

CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LT. GOVERNOR

TERRENCE M. REIDY  
SECRETARY

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*

*P.O. Box 1025 ~ State Road*

*Stow, Massachusetts 01775*

*Telephone (978) 567~3100*

*[www.mass.gov/dfs](http://www.mass.gov/dfs)*



PETER J. OSTROSKEY  
STATE FIRE MARSHAL

December 27, 2022

Chief Charles Breen, Jr.  
Somerville Fire Department  
266 Broadway  
Somerville, MA 02145

Dear Chief:

I am pleased to inform you that your FY 2023 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant applications have been approved for funding. The Somerville Fire Department has been awarded \$6781 for your S.A.F.E. grant and \$2677 for Senior SAFE.

Be sure to alert your treasurer and to check with them to ensure receipt of the funds. The current 10-year SAFE contracts will expire on June 30, 2023. Funds in the FY23 SAFE/Senior SAFE Grant program are awarded for spending until December 31, 2023, with one possible extension until June 30, 2024, allowable upon request. Therefore, the contract dates for communities receiving FY23 SAFE/Senior SAFE grants must be amended to reflect an end date of June 30, 2024. Included in this mailing is a Standard Contract Form and a Contractor Authorized Signatory Listing Form. Please sign both forms. Please ensure that the individual signing the contract is listed in the box on the authorized signatory listing page, but please note that this form (CASL) MUST be signed off by an authorized signatory of your organization i.e., Town Administrator/City Manager, Board of Selectmen, Treasurer, Legal Counsel, etc. Please sign the contract "for the contractor" and mail the signed original Standard Contract Form and Contractor Authorized Signatory Listing Form to DFS at the address below as soon as possible. It is important to note that the FY23 SAFE/Senior SAFE grant funds will be disbursed upon DFS' receipt of a signed contract amendment and CASL from the community.

Julie Walrath  
Department of Fire Services  
PO Box 1025 - 1 State Road  
Stow, MA 01775

I thank you for your commitment to the S.A.F.E. program and for your continuing efforts to promote fire prevention for all citizens.

Sincerely,

Peter J. Ostroskey  
State Fire Marshal

*Administrative Services • Division of Fire Safety*  
*Hazardous Materials Response • Massachusetts Firefighting Academy*

## COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: City of Somerville (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Fire Services MMARS Department Code: DFS	
Legal Address: (W-9, W-4): 93 Highland Ave, Somerville, MA, 02143		Business Mailing Address: P.O. Box 1025, Stow MA 01775	
Contract Manager: Provisional Chief Charles J. Breen Jr.	Phone: 617-623-1700	Billing Address (if different):	
E-Mail: cbreen@somervillema.gov	Fax: 617-625-8101	Contract Manager: David Clemons	Phone: 978-567-3179
Contractor Vendor Code: VC6000192138		E-Mail: David.Clemons@mass.gov	Fax: 978-567-3121
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-DFS-1000-2023SAFEGRANT00000000	
		RFR/Procurement or Other ID Number: SAFEGRANT	
<b>NEW CONTRACT</b> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: <u>June 30, 2023</u> Enter Amendment Amount: \$ <u>No Change</u> (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input checked="" type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input checked="" type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended): \$ _____			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) SAFEGRANT. This contract is for grant funds from the Student Awareness of Fire Education (S.A.F.E) Grant program administered by the Department of Fire Services. This interim contract allows for a 1 year extension to align with the FY23 S.A.F.E grant application. This interim contract will be from 7/1/23-6/30/24.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2024</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language struck by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: <input checked="" type="checkbox"/> <u>Katrina Ballantyne</u> Date: <u>2-1-23</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Katrina Ballantyne</u> Print Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: <input checked="" type="checkbox"/> <u>David Clemons</u> Date: <u>2/6/23</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Clemons</u> Print Title: <u>Director of Operations</u>	

City of Somerville

Approved as to form:

