



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: May 10, 2021
Subject: Grant Request – JFO #3048

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

JFO #3048 – One (1) limited-service position, Recreation Vehicle Equipment Technician, to the VT Department of Public Safety from the United States Coast Guard Recreational Boating Safety Grant to service the Dept. of Public Safety and Dept. of Fish and Wildlife recreational vehicle fleet. These vehicles are used in critical life-saving situations sometimes under extreme weather conditions. The position is funded through the existing Recreational Boating Safety Grant and funding is expected to renew each year.

[JFO received 5/3/2021]

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 31, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.

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 # _____	Date Received (Stamp)
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 _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

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: New Request Job/Class Title: DPS Recreation Vehicle and Equipment Technician
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title: New
Agency/Department/Unit: VSP/State Police/Recreation Work Station: Williston Zip Code: 05495
Supervisor's Name, Title and Phone Number: Sgt. Trevor Carbo 839-0261

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.

Performs the most complex repairs and detailed diagnostics to Department of Public Safety recreational vehicle mechanical, electrical, and hydraulic systems and equipment. Maintain knowledge and certifications related to computerized high performance boat engines to troubleshoot, diagnose and repair malfunctioning equipment. Public Safety recreational vehicles are often utilized in search and rescue missions and must be maintained for emergency response. The recreational vehicles are often utilized in extreme weather and operational conditions such as flooding, swift water, ice and snow.

Performs preventive maintenance inspections of recreational vehicles and equipment identifying all current and potential problems. Utilizes computer software and detailed diagnostic testing equipment as well as training and experience to identify worn equipment in order to ensure safe performance vehicle operations.

Performs detailed diagnostic testing on extremely technical gasoline and 2-stroke engines to ensure proper identification of problems needing correction. Orders parts and conducts repairs using specialized equipment and tools.

Performs detailed diagnostics using highly technical computerized equipment as well as manual troubleshooting procedures to locate and repair electrical problems.

Performs diagnostics and repairs to complex electronic and manual fuel systems. Orders parts and conducts repairs of electronic and manual throttle bodies, multiport fuel injection systems and carburetors to ensure proper operation and safely meet required regulations.

Inspects and replaces wheels as required. Removes wheels and replaces them using special care with directional tires. Inspects brakes and wheel bearings to maintain proper safe trailoring.

Troubleshoots and repairs lighting systems by replacing bulbs, fuses and correcting wiring problems that occur.

Installs Vermont State Police and VT Fish & Wildlife door shields, stripes, lettering and decals when new assets are purchased and removes them when assets are replaced. Coordinates the use of outside vendors when internal capabilities are exceeded. Proper marking of these assets is required for identification and statutory regulations.

Analyzes and determines efficient cost-effective repair of recreational vehicles and equipment, electrical, hydraulic, fuel and brake systems by developing maintenance schedules and records, and inspecting equipment in order to maintain safe high speed

performance emergency response vehicle equipment.

Reads and interprets manuals, complex testing equipment and computer software in making repairs to high performance boats, boat engines, and snowmobiles by obtaining and maintaining knowledge and certifications as it relates to brand specific performance engines and operating systems. This enables incumbent to diagnose and repair high performance response recreational vehicles and equipment.

Installs, maintains, and troubleshoots equipment such as emergency lights, siren/speakers, cameras, and radios by utilizing testing equipment, wire tracing and running, and connecting wires and electronics. Ensures maintenance of operational emergency communications and safety lighting.

Complies with all OSHA and agency safety regulations in the performance of duties by maintaining working knowledge of OSHA and agency regulations. This ensures ability to maintain safe and efficient working conditions.

Operates specialized equipment such as tractors, forklifts, boats, airboats, generators, power and air tools, hand tools, trucks, or other equipment to support operations and asset transport such as towing of large trailers.

May be subject to call out to perform emergency repairs requiring responding to various locations such as roadside, waterways or rural areas in support of emergency operations.

