

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: \_\_\_\_\_

Meeting Type: Regular

Meeting Date: Aug 14, 2014

Action Requested By: Fire and Rescue

Agenda Type: Resolution

Subject Matter:

Approval of travel

Exact Wording for the Agenda:

Resolution approving travel for Huntsville Fire and Rescue

**Note: If amendment, Please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: Yes

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

The National Fire Academy funds this training with the exception of the meal ticket.

Associated Cost: \$300.48

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: Aug 6, 2014

**RESOLUTION NO. 14-\_\_\_\_\_**

**APPROVAL OF TRAVEL EXPENSES  
FOR CITY OF HUNTSVILLE EMPLOYEE**

**WHEREAS**, travel expenses to be advanced to an employee of the City of Huntsville, Alabama are presented for approval, pursuant to Section 22.14(C) of Ordinance Number 14-525.

**NAME OF CITY EMPLOYEE:** Michael S. Reed, Fire Investigator  
Huntsville Fire and Rescue

**AMOUNT OF ESTIMATED TRAVEL EXPENSES:**

Misc, etc.	\$300.48
TOTAL	<u>\$300.48</u>

**PURPOSE AND OBJECT OF TRAVEL:** To earn certification and knowledge in Fire Arson and Cause Investigation at the National Fire Academy, August 18, 2014 - August 29, 2014.

**WHEREAS**, the estimated travel expenses are to be supported by proper documentation, to be reasonable for the purpose and object thereof, taking into account the travel location and destination; and,

**WHEREAS**, the purpose of the said travel is the improvement or furtherance of the City's goals and its business; and,

**WHEREAS**, the funds for said travel expenses have been budgeted for the current fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the herein above described travel expenses be, and the same are hereby approved.

**ADOPTED** this the 14th day of August, 2014.

\_\_\_\_\_  
President of the City Council of  
Huntsville, Alabama

**APPROVED** this the 14th day of August, 2014.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**Request for Travel & Training**

**City of Huntsville**

NOTE: INCOMPLETE REPORTS WILL BE RETURNED TO ORIGINATOR FOR COMPLETION.

Date:	08/05/2014	Department:	Huntsville Fire & Rescue
Employee Attending:	Michael S. Reed	Employee's Position:	Fire Investigator
Employee Attending:		Employee's Position:	
Employee Attending:		Employee's Position:	
Employee Attending:		Employee's Position:	
Employee Attending:		Employee's Position:	
Employee Attending:		Employee's Position:	
Employee Attending:		Employee's Position:	

<b>ESTIMATED COSTS:</b>		Airline	_____
		Mileage	_____
		Lodging	_____
		Meals & Tips	300.48 - Travel Card.
		Registration Fees	_____
		Parking/Taxi/Car Rental	_____
		Telephone & Fax	_____
		Miscellaneous	_____
		<b>Total Estimated Costs:</b>	<b>\$ 300.48</b>

Event: Fire Origin Class

Trip Destination: Emmitsburg, MD

Dates of Event: From: 08/18/2014 To: 08/29/2014

Departure Date: 08/18/2014 Return Date: 08/29/2014

Benefit of Trip to City: To earn certification and knowlege in Fire Arson & Cause Investigation

I APPROVE THE TRAVEL AS REQUESTED ABOVE:

Department Head Approval	Date	Administrative Approval	Date
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**ATTENTION: FINANCE DEPARTMENT  
REQUEST FOR PAYMENT**

1. Vendor:	Guest Services	<i>Will use travel card</i>	Vendor #	107581
Account #	01-5300-0602-1201	<i>no check.</i>	Amount:	300.48
2. Vendor:	_____		Vendor #	_____
Account #	_____		Amount:	_____
3. Vendor:	_____		Vendor #	_____
Account #	_____		Amount:	_____
4. Vendor:	_____		Vendor #	_____
Account #	_____		Amount:	_____
5. Vendor:	_____		Vendor #	_____
Account #	_____		Amount:	_____

Resolution # \_\_\_\_\_ (REQUIRED FOR ADVANCES TO EMPLOYEES)

Request Checks No Later Than: \_\_\_\_\_

Finance Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Mail Checks to Vendor: Yes  No

Send Checks to: Crystal Brown Department: Fire Admin



# Huntsville Fire & Rescue

## OFFICE MEMORANDUM



Date: August 4, 2014

To: Chief McFarland

From: Michael S. Reed

Subject: Request for funds.

APPROVED YES NO	DATE	INITIALS	TITLE
✓	8-4-14	MSR	ASST FIRE MSHL
✓	8/4/14	MSR	FIRE MARSHAL
			DEPUTY CHIEF
			CHIEF

Dear Chief,

I am requesting the cost of a meal ticket for the Fire Origin class at the National Fire Academy in the amount of \$300.48. The check should be make out to Guest Services. My acceptance letter is attached. The dates of my class are 8/18/2014 To 8/29/2014. Since I am driving my personal vehicle, no travel arrangements will be necessary.

Sincerely,

Michael S. Reed

**Reed, Michael S.**

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**From:** netc-admissnotifications <netc-admissnotifications@fema.dhs.gov>  
**Sent:** Tuesday, February 18, 2014 2:18 PM  
**To:** Reed, Michael S.  
**Subject:** NFA Course Acceptance: R0206

Michael S Reed

Dear Mr. Reed:

Congratulations, you have been accepted for the National Fire Academy class listed below:

- R0206: Fire Arson Origin & Cause Investigation
- 8/18/2014 To 8/29/2014

You should refer to the NETC Welcome Package at [http://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](http://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf). This package contains pertinent information about making your travel arrangements, transportation, lodging, reimbursement, food service, and on campus services. In addition, the package contains airport/shuttle information. You are required to provide information contained in the package if you plan to use the NETC shuttle service.

