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# 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

**ROBERT L. QUINN**  
COMMISSIONER

March 8, 2024

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

### REQUESTED ACTION

Pursuant to MOP 1301, VI, D, the Department of Safety, Division of Emergency Services and Communications (DESC), requests authorization to send one Communications Supervisor I over 300 miles one way in a DOS DESC Radio Communications Maintenance State vehicle, at a cost of \$870.00, to Lansdale, Pennsylvania to receive tower climbing certification training from April 17, 2024, through April 20, 2024. Authorization is effective upon Governor and Council approval. 100% Agency Income.

Funds are available as follows in the SFY2024 operating budget:

02-23-23-236510-40010000 – Dept of Safety – DESC - Communications Section 080-500711 Per Diem in Lieu (Out-of-State)	<u>SFY 2024</u> \$250.00
02-23-23-236510-49660000 – Dept of Safety – DESC - BTOP/Broadband Communication 080-500716 Operation State Car (Out-of-State)	\$100.00
02-23-23-236510-49660000 – Dept of Safety – DESC - BTOP/Broadband Communication 080-500713 Hotel (Out-of-State)	\$500.00
02-23-23-236510-49660000 – Dept of Safety – DESC - BTOP/Broadband Communication 080-500717 Miscellaneous (Out-of-State)	\$20.00
Total	\$870.00

### EXPLANATION

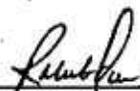
DESC requests approval for Peter Boulton, Communications Supervisor I to travel outside a 300-mile radius in a state-issued vehicle to attend tower climbing certification classes at Comtrain Tower Climbing School in Lansdale, Pennsylvania from Sunday, April 17 through April 20, 2024. The round-trip mileage from Concord, New Hampshire to Lansdale, Pennsylvania is 732 miles. The cost to travel by state vehicle for the five days' is \$870.00 which includes travel, lodging, meals, and per diem. Traveling by State vehicle will be a savings of \$600.00 compared to traveling by air (See Attachment A). The employee will not be paid overtime during their travel.

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Travel is necessary for the recertification as a tower climbing instructor. 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.

Using in-house instructors is a cost-effective way of ensuring that climbers are recertified every two years.

Respectfully Submitted,



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Robert L. Quinn  
Commissioner of Safety

**REQUEST FOR AUTHORIZATION FOR OUT OF STATE TRAVEL**

Form# A-24

Date: 02/28/2024

The Department of Safety, Division of Emergency Services, requests permission for 1  
 employees or their designees to travel to Lansdale, PA for 4  
 days of out of state travel status from 04/17/2024 to 04/20/2024

**Conference/Workshop/Seminar Title**  
Comtrain Recertification Class

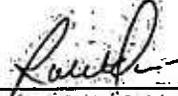
**Purpose of Travel**  
Train The Trainer Recert & Trainer for an inhouse Rigging Trainer

- Attendee Names and Titles**
- 1) Peter Boulton Communications Superviso 5) \_\_\_\_\_
  - 2) \_\_\_\_\_ 6) \_\_\_\_\_
  - 3) \_\_\_\_\_ 7) \_\_\_\_\_
  - 4) \_\_\_\_\_ 8) \_\_\_\_\_

**Fiscal Information and Summary**

0710 Common Carriers	<u>\$ 0.00</u>	Appropriation for Out of State Travel	<u>\$ 1,000.00</u>
0711 Per Diem in Lieu	<u>\$ 250.00</u>	Amount Expended to Date	<u>\$ 0.00</u>
0712 Meals	<u>                    </u>	Available Balance	<u>\$ 1,000.00</u>
0713 Hotel	<u>\$ 500.00</u>	Amount Requested this authorization	<u>\$ 870.00</u>
0714 Mileage	<u>                    </u>	Estimated Balance	<u>\$ 130.00</u>
0715 Operation State Car	<u>\$ 100.00</u>	Appropriation Code	<u>40010000</u>
0717 Miscellaneous	<u>\$ 20.00</u>	Source of Funds	<u>40010000 &amp; 49660000 Travel 080 &amp; Registration 066</u>
0719 Registration fees	<u>\$ 4,550.00</u>		<u>**FULLY FUNDED BY THE SURCHARGE**</u>

Authorized Signature:   
 Director Mark E. Doyle

Approved by:   
 Commissioner Robert L. Quinn

Attachment A - Side-by-side Cost Comparison

Travel By Air		Travel by State Vehicle	
Airfare	\$ 500.00	State Car	\$ 100.00
Bulk Luggage	\$ 200.00	Luggage	\$ 0.00
Meals	\$ 250.00	Meals	\$ 250.00
Hotel	\$ 500.00	Hotel	\$ 500.00
Misc.	\$ 20.00	Misc.	\$ 20.00
<b>Total:</b>	<b>\$ 1,470.00</b>	<b>Total:</b>	<b>\$ 870.00</b>

