



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: May 1, 2023  
Subject: Limited-Service Position Request – JFO #3149

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3149:** One (1) limited-service position, Recreational Boating Safety Administrator, to the Vermont State Police, Department of Public Safety to administer the Recreational Boating Safety program. Funded through the ongoing and annually awarded Recreational Boating Safety grant from the United States Coast Guard.

*[Received April 18, 2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by May 12, 2023, we will assume that you agree to consider as final the Governor's acceptance of this request.

### STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont State Police/Department of Public Safety Date: 10/13/2022

Name and Phone (of the person completing this request): Captain David Petersen, Special Operations Unit, VSP 802-279-8463

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # RBS23

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

United States Coast Guard, Recreational Boating Safety Grant (See attached documents)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

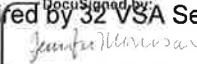
<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Recreational Boating Safety Administrator	1	Vermont State Policy	2022-2023

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

see attached

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

DocuSigned by:  
  
 0F59BEC042D84F2

10/13/2022

Signature of Agency or Department Head Date  
**Aimee Pope** Digitally signed by Aimee Pope  
Date: 2022.10.20 16:29:55 -04'00'

Approved/Denied by Department of Human Resources Date  
**Adam Greshin** Digitally signed by Adam Greshin  
Date: 2023.02.06 13:59:22 -05'00'

Approved/Denied by Finance and Management Date  
  
41948B1C0A36415

Approved/Denied by Secretary of Administration Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date  
4/14/23

Comments:

Jason Aronowitz Digitally signed by Jason Aronowitz  
Date: 2022.11.28 16:51:26 -05'00'

The underlying Rural Boating Safety grant predates recording of JFO approvals.

VERMONT DEPARTMENT OF PERSONNEL  
**Request for Classification Review**  
**Position Description Form A**

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

**INSTRUCTIONS:** Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

**To Submit this Request for Classification Review:** If this is a filled position, the employee must sign the original\* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

\*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

**If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.**

## Request for Classification Review Position Description Form A

### For Department of Personnel Use Only

Notice of Action # _____ Action Taken: _____ New Job Title _____ Current Class Code _____ New Class Code _____ Current Pay Grade _____ New Pay Grade _____ Current Mgt Level ___ B/U ___ OT Cat. ___ EEO Cat. ___ FLSA ___ New Mgt Level ___ B/U ___ OT Cat. ___ EEO Cat. ___ FLSA ___ Classification Analyst _____ Date _____ Effective Date: _____ Comments: _____ Date Processed: _____  Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp)
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#### Incumbent Information:

Employee Name:  Employee Number:   
 Position Number:  Current Job/Class Title:   
 Agency/Department/Unit:  Work Station:  Zip Code:   
 Supervisor's Name, Title, and Phone Number:   
 How should the notification to the employee be sent:  employee's work location  or  other address, please provide mailing address:

#### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title:   
 Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
 Vacant Position Number:  Current Job/Class Title:   
 Agency/Department/Unit:  Work Station:  
 Zip Code:   
 Supervisor's Name, Title and Phone Number:

#### Type of Request:

**Management:** A management request to review the classification of an existing position, class, or create a new job class.

**Employee:** An employee's request to review the classification of his/her current position.

## 1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

This position will be responsible for administering the Recreational Boating Safety (RBS) program for the Vermont State Police, which includes management of the RBS grant awarded annually to the agency (typically exceeds \$1.5 million). This includes all duties assigned as the State of Vermont's sole Boating Law Administrator (BLA) as recognized through the National Association of State Boating Law Administrators (NASBLA). As the BLA, this position is responsible for the oversight and coordination of boating safety, enforcement, and education for all department programs across the State of Vermont as well as striving for excellence in state program performance and policy development. The BLA is also a proactive advocate for legislative programs and policies around recreational boating safety. The BLA organizes and prepares the agency for required United States Coast Guard (USCG) site visits to ensure and maintain grant compliance. This position oversees the effectiveness of the recreational boating safety education program as taught by various law enforcement entities in the state and provides regular updates on boating laws and regulations to local, county and state level law enforcement boating partners.

As the BLA, duties include monitoring and assessing grant compliance with agency and sub-grantees, productivity, and effectiveness of law enforcement patrols against stated goals and objectives. The BLA conducts analysis and assessment of incidents involving boat related casualties to enhance water safety in high danger areas. This includes coordinating with law enforcement members to re-direct patrols to areas of concern. Responsibilities also include the identification, coordination, co-instruction, and scheduling of RBS related trainings provided to law enforcement personnel to increase RBS awareness in laws and water safety. This position will at a minimum co-instruct sessions pertaining to updated boating laws and related forms to law enforcement personnel. In addition, this position will assist with water event permit reviews, participate in the oversight of state boat launches (which includes both operation of and performing renovation as needed), and will stay current on new/emerging technologies and equipment in the RBS field. The BLA will also stay current on boating related activities to address user conflict and/or best practices in the field for law enforcement. The incumbent has responsibility for maintaining records for the RBS fleet (over 100 assets) and associated equipment. This includes documenting repairs and establishing expected life-cycles. This position will participate in local and out-of-state meetings, conferences, and trainings to ensure knowledge is being gained about the RBS National Strategic Plan. The BLA is a

liaison with NASBLA and the USCG as well as other state and local authorities regarding RBS. The BLA evaluates proposed changes to federal regulations as it affects state boating laws. As needed, the BLA monitors, provides recommendations and drafts legislation related to RBS laws and offers testimony on legislative changes that impact the RBS program.

The Recreational Boating Safety Administrator will develop and maintain a knowledge base consistent with a subject matter expert that will provide guidance across all levels of governance throughout the state and serve as a resource for all bodies on the topic of recreational boating safety.

This position will participate in educational programs designed to enhance generalized public safety within recreational boating activities. This may include development of curriculum, instructing or co-instructing classes on safe boating practices for the public, as well as collaborating with partner agencies. The Recreational Boating Safety Program Administrator will have responsibilities to ensure that all educational activities conducted meet the requirements of the RBS grant and if necessary, provide recommendations on corrective action.

This position will fall within the Special Operations Unit and will report directly to the Special Operations Unit Commander. The position will work closely with the Special Operations - Recreation Enforcement Unit Supervisor (Sergeant) to plan activities and operations.

The Recreational Boating Safety Program Administrator will serve as a liaison with federal, state, and local entities that have a vested interest or position on recreational boating activities (NASBLA, USCG, F&W, etc.). This position will work with the above-mentioned agencies for educational PSAs. These duties will require meeting with personnel from partner entities either in-person or through video conferencing or other technology on a routine basis. This position will also attend functions with a focus on recreational boating and engage in other activities that promote awareness of this field.

## 2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Key contacts would include the Commander of the Special Operations Unit; the Special Operations Executive Officer; along with the Sergeant and mechanic assigned to the Recreational Enforcement Unit, various law enforcement entities and stakeholders (NASBLA, USCG, F&W, etc.), legislative staff.

