

Eileen M. Donoghue  
*City Manager*

Kara Keefe Mullin  
*Assistant City Manager*

October 1, 2019

Mayor William Samaras  
and  
Members of the City Council

SUBJECT: OUT OF STATE TRAVEL

Dear Mayor Samaras and Members of the City Council:

I respectfully request your permission to allow three members of the Development Services staff - David Fuller, Building Commissioner; Christopher McWhite, Sr. Building Inspector – Plans Reviewer; and Steven Nocco, Building Inspector – Plans Reviewer, to attend the International Code Council Mandatory Board Meeting and Code Development Hearings in Las Vegas, NV. The conference takes place October 19, 2019 through October 30, 2019 and provides an opportunity to earn continuing education units and is mandatory as Mr. McWhite is a Region 6 Representative for the ICC.

The expenses are partially paid for by a scholarship given by the MBCIA, and all remaining expenses will be paid out of the Building Inspector Training account. Thank you for your consideration.

Sincerely,

Eileen M. Donoghue  
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director  
Eric Slagle, Director – Development Services  
Christopher McWhite, Local Inspector – Plans Review  
Everlidis Desmond, Senior Finance Officer

*Fighting Fires, Saving Lives, and Promoting Safety.*

Jeffrey J. Winward  
Fire Chief

To: Eileen Donoghue, City Manager  
From: Jeffrey J. Winward, Fire Chief  
Date: September 26, 2019  
Subject: Out of State Travel Request

Madam Manager:

I respectfully request permission for Firefighter Steven Lyle of the CO-OP Team to travel to Washington D.C. from September 30, 2019 to October 2, 2019, with other first responders from across the county to attend a panel discussion regarding the Opiate Crisis. The purpose is to develop a strategic research plan for law enforcement and first responder diversion programs. The program will be run by the Bureau of Justice Assistance in partnership with the National Police Foundation. All travel, lodging, and meals will be paid by the National Police Foundation.

Thank you,



Jeffrey J. Winward  
Fire Chief  
Lowell Fire Department

Raymond Kelly Richardson  
Superintendent

Barry Golner  
Deputy Superintendent

Daniel R. Larocque  
Deputy Superintendent

9/27/19  
KLR

To: Eileen Donoghue  
City Manager

From: Raymond Kelly Richardson  
Superintendent of Police

Date: September 26, 2019

Re: Out of State Travel

I respectfully request permission to send myself and Deputy Golner from the police department to the 2019 126<sup>th</sup> Annual International Association of Chiefs of Police (IACP) Conference in Chicago, Illinois. This conference brings together the most influential people in law enforcement. This will be paid for from the training account.

I have supplied a breakdown of costs below. Thank you for your time in this matter.

**Training:** 2019 IACP Annual Conference

**Location:** Chicago, IL

**Dates to Travel:** October 25, 2019 through October 30, 2019

**Hotel:** \$299.00 per night (5 nights x 2 people plus taxes) \$3,510.30

**Conference Cost:** \$795.00

**Airline Costs:** \$303.96 per person including tax x 2 = \$607.92

**Per Diem:** \$50.00 per person/per day (6 days x 2 people) \$600.00

**Car Rental/Gas/Toll:** will bring receipts back

**Airport Parking:** \$10.00 per day x 6 days = \$60 x 2 = \$120

**Number of People:** 2