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m.c.



State of New Hampshire

DEPARTMENT OF SAFETY
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 COMMISSIONER

December 27, 2022

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

REQUESTED ACTION

Pursuant to MOP 1102 (L), the Department of Safety, Division of Fire Safety, requests authorization for one Fire Investigator to travel over 300 miles one way in an unmarked state vehicle in the amount of \$2,734.25, from February 6 through February 17, 2023, upon Governor and Council approval. Funding source: 100% Revolving Funds.

Funds are available in the SFY2023 operating budget as follows:

02-023-023-238010-66310000 Department of Safety - Division of Fire Safety	<u>SFY2023</u>
080-500715 – Out of State Travel Reimbursement - Operation – State Car (Out of State)	\$2,734.25

EXPLANATION

This request is for approval to travel outside a 300-mile radius for one Fire Investigator to travel for the purpose of training at ATF's Enclosure Fire Dynamics. The objective of this training is designed to meet or exceed the applicable sections of NFPA 1033: Standard of Professional Qualifications for Fire Investigator. The individual is traveling in a state issued, unmarked vehicle. The dates will be February 6-17, 2023.

The round trip mileage from Dover, New Hampshire to Ammendale, Maryland is 974 miles. The total cost of the trip to include travel by air and use of a rental car for the same time frame is estimated to be \$3,711.25. The cost of the trip traveling by state vehicle is estimated to be \$2,734.25. The savings to travel by state vehicle versus travel by air is \$977.00. The employee will not be paid overtime during the time frame of travel.

All maintenance on the State issued unmarked state vehicle is up to date. The Division of Safety has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area.

Respectfully submitted,

Robert L. Quinn
 Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: December 19, 2022

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of Fire Safety, requests permission for Brynn L. Dunne from the Bureau of Investigation to travel to Ammendale, MD for out-of-state travel status from February 6, 2023 to February 17, 2023.

Conference/Workshop/Seminar Title

ATF's Enclosure Fire School

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of Fire Safety, requests approval for travel outside a 300 mile radius (see attachment B) for one Fire Investigator for the purpose of training at ATF's Enclosure Fire Dynamics. The objective of this training is designed to meet or exceed the applicable sections of NFPA 1033: Standard of Professional Qualifications for Fire Investigator. The individual is traveling in a state issued, unmarked vehicle. The dates will be February 6-17, 2023.

The round trip mileage from Dover, New Hampshire to Ammendale, Maryland is 974 miles. The total cost of the trip to include travel by air and use of a rental car for the same time frame is estimated to be \$3,711.25. The cost of the trip traveling by state vehicle is estimated to be \$2,734.25. **The savings to travel by state vehicle versus travel by air is approximately \$977.00** (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of travel.

All maintenance on the State issued unmarked state vehicle is up to date. The Division of Safety has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area.

Attendee and Title

Brynn L. Dunne, Fire Investigator

Fiscal Information - Summary

Obit	Description	Amount		Amount
0710	Common Carries	\$	Appropriation of Out-of-State Travel	\$ 18,300.00
0711	Per Diem In Lieu	\$ 910.00	Amount Expended to Date	\$ 6,925.93
0712	Meals	\$	Available Balance	\$ 11,374.07
0713	Hotel	\$ 1,650.00	Amount requested this authorization	\$ 2,734.25
0714	Mileage	\$	Estimated Balance Available	\$ 8,639.82
0715	Operation State Car	\$ 174.25		\$
0717	Miscellaneous	\$		
0719	Registration Fees	\$ 0.00		
		\$		

Appropriation code: 010-023-6631-080-500715

Source of Funds: 100% General Funds

Division Director:

B. A.

Commissioner of Safety:

Renton

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR – TIME REQUIRED

Round Trip to Manchester Airport in vehicle from residence in Dover, NH	2.00
Arrival Time at Manchester Airport prior to departure	1.30
Air Travel from Manchester Airport to Baltimore, MD	1.40
Round Trip Rental Car Travel between Hotel and Airport	1.00
Arrival Time at Baltimore Airport prior to departure	1.30
Air Travel from Baltimore, MD to Manchester, NH	<u>1.25</u>
Total Hours Round Trip	8.35

TRAVEL BY AIR – TRIP COST

Economy Flight Round Trip NH to MD	\$477.97
Economy Car Rental	\$658.40
Fuel – Estimated 84 miles @ 24 MPG = 3.5 gal @ \$4.25/gal	\$14.88
Hotel	\$1650.00
Meals Per Diem – GSA Rate	<u>\$910.00</u>
TOTAL COST TO TRAVEL BY AIR	\$3,711.25

VEHICLE TRAVEL BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED

Dover, NH to Ammendale, MD	16.18
Total Hours Round Trip	16.18

TRAVEL BY VEHICLE – TRIP COST

Fuel – Estimated 974 miles @ 24 MPG* = 41 gal @ \$4.25/gal	\$174.25
* Based on online search for estimated mpg for Chevy Tahoe	
Hotel	\$1650.00
Meals Per Diem – GSA Rate	<u>\$910.00</u>
TOTAL COST TO TRAVEL BY VEHICLE	\$2,734.25

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$3,711.25
VEHICLE TRAVEL:	\$2,734.25

SAVINGS IF DRIVEN: \$977.00