dhs.gov/sites/default/files/publications/fy_19_dhs_standard_terms_and_conditions_version_9.2_dated_04-17-2019_0.pdf)

Sincerely,

\_\_\_\_\_  
Signature Municipal official authorized to sign

\_\_\_\_\_  
Print name and phone number

\_\_\_\_\_  
Email address

Remittance Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DEPARTMENT OF SAFETY  
Radio Reprogramming Grant Fund Reimbursement Request

116  
\$5,800

**Survey of Approved Radios (Serial Numbers)**

\*Prior approval from GMU must be made for any adjustments to this list

Portables Serial #'s	Portables Serial #'s	Mobiles Serial #'s	Portables Serial #'s	Base Station Serial #'s
407DJZ6071	620aCC0997	527CRX0492	655CNM0945	
407CGF5992	620aCC0998	527CRX0493	655CNM0961	
407CJZ6063	620ACC0973	527CSX2580	655CNM0962	
407CJZ6067	620ACC0974	527CSX2581	655CNM0978	
407CGF6018	620ACC0975	412ABJ0648	655CPK0489	
407CJZ6064	620ACC0977	412ABJ0454	655CNM0944	
655CPK8476	620ACC0984	412ABJ0633	655CNM0954	
655CHZ3115	620ACC0982	585CHP0077	655CNM0874	
407CJZ6066	620ACC0985	412ABJ0474	655CNM0877	
655CHZ3130	407CGF6014	585CHP0078	655CNM0958	
655CNM0888	407CGF6020	412ACA2339	407CJZ6065	
655CNM0881	620ACC0976	585CHP0079	655CNM0949	
655CNM0878	407CJZ6068	412ABJ0234	655CNM0945	
407CKR2313	407CJZ6072	412ABJ0642	655CNM0961	
655CNM0858	407CGF6016	B5900035	655CNM0962	
407CJZ6069	620ACC0958	B4500137	655CNM0978	
655CNM0956	412ABJ0458	B4500190	655CPK0489	
655CHZ3121	620ACC0957	B5900032	655CNM0944	
655CHZ3119	620ACC0990	B4500136	655CNM0954	
655CNM0879	620ACC0972	B4500139	655CNM0974	
655CNM1085	620ACC0987	585CFZ4746	655CNM0882	
655CNM0875	620ACC0978	412ABJ0652	481CSP3971	
655CNM0873	620ACC0993	412ABJ0635	481CSP3970	
407CKR2576	620ACC0986	B450140	481CUF2800	
655CNM0874	620ACC0979	B8A30049	407CGF6013	
655CNM0877	620ACC0989		481CUP3563	
655CNM0958	481CVM4986		481CUP3564	
407CJZ6065	481CVM4987		481CUP3565	
655CNM0949	481CVM4988		407CJZ6070	
481CVM4989			620ACC0988	
481CVM4990			620ACC0996	