

## Memorandum of Understanding

### Purpose of the Agreement

This Memorandum of Understanding (MOU) entered into between the Vermont Department of Public Safety, Division of Emergency Management and Homeland Security and the Special Operations Working Group, representing the municipal and state response agencies, outlines the terms and conditions for the allocation and usage of U.S. Department of Homeland Security grant funds relating to Special Operations response teams throughout Vermont.

WHEREAS, the Fiscal Year 2016 State Homeland Security Grant Program provides funding for planning, equipment, and training for state and local Special Operations response teams. The federal grant guidance requires that 80% of grant funds be obligated to local units of government.

WHEREAS, the federal grant guidance allows that states may hold portions of the 80% allocation of grant funds on behalf of local units of government providing that local organizations enter into a memorandum of understanding specifying the amount of funds to be retained by the State. The Division of Emergency Management and Homeland Security agrees to provide up to \$358,775.25 as detailed below, during the period covered by this MOU to be utilized by the Special Operations Working Group. This Working Group will provide the Division of Emergency Management and Homeland Security with recommendations on which programs should be funded with Special Operations funds within Vermont.

WHEREAS, the Division of Emergency Management and Homeland Security agrees to provide federal grant funds to develop new and enhance existing Special Operations programs for Special Operations response teams within Vermont upon recommendation from the Special Operations Working Group. The funds will be sub-granted to Special Operations response teams upon the Special Operations Working Group recommendation to prevent, mitigate, prepare for, and recover from all types of terrorist attacks.

### Funding & Financial Responsibilities

**Federal Grant Award:** EMW-2016-SS-00054

#### **Funding Allocations:**

Local - Special Ops - Planning - DPS USAR Coordinator Position	\$ 50,000.00
Local - Special Ops - Training - DPS USAR Team Member Training and Instruction Salary	\$125,000.00
Local - Special Ops - Training - DPS USAR Support Position	\$15,000.00
Local - Special Ops - Training - DPS USAR Supplies	\$5,000.00
Local - Special Ops - Training - DPS USAR Course Delivery	\$50,000.00
Local - Special Ops - Training - DPS USAR Team Member Mileage	\$15,000.00
Local - Spec Ops - Equip - Bethel Fire department, Town of	\$8,194.00
Local - Spec Ops - Equip – Colchester Tech	\$10,000.00
Local - Spec Ops - Equip – Richmond Rescue	\$7,031.34
Local - Spec Ops - Equip – Stowe Mountain Rescue	\$4,309.00
Local - Spec Ops - Equip - DPS USAR	\$36,450.00
Local - Spec Ops - Equip – DPS Tactical Team	\$22,950.91

Local - Spec Ops - Equip – DPS Search & Rescue	\$3,325.00
Local - Spec Ops - Equip – DPS Bomb Squad	\$6,515.00
Total	\$358,775.25

**Source of Funds:**

Federal Funds 100 %

CFDA Title: State Homeland Security Grant Program

CFDA Number: 97.067

Award Name: FY 16 State Homeland Security Grant Program

Award Number: EMW-2016-SS-00054

Award Year: 2016

Federal Granting Agency U.S. Department of Homeland Security

Research and Development Grant? Yes  No

**Duration of Memorandum & Termination Process**

*This agreement shall be effective from acceptance of the FY 2016 Homeland Security Grant Program through the expiration of the program.*

**Membership of the Working Group**

Vermont Career Fire Chief Association, Vermont Fire Chief Association, Vermont State Firefighter’s Association and Vermont Professional Firefighter’s Association will each appoint one (1) representative each. If representation does not include an agency from each Public Safety District, the Department of Public Safety will nominate one (1) person from each District not represented to serve on the Working Group.

One (1) representative from the Vermont Urban Search & Rescue (USAR) Team will be appointed by the USAR Coordinator.

One (1) representative from the Vermont Hazardous Materials Response Team will be appointed by the Vermont Hazardous Materials Response Team Chief.