Records part numbers, job time, maintenance codes, hours and miles of vehicle, and repair work performed by utilizing computer based software and operating systems to document work performed for maintenance schedules and warranties and document work hours.

Changes oils, grease, washes, changes tires, bearings, and brakes on vehicles, trailers and equipment by utilizing hand and power tools. To maintain proper operation on vehicles, trailers, and equipment.

Perform a variety of general shop clean-up tasks. Immediately clean any oil and gas spills and follow all hazardous disposal procedures. By maintaining a clean, clutter free, professional work environment. To promote a safe organized work space.

Operate equipment as related to their repair and proper mechanical condition. By field testing boats, snowmobiles, forklifts, and tractors. To maintain proper operation.

Locate and communicate effectively with vendors for repairs, parts, and tools for DPS emergency recreational vehicles.

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.*

The mechanic will be in contact with their direct supervisor for expense and purchasing approval as well as overtime authorization.

The mechanic will be in contact with sworn personnel within the VT State Police and VT Department of Fish and Wildlife in order to identify and address vehicle maintenance needs.

The mechanic will be in contact with local vendors and boat and snowmobile manufacturers in ordering parts or specialized tools to address vehicle maintenance needs.

Work closely with the Administrative Assistant to ensure accurate repair data is entered into the maintenance program.

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.

A valid Vermont Operator's License is required as this job will involve operating a state owned vehicle.

Operate hand, power and air powered tools.

Operate a fork lift and tractor to lift heavy items and manipulate trailers throughout the garage and parking lot.

The mechanic will need to possess an advanced level of boat engine knowledge and brand certification such as Mercury and/or Evinrude to perform the duties as a repair mechanic under warranty conditions. These certifications generally require annual updates to training and/or certifications.

The mechanic will need to possess advanced boat handling skills in order to operate the airboats for trouble shooting and water testing equipment.

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:

This mechanic position will not directly supervise unless such time a second mechanic is added.

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 mechanic will be responsible for scheduling seasonal work and general maintenance. Work assignments will be assigned daily on an as needed basis. Priority will assigned as the assets are needed based upon the season. The mechanic will need to be self sufficient in addressing daily needs and prioritizing basic maintenance. Critical thinking will be required in dealing with electrical wiring problems.

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.*

The mechanic will need to schedule and maintain mission ready assets on over 100 boats, snowmobiles, trailers and boat motors. Identifying wear parts needing replacement before breakage will be expected.

Diagnosing and problem solving computerized boat engines, snowmobiles, trailers, and boats to problem solve and repair.

Troubleshooting electrical systems involves following a wire diagram and often tracing wires to find the fault. This often takes a high level of reasoning ability to perform.

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.*

This mechanic position will be responsible for the overall maintenance of the DPS and F&W recreational vehicle fleet. The sometimes high performance vehicles must be maintained properly in order to be operated safely in often times extreme conditions. High performance boat engines operating properly is critical in life saving situations.

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 and quality standards	Daily
Maintaining knowledge of new equipment and maintenance procedures	Daily
Risk of injury while performing daily tasks	Daily

- 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?
Hazardous waste, oil, antifreeze, battery acid, fuel, propane, petroleum cleaners, break cleaner, and detergents. Fumes from the same cleaners and products.	Daily
Physical contact while working on equipment. Possible cuts, abrasions, burns or injury, and electrical shocks. Year round work outside is possible, sometimes on the roadside in repairing towed vehicles and often on the water including during inclement and dangerous weather.	Daily Intermittent
Noise from power and air tools. Noise from equipment operations, fork lifts and tractor. Bloodborn pathogens/illnesses from dealing with hazardous body recovery equipment	Daily Intermittent

- 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?
Lifting boat parts/engines and snowmobiles	80lbs	Daily
Changing wheels	80lbs	Intermittent

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

Type	How Much of the Time?
Long term standing, bending, working overhead, driving, walking.	Daily
Working in tight cramped spaces such as hulls of boats.	Intermittent

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.

