



CITY OF CONCORD

New Hampshire's Main Street™

FIRE DEPARTMENT

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Daniel L. Andrus, Fire Chief

DATE: September 25, 2019

SUBJECT: A Report to accompany a resolution authorizing the City Manager or his designee to apply for grant funding in the amount of Six Thousand Dollars (\$6,000) through the New Hampshire Department of Safety Emergency Management Performance Grant Program for the purpose of developing a Continuity of Operations Plan; and accepting the terms of the grant and appropriating funds awarded for this purpose.

Recommendation

Accept this report and approve the resolution as stated above.

Background

This resolution is almost identical to the one passed by the City Council on July 8, 2019. That resolution had a grant amount of \$6,500. That number had been supplied by the New Hampshire Division of Homeland Security and Emergency Management (HSEM) as the amount for which the City was eligible. Once authorization had been approved, the City proceeded with selecting a contractor, as a quote from the contractor is a required part of the application package. The Fire Department worked with the City's Purchasing Manager to obtain proposals, and Hubbard Consulting was selected by a team of City employees who reviewed the proposals. That firm quoted a price of \$6,000. As the City was preparing to submit its application package, HSEM advised the City that the resolution would need to state the exact grant amount, as well as contain language that the City accepted the terms of the grant agreement. HSEM also expressed a preference that the resolution indicating that the total cost of the project is \$12,000, with the City share being met through a "soft match" of labor for the project.

The revised resolution meets those requirements and the City expects to submit a grant application in October and begin the project once the grant agreements are fully executed. The project should be completed within the fiscal year.

Discussion

The Fire Department will continue to provide regular updates to the City Administration on the progress of this grant application and continuity of operations planning.