This position will have contact with vendors for equipment needs.

This position will have contact with civilians for purposes of education/training.

This position will have contact with sworn law enforcement personnel for the purpose of training and equipment needs.

This position may have contact with the media as it relates to educational PSAs for recreational activities.

**3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?**

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Budget management skills, grant application/management skills, Excel, Microsoft Word. Individual will be expected to develop and maintain a knowledge basis equivalent to a subject matter expert on the topic of recreational boating.

**4. Do you supervise?**

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

Although this position does not directly supervise any employee, they are directly responsible for the supervision and oversight of the RBS grant and the sub-grantees that fall under it. The incumbent will have oversight of the activities of 12-15 auxiliary troopers working in the recreational safety program and together with other program participants, the incumbent will exercise influence over a minimum of 30 people. This position is responsible to ensure compliance with grant requirements and is directly responsible for the oversight of the educational programs associated with recreational boating activities in the state. Further, the position will be evaluating the effectiveness of activities of law enforcement personnel and providing recommendations to further enhance said efforts. The BLA would be authorizing purchases, equipment and training for law enforcement personnel wishing to utilize the RBS grant funding.

**5. In what way does your supervisor provide you with work assignments and review your work?**

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

The Recreational Boating Safety Administrator will report directly to the Special Operations Unit Commander, however, this position requires a high level of self-monitoring of work assignments and deadlines as various tasks are due throughout the year. This position is responsible for grant applications, budgets, equipment needs and multiple meetings/conferences/trainings with stakeholders. Further the Recreational Boating Safety Administrator will maintain a knowledge equivalency to that of a subject expert in this field and be relied upon to provide guidance and, if necessary, testimony as part of the legislative process.

**6. Mental Effort**

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

This position is responsible for large amounts of federal funding. The RBS grant alone has an estimated annual budget of 1.5 million dollars. This position is also responsible for an estimated 100 asset fleet. This position has to have a solid understanding of grant management, budgeting, multi-agency scheduling and training, engage in effective communication with stakeholders, and an understanding of the dynamics pertaining to recreational boating activities. This position requires a level of understanding for laws and any legislative changes would have an impact on the state's recreational boating activities. The Recreational Boating Safety Program Administrator will need to have a strong work ethic, exceptional organizational, administrative and interpersonal skills and be self-motivated to ensure annual reports, grant and budget deadlines are met.

## 7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The role of the Recreational Enforcement Coordinator is to serve as the state's sole Boating Law Administrator (BLA) and to manage and oversee an estimated annual budget of 1.5 million dollars and an estimated 100 asset fleet. This position is responsible to oversee the sole boating education program for the entire state, which is growing each year (roughly 2500 attendees virtually or in-person each year). This includes legislative testimony pertaining to any motorized recreational activity and to ensure agencies across the state have the updated information. This position is responsible for the management of the RBS education program and to ensure instruction material is current and reflects any legislative changes. This position is responsible for budget and equipment needs and to ensure updated technology, equipment and training are being provided to the state's law enforcement RBS partners.



**8. Working Conditions**

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Meeting deadlines for grant applications, reports, budgeting, purchasing, training, and scheduling to name a few.	Daily
In and out of state travel for meetings, conferences, trainings where in-person attendance is necessary.	Weekly
Responsible for grant compliance audits	Annually

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Office setting with controlled air and appropriate facilities	Daily

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
N/A		

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting	Daily
Travel for in-person meetings, conferences, and trainings both in and out of state.	Weekly in-state Est. 2-4 times per year for out-of-state

**Additional Information:**

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job

has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Duties are performed largely in an office type setting with the necessary amenities and controlled air. For day-to-day activities, office space will be available though there is the possibility for telework. In person attendance is expected for job related meetings, conferences, and trainings. Some of these will be in-state and others will require out-of-state travel. For in-state travel, a vehicle will be available when in-person attendance is necessary for conferences or trainings. This position supports law enforcement operations, therefore a background working for or with law enforcement agencies is preferred. Proficiency in budget and grant management and application is essential.

Employee's Signature **(required)**: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Section:**

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Grant and budget management, oversight of the RBS education program, management of sub-grantees to ensure grant compliance, and to serve as a liaison with federal, state, and local entities that have a vested interest or position toward motorized recreational activities (NASBLA, VASA, VAST, USCG, F&W, USFS).

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Strong budget management skills and proficiency with grant writing/application procedures, familiarity with recreational motorized vehicle/boating safety laws, strong administration and time management skills, knowledge of legislative procedures, excellent oral and written communication skills; ability to confidently provide testimony to legislative staff and conduct bill reviews for proposed laws/legislative changes, ability to effectively collaborate and liaison with multiple law enforcement entities, knowledge of motorized recreational activities, knowledge of education training methods, material, and software, either sufficient technical understanding or sufficient practical experience operating boats, ATVs and/or snowmobiles, proficiency in Excel and Microsoft Word with ability to quickly learn new software platforms, ability to actively participant in trainings, conferences, workshops, and meetings both in and out of state, strong organizational skills and attention to detail, ability to multi-task and manage multiple concurrent projects, strong time management, self-motivating, have an understanding of law enforcement organizations and multi-agencies working together and an understanding of education instruction.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

Grant applications and budget management need to be 100% accurate and detailed. Improper or vague reports puts the department out of compliance and at risk of losing federal funding.

4. Suggested Title and/or Pay Grade:

Recreational Boating Safety Administrator / Minimum of Pay Grade 26.

Supervisor's Signature (required): DocuSigned by:  
David Petersen  
DC48A6CBC658433... Date: 10/13/2022

**Personnel Administrator's Section:**

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes  No If yes, please provide detailed information.

[Empty rectangular box]

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

The duties of the Recreational Enforcement Unit Supervisor (Sergeant) will be relieved of the Boating Law Administrator's (RBS Administrator) duties to focus more on enforcement efforts. The Recreational Boating Safety Administrator and the Recreational Enforcement Unit Supervisor and Recreational Vehicle Technician will work closely with one another to ensure the needs of the the motorized recreational activities and enforcement efforts and education are being met.

Suggested Title and/or Pay Grade:

As reviewed

Personnel Administrator's Signature (**required**): DocuSigned by:  
Roxanne Royce  
6BA66102FBB1493... Date: 10/13/2022

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

N/A

Suggested Title and/or Pay Grade:

AS reviewed

Appointing Authority or Authorized Representative Signature (**required**): DocuSigned by:  
Jennifer Morisau  
6F59BECD42D84F2... Date: 10/13/2022



U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

2703 Martin Luther King Jr Ave  
SE, Stop 7501  
Washington, DC 20593-7501  
Staff Symbol: CG-BSX-22  
Phone: (202) 372-1055

16755  
17 May 2022

Sergeant Trevor Carbo  
Boating Law Administrator  
Commander, State Police  
Marine Division  
2777 St. George Road  
Williston, VT 05495-7429

Dear Sergeant Carbo:

Enclosed is a copy of your Financial Agreement covering the federal financial assistance provided to carry out your Fiscal Year 2022 State Recreational Boating Safety Program objectives.

