

1 E MLC

FEB03'22 PM 4:23 RCVD



State of New Hampshire

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

RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

February 02, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to MOP 1102(L), authorize the Department of Safety, Division of Emergency Services and Communications, to allow one Communications Supervisor I and one Communications Technician II to travel over 300 miles one way in a DESC Radio Maintenance state vehicle, at a cost of \$8,760.00 to Lansdale, Pennsylvania for tower climbing certification training from February 27 through March 03, 2022. Authorization effective upon Governor and Council approval. Funding Source: 100% Agency Income.

Funds are available as follows in the SFY2022 operating budget:

02-23-236510-49660000 – BTOP/Broadband Communication – Emergency Communications	<u>SFY2022</u>
080-500716 Out of State Travel Reimbursement – Operation State Car (Out-of-State)	\$8,760.00

EXPLANATION

The Department of Safety, Division of Emergency Services and Communications (DESC), requests approval for two DESC employees to travel outside a 300-mile radius in a state issued vehicle to attend tower climbing certification classes at Comtrain Tower Climbing School in Lansdale, Pennsylvania from Sunday, February 27 through March 03, 2022. The round trip mileage from Concord, New Hampshire to Lansdale, Pennsylvania is 732 miles. The cost to travel by state vehicle for the five days' timeframe is \$8,760.00. Traveling by state vehicle will be a savings of \$1,100.00 compared to traveling by air (See Attachment A for comparisons). The employees will not be paid overtime during their travel.

This travel is required to recertify two DESC employees as tower climbing instructors. DESC Communications Technicians climb structures of up to 500' in height to service and install communications equipment critical to essential public safety operations including Law Enforcement, Fire, EMS, 911, and Emergency Management. Utilizing in-house instructors is a cost effective way of ensuring that climber is recertified every two years.

Respectfully Submitted,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT OF STATE TRAVEL

Form# A-24

Date: 02/02/2022

The Department of Safety, Division of Emergency Services, requests permission for 2 employees or their designees to travel to Lansdale, PA for 5 days of out of state travel status from 02/27/2022 to 03/03/2022

Conference/Workshop/Seminar Title
COMTRAIN TOWER SAFETY TRAINING

Purpose of Travel
Tower climbing and Instructor certification

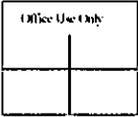
- Attendee Names and Titles**
- 1) Peter Boulton, Comm. Tech. II 5)
 - 2) Liam Hurley, Comm. Supervisor I 6)
 - 3) _____ 7)
 - 4) _____ 8)

Fiscal Information and Summary

0710 Common Carriers	<u>\$ 0.00</u>	Appropriation for Out of State Travel	<u>\$ 9,000.00</u>
0711 Per Diem In Lieu	<u>\$ 385.00</u>	Amount Expended to Date	<u>\$ 0.00</u>
0712 Meals	<u>\$ 385.00</u>	Available Balance	<u>\$ 9,000.00</u>
0713 Hotel	<u>\$ 1,000.00</u>	Amount Requested this authorization	<u>\$ 8,760.00</u>
0714 Mileage	_____	Estimated Balance	<u>\$ 240.00</u>
0715 Operation State Car	<u>\$ 100.00</u>	Appropriation Code	<u>49660000 080</u>
0717 Miscellaneous	<u>\$ 50.00</u>	Source of Funds	<u>OUT OF STATE TRAVEL</u>
0719 Registration fees	<u>\$ 7,225.00</u>		<u>**FULLY FUNDED BY THE SURCHARGE**</u>

Authorized Signature 
 Director Mark E. Dovic

Approved by 
 Commissioner Robert L. Quinn



COMTRAIN REGISTRATION

"Tower Climbing Safety and Rescue" Training

CLASS DATES: 2/28/22-3/2/22

CLASS LOCATION: Lansdale PA

(COMPANY INFORMATION)

COMPANY: State of New Hampshire Department of Safety DESC

Company Contact: Joshua Mann

Address: 33 Hazen Drive, Concord, NH 03305
(Street, City, State & Zip)

Phone: 603-271-6911 Email: Joshua.S.Mann@desc.nh.gov
(Company Contact Phone Number) (Company Contact Email)

Call Comtrain for Upgrade Student Pricing & Information

"AUTHORIZED" Tower Climbing Safety & Rescue Training (2 Days \$935 Total) \$ 935.00

"COMPETENT" Tower Climbing Safety & Rescue Training (3rd Day Cost \$695) \$1630.00

By checking the box for the Competent Level of training the employer attests to the fact that the Student has the required tower climbing experience and is recognized as being a "Competent Person".

"INSTRUCTOR Train the Trainer - AUTHORIZED" (1 Day Cost \$1835) \$3465.00

OR

"INSTRUCTOR Train the Trainer - COMPETENT" (1 Day Cost \$2130) \$3760.00

By checking the box for either Instructor Level, the company understands "The Rules for Comtrain In-House Instructors" as published by Comtrain as well as understanding the terms of the "Trainer Agreement".

