



State of New Hampshire
 DEPARTMENT OF NATURAL & CULTURAL RESOURCES
 DIVISION OF FORESTS & LANDS

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May 07, 2025

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

REQUESTED ACTION

Pursuant to MOP 1301, VI, D, authorize the Department of Natural and Cultural Resources (DNCR) to allow Chief of Forest Protection Steven Sherman, to travel outside of a 300 mile radius of DNCR headquarters by driving a state vehicle rather than flying economy class airfare on commercial airlines, in the amount of \$475, to Quebec City, Quebec Canada to attend the Northeastern Forest Fire Protection Commission, Operations Committee meeting from May 12, 2025 to May 15, 2025 effective upon Governor and Executive Council approval. 100% Federal Funds.

Funds are available in the following account for Fiscal Year 2025.

03-035-035-351010-35290000, State Fire Assistance

	<u>FY2025</u>
080-500715 – Operation - State Car(Out-of-St)	\$125
080-500712 – Meals (Out-of-State)	\$350
Total	\$475

EXPLANATION

RSA 227-L:26, the Northeastern Interstate Forest Fire Protection Compact (NFFPC) promotes effective prevention and control of forest fires in the northeastern region on the United States and adjacent areas in Canada by the development of integrated forest fire plans and other mutually beneficial fire prevention and firefighting services. DNCR is requesting permission to allow Chief of Forest Protection Steven Sherman to travel 342 miles each way via state vehicle rather than by airline flight, to Quebec City, Quebec, Canada for the Northeastern Forest Fire Protection Commission (NFFPC) Operations Committee Meeting. This meeting will focus on mobilization of compact resources, and training needs as well as the Agency visit with Province of Quebec. Chief Sherman is part of the Committee which is meeting with agencies on behalf of the NFFPC Commissioners to review operational needs and improvements for sharing resources during emergencies.

This will allow for planning for the 2025 fire season including resource mobilizations, dispatching

and aircraft sharing for wildfire emergencies as well as reviewing training needs for NH employees and dispatch procedures for the Northeastern Interagency Coordination Center which is located in NH.

A cost analysis has determined that the travel component of the trip (excluding meals and hotel accommodations) is estimated to cost approximately \$1,153.41 via airline flight versus driving mileage costs for use of a state vehicle of \$125, resulting in a savings of \$1,028.41.

Please refer to the attached Form A-24 and expense worksheet for a detailed explanation of costs.

Respectfully submitted,

 (15/16)
Sarah L. Stewart
Commissioner

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: May 07, 2025

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Natural and Cultural Resources requests permission for 1 employee(s) or their designees to travel to Quebec city, Quebec, Canada for 4 days of out-of-state travel status from May 12, 2025 to May 15, 2025

Conference/Workshop/Seminar Title

Northeastern Forest Fire Protection Commission Operations Committee Meeting

Purpose of Travel

We are requesting permission for Chief of Forest Protection Steven Sherman to travel and attend the Northeastern Forest Fire Protection Commission Operations Committee Meeting in Quebec City, Quebec.

This meeting will focus on mobilization of compact resources, and training needs as well as the Agency visit with Province of Quebec. Chief Sherman is part of the Committee which is meeting with agencies on behalf of the NFFPC Commissioners to review operational needs and improvements for sharing resources during emergencies.

This will allow for planning for the 2025 fire season including resource mobilizations, dispatching and aircraft sharing for wildfire emergencies as well as reviewing training needs for NH employees and dispatch procedures for the Northeastern Interagency Coordination Center which is located in NH.

A cost analysis has determined that the travel component of the trip (excluding meals and hotel accommodations) is estimated to cost approximately \$1,142.99 via airline flight versus driving fuel costs for use of a state vehicle of \$125 resulting in a savings of \$1,028.41.

Hotel accommodation will be covered by the Northeastern Forest Fire Protection Commission for 3 nights for Chief Sherman.

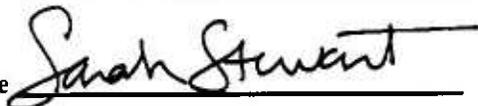
Chief Sherman will travel by state vehicle (most likely FL2).

Attendees and their Titles

1. Steven Sherman – Chief of Forest Protection

Fiscal Information – Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ <u>17,044.52</u>
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ <u>8,351.90</u>
0712	Meals	\$ <u>350.00</u>	Available Balance	\$ <u>8,692.62</u>
0713	Hotel	\$ _____	Amount requested this authorization	\$ <u>475.00</u>
0714	Mileage	\$ <u>125.00</u>	Estimated Balance Available	\$ <u>8,217.62</u>
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code <u>010 - 035 - 3529 - 080</u>	
0719	Registration Fees	\$ _____	Source of Funds <u>100% Federal Funds</u>	
	Total	\$ <u>475.00</u>		

Authorized Signature 

Cost Comparison

DRIVING:

Travel from Concord, NH to Quebec City, QC

Mileage: 342 Miles (684 miles Round-Trip)

Driving Time: 5hr 12min (one way)

FLYING:

Flying out of Manchester Airport to Quebec City, QC

Average Time: 9.25 hours flight time, or longer (one way)

Cost Comparison Summary (Round Trip)

Description	Drive	Flying	Savings
*Fuel Cost	\$ 125.00	\$ -	\$ (125.00)
Flights	\$ -	\$ 1,098.89	\$ 1,098.89
Airport Travel (fuel and tolls)		\$ 10.42	\$ 10.42
Airport Parking	\$ -	\$ 44.10	\$ 44.10
Total:	\$ 125.00	\$ 1,153.41	\$ 1,028.41

*Fuel Cost is determined by the formula:

$$\frac{\text{Estimated Total Trip Miles}}{\text{Miles Per Gallon}} * \text{Price per gallon} = \frac{684}{24} * \$3.00 = \$85.50^{**}$$

**Estimated Fuel Cost rounded up to \$125 since average cost of fuel in Quebec City is \$1.19/liter or \$5.00 per gallon.

