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Submitted By: Linda Barnes

Department: Fire Marshal's Office

Court Agenda Date: February 22, 2010

Pone Number: 281-238-1505

SUMMARY OF ITEM: Request approval of out of state travel for Michael A. Richter to travel August 7, through August 14, 2010 to Emmitsburg, MD for training.

RENEWAL AGREEMENT/APPOINTMENT: YES ☐ NO ☒

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES ☐ NO ☒

List Supporting Documents Attached: Please see attached letter.

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Fund: Agency: Organization: Object: 100543100-63200

REQUIRES AUDITOR TO CERTIFY FUNDS: YES ☐ NO ☒

Instructions to submit Agenda Request Form:

- **Completely fill out agenda form: incomplete forms will not be processed.**
- **Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed above.**
- **All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.**

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☒ (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

| | | | | | |
|-------------------------------------|-------------------------------|-----------------------|-------------------------------------|---------------------|-----------------------|
| <input checked="" type="checkbox"/> | Auditor | (281-341-3774) | <input checked="" type="checkbox"/> | Comm. Pct. 1 | (281-342-0587) |
| <input checked="" type="checkbox"/> | Budget Officer | (281-344-3954) | <input checked="" type="checkbox"/> | Comm. Pct. 2 | (281-403-8009) |
| <input checked="" type="checkbox"/> | Facilities/Planning | (281-633-7022) | <input checked="" type="checkbox"/> | Comm. Pct. 3 | (281-242-9060) |
| <input checked="" type="checkbox"/> | Purchasing Agent | (281-341-8642) | <input checked="" type="checkbox"/> | Comm. Pct. 4 | (281-980-9077) |
| <input checked="" type="checkbox"/> | Information Technology | (281-341-4526) | <input checked="" type="checkbox"/> | County Clerk | (281-341-8697) |
| <input type="checkbox"/> | Other: | | <input checked="" type="checkbox"/> | County Atty | (281-341-4557) |

| | | |
|--------------------------|--------------|----------------|
| <input type="checkbox"/> | Comm. Pct. 1 | (281-342-0587) |
| <input type="checkbox"/> | Comm. Pct. 2 | (281-403-8009) |
| <input type="checkbox"/> | Comm. Pct. 3 | (281-242-9060) |
| <input type="checkbox"/> | Comm. Pct. 4 | (281-980-9077) |
| <input type="checkbox"/> | County Clerk | (281-341-8697) |
| <input type="checkbox"/> | County Atty | (281-341-4557) |

RECOMMENDATION / ACTION REQUESTED:

Please place on the consent agenda.

Special Handling Requested (specify):



FEMA

February 5, 2010

Mr. Michael A Richter
8030 Church Street
Needville, TX 77461

Dear Mr. Richter:

Welcome to the Department of Homeland Security – United States Fire Administration's National Emergency Training Center (NETC) – home of the National Fire Academy and Emergency Management Institute. We are pleased to inform you that you have been accepted for:

R214: FORENSIC EVIDENCE COLLECTION
August 8, 2010 To August 13, 2010

Enclosed is information that you need to plan your travel (TRAVEL DATES) and training. **Please read it carefully. If you are eligible to receive a stipend, please note that there are changes in our reimbursement policies.**

Students staying on campus must purchase a meal ticket. To find the total cost of the meals please go to http://www.usfa.dhs.gov/downloads/pdf/NETC_Welcome_Package.pdf Click on "Food Service" in the Bookmarks to the left of your screen or go to page 17. **For additional information please contact Guest Services as indicated in the Welcome Package. The Welcome Package contains information on lodging, transportation, reimbursement, dress code, etc. PLEASE BE SURE TO READ THIS PACKAGE PRIOR TO MAKING YOUR TRAVEL ARRANGEMENTS.**

Since you have been accepted into a class at NETC, lodging has been reserved for you. If you are a non-DHS Federal employee, lodging will be reserved for you on the NETC campus. Please refer to the NETC Welcome Package for the cost of lodging as well as the procedures for housing non-DHS Federal employees. If you are a DHS employee, you must present a copy of your travel authorization at registration. Please refer to FEMA instructions, policies, and comptroller grams pertaining to travel to NETC. If you are a foreign student, private sector representative, or contractor to a State or local government entity, you are responsible for your own travel and per diem costs, and lodging, payable upon arrival to NETC. USFA accepts credit card payment (VISA, MasterCard, Discover, or American Express) for lodging. **PLEASE REFER TO THE NETC WELCOME PACKAGE FOR ADDITIONAL HOUSING INFORMATION.**

If you are not able to attend this course, please notify us in writing at least 1 month prior to your course start date. We have a waiting list of your colleagues who will take your place. Failure to notify us in writing may result in your restriction from NETC and NTF classes. In addition, if your responsibilities or organization change, please notify us in writing immediately. It may affect your eligibility to attend the course.

If you have any questions, please call (301) 447-1035 or NETC-Admissions@dhs.gov.

Sincerely,

Jo Ann Boyd
Admissions Specialist
NETC Management Operations and Support Services

Enclosures