

Share WITH COUNTY AND PRIORITY DISPATCH

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Todd "TJ" Nicolai Department 0890 - AMBULANCE

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

To attend 2004 Instructor Update/Navigator 2004

List all other City employees, if any, making the trip for the same purpose: Mike Thompson

Place of meeting or destination: Las Vegas, NV

Date of meeting May 2-7, 2004

Date trip to begin May 1, 2004

Date trip will end May 8, 2004

Method of transportation requested air

Estimated transportation cost (approx \$900.00 pd by other agencies) \$ _____

Meals _____

462.00

Lodging 5 days (Thompson) _____

600.00

Other costs - description Registration - TJ _____

615.00

Total estimated cost of trip _____

\$ 1677.00

Signed [Signature] 03-01-2004 Date _____
(person requesting travel)

[Signature]
(Department Head)

Date 3-3-04

When the cost of the trip will exceed \$500, per employee, this section must be signed.

PDC paying registration for Thompson, two nights lodging; RC Dispatch paying lodging, airline for Nicolai
In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

NAVIGATOR 2004

Setting the Course for Police, Fire & Medical Dispatch Management

Emergency Dispatch Conference

Please complete a copy of this form for EACH PERSON who will be attending.

Conference May 5-7 (Wed-Fri)

REGISTRATION FORM

	Price if Registered by 3/15/04	After 3/15/04	SUB TOTALS
<input type="checkbox"/> MEMBER Passport (NAED or NENA) Member#: _____	\$395	\$445	_____
<input type="checkbox"/> STANDARD Passport (non-member)	\$450	\$495	_____
<input type="checkbox"/> ACCREDITED CENTER Passport (Current ACE)	\$375	\$425	_____
<input type="checkbox"/> GROUP RATE Passport (3 or more from same agency) <small>(Passports INCLUDE admission to exhibit hall, all receptions, & closing luncheon)</small>	\$375	\$425	_____
<input type="checkbox"/> 1-day only (Price per day Wednesday-Friday. Check below.) <input type="checkbox"/> May 5 <input type="checkbox"/> May 6 <input type="checkbox"/> May 7 (includes closing luncheon)	\$185	\$235	_____
<input type="checkbox"/> Cinco de Mayo ROUNDTABLE Luncheon (optional & additional)	\$30	\$30	_____
<input type="checkbox"/> Spouse/Guest Admission (Name: _____) <small>[admission ONLY to exhibit hall, receptions, & closing luncheon]</small>	\$50	\$50	_____

PRE-CONFERENCE PROGRAM SUMMARY

NAED CERTIFICATION COURSES (Priced as marked. Materials & testing fees INCLUDED):

<input type="checkbox"/> Emergency Telecommunicator (ETC) Instructor Certification Course Incl. Instructor Materials (see www.dispatchzone.com). <small>3-days, Sun.-Tue., May 2-4, 8:30 AM-5:30 PM each day</small>	\$475	\$520	_____
<input type="checkbox"/> Emergency MEDICAL Dispatch (EMD) Certification Course,	\$275	\$310	_____
<input type="checkbox"/> Emergency FIRE Dispatch (EFD) Certification Course,	\$275	\$310	_____
<input type="checkbox"/> Emergency POLICE Dispatch (EPD) Certification Course,	\$275	\$310	_____
<input type="checkbox"/> MEDICAL Dispatch QI (EMD-Q) Certification Course,	\$450	\$485	_____
<input type="checkbox"/> FIRE Dispatch QI (EFD-Q) Certification Course,	\$450	\$485	_____
<input type="checkbox"/> POLICE Dispatch QI (EPD-Q) Certification Course,	\$450	\$485	_____
<input type="checkbox"/> Universal ED-Q Re-Certification (EMD, EFD &/or EPD) <small>1-day, Tue., May 4, 8:30 AM-5:30 PM</small>	\$250	\$285	_____
<input type="checkbox"/> Quality Improvement Bi-Certification for both EFD-Q & EPD-Q <small>3-days, Sun.-Tue. May 2-4 8:30AM-5:30PM</small>	\$575	\$610	_____
<input type="checkbox"/> Universal EXECUTIVE Certification Course, <small>1-day, Tue., May 4, 8:30 AM-5:30 PM</small>	\$195	\$225	_____

SPECIAL TOPIC WORKSHOPS (Check ALL session(s) you wish to attend below.)

