



Chief Anthony J. King  
Chairman

State of New Hampshire  
POLICE STANDARDS & TRAINING COUNCIL  
NH LAW ENFORCEMENT ACCREDITATION COMMISSION  
Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 - Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



John V. Scippa  
Director

**Public Minutes**

**NH Law Enforcement Accreditation Commission Meeting**

**December 6, 2023**

NH Police Standard & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301  
&  
Zoom

<https://us02web.zoom.us/j/83515401045?pwd=Z3VSRXV2Y2I4TE90VXBHZUM3bzNqQT09>

**1. Call to Order and Roll Call:** At 1:04pm Committee Chairman Chief King called the meeting to order.

Committee Chair:	Chief Anthony King Stratham Police Department – present, in person
Committee Vice Chair:	Chief (Ret.) Ron Ace – present, in person
Secretary:	Chief Mark Chase Center Harbor Police Department – present, in person
Commission member:	Sheriff Eli Rivera Cheshire County – present, in person
Commission member:	Chief Joseph Hoebeke Hollis Police Department – present, in person
Commission member:	Director John Scippa NH Police Standards & Training – absent
PST Designee:	Captain Adam Hawkins NH Police Standards & Training – present, in person
Commission member:	Senator Sharon Carson NH Senate present – present, in person
Commission member:	Representative Terry Roy NH Representative – present, in person
Commission member:	Dr. Jeffrey Czarneck SNHU present – present, in person
Commission member:	Attorney General John Formella NHDOJ – Absent
DOJ Designee:	Senior Assistant Attorney General Matthew Broadhead – absent
Staff Present:	Chief (Ret). Michael French Program Manager -- absent Dara May PST (Program Assistant) – present, in person Attorney Stacie Moeser PST (Board Counsel) – present, Zoom
Public Present:	Christina Goracke PowerDMS Director Strategic Partnerships Accreditation – present, Zoom Amy Reynolds PowerDMS Senior Partner Success Manager Accreditation – present, Zoom



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- 2. Acceptance of Public Meeting Minutes:** A motion was made to accept the November 01, 2023, meeting minutes by Chief Hoebeke seconded by Senator Carson. A rollcall vote was cast, and the motion passed unanimously.
- 3. PowerDMS Demonstration:** Amy Reynolds from PowerDMS gave a demonstration on the PowerDMS Accreditation software features, along with the training resources available to all users. Chief King advised there is an ongoing subcommittee on standards and Amy advised that ratified standards should be emailed by the program manager to [partnersuccess@powerdms.com](mailto:partnersuccess@powerdms.com), and they will ensure that any revisions are reflected in PowerDMS.
- 4. Financial Process:** Attorney Moeser provided an update to the breakdown of funds. The budget sheet is attached below. Chief King asked what the process is for the reimbursement of funds for agencies. Attorney Moeser spoke with Associate AG Broadhead, and Senator Carson confirmed it might be a two-step process, including legislation then rulemaking with forms.
- 5. PSTC Update:** Attorney Moeser stated that at the past NH Chiefs conference in Conway, glasses containing the NH Accreditation logo were donated by Program Manager French and dispersed, without the Commission and the Police Standards and Training Council accepting them as a gift. The value estimated value of the glasses is \$500. The process would have to be a retroactive acceptance. Motion to accept the glasses to submit to the Council for approval by Chief (ret.) Ron Ace, seconded by Chief Hoebeke. All in favor except Senator Carson, who opposed. Senator Carson stated it is important to be open and transparent.

Attorney Moeser advised that the Department of Administrative Services is in the process of reclassifying the posted Program Administrator into a law enforcement position more appropriate to the position requirements including assisting the Accreditation Commission and pursuing Accreditation for New Hampshire Police Standards and Training.

- 6. Program Manager Update:** Due to health issues, Program Manager Mike French has been unavailable but hopes to be released from the hospital soon. Chief King stated there are up to 15 agencies currently enrolled in program and the Rye Police Department may be ready for an assessment early spring. There was discussion on the need for assessor training. There are currently no assessors, and CALEA assessors are not permitted by CALEA to participate. There was discussion on creating a job posting for volunteer assessors.
- 7. Standards Subcommittee Reports:** The Standards Subcommittee met to discuss standard *1.1.4 Service Contracts with Outside Law Enforcement Providers (b): Details of Financial Agreements Between Parties*. The committee recommended to the Commission that this section be modified to "Details of financial agreements between the parties if such an agreement exists." There was also discussion of the need for a new standard to address the requirement for agencies to comply with PSTC rules and regulations. The Standards Committee recommended that the Commission consider adding a new standard in chapter one, potentially "1.1.12 Compliance with PSTC Rules and Regulations: The agency shall comply with all PSTC rules and regulations. Compliance-Regarding



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NHPSTC standards/rules and regulations, the prescribed Affidavit suffices. NHPSTC is responsible for assessment of extenuating circumstances or otherwise that may impact interpretation of compliance." No action was taken.

**8. Old Business:** Chairman King signed the New Hampshire Police Standards and Training and New Hampshire Law Enforcement Accreditation Commission Memorandum of Understanding.

**9. Public Input:** None.

**10. New Business:** Chief Hoebeke met with Primex on November 20 to discuss partnership with PowerDMS and potential discounts for accredited agencies.

**11. Meeting Schedule:** The next Commission meeting will be held at:

NH Police Standards & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301

January 8, 2024, at 1:00pm

By Zoom

<https://us02web.zoom.us/j/83515401045?pwd=Z3VSRXV2Y2I4TE90VXBHZUM3bzNqQT09>

The second meeting of the Standards Subcommittee will be held at:

NH Police Standards & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301

January 8, 2024, at 12:00pm

By Zoom

<https://us02web.zoom.us/j/83515401045?pwd=Z3VSRXV2Y2I4TE90VXBHZUM3bzNqQT09>

**Adjournment:** The meeting adjourned at 2:27pm. Motion by Chief Hoebeke, seconded by Sheriff Rivera. The motion passed unanimously.

Respectfully submitted,



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## Approved Award Budget

Category	Amount	Breakdown
Sworn Officer Positions	\$0.00	N/A
Civilian or Non-Sworn Personnel	\$255,240.00	<ul style="list-style-type: none"> <li>• Program Manager - Salary: \$74,880.00/year</li> <li>• Admin Staff – Salary: \$45,240.00/year</li> <li>• PT Assessor – Salar: \$7,500.00/year</li> </ul>
Travel	\$3,130.00	<ul style="list-style-type: none"> <li>• Onsite travel visit: \$1,630.00</li> <li>• AccredNet Annual Conf.: \$1,500.00</li> </ul>
Equipment	\$0.00	N/A
Supplies	\$7,880.00	<ul style="list-style-type: none"> <li>• Training Materials: \$680.00</li> <li>• Software / Internet: \$4,500.00</li> <li>• Laptop Computer / Tablets: \$1,500</li> <li>• Office Supplies: \$1,200.00</li> </ul>
SubAwards	\$0.00	N/A
Procurement Contracts	\$0.00	N/A
Other Costs	\$27,750.00	<ul style="list-style-type: none"> <li>• Promotional Outreach: \$3,000.00</li> <li>• Annual PowerDMS Fee: \$24,700.00</li> </ul>
Indirect Costs	\$6,000.00	<ul style="list-style-type: none"> <li>• Indirect Cost Rate (2%): \$6,000.00</li> </ul>
<b>Total Project Costs</b>	<b>\$300,000.00</b>	