



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG.  
33 HAZEN DR.  
CONCORD, N.H. 03305  
603-271-2791

EDDIE EDWARDS  
ASSISTANT  
COMMISSIONER

STEVEN R. LAVOIE  
ASSISTANT  
COMMISSIONER

75  
DEC 17 2025

**ROBERT L. QUINN**  
COMMISSIONER  
OF SAFETY

November 21, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, NH 03301

### REQUESTED ACTION

Authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services (FSTEMS), to pay a **retroactively sole source** annual licensing fees of not to exceed \$10,000.00 to the International Association of Firefighters (IAFF) (VC#207503-B001), Washington, D.C., for the period of November 1, 2025 through October 31, 2026. Effective upon Governor and Council. **100% Agency Income.**

Funding is available in account, Fire Standards Instruction, as follows:

02-23-23-237010-46520000

102-500731 Contracts for Program Services  
104-500742 Certification Expense

	<u>SFY2026</u>
	\$ 5,000.00
	\$ 5,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>

### EXPLANATION

This request is **sole source** because the International Association of Firefighters is the sole organization that licenses the Candidate Physical Ability Test and the Fire Ground Survival Program. The item is **retroactive** due to delays in receiving these licensing invoices from the vendor.

The Candidate Physical Ability Test (CPAT) is a requirement for all fire departments throughout the state that are hiring full-time firefighters. The International Association of Firefighters (IAFF) is the only organization within the United States that can authorize the use of this examination, to which it holds the exclusive rights. Without the appropriate license, FSTEMS will be unable to conduct the entrance examination. Each fire department that wishes to hire a full-time firefighter must only hire candidates that have successfully passed the examination outlined in rule Fire 702.01. The Division of Fire Standards & Training and Emergency Medical Services is the sole entity in the State of New Hampshire that holds the resources to conduct this type of examination. This examination has been proven safe and meets the standards for job specifications for personnel that would be hired as a career firefighter.

The purpose of the Fire Ground Survival program is to ensure that training for MAYDAY prevention and MAYDAY operations are consistent between all fire fighters, company officers, and chief officers. Fire fighters must be trained to perform potentially life-saving actions if they become lost, disoriented, injured, low on air, or trapped. These training exercises must be consistent throughout the fire service. Funded by the IAFF and assisted by a grant from the U.S. Department of Homeland Security through the Assistance to Firefighters Grant Program, this comprehensive Fire Ground Survival training program applies the lessons learned from Fire Fighter Fatality Investigations conducted by the National Institute for

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Occupational Safety and Health (NIOSH) and has been developed by a committee of subject matter experts from the International Association of Fire Fighters, the International Association of Fire Chiefs and NIOSH.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Robert L. Quinn", is written over a horizontal line.

Robert L. Quinn  
Commissioner of Safety

International Association of Fire Fighters  
 1750 New York Avenue N.W.  
 Washington, D.C. 20006-5395  
 (202) 737-8484  
 (202) 737-8418 fax  
 www.iaff.org

Invoice No. 1144894

# INVOICE

Sold To: New Hampshire State Fire Training Standards  
 98 Smokey Bear Blvd  
 Fire Academy  
 Concord, NH 03301-8515

Ship To: Anthony Burns  
 New Hampshire State Fire Training Standards  
 98 Smokey Bear Blvd  
 Fire Academy  
 Concord, NH 03301-8515

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
1233388		10/31/2025	383892	Net 30	10/31/2025
Qty	Description	Unit Price	Extended Price		
1	CPAT License Fee FY 2026 11/1/2025 - 9/30/2026  CPAT_FY26/INV Invoice	5,000.00	5,000.00		
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
5,000.00			5,000.00		5,000.00

International Association of Fire Fighters  
 1750 New York Avenue N.W.  
 Washington, D.C. 20006-5395  
 (301) 793-1196  
 (202) 737-8418 fax  
 www.iaff.org

Invoice No. 1225669 FY2026

# INVOICE

Sold To: State of New Hampshire  
 Attention: Heather Clough  
 98 Smokey Bear Boulevard  
 Concord, NH 03301

Ship To: State of New Hampshire  
 Attention: Heather Clough  
 98 Smokey Bear Boulevard  
 Concord, NH 03301

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
1225669		11/06/2025	122882511625	Net 30	11/06/2025
Qty	Description	Unit Price	Extended Price		
1	Fire Ground Survival FY2026 Limited License Fee  <p style="text-align: center;"><b>Make Checks payable to:</b>   <b>International Association of Fire Fighters</b>  <b>1750 New York Ave, NW</b>  <b>Washington, DC 20006</b></p> <p style="text-align: center;"><b>To pay using a check by phone please call 301-793-1196</b></p>		\$5,000.00		
Line-Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
\$5,000.00			\$5,000.00		<b>\$5,000.00 USD</b>