Your application has been approved utilizing the following:

- \$610,031 in unobligated funds from your
  - \$469,110 from your FY2020 allocation;
  - \$140,921 from your FY2021 allocation; and
- \$642,966 in carryover funding.

Should the State require additional funds during this fiscal year for its boating safety program activities (provided matching dollars are available), you may submit a revised budget for part or all of your remaining FY2021 allocation (\$806,457) and/or your FY2022 allocation (\$866,764).

We appreciate your continued efforts in helping to improve recreational boating safety and look forward to working with you and your staff to make 2022 a safe year in recreational boating.

Should you have any questions please contact Lynne McMahan at (202) 372-1069 for financial assistance or Kristin Williams at (202) 372-1067 for program assistance.

Sincerely,

**OBORSKI.PAVL** Digitally signed by  
OBORSKI.PAVLO.1397632462  
**O.1397632462** Date: 2022.05.17 13:27:03  
-04'00'

PAVLO OBORSKI  
Chief, Grants Management Branch  
Office of Auxiliary and Boating Safety  
U.S. Coast Guard  
By direction of the Commandant

Encl: (1) Financial Agreement

# COAST GUARD TERMS AND CONDITIONS

U. S. DEPARTMENT OF HOMELAND SECURITY/UNITED STATES COAST GUARD

AND

THE STATE OF VERMONT

ENTER INTO THIS FINANCIAL AGREEMENT FOR

FISCAL YEAR 2022

The United States of America (herein called the Government), acting through the United States Coast Guard pursuant to 46 U.S.C. 13107, agrees to pay the Government's share of allowable costs incurred in accomplishing the State Recreational Boating Safety Program objectives described in the application of the State of Vermont (herein called the Applicant or State), subject to:

A. Purpose of Assistance. The purpose of the assistance is to permit the State to assume the primary share of boating safety education, assistance, and enforcement activities; to assist the State in carrying out a State Recreational Boating Safety Program; and to encourage greater State participation and uniformity in boating safety.

B. Allocation. To assist the State in financing its Recreational Boating Safety Program, the Government agrees to contract with and distribute to the State the sum of \$610,031, subject to 46 U.S.C. 13104(b), 13105(a), and 13108(a)(3) and (b). Amounts received shall be used to develop and carry out the Fiscal Year **2022** State Recreational Boating Safety Program objectives, and to pay travel and associated costs for attendance of State RBS program personnel at the annual conference of the National Association of State Boating Law Administrators and the appropriate regional Boating Law Administrators' association.

C. State Matching Funds. The State agrees to provide \$ 610,031 (non-Federal amounts indicated in Part III of the Application) to complete the proposed Fiscal Year **2022** Recreational Boating Safety Program objectives described in the Application. State matching amounts shall be derived from general State revenues, undocumented vessel numbering and license fees, State marine fuels taxes, or from a fund constituted from the proceeds of those taxes and established to finance the State Recreational Boating Safety Program.

D. Additional State Funds. The Coast Guard agrees to apply additional expenditures incurred by the State toward the State expenditures when computing the affected allocation table(s), provided that they are allowable, in conformance with the requirements of the Recreational Boating Safety Program, and documented on Federal Financial Reports.

E. Program. The State certifies to the U.S. Coast Guard that its State Recreational Boating Safety Program includes:

1. A vessel numbering system either approved or administered by the Secretary under 46 U.S.C. Chapter 123 and meeting the requirements of 33 CFR Part 174. The State will periodically review vessel registration files to ensure that the annual report to the Coast Guard reasonably reflected the number of currently numbered vessels in the State.

2. A cooperative agreement with the Coast Guard that provides for joint responsibilities concerning law enforcement, accident investigation, search and rescue, marine events, and Coast Guard Auxiliary assistance on sole State waters.

3. Sufficient patrol and other activity to ensure adequate enforcement of applicable State boating safety laws and regulations.

4. A State recreational boating safety education program meeting or exceeding the National Boating Education Standards as recognized by the United States Coast Guard, and including the dissemination of information concerning the hazards of operating a vessel when under the influence of alcohol or drugs.

5. A marine casualty reporting system approved by the Secretary and meeting the requirements of 46 U.S.C. 6102 and 33 CFR Part 174.

F. Assurances. The Applicant certifies that the State lead authority or agency (herein called the Agency) designated to implement or coordinate the implementation of the State Recreational Boating Safety Program will:

1. Submit the reports required in 33 CFR 174.121, 33 CFR 174.123, and 2 CFR 200 in a timely manner.
2. Give any authorized representative of the Coast Guard or the Comptroller General access to and the right to examine all records, books, papers, or documents related to the assistance.
3. Submit to the Coast Guard Program Manager any proposed legislation or regulations concerning recreational boating safety on waters subject to the jurisdiction of the United States.
4. Unless otherwise precluded by Federal statute or regulation, comply with the requirements of State Recreational Boating Safety Programs, COMDTPUB P16755.3A.
5. Acknowledges its agreement to comply with the Department of Homeland Security's Standard Terms and Conditions that were included as part of the State Recreational Boating Safety grant announcement.

G. A State requesting project funds indicates acceptance of this award and its associated terms and conditions per the Department of Homeland Security and the Coast Guard. If the State cannot accept this award, including the legal obligation to perform in accordance with its provisions, the State should notify the Coast Guard Grants Officer immediately upon receipt of this award. If resolution cannot be reached, the Coast Guard Grants Officer will void the award.

H. States must administer their award following the federal regulations defined in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) unless otherwise superseded by programmatic statute. If a State provides subawards, it is the State's responsibility to ensure that all subawards follow the same requirements.

I. Program income is to be spent on allowable recreational boating safety expenditures and applied to the State's share of expenditures as described by the cost sharing or matching method in 2 CFR 200.307 (e)(3).

J. Pre-award costs are allowable when encumbered within 90 calendar days prior to the effective date of the federal award. Encumbrances occurring more than 90 days prior to the effective date of the federal award require additional written approval from the U.S. Coast Guard.