**ORDER ACKNOWLEDGEMENT**

Safety LMS  
 1391 E Boone Industrial Blvd  
 Columbia, MO 65202  
 USA  
 Phone 512-710-5000



Order Number <b>2002058</b>	
Order Date	Page
2/28/2024 10:22:23	1 of 1

**Bill To:** 462217  
 State of NH, Div of Emergency Services  
 33 HAZEN DR  
 CONCORD, NH 03305-0011  
 US

**Ship To:** 462217  
 Comtrain  
 681 SHANNONDELL BLVD  
 AUDUBON, PA 19403-3403  
 US

603-227-8723

Ordered By: Peter Boulton

PO Number	Carrier	Job Name	Ship Acct #	Taker
	BEST WAY	Lansdale April		APRACCHIA

Quantities			Item ID	Pricing	Unit	Extended
Ordered	UOM	Disp.	Item Description	UOM	Price	Price
				Unit Size		

*Delivery Instructions:* Student: Peter Boulton

1	EA		LM-10032	EA	1,600.0000	1,600.00
		1.0	SLMS - Train the Trainer Recertification	1.0		
1	EA		LM-10007	EA	2,950.0000	2,950.00
		1.0	SLMS COMPETENT RIGGING ANSI 10.48	1.0		
			TTT			

Total Lines: 2

**SUB-TOTAL:** 4,550.00  
**TAX:** 0.00  
**AMOUNT TENDERED:** 0.00  
**AMOUNT DUE:** 4,550.00  
 U.S. Dollars

www.safetylms.com





<b>Classroom Address:</b>	HOMEWOOD SUITES 681 Shannondell Boulevard Audubon, PA 19403
<b>Course Information:</b>	Train-the-Trainer Competent Rigger - April 19, 2024
	Class will begin at 8:00am. Please arrive at 7:45am Lunch will be 45mins-1hr Class typically finishes at 5pm but varies depending on size and skill level of class This class is taught in English Only. If you have an issue with this, please contact Comtrain right away!
<b>Local Hotel Information:</b>	HOMEWOOD SUITES PHILADELPHIA-VALLEY FORGE 681 Shannondell Boulevard Audubon, PA 19403 Phone (610) 539-7300
<b>Nearest Airport:</b>	Philadelphia International Airport
<b>Payment:</b>	Payment for the course must be made in full before course begins. Payment can be made via check, Visa, MasterCard or AMEX. Cancellation: NO REFUNDS - 15% Reschedule Fee - Rescheduled class must be taken within 12 months of the original class date
<b>Agenda</b>	
<p style="text-align: center;"><u>DAY 1</u> Classroom</p> <ul style="list-style-type: none"> <li>• Introductions, Organization</li> <li>• Overview</li> <li>• Regulations &amp; Standards</li> <li>• Slings</li> <li>• Hardware</li> <li>• Block Angle Calculations</li> <li>• Load Calculations</li> <li>• Rigging Plan</li> <li>• Knot Tying</li> </ul>	
<b>Reasons for Failure</b>	
<p>The following list includes possible reasons for failure. There are no refunds. If a student fails for any reason, they will need to reschedule and pay for their class. The following list of failures includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Late students</li> <li>• Not present in the class</li> <li>• Failure of the test</li> <li>• Disruptive behavior</li> <li>• Unsafe equipment</li> <li>• Unsafe tower practices</li> </ul>	



### RIGGING REGISTRATION FORM

<b>Class:</b> *Check Box for Selection	"Authorized" Rigging Training		<input type="checkbox"/>	\$695
	"Competent" Rigging Training		<input type="checkbox"/>	\$920
	"Competent" Rigging Train-the-Trainer <small>This course will allow qualified individuals to become certified to teach both Authorized Competent Rigging in-house. A qualified individual has 5+ years of industry experience or equivalent college degree.</small>		<input checked="" type="checkbox"/>	\$2950
	"Competent" Rigging Train-the-Trainer ReCertification <small>This course will allow qualified individuals to become certified to teach both Authorized Competent Rigging in-house. A qualified individual has 5+ years of industry experience or equivalent college degree.</small> <small>ONLY available to customers with the same company as originally certified and within 6 months of expiration date of certification.</small>		<input type="checkbox"/>	\$1500
<b>Class Location:</b>	Lansdale, PA	<b>Class Dates:</b>	4/19/2024	
<b>Company:</b>	State of NH, Division of Emergency Services and Communications			
<b>Company Address:</b>	33 Hazen Dr, Concord, NH 03305			
<b>Company Phone:</b>	(603) 271-6911	<b>Company Email:</b>	peter.c.boulton@desc.nh.gov	
<b>Student Information</b>	Full Name:	Peter C. Boulton		
	Email Address:	peter.c.boulton@desc.nh.gov		
	Phone Number:	603-227-8723		
<b>Terms:</b>	<b>In-Person Cancellation/Reschedule Policy:</b> No refunds provided for cancellation. Students will have 12 months to reschedule from the date of the class. 15% Reschedule fee for reschedules done within 4 week of the start date of the class.			