The Department of Public Safety Search & Rescue Coordinator or designee will be appointed by the Department of Public Safety.

One (1) representative from the Vermont State Special Teams will be appointed by the Vermont State Police.

Support for the Working Group will be provided by the Department of Public Safety’s Financial Office and the Division of Emergency Management and Homeland Security.

If a member has two (2) consecutive unexcused meeting absences, the Chair of the Working Group will contact the organization which assigned the representative to discuss identifying a replacement.

The Working Group will review the membership annually to identify if any changes need to be made to the structure. Members will appoint a Chair of the Working Group annually when the membership is reviewed.

## Meetings & Reporting

The Working Group will meet quarterly. The next meeting date will be set prior to the adjournment of each meeting.

Department of Public Safety Division of Emergency Management and Homeland Security personnel will be responsible for securing the meeting location, setting the agenda, taking minutes and distributing them for each meeting.

## Expenditures of Grant Funds

The Working Group will be responsible for identifying which projects will be considered for inclusion in the Homeland Security Grant Program Application. Once projects have been approved by the Division of Emergency Management and Homeland Security, the Working Group will review the Investment Justification or applicable application forms to be submitted with the Homeland Security Grant Program Application developed by the Division of Emergency Management and Homeland Security.

Once funding priorities have been established by the Division of Emergency Management and Homeland Security, the Working Group will assist in developing a Request for Proposals, including what is allowable to be applied for, what is unallowable, and evaluation criteria for each application for local emergency responders and other officials to apply for funds to develop projects to be included in the Investment Justification.

Applications from local emergency responders and other officials will be received by the Financial Office and reviewed and tentatively awarded by the Working Group based on the criteria outlined in the Request for Proposals.

Once Homeland Security Grant Program Funds have been awarded, the Division of Emergency Management and Homeland Security will work with the Financial Office to issue awards to agencies whose projects were tentatively awarded.

If any Homeland Security Grant Program Funds are not spent through the process outlined above within twelve (12) months of the execution of this MOU, the Division of Emergency Management and Homeland Security will determine if an additional Request for Proposal will be issued or if funds will be allocated to another Working Group for expenditure.

## Current Membership

Current Contact Information listed for all parties.

### **Urban Search & Rescue Team:**

**Name:** Aaron Collette

**Phone Number:** (802) 658-7660

**Agency:** Burlington Fire

**E-mail:** [Acollette@burlingtonvt.gov](mailto:Acollette@burlingtonvt.gov)

### **Vermont Fire Chief Association:**

**Name:** Al Barber

**Phone Number:** (802) 777-2240

**Agency:** Hinesburg Fire Department

**Email:** [vt1320@aol.com](mailto:vt1320@aol.com)

### **Vermont State Firefighter's Association:**

**Name:** Dick King

**Phone Number:** (802)

**Agency:**

**Email:**

**Vermont Professional Firefighter's Association:**

**Name:** Ben O'Brien

**Phone Number:** (802) 316-1230

**Agency:** Burlington Fire Department

**Email:** [obrien3044@comcast.net](mailto:obrien3044@comcast.net)

**Vermont State Special Teams:**

**Name:** Captain Timothy Clouatre

**Phone Number:** (802) 241-5130

**Agency:** Department of Public Safety -Vermont State Police

**Email:** [Timothy.Clouatre@vermont.gov](mailto:Timothy.Clouatre@vermont.gov)

**Vermont Hazardous Materials Response Team:**

**Name:** Todd Cosgrove

**Phone Number:** (802) 479-7586

**Agency:** Department of Public Safety – Division of Fire Safety -  
Vermont Hazardous Materials Response Team

**Email:** [Todd.Cosgrove@vermont.gov](mailto:Todd.Cosgrove@vermont.gov)

**Vermont Career Fire Chief Association:**

**Name:** Ken Morton

**Phone Number:** (802) 878-5622

**Agency:** Williston Fire Department

**Email:** [KMorton@willistonfire.com](mailto:KMorton@willistonfire.com)

Special Teams Working Group  
By:

