

Charles Breen

From: Fontaine, Emily (OGR) <emily.fontaine@mass.gov>
Sent: Monday, November 27, 2023 10:53 AM
To: Charles Breen; Ali Belabdi
Cc: Flynn, Elizabeth M. (OGR); Stanton, Kevin (OGR)
Subject: Massachusetts Municipal Public Safety Staffing Grant - Somerville Fire Department
Attachments: Somerville Fire Department_MUNI_SFY2024.pdf; GOV - Somerville Fire.pdf; OGR - Somerville Fire.pdf

Congratulations, I am pleased to inform you that the **Somerville Fire Department** has been awarded **\$91,211.79** in Massachusetts Municipal Public Safety Staffing (MUNI) funding. *Please note, the Office of Grants and Research (OGR) respectfully requests that you do not share your award information with the general public (refrain from any local press announcement, etc.) so that the Administration can issue a statewide press release. You will be notified when the press release has been shared.*

[Visit our webpage here](#), under Additional Resources, to download the award documents that must be submitted with your completed contract. These documents must be reviewed, completed, signed* and dated by the authorized signatory.

Award Documents to be returned electronically via email:

- Standard Contract form (attached here)
- OGR General Subrecipient Grant Conditions (found under "[Additional Resources](#)" on website)
- **NEW** Contractor Authorized Signatory Form (found under "[Additional Resources](#)" on website. Please refer to the *Helpful Hints* document when completing this new form.)

*Please review the acceptable forms of an electronic signature (*Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand drawn signature* 3. *Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory's name and title, and must be accompanied by a signature date.*)

The official start date of the contract is when the Executive Director of the Office of Grants and Research (OGR) signs the returned standard contract form and will terminate on December 31st, 2024. Costs incurred prior to the date the contract is signed by OGR cannot be charged against this grant. Upon execution, a copy of the signed and dated contract will be sent to your department by email which will inform you of the official start date.

In order to receive your first 50% payment, you must have submitted all quarterly reports for FY23. Please keep in mind that any unused funds for FY23 will need to be reverted to our office before you will receive FY24 funds.

Please email all documents back to me by Tuesday December 5th, or sooner. If you have any questions, please contact me at emily.fontaine@mass.gov

Thanks!



Emily Haines

Program Coordinator
Office of Grants and Research
35 Braintree Hill Office Park, Suite 302
Braintree, MA 02184
781-535-0079 (office)
508-769-1264 (cell)

Please note that my contact information has recently changed.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

November 27, 2023

Charles Breen, Chief Engineer
Somerville Fire Department
266 Broadway
Somerville, MA 02145

Dear Chief Engineer Breen,

Congratulations! We are pleased to notify you that the **Somerville Fire Department** has been awarded **\$91,211.79** in grant funding from the **SFY2024 Massachusetts Municipal Public Safety Staffing Program** offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

Additional correspondence, including all the documents necessary to make this award official will be forthcoming from OGR. In the meantime, if you have any questions, please feel free to contact Emily Haines at (781) 535-0079 or Emily.fontaine@mass.gov.

Once again, congratulations on this award and thank you for your commitment to public safety.

Sincerely,

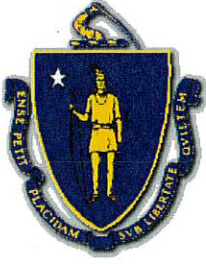
Sincerely,

A handwritten signature in blue ink that reads "M. T. Healey".

GOVERNOR MAURA T. HEALEY

A handwritten signature in blue ink that reads "Kim Driscoll".

LT. GOVERNOR KIMBERLEY DRISCOLL



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research

35 Braintree Hill Office Park

Braintree, MA 02184

Tel: (617) 725-3301

Fax: (617) 725-0260

MAURA T. HEALEY
Governor

TERRENCE M. REIDY
Secretary

KIMBERLEY DRISCOLL
Lieutenant Governor

KEVIN STANTON
Executive Director

November 27, 2023

Charles Breen, Chief Engineer
Somerville Fire Department
266 Broadway
Somerville, MA 02145

Dear Chief Engineer Breen:

On behalf of the Executive Office of Public Safety and Security's **Office of Grants & Research (OGR)**, I am pleased to inform you that the **Somerville Fire Department** has been awarded **\$91,211.79** in state funding from the **SFY2024 Massachusetts Municipal Public Safety Staffing Program**.