K. Certification:

In witness whereof, the State has caused this Agreement to be executed in its behalf and thereafter the Government has caused it to be executed in its behalf:

**UNITED STATES COAST GUARD**

OBORSKI.PAVL Digitally signed by  
OBORSKI.PAVLO.1397632462  
Date: 2022.05.17 13:28:05  
-04'00'  
 BY O.1397632462 (Date) \_\_\_\_\_

**PAVLO OBORSKI  
 CHIEF, GRANTS MANAGEMENT BRANCH  
 OFFICE OF AUXILIARY & BOATING SAFETY  
 U.S. COAST GUARD**

VERMONT  
 STATE OF \_\_\_\_\_

DocuSigned by:  
 BY Michael Schirling (Date) 5/17/2022  
287A28E1634C41E...  
 (Title) Commissioner



For States Requiring Attorney Signature Please Utilize Page 3.  
Attorney Signature:

I, \_\_\_\_\_, acting as Attorney for the Agency on this \_\_\_\_ day of \_\_\_\_\_, do certify that I have examined the Agreement and find that acceptance by the Agency has been authorized and that the execution thereof is proper and in accordance with the laws of the State of \_\_\_\_\_. Following signature, the Agreement, in my opinion, is a legal obligation of the State in Accordance with the terms thereof.

\_\_\_\_\_  
(Signature of Attorney)

# VERMONT STATE POLICE

## SPECIAL OPERATIONS



### FEDERAL BOATING SAFETY GRANT NARRATIVE

### STATE OF VERMONT

### FY 2023

Sgt. Trevor Carbo  
Vermont State Police  
Sergeant Special Operations  
Boating Law Administrator

**FEDERAL BOATING SAFETY GRANT NARRATIVE  
STATE OF VERMONT  
FY 2023**

**STATEMENT OF NEED:**

The Vermont State Police is the primary state law enforcement agency on all Vermont navigable waterways. Federal funds are essential to the success of the State Police in accomplishing the goal of providing a safe boating environment.

**ADMINISTRATION:**

- Sgt. Trevor Carbo, Special Operations  
Boating Law Administrator  
RBS pass-through grant administrator  
BARD administrator  
Education supervisor  
Fleet management supervisor
  
- Sgt. Jacob Metayer, Special Operations  
Assistant Boating Law Administrator  
Enforcement Operations Supervisor
  
- Shane Cannon  
Fleet maintenance technician
  
- Joanna Lehmann  
Administration assistant

Sgt. Carbo will be retiring shortly after the start of FY 2023. It is anticipated that Sgt. Metayer will be assuming the duties of the Boating Law Administrator. Law Enforcement services in Vermont, particularly the State Police are involved in discussions surrounding the reallocating of services. Those discussions include the possibility of a civilian position within Special Operations that would oversee the recreation services of the State Police.

**LAW ENFORCEMENT**

The State Police is responsible for boating safety on all navigable waterways in the State of Vermont. This mission is accomplished by utilizing part time Auxiliary Troopers and full time State Troopers assigned to the program and by allowing sub grant pass-through awards to our RBS partners in the Grand Isle Sheriff's Department, the Colchester Police Department, and the Department of Fish and Wildlife.

Marine patrols are conducted on a routine basis from State Police Barracks throughout the State. The State Police Special Operations Unit will continue to provide training, education, and promotion of safe waterways in receiving this continued RBS funding.

The State Police and our sub grant pass-through recipient partners will continue our presence at marinas throughout the state to conduct seasonal vessel safety inspections and educational instruction. We will continue to work proactive enforcement details in high volume boating areas with our RBS partners to provide education and enforcement.

The State Police will continue to work with our NESPAC/Northeast Dive Team Commanders Consortium, (Maine State Police, New York State Police, Connecticut State Police, Rhode Island State Police, Massachusetts State Police and the Vermont State Police). We will continue to hold year-round interagency training sessions and meetings covering best practice methods in SCUBA diving and electronics as they relate to RBS drowning recoveries.

We will continue to augment the law enforcement presence on our waterways and provide sub grant funding to the Colchester Police Department. The Colchester Police Department Marine Unit patrols Mallets Bay, which is the busiest geographic area of waterway on Lake Champlain. The bay is home to over 2000 moored or docked vessels and numerous commercial marinas. The area is host to the busiest and largest state boating access ramp as well as two smaller public boat launch sites. Mallets Bay has two large municipal beaches and one state-controlled park and beach.

We will continue with our eleventh year of funding the Grand Isle County Sheriff's Department. Located in the northwest corner of Vermont, Grand Isle County which is surrounded by Lake Champlain is comprised of five townships connected by bridges with over 7,000 full time residents. The county population increases by almost five times in the summer months as many people reside at their seasonal camps along the shores. Grand Isle County is home to five Vermont state parks and provides over 100 square miles of boating on Lake Champlain. The Grand Isle County Sheriff's department is available 24/7 to respond to emergency calls for service on Lake Champlain.

The Vermont Department of Motor Vehicles (DMV) is the responsible agency for administering and operating the State vessel numbering and titling systems. DPS will grant funding to DMV in order to purchase boat registration stickers, registration applications, renewal envelopes, renewal notices and any additional costs associated with the processing of paper and online transactions. The registration data reflecting calendar year 2022 will be submitted to the United States Coast Guard in 2023 on an updated USCG Form CGHQ 3923.

DPS will continue funding the Vermont Department of Fish and Wildlife in our RBS efforts. The partnership as a sub grant pass-through recipient will continue to provide approximately 30 additional law enforcement officers stationed around the state to patrol our waterways and assist in providing education to Vermont's boaters.

The Vermont State Police and its Law Enforcement partners will continue to provide patrols and search and rescue operations throughout the various waterways. This will include night patrols and joint operations with Local and Federal Agencies in order to address joint interoperability.

## **EDUCATION**

We will continue to promote boating safety education in Vermont. Boating education in Vermont consists of an approved online course as well as in-person classroom courses. In 2023, the Vermont F&W Department will coordinate the boating education responsibilities with oversight from the State Boating Law Administrator.

F&W will continue with their effort to grow the cadre of boating educators within their agency. It is the goal of F&W to train approximately 20% of their wardens to be classroom instructors for boating safety education. The classroom educators will be comprised of existing civilian volunteer instructors and State Wardens. In addition to the structured classroom setting, the online Boating Safety Course we provide enables us to reach those that will not be able to attend in person. The 2023 education initiative will continue to work on increasing a presence in summer camps, schools, and sailing clubs for boating safety courses.

## **EQUIPMENT:**

During FY 2023 the Vermont State Police will focus on a balance of education, enforcement, training, and replacement of outdated equipment as necessary. We will continue to renew our equipment and vessels that will allow us to reach and enforce boating laws on state waterways. Sgt. Metayer will work to address the funding needs for education and equipment of the State Police and Department of Fish and Wildlife.

