

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Mark LeBlanc
Deputy Superintendent

Rec
9/16/2021
KK

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: September 15, 2021

Re: Out of State Travel

I respectfully request permission to send Deputy Superintendent Barry Golner to attend the FBI National Academy in Quantico, Virginia. The FBI National Academy is a professional course of study for U.S. law enforcement managers. There are minimal costs for this 10-week training. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: FBI National Academy

Location: Quantico, Virginia

Dates to Travel: October 2, 2021 – December 17, 2021

Flight: \$0.00

Hotel: \$404.80 Courtyard Marriott (required stay for first and last night)

Conference Cost: \$0.00

Mileage/Fuel/Toll/Parking: Will submit receipts upon return

Clothing: Will submit receipts upon return for purchase of required uniforms

Car Rental: \$0.00

Per Diem: \$0.00

Number of people: 1

Total: TBD

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Mark LeBlanc
Deputy Superintendent

Rec
9/21/2021
KK

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: September 21, 2021

Re: Out of State Travel

I respectfully request permission to send one Lowell Police Officer to attend the Use of Force Instructor Training Program in Concord, New Hampshire. There are no costs associated with this training. Thank you for your time in this matter.

Conference: Use of Force Instructor Training Program

Location: Concord, NH

Dates to Travel: October 18, 2021 – October 29, 2021

Flight: \$0

Hotel: \$0

Conference Cost: \$0

Mileage/Fuel/Toll/Parking: Will use department issued vehicle

Car Rental: \$0.00

Per Diem: \$0

Number of people: 1

Total: \$0

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Mark LeBlanc
Deputy Superintendent

Rec
9/21/2021
KRL

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: September 22, 2021

Re: Out of State Travel

I respectfully request permission to send two Lowell Police Officers to attend the VirTra Advanced Trainer Certification Course in Tempe, Arizona. Please see the costs outlined below. Thank you for your time in this matter.

Conference: VirTra Advanced Trainer Certification Course (ATCC)

Location: VirTra Headquarters, Tempe, Arizona

Dates to Travel: November 14, 2021 – November 19, 2021

Flight: \$651.88

Hotel: \$747.16 Air&b

Conference Cost: \$0

Mileage/Fuel/Toll/Parking: Will submit receipts upon return

Car Rental: \$558.27

Per Diem: \$600.00 (\$50.00 x 6 = \$300 x 2)

Number of people: 2

Total: \$2,557.31

Fighting Fires, Saving Lives, and Promoting Safety.

Phillip A. J. Charron
Fire Chief

MEMORANDUM

TO: Eileen M. Donoghue, City Manager
FROM: Phillip Charron, Fire Chief
DATE: September 17, 2021
SUBJECT: Out of State Travel – IAEM Conference

I respectfully request your permission to send one person to the International Association of Emergency Manager's (IAEM) Annual Conference this year in Grand Rapids, Michigan. Emergency Management is a rapidly evolving field, and this conference is an important avenue to provide our staff with updates to important developments in the profession. I believe it is also important for us to support our personnel who have worked tirelessly to carry us through our COVID-19 response. This year, one of our employees was recently appointed to the commission responsible for reviewing and approving applications to become a Certified Emergency Manager. As such, a part of his travel and his conference fee will be paid for by IAEM. Please advise if you have any questions and thank you in advance for your consideration.

Conference: International Association of Emergency Manager's Annual Conference
Location: Grand Rapids, Michigan
Travel Dates: October 15 through October 21, 2021

Airfare:	\$550.00	\$550.00
Hotel:	\$1166.10	\$1,166.10
Registration:	\$750.00	\$750.00
Mileage/Fuel/Toll/Parking:	Actual/documentation submitted upon return	
Car Rental:	\$450.00	\$450.00
Per Diem:	\$50 x 7 days = \$350.00	\$350.00
TOTAL:	\$3,266.10	