Additional correspondence, including all the necessary documents required to make this award official are included in this email. **Please note, your official start date will be the date that your returned contract is signed and dated by OGR and will terminate on December 31, 2024.**

In the meantime, if you have any questions, please feel free to contact Emily Haines, Program Manager at: emily.fontaine@mass.gov.

Congratulations on your award. I look forward to working with you and your staff on this important public safety initiative.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Stanton".

Kevin Stanton
Executive Director



SFY2024 Massachusetts Municipal Public Safety Staffing Program Police and Fire Availability of Grant Funds

Office of Grants and Research, Justice and Prevention Division

Overview

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available approximately **\$4.8 million** from the [Municipal Public Safety Staffing Program](#). The intent of the Massachusetts Municipal Public Safety Staffing Program is to assist eligible municipalities to maintain public safety and emergency response services by helping to address **police and/or fire** department staffing shortfalls. This program is available through state funds authorized under a reserve to support municipal improvements under Chapter 24 of the Commonwealth of Massachusetts' General Appropriations Act of 2023.

Due to level funding, applicants are encouraged to apply for the same amounts that they were awarded in state fiscal year 2023.

Applicant Eligibility

Per legislative language, only the ten communities listed below are eligible to apply for funding:

**Massachusetts Department of Revenue
Division of Local Services
Municipal Databank/Local Aid Section**

Municipality- DOR Code	Census 2010 Population	FY 2010 Police Department Expenditure	Per Capita Expenditure
LOWELL-160	106,519	\$19,414,966	\$182.27
BROCKTON-44	93,810	\$17,370,071	\$185.16
LYNN-163	90,329	\$16,732,413	\$185.24
FALL RIVER-95	88,857	\$15,252,488	\$171.65
NEWTON-207	85,146	\$14,071,461	\$165.26
LAWRENCE-149	76,377	\$12,792,247	\$167.49
SOMERVILLE-274	75,754	\$12,500,233	\$165.01
FRAMINGHAM-100	68,318	\$10,471,060	\$153.27
HAVERHILL-128	60,879	\$8,604,135	\$141.33
MALDEN-165	59,561	\$8,618,741	\$144.70

The funds are available for both *public safety* and *emergency staffing*, thus allowing municipalities to utilize funds for **police** and/or **fire** needs. The Mayor/City Manager for each municipality must determine whether applications for funding will be submitted for police and/or fire, and how much will be appropriated to the respective department.

Key Dates

Solicitation Posted: **Thursday, September 14th, 2023**
 Application Deadline: **Thursday, October 19th, 2023, 4:00 p.m.**
 Anticipated Award Announcements: **December 2023**
 Anticipated Grant Period: **January 1, 2024 – December 31, 2024**

For more details, please review the [Availability for Grant Funds \(AGF\)](#) on our website

For questions regarding your application, please contact Emily.Fontaine@mass.gov.

Directions

Please complete all sections in this application.

The "Save" feature at the bottom of each page allows you to save your responses and provides you with a unique link to return at a later time without losing any information you have entered. Once you have

completed all relevant sections in the application, click the "Submit" button.

Please note that once you submit the application, you will not be able to edit your responses.

Part A.

Agency Type
Fire

Agency
Somerville Fire Department

The amount below is the total SFY24 award amount available for your municipality, for both Police and Fire Departments.

\$170,711.79

Funding Requested for this Application
\$91,211.79

Name of Fire Commissioner/Chief
Chief Engineer Charles Breen

Phone
(617) 623-1700 x8110

Email
cbreen@somervillema.gov

Local Department Mailing Address
266 Broadway, Somerville, Massachusetts 02145

Grant Contact

Grant Contact Name
Charles Breen

Job Title
Chief Engineer

Grant Contact Mailing Address
Same As above

Grant Contact Phone
(617) 623-1700 x8110

Grant Contact Email
cbreen@somervillema.gov

Fiscal Contact

Fiscal Contact Name
Ali Belabdi

Job Title
Administrative Assistant

Fiscal Contact Mailing Address
Same As above

Fiscal Contact Phone

Fiscal Contact Email

Part B.

Fire Department Staffing

Fiscal Year	Total # Personnel (Uniform or Sworn Firefighters)	Is Minimum Staffing per shift by contract?	If yes, how many?
FY2021	152	Yes	29
FY2022	152	Yes	29
FY2023	152	Yes	29
Authorized in FY2024	152	Yes	29

Please list number of recruits currently in the academy:

0

Please list the number of layoffs and the total number of positions eliminated (through attrition, retirement, etc.) or left open since July 1, 2020 as of the date of this application.