ROUNDRIP (1 TRAVELER)

 [Revise this trip](#)

Manchester MHT to Québec City YQB

May 12 • 12:50 pm to 10:05 pm • 2 stops

Duration: 9h 15m

Travelers: 1

Includes Travel Operated by CommuteAir dba United Express, Republic Airways dba United Express, Air Canada Rouge

Manchester MHT to Washington IAD

May 12 • 12:50 pm to 2:49 pm

Duration: 1h 59m

Flight Number: UA 4925

Aircraft type: Embraer ERJ145

Operated by CommuteAir dba United Express

..... 38M

Washington IAD to Toronto YYZ

May 12 • 3:27 pm to 5:09 pm

Duration: 1h 42m

Flight Number: UA 3652

Aircraft type: Embraer E175

Operated by Republic Airways dba United Express

..... 3H 26M

Toronto YYZ to Québec City YQB

May 12 • 8:35 pm to 10:05 pm

Duration: 1h 30m

Flight Number: UA 8408

Aircraft type: Airbus A321

Operated by Air Canada Rouge

[^ Hide details](#)

Québec City YQB to Manchester MHT

May 15 • 6:00 am to 3:13 pm • 2 stops

Duration: 9h 13m

Travelers: 1

Includes Travel Operated by Republic Airways dba United Express, Gojet Airlines dba United Express, CommuteAir dba United Express

Québec City YQB to New York/Newark EWR

May 15 • 6:00 am to 7:50 am

Duration: 1h 50m

Flight Number: UA 3703

Aircraft type: Embraer E175

Operated by Republic Airways dba United Express

..... 2H 28M

New York/Newark EWR to Washington IAD

May 15 • 10:18 am to 11:55 am

Duration: 1h 37m

Flight Number: UA 4177

Aircraft type: Bombardier CRJ550

Operated by Gojet Airlines dba United Express

..... 1H 35M

Washington IAD to Manchester MHT

May 15 • 1:30 pm to 3:13 pm

Duration: 1h 43m

Flight Number: UA 4930

Aircraft type: Embraer ERJ145

Operated by CommuteAir dba United Express

^ Hide details

Fare	\$902.26
1 adult 18+	\$902.26/person
> Taxes and fees	\$196.63
Total due	\$1,098.89

**Northeastern Forest Fire Protection Compact
Operations Committee**



May 13th to 14th, 2025

Draft Agenda

Location: SOPFEU Boardroom,
Quebec City, Quebec

Chair: Brett Bachman, FDNY; Vice-Chair: Troy Adams, NB

Time	Topic/Subject	Presenter
Tuesday May 13th		
0900	Introductions / Add or modify any agenda items	Bachman
0915	Commission Meeting Agenda, Commission Meeting Albany, NY 2025, Review Agenda, Logistics Update	Earle/Brady/Jackson
0930	Agency/Operations Reports for Commission meeting	Bachman
0940	FY2026 NFFPC Finances: Grants/ Budget/Assessment fees - Discussion	Brady
1000	Break	
1030	Winter Awareness Meeting - AAR	Brady/Earle/Ops
1045	T.B.D.	
1100	Working Teams - Work Plans and Budget Discussion	All
1130	Task Order Development - Working Teams	All
1200	Lunch	
1300	Agency Visits - Update	Brady
1315	T.B.D.	
1345	February 2025 and October 2025 Academy Update	Earle
1400	NFFPC Policy and Procedures Manual Update	Brady
1500	Break	
1515	Working Teams Rotation Schedule	Earle
1530	T.B.D.	
1600	Site Tour	
1630	Adjourn	

Time	Topic/Subject	Presenter
Wednesday, May 14th		
0900	Agency Updates - Projection for Season	All
1000	Regional Updates: EACG, NFFS, USFS, CIFFC, Cohesive Strategy, NECC	Brady/Guitard/ Celino/Speiss
1030	Break	
1100	Continue Regional Updates, Begin WT updates: TWT, PWT, ETWT, FSWT, FHWT, RSWT	Earle
1115	Review Ops Action Items from Previous Meetings	Bachman/All
1130	Open Discussion-other issues & updates	All
1155	Next Ops Meeting (when/where)	Bachman
1200	Lunch	
1300	Agency Visit with Province of Quebec	
1600	Adjourn	

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
CANADA	Quebec	01/01	12/31	278	139	417	N/A	01/01/2025

M&IE rate (\$)	Breakfast	Lunch	Dinner	Incidentals
139	21	35	56	27