

CITY OF RAPID CITY
TRAVEL REQUEST

LF021407-10

Person requesting travel Mike Wright Department Fire 0202

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

HazMat Technician Course

List all other City employees, if any, making the trip for the same purpose: Jimmy Massey

Place of meeting or destination: Pueblo, CO

Date of meeting 3/12/07-3/23/07

Date trip to begin 3/11/07 Date trip will end 3/24/07

Method of transportation requested City

Estimated transportation cost \$ 336.00

Meals 968.00

Lodging 13 days @48.95/night x 2 1272.70

Other costs - description Tuition @ \$2475.00 x 2 4950.00

Total estimated cost of trip \$ 7526.70

Signed _____ Date Gary Sopher Date 1-12-07
(person requesting travel) (Department Head)

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

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

RCDF&ES General Applications for Course Attendance & Request for Travel / Expenses

Name: Jimmy L MASSEY Signature: Jim L Massey Today's Date: 1/8/07

Full Course / Event Name: 80 HR HAZMAT TECH COURSE

Event Dates: 3/12/07 - 3/23/07 Travel Dates: Date Leaving 3/11/07 Time Leaving 6:30am

Date Returning 3/24/07 Time in RC 4:30pm

Event Location: [] Rapid City [x] PUEBLO CO EMERGENCY RESPONSE TRAINING CENTER

Reasons for Requesting Course:

Approved: [x] B/C or Division Chief

[] Required For Promotion

[] Education Chief

[] Required For Apprenticeship

Denied: [] B/C or Division Chief

[x] Required For Current Position

[] Education Chief

[] Other Reason For Denial

B/C or Div. Chief Conditions for Approval

B/C or Div. Chief Signature Capt. Daley Ed. Chief Sig.

Other Department Employees that are going with me are: MIKE WRIGHT JIM BUSSELL

I am Requesting:

[x] On Duty Time: Dates & Times 3/13, 3/16, 3/19, 3/22 [] Overtime Pay for Hours Dates & Times

[] Registration / Tuition (Attach Conference/Course Information)

[] There is no Registration / Tuition

[] Registration / Tuition Cost \$

[] I will pay and be reimbursed later.

[] I will have them bill the Department

[] It will need to be paid before I go

[] I need to take a check with me

[] Registration / Tuition will be paid by: PAID FOR BY STATE HAZ-MAT GRANT

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take _____
Estimate of Fuel Cost \$ _____

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ _____

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: _____

I am available to return at: _____

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ _____

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of _____

Through the night of _____

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. _____

Meals

I will need meals

The following number of meals included with the Conference/ Course

Breakfast _____

Lunch _____

Supper _____

I will be attending the NFA and will need a check for \$ _____

I will not need meals

Other Expenses:

I need to rent a car for _____ days at an approximate cost of \$ _____ per day.

I have other expenses. They are:

I am aware that I will need to speak with the Administrative Assistant regarding expenses following my return.

Please list any special needs required for your attendance at this Conference / Course

RCDF&ES General Applications for Course Attendance & Request for Travel / Expenses

Name: Michael T. Wright Signature: Michael T. Wright Today's Date: 1/8/07

Full Course / Event Name: 80 HR. HAZ-MAT Tech

Event Dates: 3/12/07 - 3/23/07 Travel Dates: Date Leaving 3/11/07 Time Leaving 6:30am

Date Returning 3/24/07 Time in RC 4:30pm

Event Location: [] Rapid City [X] Pueblo Colorado

Reasons for Requesting Course: Approved: [X] B/C or Division Chief

[] Required For Promotion [] Education Chief

[] Required For Apprenticeship Denied: [] B/C or Division Chief

[] Required For Current Position [] Education Chief

[] Other Reason For Denial

B/C or Div. Chief Conditions for Approval

B/C or Div. Chief Signature Ed. Chief Sig.