Due to continually changing aspects of boats, boat engines, and snowmobiles, the position of mechanic is becoming increasingly more high tech and requires much more education in those varying areas of expertise. The working conditions also come with great risk due to the large amount of electrical additions to their system as well as the field work of roadside and on the water repairs.

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?

Continuing education and improvement of mechanical knowledge to keep up with industry standards to these specialized pieces of electronic driven equipment.

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?

Work independently in meeting deadlines, problem solving, and preventative maintenance in keeping these specialized assets in proper and safe working order. This person will be working virtually alone and self-supervised in many ways. They must not only be an expert in one particular field such as boat maintenance and handling but also in the additional field of snowmobiles. A dual expertise such as this is likely to be difficult to find. Experience in field maintenance working in tight cramped spaces such as boat hulls vs technical training experience in a classroom.

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

N/A

4. Suggested Title and/or Pay Grade:

DPS Recreational Vehicle and Equipment Tech Pay Grade 23

Supervisor's Signature (required): _____ Date: _____

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.

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).

N/A

Suggested Title and/or Pay Grade:

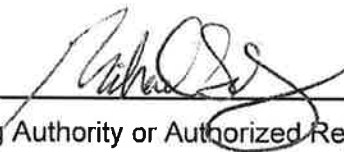
As requested

Personnel Administrator's Signature (required): Roxanne Royce Date: 2/18/2021

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.

Suggested Title and/or Pay Grade:



Appointing Authority or Authorized Representative Signature (required)

03/10/2021

Date

**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: Department of Public Safety Date: 02/25/2021

Name and Phone (of the person completing this request): CPT David Petersen - 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 # see attached docs

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>
<u>Mechanic</u> Recreation vehicle equipment technician	<u>1</u>	<u>Vermont State Police</u>	<u>Federal Fiscal Year (OCT-SEP), renews annually</u>

*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:

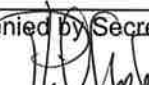
See attached memo.

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)).

 03/10/2021
 Signature of Agency or Department Head by Aimee Pope Date
 Aimee Pope
Pope
Date: 2021.03.18
13:16:13 -04'00'