Actual Number of Layoffs

0

Total number of open positions since 7/01/20

0

Budget Information

Fiscal Year	Total City/Town Budget	Total Overall Fire Department Operating Budget	Total Fire Department Salaries, Wages and Benefits	Overtime Budget
FY2021	\$246,457,214	\$18,728,274	\$16,453,700	\$1,346,400
FY2022	\$270,179,919	\$19,273,589	\$16,897,419	\$1,413,720
FY2023	\$307,560,849	\$20,448,289	\$17,975,015	\$1,500,000
Authorized in FY2024	\$337,331,595	\$20,826,765	\$17,831,552	\$2,000,000

Demographics, Incidents, Stations Closed and Response Time

Please provide the requested demographic information below.

Square Miles in Jurisdiction on 6/30/23

4

Number of Firefighters/1,000 Population on
6/30/23
1.87

Please provide the incident data for the requested time periods.

Fiscal Year	Fires (IT=100-173)	Number of Incident-Related Firefighter Injuries	All Incidents
FY2021	440	56	14,069
FY2022	423	39	15,058
FY2023	484	41	15,954

Please provide the requested information regarding open/closed stations, companies and brownout shifts.

As of July 1	Number of Stations Open	Number of Stations Closed	Number of Companies Open	Number of Companies Closed
2021	5	0	9	0
2022	5	0	9	0
2023	5	0	9	0

Number of Brownout Shifts

FY2021	FY2022	FY2023
0	0	0

Average Response Time

FY2021	FY2022	FY2023
3	3	3

Narrative Questions

A. Describe how changes in staffing have affected specific department functions. Are any units disproportionately affected? Be specific. Limit your response to one page in the space below.
 The Somerville Fire Department has avoided layoffs in the past several years but operates at minimum staffing levels and requires the use of overtime funding to meet any additional staffing needs that arise during the year. Balancing these needs against the limits of the Department's overtime budget is very challenging. Absences due to illness and the need to be overly cautious about coming into work if sick have had a negative impact on the overtime budget.

Based on current numbers (five firefighter positions vacant due to retirement and 13 firefighters on long-term leave due to illness, injury or other causes), the Fire Department faces the prospect of entering 2024

down 14 positions. This is based on the assumption that four of those firefighters currently out are expected to return by the end of 2023.

Having 14 vacant positions in 2024 means that we will have to fill 112 24-hour shifts each month with overtime (eight shifts per month x 14 firefighters). This will make it impossible for us to avoid exceeding our overtime budget. We are obligated per collective bargaining to provide 27 firefighters and two Chief officers per shift assigned to nine different fire companies. Inadequate overtime funds would result in having to place a fire company out of service. This will put firefighters in danger by reducing on duty available staffing. It will result in a larger workload and greatly increase the chances of exhaustion and injury.

B. Describe whether or not staff reductions have affected how you allocate department resources (i.e., staff distribution). Include if and how reductions in civilian staff have affected assignment of sworn personnel. Be specific. Limit your response to one page in the space below.

The Somerville Fire Department has avoided firefighter layoffs and reductions in civilian staff, but we have to allocate staffing in new ways in response to unprecedented situations. Since we operate at minimum staffing levels, each new scenario further depletes our resources. The Department has had to temporarily reassign day personnel from their positions in Training, Homeland Security, Administration and Fire Prevention to cover vacancies in Suppression staff and reduce overtime spending.

The Assembly Square neighborhood on the northeast edge of the city continues its rapid expansion. The area now has hundreds of stores, restaurants, apartments, and condominiums, as well as large office buildings, life science laboratories, a 158-room hotel, a movie theater, an Orange Line MBTA station, and several parking garages. As a result, the Somerville Fire Department finds itself having to accommodate an entirely new section of the city using existing fire companies located at existing fire stations in other parts of the city. Moreover, in December 2022 the Massachusetts Bay Transportation Authority (MBTA) opened five new subway stations in Somerville, further increasing the amount of infrastructure the Fire Department must protect.