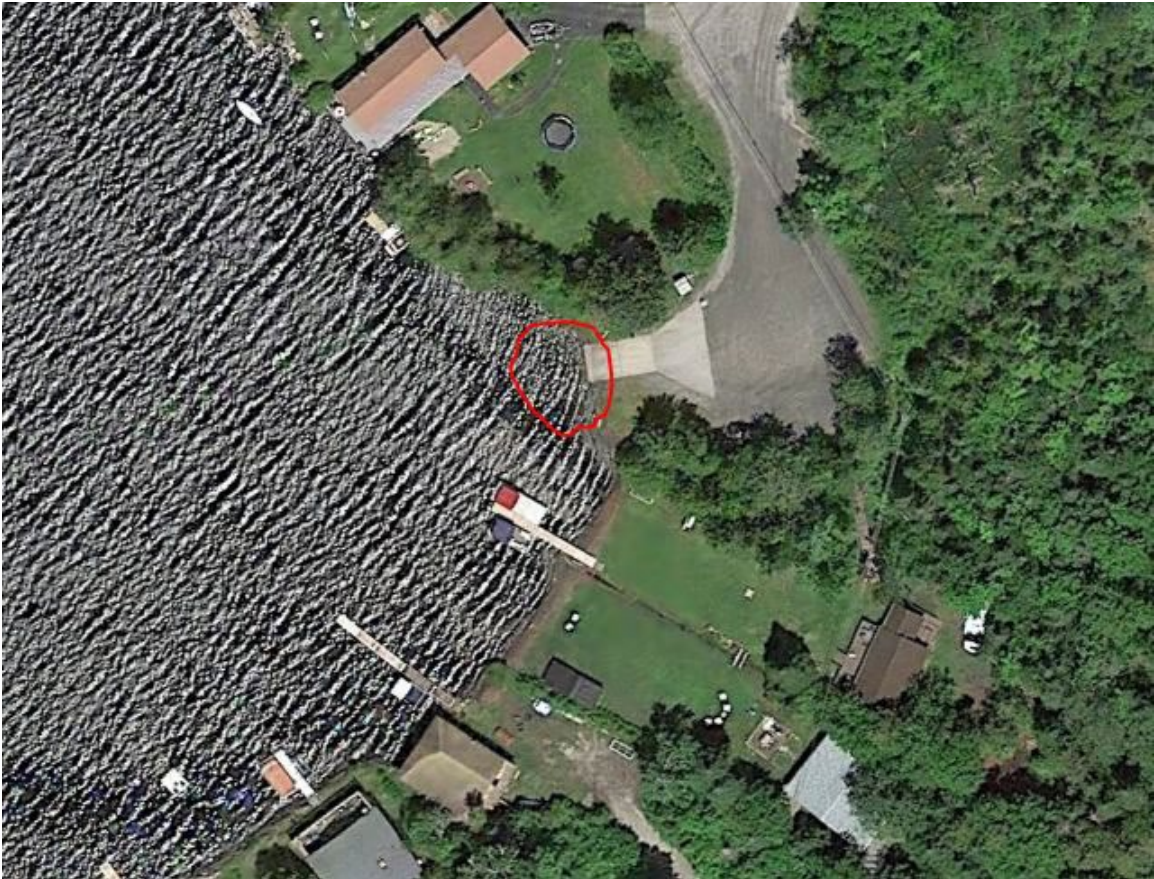
## **PUBLIC ACCESS AND CONSTRUCTION**

Two projects are planned for FY 2023 that will enhance boating access and safety.



- Joes Pond – Danville, VT 44°24'12.99"N; 72°13'5.69"W

The Joes Pond boat access has a significant propeller wash hole with a drop that has caused damage and difficulty to boaters launching and retrieving their boats. The improvements will consist of the installation of a filter curtain and temporary coffer dam within the pond to allow workers to complete work in a dry environment. Construction will include cutting off the end of the existing ramp, filling the propeller hole and removing the propeller berm, and then constructing a new ramp extension at a steeper slope to allow for increased freeboard at the end of the ramp.



- Lake Willoughby – Westmore, VT 44°46'7.44"N; 44°46'7.44"N

The dock at the Lake Willoughby boat access area is the last of the State's remaining wood-framed docks. The dock is at least 25 years old and has reached the end of its useful life. Portions of the frame, planks, and bumpers have required replacement or repair. The proposal includes replacing the dock with a steel truss, 48' long and 6' wide, fully ADA compliant dock.



Prepared by:

Sgt. Trevor Carbo  
Vermont State Police  
Boating Law Administrator  
(802) 878-7111 Ext. 2207  
Trevor.Carbo@vermont.gov

**From:** [Roberts, Jack Jr CIV \(USA\)](#)  
**To:** [Langlois, Kristan](#)  
**Subject:** RE: (unsecure)  
**Date:** Monday, September 12, 2022 5:57:16 AM

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Good Morning Kristan,

Thank you, I have placed it in your State's FY23 Grant File. Also, your FY23 RBS application has been programmatically approve less the equipment list. Please provide the equipment list once complete.

Thanks again and take care,  
Jack

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**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Thursday, September 8, 2022 8:15 AM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)

Good morning Jack,

Please see our approved FY 23 Indirect Cost Rate Agreement.

Thank you!

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Sent:** Wednesday, August 31, 2022 3:43 PM  
**To:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Subject:** RE: (unsecure)

Thank you and no worries. I will be forwarding the application over to Kristin Williams for a programmatic review.

Have a great Labor Day!

Jack

---

**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Wednesday, August 31, 2022 3:22 PM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)



Hi Jack,

I apologize, we don't yet have our final approved FY 23 rate but this is the one from FY 22. I will forward along the approved one as soon as we received it. Is that okay?

Thank you

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Sent:** Wednesday, August 31, 2022 3:18 PM  
**To:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Subject:** RE: (unsecure)

Hi Kristan,

We have received the application. Do you have your Negotiated Indirect Cost Rate Agreement?

This was a line item on the budget.

Thanks,  
Jack

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**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Wednesday, August 31, 2022 1:23 PM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>; McMahan, Lynne C CIV (USA) <[Lynne.C.McMahan@uscg.mil](mailto:Lynne.C.McMahan@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)

Good afternoon,

We have submitted our application in grants.gov. I have attached the budget tool also as instructed. Please let me know if anything else is needed.

Thank you!

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Sent:** Wednesday, August 31, 2022 10:06 AM  
**To:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Subject:** RE: (unsecure)

I do not believe so – I will pass this information on to our program folks once the application is submitted. If it is we can work on completing. On my side, this is a simple amendment.

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**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Wednesday, August 31, 2022 10:00 AM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)

Hi Jack,

Thank you, this was helpful! I am almost ready to submit the application in grants.gov and will let you know once I do. One thing I wanted to make you aware of is that at this time we don't have an equipment list completed therefore one will not be submitted with our application. This is something that is still in the works and would be submitted at a later date. Will this be an issue?

Thank you

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Sent:** Tuesday, August 30, 2022 3:50 PM  
**To:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Subject:** RE: (unsecure)

Hi Kristan,

No bother at all. The amount you will put in the budget will be the amount you will need to complete your activities for the year in Section B of the Budget. Basically the amount you will budget for the year.

You should have more than enough funding for this purpose. How I would do it is go to "Section B" of the budget, and complete the budget there first. Then you will take the total (Column H/Row28) and take half and this will be the amount that you will place in the "Enter your application amount here" box.