\_\_\_\_\_  
Aaron Collette

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Al Barber

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Dick King

Date Signed: \_\_\_\_\_

\_\_\_\_\_

Ben O'Brien

Date Signed: \_\_\_\_\_

\_\_\_\_\_

Captain Timothy Clouatre

Date Signed: \_\_\_\_\_

\_\_\_\_\_

Todd Cosgrove

Date Signed: \_\_\_\_\_



Ken Morton

Date Signed: 9/26/16

By: Department of Public Safety

\_\_\_\_\_

Keith Flynn

Commissioner

Vermont Department of Public Safety

Date Signed: \_\_\_\_\_

Special Teams Working Group  
By:

\_\_\_\_\_  
Aaron Collette

Date Signed: \_\_\_\_\_

  
\_\_\_\_\_  
Al Barber

Date Signed: 9/27/14

\_\_\_\_\_  
Dick King

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ben O'Brien

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Captain Timothy Clouatre

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Todd Cosgrove

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ken Morton

Date Signed: \_\_\_\_\_

By: Department of Public Safety

\_\_\_\_\_  
Keith Flynn  
Commissioner  
Vermont Department of Public Safety

Date Signed: \_\_\_\_\_

Special Teams Working Group  
By:

\_\_\_\_\_  
Aaron Collette

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Al Barber

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Dick King

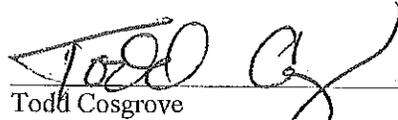
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ben O'Brien

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Captain Timothy Clouatre

Date Signed: \_\_\_\_\_

  
\_\_\_\_\_  
Todd Cosgrove

Date Signed: 9/23/16

\_\_\_\_\_  
Ken Morton

Date Signed: \_\_\_\_\_

By: Department of Public Safety

\_\_\_\_\_  
Keith Flynn  
Commissioner  
Vermont Department of Public Safety

Date Signed: \_\_\_\_\_

Special Teams Working Group  
By:

\_\_\_\_\_  
Aaron Collette

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Al Barber

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Dick King

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ben O'Brien

Date Signed: \_\_\_\_\_

*Capt. TCC*  
\_\_\_\_\_

Captain Timothy Clouatre

Date Signed: 10/1/16

\_\_\_\_\_  
Todd Cosgrove

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ken Morton

Date Signed: \_\_\_\_\_

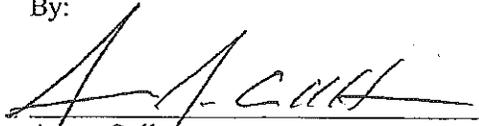
By: Department of Public Safety

\_\_\_\_\_  
Keith Flynn  
Commissioner  
Vermont Department of Public Safety

Date Signed: \_\_\_\_\_

Special Teams Working Group

By:

  
\_\_\_\_\_  
Aaron Collette  
Date Signed: 9.30.2016

\_\_\_\_\_  
Al Barber

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Dick King

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ben O'Brien

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Captain Timothy Clouatre

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Todd Cosgrove

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ken Morton

Date Signed: \_\_\_\_\_

By: Department of Public Safety

\_\_\_\_\_  
Keith Flynn  
Commissioner  
Vermont Department of Public Safety

Date Signed: \_\_\_\_\_

Special Teams Working Group  
By:

\_\_\_\_\_  
Aaron Collette

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Al Barber

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Dick King

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ben O'Brien

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Captain Timothy Clouatre

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Todd Cosgrove

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Ken Morton

Date Signed: \_\_\_\_\_

By: Department of Public Safety

  
\_\_\_\_\_  
Keith Flynn  
Commissioner  
Vermont Department of Public Safety

Date Signed: 10/5/16