The Somerville Fire Department's call volume also demonstrates the challenge it faces in protecting a city that is experiencing major growth and redevelopment. For example, the call volume was 13,537 in 2021; it climbed to 15,137 in 2022, and in 2023 it had risen to 15,954 – an 18% increase in just three years. It is therefore imperative that the Fire Department meet its minimum staffing levels and avoid taking any apparatus out of service.

C. Describe how reductions or lack of any increases in your department's budget have affected its daily operations by putting firefighters and/or the community at greater risk and to what extent this risk will be reduced by the funds being requested. Limit your response to one page in the space below.

The Somerville Fire Department's operating budget has been level funded during the past nine years with only contractually mandated increases factored in. A collective bargaining agreement negotiated in 2019 increased salaries starting in FY20 but not the City's ability to pay for them.

At the same time, the number of sworn Somerville firefighters (152) has not changed in more than a decade, and we still operate at minimum staffing levels even though the City of Somerville continues to undergo extensive redevelopment in Assembly Square, Union Square, and Boynton Yards. Consequently, maintaining consistency and efficiency in daily operations is a continual challenge.

Providing overtime coverage is costly: The average overtime wage in the Department is \$69.00 per hour, so each 24-hour overtime shift costs an average of \$1,656.00. Each firefighter works eight shifts per month, so each vacancy that must be filled with overtime costs \$13,248.00 per month. During 2024, the Somerville Fire Department will be filling shifts for 14 vacancies with overtime.

We are requesting Massachusetts Municipal Public Safety Staffing Grant funding in the amount of

\$91,211.79 to support the pay for 55 overtime firefighter shifts in 2024: 55 shifts x 24 hours x \$69.00/hour (average overtime rate). This will have a considerable impact on our ability to fully staff our fire companies, address current risks, and respond to new risks. We are an over-extended department that has been able to avoid layoffs and keep all our fire companies in service only through exhaustive efforts. Funding from the FY24 Massachusetts Municipal Public Safety Staffing Grant will help us to meet our current and emerging obligations in the coming year with a focus on quality performance and safety for our firefighters and everyone they protect.

D. Inform EOPSS if your department has received state and/or federal funding to support staffing needs in the last 24 months. If so, please identify the funding stream(s), funding amount, number of positions, and duration of the award. Limit your response to one page in the space below

The Somerville Fire Department has received the following funding over the last 24 months to help support staffing needs:

Funding source: Commonwealth of Massachusetts' Executive Office of Public Safety & Security, State Fiscal Year 2022 Massachusetts Municipal Public Safety Staffing Grant

Amount: \$83,616

Purpose: Overtime

Grant period: 1/1/22-12/31/22

Funding source: Commonwealth of Massachusetts' Executive Office of Public Safety & Security, State Fiscal Year 2023 Massachusetts Municipal Public Safety Staffing Grant

Amount: \$91,211.79

Purpose: Overtime

Grant period: 1/1/23-12/31/23

E. Please provide any additional information not already provided that will help justify your department's need for these funds. This could include but not be limited to any reductions in services attributable to staffing reductions (e.g., code enforcement, public education, fire prevention, vehicle maintenance, etc.). Limit your response to one page in the space below

The following is further detail on the Somerville Fire Department's average response time: In FY21, the average response time was 3.17 minutes; in FY22, it was 3.24 minutes, and in FY23, it was 3.35 minutes.

Document Upload

Attachment A: Budget Excel Worksheet Form (Summary and Details sheets)

Somerville_FY24_Muni_Public_Safety_Staffing_Fire_Attachment A.xlsm

Fringe Documentation

Signature Page

As the Mayor of this City, I am authorizing the Fire Department to apply for funding for a Massachusetts Municipal Public Safety Staffing grant from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of a grant award.