Choose: ● \$95 any half-day, ● \$195 any full-day, or ● \$295 any two-days (A discount of \$95 when combined)

- Understanding & Implementing Performance Management: Enhance Your Appraisal System, Increase Morale & Improve Retention**
1/2-day, Mon. Morning, May 3, 8:30 AM-12:00 Noon: Bruce Griffiths
- Hazardous Materials Recognition for Dispatchers: How to Identify & Respond**
1/2-day, Mon. Morning, May 3, 8:30 AM-12:00 Noon: Doug Amaro
- How to Achieve & Maintain Accreditation as a Dispatch Center of Excellence (ACE)**
1/2-day, Mon. Afternoon, May 3, 1:30-5:00 PM: Carlynn Page, Charlotte Olsen
- Disaster Contingency Planning for Dispatch Centers**
1/2-day, Mon. Afternoon, May 3, 1:30-5:00 PM: Deanna Mateo, Cindy Keehen
- Building Your Liability Shield for Call-takers, Dispatchers, Trainers, & Supervisors (PSTC Course)**
1-day, Mon., May 3, 8:30 AM-5:00 PM: Kevin Willett, Dave Larton
- Design of Your Consolidated & Co-Located PSAP (NENA Course)**
1-day, Mon., May 3, 8:30 AM-5:00 PM: Brian Bark
- Introduction to 9-1-1 Technology (NENA Course)**
1-day, Mon., May 3, 8:30 AM-5:00 PM: Craig Whittington
- Managing the 9-1-1 Center (NENA Course)**
1-day, Tue., May 4, 8:30 AM-5:00 PM: Brian Bark
- Introduction to Wireless for PSAPs (NENA Course)**
1-day, Tue., May 4, 8:30 AM-5:00 PM: Craig Whittington
- In-Progress! Dispatcher Training for Crimes of the New Millennium (PSTC Course)**
1-day, Tue., May 4, 8:30 AM-5:00 PM: Kevin Willett, Dave Larton
- Understanding Weapons of Mass Destruction & Tools of Terrorism for Emergency Dispatchers**
1-day, Tue., May 4, 8:30 AM-5:00 PM: D. Amaro, D. Mateo, Sgt. M. Wargo (Ret.)
- How to Write & Secure Grants for Emergency Service Programs & Research**
1-day, Tue., May 4, 8:30 AM-5:00 PM: John Cannon
- Emergency Call "Data-Mining" (Part I): Using ProQA™ & AQUA™**
1/2-day, Tue. Morning, May 4, 8:30 AM-12:00 Noon: T. Stout, G. Scott, S. D. Rivas
- Emergency Call "Data-Mining" (Part II): Using CAD, Microsoft Access®, & Other Custom Reporting Tools**

Off-Site Activity

- 3rd Annual Navigator Golf Tournament** (18-hole Captain's Choice), \$65
Mon., afternoon, May 3, 1:30-5:30 PM. Tee-times TBA.

Total Enclosed
(US dollars only) _____

16 pager

PLEASE PRINT (as it should appear on badge)

Name _____

Title _____

Agency _____

Address _____

City _____ St./Prv. _____

Postal Code _____ Country _____

Email Address _____

Phone () _____

Fax () _____

PLEASE CHECK ALL THAT APPLY BELOW

FUNCTION

- Public Safety Dispatcher
- _____ EMD _____ Fire _____ Police
- Paramedic/EMT/Firefighter Training/QI Coordinator
- Comm Center/Supervisor/Manager Instructor
- Comm Center Director/Chief Medical Director
- Commercial Vendor/Consultant Other _____

EMPLOYER

- Combination Fire/EMS/Police Fire Service
- Educational Institution Law Enforcement
- Municipal/Regional Government Private Ambulance
- Other _____

SIZE OF COMM. CENTER (measured by call stations)

- 1 to 2 3 to 5 6 to 8 9 and over

PRIMARY SERVICE AREA

- Urban Suburban Rural Mixed

YEARS OF COMM. CENTER EXPERIENCE

- 1 to 5 6 to 10 11 to 20 21 plus

METHOD OF PAYMENT

Registration will **NOT** be accepted without one of the following:

- Check/Money Order Payable to: **NAED**
- Purchase Order # _____
(A copy must accompany the registration)
- Credit Card
 MasterCard Visa American Express

Card # _____

Card Exp. _____

Cardholder Name _____

Signature _____

HOW TO SEND

MAIL: NAED • Attn: Navigator 2004
139 E. South Temple, Ste 200
Salt Lake City, UT 84111 USA

FAX: 801-359-0996

PHONE: 800-960-6236 USA, 801-746-5860 local/Int'l

INTERNET: www.emergencydispatch.org

CANCELLATION POLICY: Please provide cancellations in writing no later than April 4th. Your registration fee will be refunded, minus a \$25 processing fee. After April 4th, no refunds will be issued, however a credit toward future Academy events will be provided, minus a \$50 processing fee.