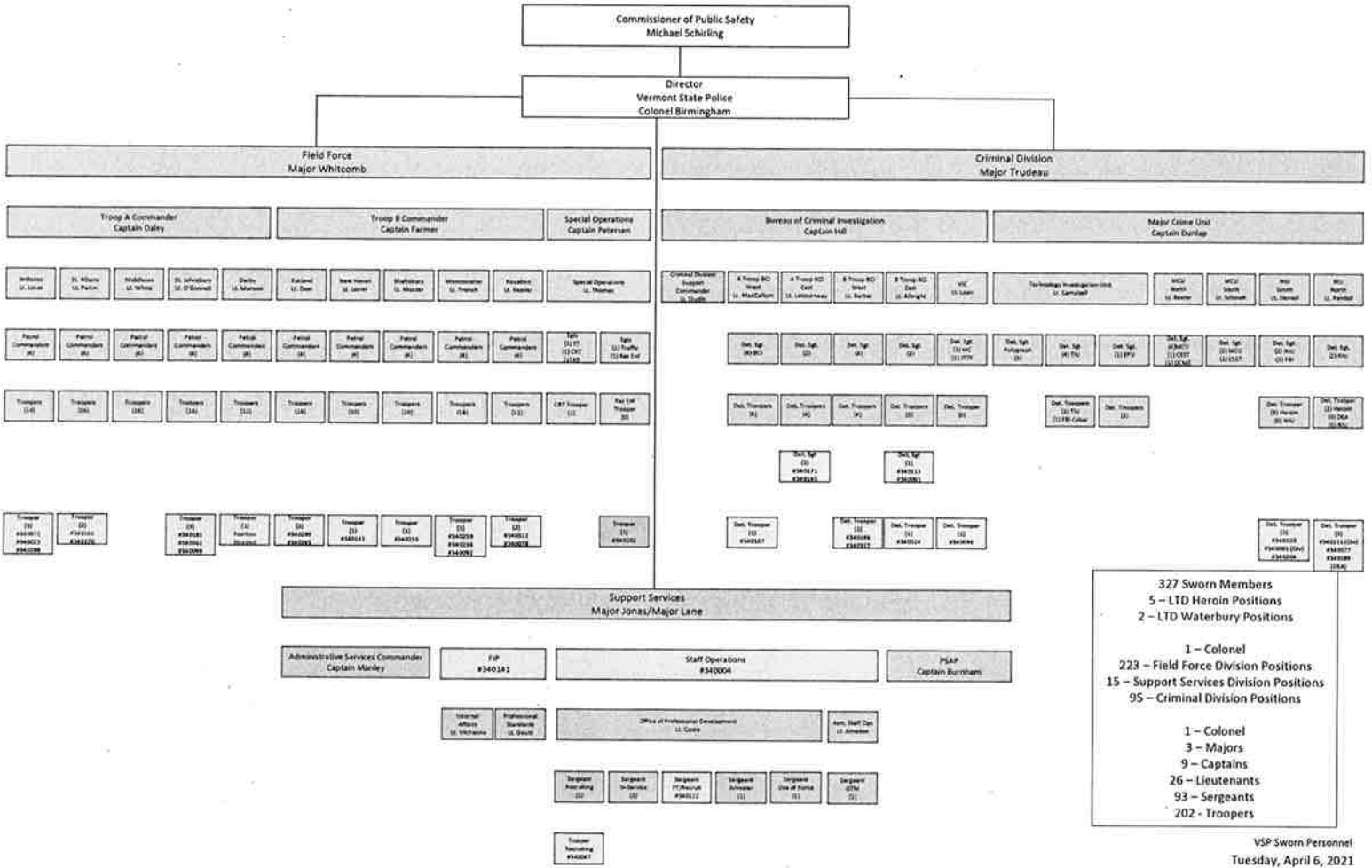
Approved/Denied by Department of Human Resources Date
Adam Greshin Digitally signed by Adam Greshin
Date: 2021.04.08 16:01:39 -04'00'

Approved/Denied by Finance and Management Date
Kristin Clouser Digitally signed by Kristin Clouser
Date: 2021.04.21 18:38:12 -04'00'

Approved/Denied by Secretary of Administration Date
 4/30/21
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

Recommend 9/30/2021 to be extended upon annual renewal (AP- DHR)



327 Sworn Members
 5 – LTD Heroin Positions
 2 – LTD Waterbury Positions

1 – Colonel
 223 – Field Force Division Positions
 15 – Support Services Division Positions
 95 – Criminal Division Positions

1 – Colonel
 3 – Majors
 9 – Captains
 26 – Lieutenants
 93 – Sergeants
 202 – Troopers



State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
<http://dps.vermont.gov/>
(802) 241-5000 (main)

MEMO

April 5, 2021

Dear Tim,

Please be advised the Vermont Department of Public Safety (DPS) has received the Recreational Boating Safety (RBS) grant every year dating back prior to Vision and pre-dates the electronic records on the JFO website. This grant is received annually and DPS has no reason to believe the funding for this award will cease.