Your travel dates for this course are: August 17, 2014 and August 29, 2014.  
Students should not purchase airline tickets until 30 days prior to the course start date.

Airport pickup times for this course are as follows:

- Baltimore/Washington International (BWI) pickup times: 03:00 PM and 07:00 PM (EST)
- Ronald Reagan National Airport (DCA) pickup times: 02:00 PM and 06:00 PM (EST)
- Dulles International Airport (IAD) pickup times: 05:00 PM (EST)

Please plan to arrive at least 1 hour before the shuttle pickup time stated above.

Campus departure times for this course are as follows:

- Departing for Baltimore/Washington International (BWI): 09:30 AM (EST)
- Departing for Ronald Reagan National Airport (DCA): 09:30 AM (EST)
- Departing for Dulles International Airport (IAD): 09:30 AM (EST)

On the return, you should make your flight 4 hours from the NETC departure time. This will allow 2 hours for transportation to the airport and another 2 hours for airport security.

Your course may have pre-course work that you must complete prior to your attendance at NFA. For additional acceptance information and to check for pre-course requirements, access the NFA website at: <http://www.usfa.dhs.gov/nfa/pre-course>.

Since you have been accepted into a class at NETC, lodging has been reserved for you for 8/17/2014 to 8/29/2014. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at [FEMA-NETC-Housing@fema.dhs.gov](mailto:FEMA-NETC-Housing@fema.dhs.gov) upon receipt of this email. For further information regarding lodging, please refer to the NETC Welcome Package.

## FOOD SERVICE

- ▶ The NETC food service contractor is Guest Services. If needed, Guest Services' federal tax identification number is 53-0164700.
- ▶ If you stay on campus, you must purchase a meal ticket. **If you do not purchase a meal ticket, you will be asked to vacate your room on campus. You then will be responsible for your off-campus lodging costs, and your request for stipend reimbursement will be denied.**
- ▶ **Prices Effective Aug. 5, 2012:** If you stay off campus, you must purchase a break ticket, currently \$6.00 per day. The cost for the meal ticket is \$25.04 per day — breakfast is \$5.81; lunch is \$7.96; and dinner is \$11.27. There is no tax on the meal ticket. The amounts for five-day, six-day, and two-week courses are:
  - Five-day course: \$125.20 (Sunday evening arrival through Friday lunch).
  - Six-day course: \$167.32 (Saturday evening arrival through Saturday morning departure).
  - Two-week course: \$300.48 (Sunday evening arrival through second Friday lunch).
  - NEA six-day consecutive courses: \$342.60 (Saturday evening arrival through second Saturday morning departure).
  - For any other variation of course days, please contact Guest Services.
- ▶ **Meal ticket prices are subject to change and will be updated in this package as the changes are provided.**
- ▶ **Meal amounts for focus groups, conferences or any activity other than a resident course are not provided in this package. Please contact the food service contractor for your meal amount. You may call 301-447-1303 for exact meal ticket prices for conferences, symposiums and any other special groups.**



- ▶ Meals other than those included in your meal ticket are to be paid for with cash.
- ▶ If you are attending back-to-back courses, your meal ticket includes the time between the two courses.
- ▶ If you stay off campus between the two courses (vacating your room), you must notify the food service contractor **before** purchasing your meal ticket for the first course. If you do not, you will be charged the full amount.
- ▶ You may pay for your meals by one of the following payment methods:
  - Cash.
  - Traveler's checks.
  - State or local government checks payable to the food service contractor, Guest Services.
  - Advanced payment by department check. **Please notify your department to include your name, course code, and course date on the check** and send it to Guest Services, Building K, 16825 South Seton Ave., Emmitsburg, MD 21727. Guest Services' federal tax identification number is 53-0164700.
  - Purchase order payable to the food service contractor, Guest Services.
  - Credit card (MasterCard or VISA) — minimum charge of \$6. Credit card payment is only accepted in person.
  - **The food service contractor DOES NOT accept personal checks.**
- ▶ If you will not be on campus for the first and last meal identified as part of your meal ticket, you must notify the food service contractor at least one week prior to your course start date. If you do not, you will be obligated to pay the full amount.
- ▶ If you are on a special diet, please call the food service contractor at 301-447-1551 or fax your request to 301-447-6944 at least two weeks prior to your arrival at NETC. The food service contractor will make arrangements to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.
- ▶ If the buses arrive at NETC after the dining hall has closed, the food service contractor will provide you with a boxed dinner, or snack food is available at the Command Post Pub.
- ▶ You may contact the food service contractor at 301-447-1551 if you have any questions.

### **Dining Hall Hours of Operation**

#### **Breakfast**

**Monday to Friday:.....6:30 a.m. to 8:30 a.m.**

**Saturday to Sunday:.....6:30 a.m. to 9:30 a.m.**

#### **Lunch**

**Daily:..... 11:30 a.m. to 1 p.m.**

#### **Dinner**

**Monday to Saturday:..... 5 p.m. to 7:30 p.m.**

**Sunday:..... 5:30 p.m. to 9:30 p.m.**