Later in the year – once we receive your final report for FY22, we'll need to amend your budget and can amend the newly obligated and carryover/rollover amounts

Hope this helps, if not let me know and I can give you a call and walk you through the budget tool.

Yes, all required documents (standard forms), narrative, budget tool, and equipment lists will need to be uploaded into grants.gov. This requirement is only for the initial application submission. For example later in the year if we amend the grant or budget you would not have to use grants.gov.

Thanks,  
Jack

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**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Tuesday, August 30, 2022 3:13 PM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)

Hi Jack,

I'm sorry to bother you again but I am curious on what dollar amount we are to put into our grants.gov application? Do I only apply for our allocated amount even though our budget is more than that as it includes our estimated rollover money? Or do I put out budgeted amount? I just want to make sure I am doing the right thing because if I only use the allocated amount in grants.gov then it won't match the budget tool spreadsheet that we will be submitting.

Do I upload everything into grants.gov? The application narrative, budget tool, etc.?

Thank you!

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Sent:** Monday, August 29, 2022 3:15 PM  
**To:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Subject:** RE: (unsecure)

Hi Kristan,

The applications must go through Grants.gov. I'm not sure if you've found our NOFO before but it is not searchable. Please see the attached PDF for "Find App Package". Also, I've included the link below:

[View Opportunity | GRANTS.GOV](#)

Thank you,  
Jack

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**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Monday, August 29, 2022 1:42 PM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)

Thank you Jack!

For our application, do we just need to send it via email or does it have to go through grants.gov?

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

---

**From:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Sent:** Friday, August 26, 2022 12:57 PM  
**To:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Subject:** RE: (unsecure)

Hi Kristan,

Sorry for the slow response, yes as long as the positions can be tracked and the expenditures can be extracted and attributed to the RBS Program then this would be fine.

Have a great weekend,  
Jack

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**From:** Langlois, Kristan <[Kristan.Langlois@vermont.gov](mailto:Kristan.Langlois@vermont.gov)>  
**Sent:** Thursday, August 25, 2022 12:31 PM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** [Non-DoD Source] RE: (unsecure)

Hi Jack,

Have you had a chance to read the email below? I am just curious if the tracking our HR system can do will be enough? Please see below.

Thank you

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Langlois, Kristan  
**Sent:** Friday, August 19, 2022 10:39 AM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** RE: (unsecure)

Hi Jack,

I didn't think about this yesterday when we spoke about tracking the different positions but if they are already tracked separately in our payroll system and we can provide reports to show the tracking/breakdown of these positions (if asked) is that enough tracking for the USCG?

Thank you

Kristan Langlois  
VT Dept. of Public Safety  
(802) 585-6887  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)

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**From:** Langlois, Kristan  
**Sent:** Thursday, August 18, 2022 3:16 PM  
**To:** Roberts, Jack Jr CIV (USA) <[Jack.Roberts@uscg.mil](mailto:Jack.Roberts@uscg.mil)>  
**Subject:** (unsecure)

Hi Jack,

Are there specific requirements the USGC has for tracking personnel expenses separately other than making sure there is no commingling between programs? For example, does the CG need us to track the different positions separately for the employees that work on this program? Say Mechanic vs Sgts. Salary or temps salary, etc.? I hope what I am asking makes sense.

Thank you!

Kristan Langlois, Financial Administrator III  
Vermont Department of Public Safety  
45 State Drive | Waterbury, VT 05671-1300  
(802) 585-6887 cell | (802) 241-5553 Fax  
[kristan.langlois@vermont.gov](mailto:kristan.langlois@vermont.gov)



**VERMONT STATE POLICE**  
Special Operations

# Memo



**To:** Major James Whitcomb

**From:** Captain David Petersen

**Date:** 10/6/2022

**RE:** Request to Establish a Recreational Boating Safety Administrator Position

---

Since taking over command of the Special Operations Unit, the recreation enforcement unit has been undergoing a long-term re-organization. As part of this re-organization, Special Operations seeks approval for the formation of a civilian Recreational Boating Safety Administrator position within the recreation enforcement unit. The Recreational Boating Safety Administrator assignment would be a limited service position funded with money received by the Vermont State Police (VSP) from the US Coast Guard (USCG) as part of the Recreational Boating Safety (RBS) grant. This memo contains information outlining the need for creation of the Recreational Boating Safety Administrator position.

At one time, VSP maintained a standalone Marine Unit. The Marine Unit consisted of 2 sworn positions along with several supporting civilian positions. During the late 2010s, several of the civilian positions within the Marine Unit were eliminated as VSP began implementing a plan to dissolve the RBS program responsibilities. Ultimately, it was determined that eliminating the RBS program was not in the best interest of the agency. Even with this determination, by 2020, the Marine Unit consisted of just the 2 sworn positions and a part-time civilian administrative assistant. One of the sworn positions held the rank of Sergeant and served as the unit supervisor as well as the de facto boating law administrator for the State of Vermont. The other sworn position held the rank of Trooper. In addition to managing the entire recreation enforcement program (both boating and snowmobile), together they supervised the Auxiliary Trooper program.

Also in 2020, VSP entered a memorandum of understanding (MOU) with the Warden Service of VT Fish and Wildlife (F&W) Department, establishing F&W as a subgrantee of the RBS grant. The aim of this MOU was to expand state level participation to make the RBS program more robust. While VSP continued to serve as the overall grant administrator, Warden Service members would supplement the program in both field operations and take a leading role in education programming.

As part of the re-organization, the VSP Marine Unit was rebranded as the Recreation Enforcement Unit to better reflect their multi-season responsibilities. Additionally, an assessment was performed seeking to identify existing needs within the unit. The first identified need was for a full-time mechanic position, which could be funded through the RBS grant. The mechanic would be able to service both VSP and F&W equipment, reducing the need to utilize private vendors for routine maintenance and equipment repairs. A mechanic was hired in 2021, raising the number of positions within the VSP recreation enforcement unit on paper to 4. However, due to department needs, the recreation enforcement Trooper position has been vacant since 2020. In August 2022, this sworn position was eliminated to create a different position elsewhere within the department. It is unknown if or when sworn positions might be reallocated back to the recreation enforcement unit. It is fair to say there are no such plans in the near-term.

Since 2021, the normalized recreation enforcement unit staffing level has consisted of the unit supervisor assisted by the full time mechanic position and a part-time administrative assistant. This has left the unit supervisor with responsibility for performing nearly all work to sustain the unit beyond maintenance of fleet assets and distributing boating education certificates.