Sincerely,

E-SIGNED by Richard Hallenbeck
on 2021-04-07 12:02:21 EDT
Richard Hallenbeck
Director of Administration
Department of Public Safety
richard.hallenbeck@vermont.gov

Vermont State Police

Special Operations | Recreation Enforcement



Memorandum

To: Major James Whitcomb
From: Captain David Petersen
Date: December 24, 2020
Re: Mechanic Position – Recreation Enforcement

The former Marine Division of the State Police employed 2 mechanics. These positions were eliminated several years ago during a time when the State Police began implementing a plan to dissolve the Recreational Boating Safety program (RBS) program responsibilities. Ultimately, it was determined that eliminating the RBS program was not in the best interest of the agency, however these positions were left vacant and I am led to believe the position numbers were subsequently reassigned elsewhere. Shortly thereafter, a civilian was hired as the education coordinator for the program. This civilian was a long-time employee with previous mechanical experience who assisted with performing some of the light maintenance until his retirement in 2017. Since that time, the unit has relied solely on local vendors to support the maintenance needs of the Recreation Enforcement assets.

Personnel assigned duties within Special Operations - Recreation Enforcement presently bear responsibility for the oversight and upkeep of more than 100 assets, consisting of trucks, boats, snowmobiles, and trailers. These assets each require varying degrees of maintenance. Even rather minor tasks such as ensuring accountability in proper insurance and registration paperwork, upkeep on trailer inspections, routine maintenance and emergency repairs on boats and snowmobiles, are presently performed by sworn law enforcement personnel.

When fully staffed, there are two [2] sworn personnel assigned to the duties of Special Operations – Recreation Enforcement along with a part-time administrative position. Over the past 24 months, due to multiple factors there have been periods where only a single sworn member has been assigned to this unit. Fluctuation in personnel levels, in combination with the lack of an in-house mechanic, has resulted in assets seeing limited preventative or routine maintenance. This can impact the operational readiness of these assets and over time, may lead to unnecessary and perhaps costly repairs that could have otherwise been preventable. Additionally, the appearance of some of the vessels does not always meet the professional standards the public should expect from such State Police assets.

In June 2020, a sworn member, Trooper Jonathan Prack was temporarily assigned to the unit. He dedicated approximately 60-80% of his workday arranging field deployment and addressing the mechanical needs of the fleet. This came in the form of relaying assets to and from barracks throughout the state, working on or relaying assets for maintenance and repair, addressing equipment needs for those

assets, and seasonal cleaning/storage. As a result of this significant time commitment, the ability of Trooper Prack to learn and complete additional aspects of this assignment was hampered. Considering the resources invested in training sworn members to perform investigative and enforcement functions, it begs the question as to whether their time is best spent focused largely on maintaining assets. It also questions whether the department is functioning in the most efficient manner possible. Further, any experiential knowledge developed by a member in this assignment is lost when they transfer to another assignment. Historically speaking, this is not the manner in which this sworn position was intended to be used.

Earlier this month, due to needs of the department, Trooper Prack was assigned back to patrol duties. As of this writing, it is uncertain when the second position within Recreation Enforcement will again be filled. As a result, upkeep duties of the Recreation Enforcement assets have been spread amongst other members assigned to the Special Operations Unit. This is problematic on numerous levels, most acutely because 1) these members are responsible for other essential functions and they have limited time to allot to performing upkeep and 2) these members lack the specific knowledge to readily perform the upkeep. This only accelerates the need to employ a mechanic to assume these responsibilities.

Generally speaking, the boat and trailer repair expenses are paid for by the Recreational Boating Safety Grant Funds. Despite the available funds for these repairs, the time consumed by the limited sworn personnel within the unit to retrieve these assets and bring them for service is a considerable expense.

Further, the unit is finding that it can no longer solely rely on local service companies to repair the number of assets maintained. The reality is that within the state there exists only a limited number of service facilities for off-road vehicles. Despite the positive relationships we have developed with our local service companies, to include their understanding of the need to keep our emergency response assets running, they cannot routinely push aside other paying customers to work on our fleet. Logistics make it impractical to consider service facilities outside the state.

The rollout of the snowmobile fleet in the fall of 2019 highlights the existing problem. Due there being little preventative maintenance performed in the spring of 2019, approximately seventy five percent of the fleet required some level of service. Service facilities do not take on winter maintenance requests until they transition to their winter schedules. Despite utilizing three different service facilities throughout the northern part of Vermont, the full complement of snowmobiles was not deployed until well into February 2020.