Other Department Employees that are going with me are: Jimmy Massey Jim Bussell

I am Requesting:

[X] On Duty Time: Dates & Times March 12, 15, 18, 21, 24 [] Overtime Pay for Hours Dates & Times

[] Registration / Tuition (Attach Conference/Course Information) [] There is no Registration / Tuition [] Registration / Tuition Cost \$ [] I will pay and be reimbursed later. [] I will have them bill the Department [] It will need to be paid before I go [] I need to take a check with me [X] Registration / Tuition will be paid by: State HAZ-MAT Grant

Travel Expenses:

I am Requesting a Department Vehicle. I prefer to take _____
Estimate of Fuel Cost \$ _____

I am Requesting Airline Travel.

I've taken care of my own flight/travel arrangements. Total Cost is \$ _____

I will arrange flight/travel with the Administrative Assistant.

I must arrive by: _____

I am available to return at: _____

Lodging:

I don't need lodging.

I've taken care of my own lodging arrangements. Total cost is \$ _____

I will arrange lodging with the Administrative Assistant.

Lodging starting the night of 3/11/07

Through the night of 3/23/07

The Conference / Course is being held at following Hotel/Motel and is my preference for Lodging. _____

Meals

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The following number of meals included with the Conference/ Course

Breakfast _____

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I will be attending the NFA and will need a check for \$ _____

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Please list any special needs required for your attendance at this Conference / Course

CITY COUNCIL

*
APP

APP

*
*
*

Cost (41)

Denial (42)

Cost (44)

APP (46)

*

31. Approve appointment of Matt Hammond (Fire Protection Engineer with Rapid Fire Sprinkler Co.), Jamie Stampie (Electrical Engineer with Sky-Line Engineering), Jerry Austin (Manager, Plant Operations at Rapid City Regional Hospital), and Brian Newman (Gustafson Builders, Contractor/Builder) to the Fire Code Board of Appeals.
32. No. LF110106-12A - Approve the Code Enforcement Task Force resolution with the following changes: adding the word "up" to the 4 hour proactive enforcement time per each code enforcement officer, which time would include attendance at the neighborhood watch or community meetings.
33. Extend the time to receive proposals on the downtown revitalization to the end of the year and to request staff to hold the proposals received until that time.
34. No. LF121306-26 - Acknowledge the report from the Deer Committee.
35. No. LF121306-03 - Authorize staff to accept the South Dakota Hazardous Materials Emergency R/Preparedness (HMEP) Grant for the HazMat Technician Courts in the amount of \$7,464.
36. No. LF121306-04 - Authorize staff to accept the South Dakota Hazardous Materials Emergency Preparedness (HMEP) Grant for the HazMat Incident Command Course in the amount of \$2,353.
37. No. LF121306-05 - Authorize staff to accept the South Dakota Hazardous Materials Emergency Preparedness (HMEP) Grant for the HazMat Technician Course in the amount of \$7,464.
38. No. LF121306-07 - Approve additional funding in the sum of \$225 for the National Main Street Assessment Project, with said funds coming from the Growth Management Department budget.
39. No. 06TP040 - Authorize Mayor and Finance Officer to sign Addendum to Agreement 310955 for the Rapid City Area Metropolitan Planning Organization 2006 Unified Planning Work Program.
40. No. 06TP041 - Authorize the Mayor and Finance Officer to sign the Agreement between the City of Rapid City and HDR for accomplishing the Sheridan Lake Road Traffic Analysis and Route Alignment Study for an amount not to exceed \$161,000.
41. No. LF121306-30 - Authorize Mayor and Finance Officer to sign contract with ASI for aerial photography in the amount of \$100,918.
42. Combine the Legal and Finance Committee and Public Works Committee meetings on December 27, 2006.
43. No. LF121306-08 - Approve Resolution Writing Off Credit Balance Water Billing Accounts.
44. No. LF121306-09 - Approve Resolution Writing Off Uncollectible Utility Billing Accounts.
45. No. LF121306-10 - Approve Resolution to Establish Additional Staffing in the Parks Division.
46. No. LF121306-11 - Approve Resolution Amending the Travel Regulations of the City of Rapid City.
47. No. LF121306-12 - Approve Resolution Writing Off Uncollectible Accounts Receivable Accounts.
48. No. LF121306-15 - Authorize Mayor and Finance Officer to sign Agreement for Professional Services with Rapid City Area Chamber of Commerce.
49. No. LF121306-29 - Authorize Mayor and Finance Officer to sign Amendment to Investment Advisory Agreement.
50. Authorize staff to submit FTA 5307 grant application for Federal Assistance for 2007 Operating and Capital Assistance (Rapid Transit System).
51. No. LF121306-16 - Acknowledge report on security and sound system at the Swim Center.
52. No. LF121306-17 - Authorize Mayor and Finance Officer to sign Addendum to the Agreement between the City of Rapid City and the Rapid City Racers Swim Club.
53. No. LF121306-31 - Approve Travel Request for Jerry Cole, National Legislative forum on Parks and Recreation in the approximate amount of \$1935.
54. No. LF121306-18 - Approve request from Keith G. Storm, d/b/a Pied Piper Ice Cream, to renew ice cream vendor's license for 2007.
55. No. LF121306-19 - Authorize Mayor and Finance Officer to sign Access Easement with Jackson Park, LLC.
56. No. LF121306-22 - Authorize Mayor and Finance Officer to sign the Combined Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Grant Funds and the HUD Request for Release of Funds and Certification form for the South Dakota School of Mines and Technology - Technology Transfer and Entrepreneur Center.
57. No. LF121306-23 - Authorize Mayor and Finance Officer to sign a Local Governing Body Approval letter for Eagle Ridge Properties LLC's Eagle Ridge Apartments Phase 2 application for South Dakota Housing Development Authority (SDHDA) Low Income Housing Tax Credits.