Anticipating this staffing situation to persist long-term, SGT Trevor Carbo, the current unit supervisor, was asked to assess the workload duties of the unit supervisor position. This assessment suggested the sworn supervisor position was performing numerous administrative duties that reduced the amount of time available for conducting field operations and directly supervising subordinates. Examples of these administrative duties include research and ordering equipment for fleet assets; grant management; approving and coding of invoices; and finalizing renewal of annual contracts for the program. VSP dedicates significant resources to provide Troopers with the necessary training to perform enforcement functions. While sworn members are capable of proficiency in performing administrative tasks, these activities are not in-line with their primary training. Many of the identified tasks can be performed by a qualified civilian employee. Creating a civilian management position within the recreational enforcement unit would free up the unit supervisor (sworn) to focus primarily on facilitating robust field operations and supervising both the Auxiliary Trooper cadre and Recreation Enforcement Team.

Moving forward, the next recommended step in the recreation enforcement unit re-organizing is to establish a civilian Recreational Boating Safety Administrator position. The vision would be for the Recreational Boating Safety Administrator and the Recreation Enforcement Unit Supervisor (sworn) to work collaboratively in advancing VSP's boating safety program. The focus of the administrator position would largely revolve around grant management and associated administrative duties along with performing analysis of pertinent program data. The sworn supervisor position would be responsible for scheduling and coordinating field activities, ensuring fleet assets are operational, and coordinating with subgrantees to address problem areas identified in analysis performed by the administrator. While the boating law administrator duties have long been assigned to a sworn member of VSP, in some states, these duties are now part of a civilian position. As such, opting to move in this direction would not be precedent setting.

Examples of job duties to be performed by the administrator in this 2 position model include: responsible to oversee management and direction of RBS programs such as education, boating access, and navigation safety; monitor and assess effectiveness of law enforcement and education programs to adjust where necessary; management of the RBS grant, which includes completing annual grant reports, accident reporting, oversight of the RBS budget, expenditures, grant compliance, and subgrant recipients; assessing boating casualties to identify potential problem areas within VT waterways; monitor, recommend, and draft proposed legislation related to RBS laws; evaluate proposed changes to federal regulations for potential impact to state law; serve as liaison with the USCG on RBS related topics; and participate in training workshops to maintain a current knowledge of the national strategic plan to coordinate application within the State of Vermont. It is envisioned that the Recreational Boating Safety Administrator would develop a knowledge base equivalent to a subject matter expert within the field.

Examples of job duties to be performed by the unit supervisor (sworn) in this 2 position model include: supervising the Auxiliary Trooper program and members of the Recreation Enforcement Team by performing all necessary trainings, documenting their activities, completing personnel evaluations, and ensuring proper equipping of these members; scheduling and performing patrols on VT waterways and snowmobile trail system; coordinating with subgrantees to ensure efficient and effective scheduling of



patrols; facilitating resource deployment for major waterway events such as triathlons, fireworks, and dignitary visits; and ensuring readiness of fleet assets for emergency response including purchase and outfitting of new assets as the program requires.

Money is available within the FY23 RBS budget to pay for the creation of a civilian Recreational Boating Safety Administrator position. Future RBS grant budgets would be structured to include the cost of this position. This would allow for adding a much needed hire at minimal cost to the current state budget.

Current staffing challenges within VSP and across the field of law enforcement highlight the need to evaluate the job duties of all sworn members to identify those responsibilities that could be delegated to a non-sworn member. This proposal reflects such an opportunity. By establishing the Recreational Boating Safety Administrator position, it would allow for a sworn position to remain focused on enforcement activities.

I respectfully request the approval to hire a full-time recreational boating safety administrator. Thank you for your consideration and please let me know if any additional information is needed.

## Job Specifications

**Title:** Recreational Boating Safety Administrator

**Job Code:** New

**Pay Plan:** Classified

**Pay Grade:** Minimum of PG 26

**Occupational Category:** Protective Services

**Effective Date:** June 1, 2022

**Class Definition:**

To take on the duties and responsibilities of administering the Recreational Boating Safety (RBS) program for the Vermont State Police within the Department of Public Safety. This oversight will require collaboration with sworn law enforcement personnel at multiple levels of governance, who are responsible for enforcement duties relating to recreational boating activity. This is a grant-funded limited service position with year-round responsibilities.

Administration in this role encompasses all duties assigned to the State of Vermont's sole Boating Law Administrator (BLA) as recognized through the National Association of State Boating Law Administrators (NASBLA). The duties of the BLA position include responsibility for the oversight and coordination of boating safety, enforcement, and education for all department programs across the State of Vermont as well as striving for excellence in program performance and policy development. The BLA is also a proactive advocate for legislative programs and policies around recreational boating safety. Tabulation of mission related events, analysis of current trends and recommendations on methods to advance the program are expected.

Administration in this role requires management of the RBS grant, which is estimated at approximately \$2 million dollars annually. The RBS Administrator ensures compliance with rules and regulations associated with this funding, engages in fiscal budgeting and planning activities, and coordinates across a multi-agency program.

This position will fall within the Special Operations Unit. The RBS Administrator will report directly to the Special Operations Unit Commander. Routine activities and operations will be in conjunction with the Special Operations – Recreation Enforcement Unit Supervisor (Sergeant).

**Examples of Work:**

Duties of the RBS Administrator include oversight and management of the Recreational Boating Safety (RBS) grant, which is approximately \$2 million dollars annually. The RBS Administrator ensures grant compliance amongst the agency and sub-grantee recipients and is responsible for the budget, expenditures, annual reports, the needs and purchasing of equipment, as well as the recording and submission of boat-related crashes. As the BLA, the RBS Administrator organizes and prepares the agency for required United States Coast Guard (USCG) site visits that validate grant compliance. This position oversees the effectiveness of the recreational boating safety education program as taught by various law enforcement entities in the state and provides regular updates on boating laws and regulations to local, county and state level boating partners.

The RBS Administrator conducts analysis and assessment of boat related casualties to assist in directing law enforcement patrols to enhance water safety in high danger locales. The RBS Administrator monitors and assesses the productivity and effectiveness of law enforcement patrols by analyzing their performance against stated goals and objectives. Responsibilities also include the identification, coordination, and scheduling of RBS related trainings provided to law enforcement personnel to increase topical awareness on related statute and water safety. This position will at a minimum co-instruct sessions pertaining to updated boating laws/forms to law enforcement personnel. In addition, this position will assist with water event permit reviews, oversee the renovations and operations of state boat launches, and will stay current on new and emerging technologies and equipment as well as developments and activities pertaining to recreational boating safety to serve as a subject matter expert in the field. This will allow the RBS Administrator to address user conflict, recommend best practices in the field, and be a resource for law enforcement. The incumbent has responsibility for maintaining records for all RBS associated fleet assets, including repair documentation and development of applicable replacement schedules. Participation at local and out-of-state trainings and conferences is required as the RBS Administrator serves as the representative for the State of Vermont and must ensure knowledge is being gained about modifications to the RBS National Strategic Plan as well as federal, state, and local state-specific boating safety goals and strategies. The BLA is a liaison with NASBLA and the USCG as well as other state and local authorities regarding RBS.