Total Charges: \$ 3760.00

(STUDENT INFORMATION)

COMPANY: State of NH Department of Safety, Emergency Services and Communications
(Company Name as you would like it to appear on certification documents. \$45.00 fee for any changes)

Student Name: Peter C Boulton DOB: 11/23/1979
(Student's Full Name: First, Middle Initial & Last). \$45.00 fee for any changes (xx / xx / xxxx)

Address: 1051 Catamount Rd., Pittsfield, NH 03263
(Street, City, State & Zip)

Phone: 603 391 7343 Email: Peter.C.Boulton@DESC.NH.GOV
(Student Phone Number) (Student Email address)

!!THIS CLASS IS TAUGHT IN ENGLISH ONLY!!

PAYMENT OPTIONS (check your preference)

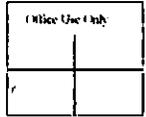
- 1. Provide credit card information over the phone. Comtrain will contact the person below for credit card information.
- 2. Request an invoice for payment over a secure link. A final invoice with a secure payment link will be emailed to the contact.

Name: _____ Phone Number: _____

Email Address: _____

Class pricing is subject to change. You will be contacted if there are any changes/price discrepancies. Seats are only secure with payment. Class information and confirmation will be emailed within 24 business hours after payment is received.

Cancellation: NO REFUNDS - Reschedule fee: 15% - Rescheduled Class must be taken within 12 months



COMTRAIN REGISTRATION

"Tower Climbing Safety and Rescue" Training

CLASS DATES: 2/28/22-3/2/22

CLASS LOCATION: Lansdale PA

(COMPANY INFORMATION)

COMPANY: State of New Hampshire Department of Safety DESC

Company Contact: Joshua Mann

Address: 33 Hazen Drive, Concord, NH 03305
(Street, City, State & Zip)

Phone: 603-271-6911 Email: Joshua.S.Mann@desc.nh.gov
(Company Contact Phone Number) (Company Contact Email)

Call Comtrain for Upgrade Student Pricing & Information

"AUTHORIZED" Tower Climbing Safety & Rescue Training (2 Days \$935 Total) \$ 935.00

"COMPETENT" Tower Climbing Safety & Rescue Training (3rd Day Cost \$695) \$1630.00

By checking the box for the Competent Level of training the employer attests to the fact that the Student has the required tower climbing experience and is recognized as being a "Competent Person".

"INSTRUCTOR Train the Trainer - AUTHORIZED" (1 Day Cost \$1835) \$3465.00

OR

"INSTRUCTOR Train the Trainer - COMPETENT" (1 Day Cost \$2130) \$3760.00

By checking the box for either Instructor Level, the company understands "The Rules for Comtrain In-House Instructors" as published by Comtrain as well as understanding the terms of the "Trainer Agreement".

Total Charges: \$ 3465.00

(STUDENT INFORMATION)

COMPANY: State of NH Department of Safety, Emergency Services and Communications
(Company Name as you would like it to appear on certification documents. \$45.00 fee for any changes)

Student Name: Liam Thomas Hurley DOB: 01/31/1990
(Student's Full Name: First, Middle Initial & Last). \$45.00 fee for any changes (xx / xx / xxxx)

Address: 125 Bunker hill rd New Boston NH 03070
(Street, City, State & Zip)

Phone: 6038019972 Email: Liam.T.Hurley@DESC.NH.GOV
(Student Phone Number) (Student Email address)

!!THIS CLASS IS TAUGHT IN ENGLISH ONLY!!

PAYMENT OPTIONS *(check your preference)*

- 1. Provide credit card information over the phone. Comtrain will contact the person below for credit card information.
- 2. Request an invoice for payment over a secure link. A final invoice with a secure payment link will be emailed to the contact.

Name: _____ Phone Number: _____

Email Address: _____

Class pricing is subject to change. You will be contacted if there are any changes/price discrepancies. Seats are only secure with payment. Class information and confirmation will be emailed within 24 business hours after payment is received.

Cancellation: NO REFUNDS - Reschedule fee: 15% - Rescheduled Class must be taken within 12 months

Attachment A - Side-by-side Cost Comparison

Travel By Air		Travel by State Vehicle	
Airfare	\$ 1,000.00	State Car	\$ 100.00
Bulk Luggage	\$ 200.00	Luggage	\$ -
Meals	\$ 385.00	Meals	\$ 385.00
Registration	\$ 7,225.00	Registration	\$ 7,225.00
Hotel	\$ 1,000.00	Hotel	\$ 1,000.00
Misc.	\$ 50.00	Misc.	\$ 50.00
Total:	\$ 9,860.00	Total:	\$ 8,760.00