



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

March 24, 2023

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

REQUESTED ACTION

Pursuant to MOP 1102 (L), the Department of Safety, Division of Fire Standards & Training and Emergency Medical Services, requests **retroactive** authorization for Justin Romanello, Bureau Chief, to travel outside of a 300-miles radius of the employee's office headquarters, by state vehicle, in the amount of \$989.91 to attend the National Association of State EMS Officials (NASEMSO) Conference in Atlantic City, NJ from October 31, 2022 through November 6, 2022, effective upon Governor and Council approval. 100% Revolving Funds.

Funds are available in the FY 2023 operating budget.

02-23-23-237010-40650000 Dept. of Safety- FSTEMS – Fire Standards & EMS Admin	<u>SFY 2023</u>
080-500715 - Out of State Travel Reimbursement	\$989.91

EXPLANATION

This request is **retroactive** due to administrative oversight related to a change in the mode of transportation used to attend the East Region meeting of the National Association of State EMS Officials (NASEMSO) from October 31, 2022 – November 6, 2022. Authorization was originally granted to travel by air, however, the employee subsequently requested and received direct supervisor approval to change the mode of transportation to a state vehicle. Both employee and supervisor have been retrained and reinstructed to ensure that all state travel policies are followed including the requirement to obtain G&C approval when a state vehicle is used for out-of-state travel in excess of 300 miles one way.

The NASEMSO East Region meeting is an opportunity for EMS Directors from the East Region States and Territories to discuss and collaborate on critical system issues and concerns that are affecting all regions of the country. It is also an opportunity to collaborate on strategies on key subjects such as opioids, trauma, stroke, heart attack, recruitment and retention as well as other components of the EMS system. This annual event encourages interaction between senior leadership and stakeholders within State government.

The roundtrip mileage from Hollis, New Hampshire to Atlantic City, New Jersey is 682 miles. The total cost of the trip to include travel by air, parking and taxi for the same time frame was estimated to be \$1,523.72. The cost of the trip traveling by state vehicle was estimated to be \$989.91. All maintenance on the State issued vehicle was up to date.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 29 August 2022

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of Fire Standards and Training & EMS, requests permission

for 1 employees or their designees to travel to Atlantic City, New Jersey

for 6 days of out-of-state travel status, from 31 October 2022 to 6 November 2022

Conference/Workshop/Seminar Title:

NASEMSO 2022 East Region Meeting and NJ EMS Conference

Advance Requested: -0-

Payable to: n/a

Attendees and their Titles:

1.	Justin Romanello, Bureau Chief	4.	
2.		5.	
3.		6.	

Fiscal Information - Summary

Obit	Description		Amount			Amount
0710	Common carries	\$	\$ 0.00	Appropriation of out-of-state travel	\$	\$ 0.00
0711	Per diem in lieu	\$	\$ 413.00	Amount expended to date	\$	\$ 0.00
0712	Meals	\$	\$ 0.00	Available balance	\$	\$ 0.00
0713	Hotel	\$	\$ 600.00	Amount requested this authorization	\$	\$ 1,343.00
0714	Mileage	\$	\$ 0.00	Estimated balance available	\$	-\$ 1,343.00
0715	Operation state car	\$	\$ 200.00			
0717	Miscellaneous	\$	\$ 130.00			
0719	Registration fees	\$	\$ 0.00			

Fund _____ Agency _____ Organization _____ Rev/Src _____ Source of Funds _____

Division Director: *Just Cott* 2/8/23

Commissioner of Safety: *Ravett*

- Describe how your trip is linked to the Division's mission. (*"We are committed to training, educating, and certifying emergency and community responders to protect the citizens and visitors of New Hampshire."*)

This training, and east Region meeting, for NASEMSO is an opportunity for EMS Directors from the East Region States and Territories to discuss and collaborate on critical system issues and concerns that are affecting all regions of the country. It is also an opportunity to collaborate on strategies on key subjects such as opioids, trauma, stroke, STEMI, recruitment and retention as well as other components of the EMS system.

- What critical outcomes will we see with approved travel, and how will denied travel be detrimental to our Division?

The NASEMSO East Region meeting is an annual event that addresses all of the above issues in a forum that is conducive to the appropriate means of interaction for senior leadership and stakeholders within State government. By not attending this event, it would show a lack of serious concern for the EMS system and the components that make it up in conjunction to the rest of the country's involvement at the event.

- Is the Division paying for the flight?

Yes No

If yes, please review and utilize the state contract for travel.

- Is any of the travel that is being requested being paid or reimbursed by another organization in which the source of funds is other than the state, a county, or the United States of America?

Yes No

If yes, please fill out and include Appendix A as part of your request.

- Does your travel require you to park at the Manchester-Boston Regional Airport?

Yes No

If yes, the State of NH will reimburse long-term parking rates ONLY.

- Are you requesting the use of a rental car for your travel?

Yes No

If yes, please explain in detail the reason for your request. All car rentals must be approved by the Commissioner of Safety.

- Are you requesting to take a state vehicle over 300 miles?

Yes No

If yes, Governor and Council approval is required.

- Are you requesting a cash advance to pay for travel expenses?

Yes No

If yes, Governor and Council approval is required.

Please note, upon request for reimbursement for travel expenses you must provide original receipts and a copy of your flight itinerary. Reimbursements can potentially be denied or delayed without them.

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED

Round trip to Manchester Airport in vehicle from residence in Hollis, NH	1.00
Arrival time at Manchester Airport prior to departure	2.00
Air travel from Manchester Airport to Atlantic City Airport	3.50
Round Trip Taxi between Hotel and Airport	1.00
Arrival time at Atlantic City Airport prior to departure	2.00
Air travel from Atlantic City Airport to Manchester Airport	6.00
 Total Hours Round Trip	 15.50

TRAVEL BY AIR - TRIP COST

Economy Flight round trip NH to NJ	\$535.00
Taxi from airport roundtrip	\$100.00
Airport Parking	\$84.00
Hotel	\$564.72
Meals Per Diem-GSA Rate	\$240.00
 TOTAL COST TO TRAVEL BY AIR	 \$1,523.72

VEHICLE TRAVEL BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED

Hollis, NH to Atlantic City, New Jersey	6.00
 Total Hours Round Trip	 12.00

TRAVEL BY VEHICLE - TRIP COST

Fuel - 682 miles @ 26 MPG* @ \$3.95/gal	\$103.61
Based on online search for estimated mpg for Jeep patriot	
Hotel	\$564.72
Meals Per Diem - GSA Rate	\$240.00
*Ground Transportation	\$81.58
*Travel to restaurants to avoid garage parking	
 TOTAL COST TO TRAVEL BY VEHICLE	 \$989.91

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL	\$1,523.72
VEHICLE TRAVEL	\$989.91
 SAVINGS IF DRIVEN	 \$533.81