(Updated: 7/22/21) Page 1 of 1

City Solicitor



**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May  
2004



CONTRACTOR LEGAL NAME: City of Somerville  
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192138

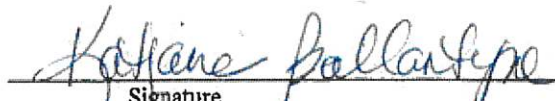
**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Katjana Ballantyne	Mayor

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

  
Signature

Date: 2-1-23

Title: Mayor

Telephone: 617-625-6600, ext. 2100

Fax:

Email: - mayor@somervillema.gov

[Listing can not be accepted without all of this information completed.]

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

## Charles Breen

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**From:** DFS-TM - Grants, OPS (DFS) <ops.dfs-tm-.grants@state.ma.us>  
**Sent:** Thursday, March 23, 2023 4:02 PM  
**To:** Charles Breen  
**Cc:** Clement, Christie (DFS)  
**Subject:** FY23 SAFE Executed Contract  
**Attachments:** Somerville 2023.pdf

Hi Provisional Chief Breen,

Attached is a copy of the fully executed interim contract amendment for your FY2023 SAFE & Senior SAFE Grant awards, which extends your current contract through June 30, 2024.

The performance period for your FY2023 SAFE & Senior SAFE Grant awards will end on December 31, 2023. Please make all reasonable efforts to complete program activities and associated spending by that date. If you are unable to complete all program activities by December 31<sup>st</sup>, please reach out to Christie Clement at [christie.clement@mass.gov](mailto:christie.clement@mass.gov) to request a six-month extension.

Thank you.

~Justine

Mass.gov

[\(1\) > Executive Office of Public Safety and Security \(/orgs/executive-office-of-public-safety-and-security\)](#) > [Department of Fire Services \(/orgs/departments-of-fire-services\)](#)

# S.A.F.E. and Senior SAFE Mission Statements

## S.A.F.E. and Senior SAFE Mission Statement

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## S.A.F.E. Mission Statement

The following represents the *core mission* of the S.A.F.E. program:

The Student Awareness of Fire Education (S.A.F.E.) program is a fire prevention education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks posed by smoking-related materials. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

The S.A.F.E. educator serves as a role model for impressionable youth providing students with firsthand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving those fires that occur. Through a core school-based program, S.A.F.E. educators effect change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire department. Working jointly to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning, firefighters teach the Key Fire Safety Behaviors using the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook* and model teamwork for the students.

## Senior SAFE Mission Statement

The following represents the *core mission* of the Senior S.A.F.E. program:

The Senior SAFE program is a fire prevention education program designed to improve the fire and life safety of older adults in the Commonwealth of Massachusetts through education that addresses the unique fire risks for this age group. Some of the risks include smoking, home oxygen use, cooking, electrical, and heating



dangers. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses and the dangers of fire associated with home medical oxygen use.

Senior SAFE aims to improve the safety of older adult homes. Programs may include the installation of smoke and carbon monoxide alarms, testing and replacing batteries in these devices, the installation and checking of house numbers, installing high-end heat limiting devices on stoves, in-hood stove fire extinguishers, nightlights, and other fall prevention interventions where needed to provide safety for the at-risk older adult population in the community. In addition to installing safety devices, education specific to their circumstances is a crucial component of improving the safety of older adults at home.

The Senior SAFE educator serves as a community leader who can provide firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur and affect a change in the behavior of older adults.

The Senior SAFE Program is designed to create a partnership between older adults and fire departments through established providers of senior support services such as Councils on Aging, Senior Centers, Visiting Nurse Associations, or other similar agencies.



[All Topics \(/topics/massachusetts-topics\)](/topics/massachusetts-topics)

[Site Policies \(/site-policies\)](/site-policies)

[Public Records Requests \(/topics/public-records-requests\)](/topics/public-records-requests)

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