The RBS Administrator evaluates proposed changes to federal regulations to assess for any effects to state boating laws. As needed, the RBS Administrator monitors, provides recommendations and drafts proposed legislation related to RBS laws. The RBS Administrator will offer testimony for RBS legislative changes. Similarly, this position will develop a knowledge base consistent with a subject matter expert that can advise various governing bodies on the topic of recreational boating safety.

The position of the RBS Administrator will serve as a liaison with federal, state, and local entities that have a vested interest or position toward recreational boating activities (NASBLA, USCG, F&W, etc.). This position will work with the above-mentioned agencies to develop educational public service announcements (PSAs). These duties will require meeting with personnel from partner entities on a routine basis either in-person, through video conferencing, or via other technology.

The incumbent will attend functions with a focus on recreational boating and engage in other activities that promote awareness of this field.

**Environmental Factors:**

Duties are performed largely in an office type setting with the necessary amenities and controlled air. For day-to-day activities, office space will be available though there is the possibility for telework. In person attendance is expected for job related meetings, conferences, events and trainings. Some of these will be in-state and others will require out-of-state travel. For in-state travel, a vehicle will be available when in-person attendance is necessary for conferences or trainings.

**Knowledge, Skills and Abilities:**

- Strong budget management skills and proficiency with grant writing/application procedures
- Strong data analysis and problem-solving skills
- Strong administration and time management skills
- Knowledge of legislative procedures
- Excellent oral and written communication skills; ability to confidently provide testimony to legislative staff and conduct bill reviews for proposed laws/legislative changes
- Ability to effectively collaborate and liaison with multiple law enforcement entities

- Knowledge of education training methods, material, and software
- Either sufficient technical understanding or sufficient practical experience operating recreational boating craft is preferred
- Familiarity with recreational motorized vehicle/boating safety laws is preferred
- Proficiency in Excel and Microsoft Word. Ability to quickly learn new software platforms
- Ability to actively participant in trainings, conferences, workshops, and meetings both in and out of state
- Strong organizational skills and attention to detail
- Ability to multi-task and manage multiple concurrent projects

**Minimum Qualifications:**

Bachelor's Degree and a minimum of one (1) year of experience with grant/budget management and program administration in a public service setting, including a high level of collaboration with a wide variety of individuals, groups and agencies.

OR

Associates Degree with a minimum of three (3) years' experience with grant/budget management and program administration in a public service setting including a high level of collaboration with a wide variety of individuals, groups and agencies.

OR

High School diploma or equivalent with a minimum of five (5) years' experience with grant/budget management and program administration in a public service setting, including a high level of collaboration with a wide variety of individuals, groups and agencies.

**Preferred Qualifications:**

- Practical or technical knowledge pertaining to recreational boating craft, boating laws and associated activities
- Previous experience working with law enforcement
- Previous experience as a Boating Law Administrator (BLA)
- Familiar with the process of government procurement and event permits
- Familiar with the Incident Command System
- Familiar with providing sworn testimony as it relates to legislative process

**Special Requirements:**

Public Safety Background Check: Candidate must pass any level of background investigation applicable to the position to include fingerprint supported Criminal Records, Motor Vehicle records, Personal History, and any additional background check(s). A valid driver's license is required.

## 2023 State Recreational Boating Safety Program

Award Number:

Performance Period: 10/1/2022-9/30/2023

As of:

15.5% SFY23 (07/01/22-06/30/23)

PROJECT DESCRIPTION NAME	PG NUMBER	BUDGET	TOTAL EXPENDED	ENCUMBERED	BALANCE
Marine_23 Contract	11823C	500.00	\$ -	\$ -	\$ 500.00
Marine_23 LE Contract CPD	11823C-001	38,500.00	\$ -	\$ -	\$ 38,500.00
Marine_23 Reg Contract DMV	11823C-002	70,000.00	\$ -	\$ -	\$ 70,000.00
Marine_23 Reg Contract F&W	11823C-003	207,300.00	\$ -	\$ -	\$ 207,300.00
Marine_23 LE Contract GICSD	11823C-004	11,500.00	\$ -	\$ -	\$ 11,500.00
Marine_23 Equipment	11823E	355,000.00	\$ -	\$ -	\$ 355,000.00
Marine_23 Indirect	11823IC	62,787.00	\$ -	\$ -	\$ 62,787.00
Marine_23 Other	11823OTH	76,454.00	\$ -	\$ -	\$ 76,454.00
Marine_23 Boating Law Admin.	11823P-100	109,980.00	\$ -	\$ -	\$ 109,980.00
Marine_23 Mechanic	11823P-200	85,300.00	\$ -	\$ -	\$ 85,300.00
Marine_23 Temps	11823P-300	70,333.00	\$ -	\$ -	\$ 70,333.00
Marine_23 Supplies	11823S	89,488.00	\$ -	\$ -	\$ 89,488.00
Marine_23 Travel	11823T	4,200.00	\$ -	\$ -	\$ 4,200.00
<b>Total Federal</b>		<b>\$ 1,181,342.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,181,342.00</b>
Marine_23 LE PMatch RBS Train	11823P-100M	29,000.00	\$ -	\$ -	\$ 29,000.00
Marine_23 RBS Asst Salary	11823P-200M	140,000.00	\$ -	\$ -	\$ 140,000.00
Marine_23 SGT Salary & OT	11823P-300M	201,078.00	\$ -	\$ -	\$ 201,078.00
Marine_23 AD OMtch Fee Fr Spce	11823OTH-100M	123,964.00	\$ -	\$ -	\$ 123,964.00
		<b>\$ 494,042.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 494,042.00</b>
Colchester (Match)	11823C-001	\$ 38,500.00			\$ 38,500.00
DMV (Match)	11823C-002	\$ 430,000.00			\$ 430,000.00
F & W (Match)	11823C-003	\$ 207,300.00			\$ 207,300.00
GICSD (Match)	11823C-004	\$ 11,500.00			\$ 11,500.00
		<b>\$ 687,300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 687,300.00</b>
<b>Total State Match</b>		<b>\$ 1,181,342.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,181,342.00</b>

Total Expenses Federal &amp; State:

-

1,181,342.00

Major James Whitcomb - 340002  
Field Force Commander

Captain David Petersen - 340273  
Special Operations Unit Commander

Recreational Boating Safety  
Administrator – Position #

Sergeant Paul Ravelin – 340019  
Executive Officer  
Special Operations Unit

**Recreational Enforcement Unit**

Sergeant Trevor Carbo - 340287  
Recreational Enforcement Supervisor

Temp. Auxiliary Troopers  
(approx. 12-15 members)

Joanna Lehmann - 335125  
Temp. Admin. Asst.

Shane Cannon – Position #  
DPS Recreational Vehicle &  
Equipment Technician

Recreational Enforcement Team  
(Special Team comprised of 12 members  
with rank of Trooper/Sergeant)