Name of City

Somerville

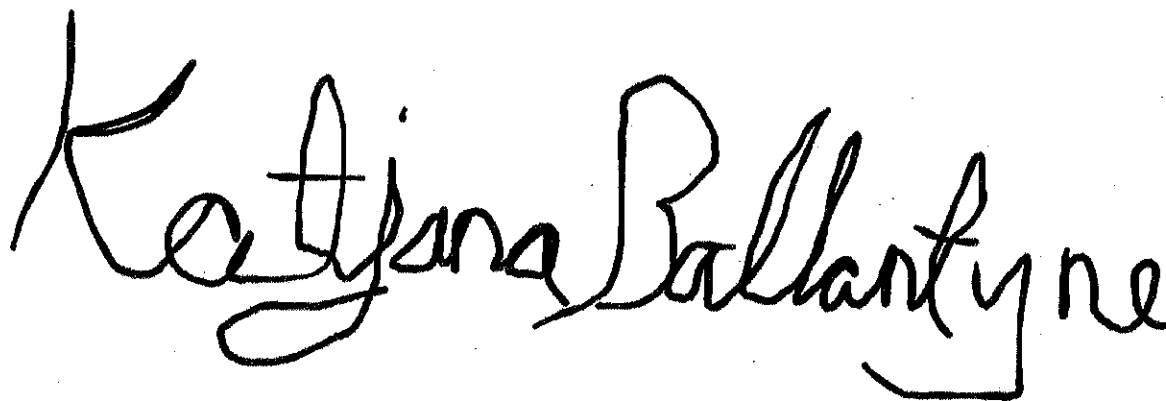
Name of Department

Somerville Fire Department

Mayor's Name

Katjana Ballantyne

Mayor's Signature

A handwritten signature in black ink that reads "Katjana Ballantyne". The signature is written in a cursive style with a large initial 'K' and a distinct 'ne' at the end.

Date

10/18/2023

Executive Office of Public Safety and Security
Office of Grants and Research
Justice and Prevention Division
Budget Worksheets - City of Somerville

Please make sure that macros are enabled upon being prompted when the document is first opened. Please review the Opening Document tab for further instructions on how to enable macros if any questions arise. In addition, please review the AGF for further insight on allowable and unallowable costs.

PERSONNEL - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be paid by this State grant. Be sure to describe the role and function to be provided by the employee.

Name/Position	Annual Salary	Percentage Charged to Program	Description	Total Expenditures
Subtotal:				\$ -

FRINGE & PAYROLL TAX - Based on federally negotiated rate agreement or established formula by sub-recipient's accountant, comptroller or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment, workers compensation costs, FMLA, and payroll taxes. A copy of the approved or audited rate must be included with the application. If applicant does not have a federally approved or audited rate, actual known costs must be itemized by type and include rate computations in this section of the budget forms.

Name/Position	Salary Charged to Grant	Contract Fringe Rate	Description	Total Expenditures
Subtotal:				\$ -

OVERTIME - List the rank/position for each overtime request. Indicate overtime rate for employees and the number of overtime hours for the period of the State grant. Be sure to describe the purpose of the overtime.

Name/Position	Overtime Rate	Number of Hours	Description	Total Expenditures
Firefighter	\$ 69.0000	1321.9100	Shift coverage: 55 24-hr shifts at the average firefighter rate of \$69.00/hour	\$ 91,211.79
Subtotal:				\$ 91,211.79

OTHER - Costs listed in this category may include direct costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories. Costs in this category may include: 1. Direct costs associated with new hires such as phone, uniforms, etc.; 2. Support costs such as recruitment expenses for new hires, training, etc.; 3. Supplies for new hires (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).

Item	Cost	Quantity	Description	Total Expenditures
Subtotal:				\$ -
Grand Total:				\$ 91,211.79





Commonwealth of Massachusetts
 Executive Office of Public Safety & Security
 Office of Grants & Research


Helpful Hints for the NEW Contractor Authorized Signatory Form (CASL)

- The individual signing on the bottom portion must also add their name and signature in the chart on the top of the CASL document. *"Please note: an individual cannot self-certify their own signature as a single signer listed above".* (See example below.)
- Another individual will need to also be listed as an authorized signature in the chart, which means there **MUST** be at least **(2)** different names listed on the form.
- Each person listed on the form will need to enter their signature in the chart.
- **IMPORTANT:** The signature as shown in the chart should be how it will be reflected on the Standard Contract Form and OGR Grant Conditions. If the signature is handwritten on the CASL chart, then it should be handwritten on the Standard Contract and OGR Grant Conditions. If the signature is electronically affixed using a digital tool on the CASL chart, then it should be electronically affixed using the same digital tool the contract documents. See example below of a completed form. City of XYZ would need to sign their Standard Contract Form and OGR Conditions with a handwritten signature.

Contractor Legal Name City of XYZ	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small> VC11111111111111
---	---

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Jane Doe		Program Manager	555-555-5555	jdoe@xyz
Mary Smith		Director	222-222-2222	msmith@xyz

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 8/21/23
Print Name Mary Smith	Phone Number 222-222-2222
Title Director	Email Address msmith@xyz

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