This problem occurred again in the summer of 2020, with several boats based in Chittenden County regularly requiring service. The service dealership in the area was not able to keep up with our needs, ultimately rendering many of our vessels unavailable for multiple weeks at a time during the height of the boating season. There was a period where three of our major Lake Champlain patrol vessels sat at the dealership waiting for routine parts and service that ultimately only took hours to repair. In addition to the

vessel issues, we simultaneously lost use of our two airboats with an impending major storm. With concerns of flooding and potential need for these assets, they sat waiting in line for service at the dealership. Once again, the actual repairs were eventually done in a matter of hours. Such occurrences highlight how down time can be limited, and cost savings achieved, by employing a mechanic. With the recreational use of boats and snowmobiles growing, one can reasonably expect these types of repair delays to continue and potentially increase.

Emergency response vehicles experiencing unnecessary repair delays (commonly weeks at a time), is just bad business. Assets not receiving routine maintenance become a safety concern and it leaves our fleet vulnerable, unreliable and unable to sustain the expected life expectancy. Our cruisers receive routine maintenance; therefore, it seems to reason that our recreational patrol assets should as well.

The 2021 boating season will see a partnership between State Police and Fish and Wildlife in the boating safety program. The Warden Service has an additional fleet of thirty boats. If a mechanic were to be hired, they would be available to provide additional preventative and emergency repair service for the Warden Service as Fish and Wildlife deem necessary.

At this stage, I consider the hiring of an in-house mechanic to maintain the fleet of assets as essential. If such a position is not approved, it will become increasingly challenging to maintain a basic level of emergency response to various recreational calls for service. Routine maintenance on the vessels alone in delivering, retrieving, servicing, and record keeping is enough for year-round work. Special Operations – Recreation Enforcement recently placed into storage our 20+ vessels for the winter. Vessels in storage for the winter season allows an opportune time for routine maintenance (wiring, lighting, painting, decaling, electronics, equipment inventory, lines and other safety equipment, engine servicing, and trailer brakes and inspection). There remains time in the late winter and early spring of 2021 to complete this work and have the majority of the fleet ready for the start of the 2021 boating season if a mechanic position were approved and filled in the near future. Considering the existing vacancies within Special Operations – Recreation Enforcement, it is possible, perhaps probable, that deployment of some vessels could be delayed if the mechanic position were denied or action delayed.

The current RBS fiscal budget year of 2021 was established to include funding for a full-time mechanic assigned to Special Operations - Recreation Enforcement. Approximately \$80,000 in federal reimbursement funding was budgeted for this position. The addition of what I believe is an essential hire would come at no cost to the current state budget.

The State Police has utilized SABA Marine as one of the main certified service facilities for patrol vessels. During the spring and summer months of 2020, State Police spent in excess of \$16,000 at SABA Marine for service for its fleet of vessels. Although annual repairs for State Police vessels cannot serve as an exact measure of cost savings resulting from the employment of a mechanic, the value of the time saved by law

enforcement personnel not having to relay assets is considerable. Further, with the cost of this position being born from the RBS grant, the Warden Service may also realize cost savings through use of the State Police mechanic.

History has proven the need for multiple in-house mechanics to maintain these emergency response vehicles. The State Police has only added more equipment and with the addition of the Warden Service, there will be more than adequate work assigned to this position. Hiring for positions always brings the concern of qualified applicants available in the job markets. This position would need to be posted publicly in an effort to seek those qualified. The State of Vermont is a desired employer and with many businesses seeing closures over the past 9 months, Sergeant Trevor Carbo has suggested to me that there is general interest by potentially qualified applicants for this position.

I respectfully request the approval to hire a full-time mechanic to maintain the State Police Recreation Enforcement fleet. Thank you for your consideration and please let me know if any additional information is needed.