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STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
DIVISION OF FORESTS AND LANDS  
172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

June 27, 2014

603-271-2214  
FAX: 603-271-6488  
www.nhdf.org

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Executive Council  
State House  
Concord, NH 03301

REQUESTED ACTION

In accordance with the Department of Administrative Services-Manual of Procedures (MOP), Section 1102 (L), Authorize the Department of Resources and Economic Development, Division of Forests and Lands to allow Interim Director Brad Simpkins and Rick Mason, Compact Commissioner, to travel to Quebec City, Quebec, in a state vehicle, in the amount of \$2,002, to attend the Northeastern Forest Fire Protection Commission Annual Commissioner's Meeting on August 4<sup>th</sup> to August 7<sup>th</sup>, 2014 upon Governor and Executive Council approval. 100% Federal Funds

Funding is available in account titled, State Fire Assistance II, as follows:

		<u>FY15</u>
03-35-35-351510-35290000-080-500712	Out-of-State Travel Reimbursement	\$842
03-35-35-351510-35290000-080-500713	Out-of-State Travel Reimbursement	\$780
03-35-35-351510-35290000-080-500715	Out-of-State Travel Reimbursement	\$100
03-35-35-351510-35290000-080-500719	Out-of-State Travel Reimbursement	<u>\$280</u>
		<u>\$2,002</u>

EXPLANATION

Requesting permission for Interim Director Brad Simpkins, who is a compact Commissioner per RSA 227-L:26 , and Rick Mason, who is the Governor-appointed Compact Commissioner, to travel to Quebec City, Quebec for the Northeastern Forest Fire Protection Commission Annual Meeting. The purpose of this meeting is to discuss the business affairs of the Compact, including forest fire prevention, training, equipment and fire activity, approval of work plans for the five working teams, and to set the annual budget.

Discussions are also planned regarding the working team reports, update on the Stress Testing of NE Compact Project, and an update on the National Wildland Fire Management Cohesive Strategy. This is also a forum for all Compact members to discuss their agencies' operations. This travel is specifically listed in the federal State Fire Assistance grant narrative.

We are requesting that Brad Simpkins and Rick Mason be allowed to drive D-3 instead of flying. The total cost for flying would be \$3,162 versus \$2,002 for driving, resulting in a savings of \$1,160. Please see attached Form A-24 and expense worksheet.

Respectfully submitted,

Jeffrey J. Rose  
Commissioner



**REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL**Date: June 27, 2014**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Resource and Economic Development, Division of Forests and Lands requests permission for 2 employees or their designees to travel to Quebec City, Quebec for 4 days of out-of-state travel status from August 4, 2014 to August 7, 2014

**Conference/Workshop/Seminar Title**

Northeastern Forest Fire Protection Commission Annual Commissioner's Meeting

**Purpose of Travel**

MOP 1102(L) - General Reimbursement Policy – (G&amp;C approval shall be required for travel)

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We are requesting that Brad Simpkins and Rick Mason be allowed to drive D-3 instead of flying. The total cost for flying would be \$3,162 versus \$2,002 for driving, resulting in a savings of \$1,160.

**Attendees and their Titles**1. Brad Simpkins, Interim Director2. Rick Mason, Compact Commissioner**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>\$4,000</u>
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	<u>\$0</u>
0712	Meals	<u>\$842</u>	Available Balance	<u>\$4,000</u>
0713	Hotel	<u>\$780</u>	Amount requested this authorization	<u>\$2,240</u>
0714	Mileage	\$ _____	Estimated Balance Available	<u>\$4,000</u>
0715	Operation State Car	<u>\$100</u>		
0717	Miscellaneous	\$ _____	Appropriation Code: 010-10-35290000-080	
0719	Registration Fees	<u>\$280</u>	Source of Funds: State Fire Assistance II	
	Total	\$ 2,002		

Authorized Signature


  
Jeffrey J. Rose, Commissioner

Driving

Travel from Concord NH to  
Quebec City, Quebec  
Total 325 Miles - 650 miles round trip  
Average Travel Time: 5hrs

Flying for Two

Flying out of Manchester Airport to  
Quebec City-Jean Lesage Airport  
Average Travel time: 4.5 hrs

	Drive	Fly
Flight		\$1,200.00
Taxi (round trip)		\$60.00
Hotel	\$780.00	\$780.00
Meals	\$842.00	\$842.00
Gas	\$100.00	
Registration	\$280.00	\$280.00
<b>Total</b>	<b>\$2,002.00</b>	<b>\$3,162.00</b>

Difference between Flying and  
Driving. \$1,160.00