

**ATTACHMENT B**

**Massachusetts Municipal Public Safety Staffing Grant**

**FIRE**

**Name of Local Fire Department:** \_\_\_\_\_

**Funding Requested: \$** \_\_\_\_\_

**Name of Fire Commissioner/Chief:** \_\_\_\_\_

(type: official title, first and last name)

**Fire Commissioner/Chief Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Local Department Mailing Address:**

Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

County: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Grant Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

(Note: The person designated by the Commissioner/Chief as the *Grant Contact* shall serve as the project's point person and be responsible for receiving and responding to EOPSS' project related requests)

**Grant Contact Mailing Address:**

Same as Above  Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Fiscal Point of Contact for Grant: Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Fiscal Point of Contact Mailing Address:**

Same as Above  Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

Applicants must **answer all questions in the application** in order to qualify for funding. Applicants will be required to address the following: (1) department staffing; (2) budget information; (3) calls for service; and (4) several narrative questions.

**Fire Department Staffing**

- a. Please list the total number of full time employees in your department as of the dates indicated. Please include part-time employees as part of one FTE. For example, two half-time employees = 1 FTE.

	<b>FY19</b> <b>(on 7/01/18)</b>	<b>FY20</b> <b>(on 7/01/19)</b>	<b>FY21</b> <b>(on 07/01/20)</b>	<b>Authorized in</b> <b>FY22</b>
<b>Total # Personnel</b> <b>(Uniform or Sworn</b> <b>Firefighters)</b>	■	■	■	■
<b>Is Minimum Staffing</b> <b>per Shift by contract?</b>	<b>FY19</b> <b>(on 7/01/18)</b>	<b>FY20</b> <b>(on 7/01/19)</b>	<b>FY21</b> <b>(on 07/01/20)</b>	<b>Authorized</b> <b>in FY22</b>
<b>If “Yes” include #</b>				

- b. Please list the number of recruits currently in the academy:
- c. Please list the number of layoffs and the total number of positions eliminated (through attrition, retirement, etc.) or left open since July 1, 2018 **as of the date of this application**. Please include part-time employees as part of one FTE. For example, two half-time employees = 1 FTE.

	<b>Actual # of layoffs</b>	<b>Total # of open</b> <b>positions since 7/1/18*</b>
<b>Total # Sworn/Uniform</b> <b>Firefighters</b>	■	■

\* This column should contain only the number of open positions (from lay-offs and/or attrition) for which there is no funding to re-hire or hire. Do not include positions for which there is funding and you have been authorized to fill or filled but haven't yet.

**2. Budget Information**

- a. Please list information regarding your department's budget and the total municipal budget as of the dates indicated.

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Authorized</b> <b>in FY22</b>
<b>Total City/Town</b> <b>Budget*</b>				
<b>Total Overall</b> <b>Fire Department</b> <b>Operating Budget</b>				
<b>Total Fire</b> <b>Department</b> <b>Salaries, Wages</b> <b>and Benefits **</b>				
<b>Fire Department</b> <b>Overtime Budget</b>				

\*Include your city's school budget.

\*\* Do not include fringe or indirect costs.

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

**3. Demographics, Incidents, Stations Closed and Response Time**

a. Please provide the requested demographic information below.

	<b>On 6/30/21</b>
<b>Square Miles in Jurisdiction</b>	■
<b>Number of Firefighters/1,000 Population</b>	■

b. Please provide the incident data for the requested time periods.

<b>Total Number of Incidents</b>	<b>FY2019</b> 7/1/2018-6/30/2019	<b>FY2020</b> 7/1/2019-6/30/2020	<b>FY2021</b> 7/1/2020-6/30/2021
<b>Fires (IT=100-173)</b>			
<b>Number of Incident-Related Firefighter Injuries</b>	■	■	■
<b>All Incidents</b>			

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

	<b>On</b> 7/1/2019	<b>On</b> 7/1/2020	<b>On</b> 7/1/2021
<b>Number of Stations Open</b>	■	■	■
<b>Number of Stations Closed</b>	■	■	■
<b>Number of Companies Open</b>	■	■	■
<b>Number of Companies Closed</b>	■	■	■
	<b>FY19</b> 7/1/18-6/30/19	<b>F209</b> 7/1/19-6/30/20	<b>FY21</b> 7/1/20-6/30/21
<b>Number of Brownout Shifts</b>	■	■	■

d. Please provide response data for the time periods indicated. Average response times should be calculated from the MFIRS Fire Department Alarm Time (time the fire dept. was dispatched) to Arrival Time (time of arrival of first unit on scene).

	<b>FY19</b> 7/1/18-6/30/19	<b>FY20</b> 7/1/19-6/30/20	<b>FY21</b> 7/1/20-6/30/21
<b>Avg. Response Time (in minutes) for 1st arriving unit that can intervene.</b>	■	■	■

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

**4. 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.

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**

**FIRE**

- 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.

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

- 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.

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

- 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.

**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

- 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.



**ATTACHMENT B**  
**Massachusetts Municipal Public Safety Staffing Grant**  
**FIRE**

**THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR COMPLETED APPLICATION!**

**Signature Page**

*The following must be completed and signed by the Mayor of behalf of the Municipal Department submitting this application.*

**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 \_\_\_\_\_

Name of Fire Department \_\_\_\_\_

Mayor's Name-Printed \_\_\_\_\_ Date \_\_\_\_\_

Mayor's Signature \_\_\_\_\_

*(this must be signed in **blue ink** and mailed with your application)*

---

**Submission Protocol**

**Submit electronically (1) PDF version of the completed application (Attachment A) along with Attachments C-E to [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov) by the application deadline stated below.**

**ALSO**

**Mail or Hand Deliver (1) signed original and (1) additional copy of the signed completed (Attachment B) application (along with Attachments C – E) to:**

**Office of Grants and Research**  
**Ten Park Plaza, Suite 3720**  
**Boston, MA 02116**  
**Attention: Emily Fontaine**

Electronic applications must be completed and received by the Office of Grants and Research by **4:00 p.m., Wednesday October 27, 2021** and hard copy submissions (U.S. Mail or hand delivered) must be received by this date. Late submissions will not be accepted.