HMEP TRAINING GRANT PROPOSED BUDGET

Class Type: 80 hr HazMat Tech Course Class ID: _____ Start Date: March 12, 2007 End Date: March 23, 2007

LOCATION: Pueblo, CO COUNTY: _____

Grant Request Amount (Line c below): \$7464

Number of Participants 2

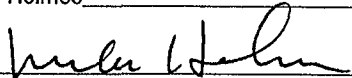
Budget Information Regarding Above Request

****Breakdown costs of the project to each category****

| | \$ | |
|--|---------------|----------|
| Student Wages (Match – hard or soft) * | 3808 | |
| Student Fringe Benefits (Match) | | |
| * Include all classroom hours at students' estimated regular job rate | | |
| Student Travel (Mileage) \$0.32 per mi ** | 336 | |
| Student Meals (\$26.00 per diem)** @ \$36.00 out of State | 1008 | |
| Student Lodging (\$60.00 per night)** | 1170 | |
| **For out of town classes only | | |
| Instructor Cost (\$40.00 per hour class time) | | |
| Instructor Travel (Mileage) \$0.32 per mi | | |
| Instructor Meals (\$26.00 per diem) | | |
| Instructor Lodging (\$60.00 per night) | | |
| Equipment and Supplies (\$150 for Awareness, \$300 for Operations, \$1,000 for Technician) | | |
| Other (Specify) 80 hr HazMat Tech Course | 4950 | |
| Project Total Cost | 11272 | a |
| LESS Match (Student Wages and Fringes) 20 % of Line a minimum required | 3808 | b |
| Grant Request Amount (a-b) | \$7464 | c |

Name, Title and Signature of Course Sponsor Authorized Person:

NAME (PRINT): Mike Holmes

SIGNATURE: 

DATE: October 5, 2006

TITLE: Battalion Chief

I certify that all information given in this grant application is true and correct and that all funds distributed to the above applicant will be used solely for the project and purposes described in this grant application.

**OFFICE OF PUBLIC SAFETY
STATE OF SOUTH DAKOTA
SUBGRANTEE AWARD LETTER OF AGREEMENT
HMEP TRAINING GRANT CFDA # 20.703**

BETWEEN

Rapid City Fire Department
Mike Holmes
10 Main Street
Rapid City, SD 57701
Referred to as Subgrantee

SOUTH DAKOTA OFFICE
OF EMERGENCY MANAGEMENT
Referred to as State

Haz Mat Technician Class (Mar. 12- 23, 2007)

The State hereby enters into an Agreement for Services with the Subgrantee.

I. THE SUBGRANTEE

- A. The subgrantee services on this agreement shall commence on December 1, 2006 and end on September 30, 2007.
- B. Is the subgrantee a full or part time employee of the State? YES ____
NO
- C. Will subgrantee use State equipment, supplies or facilities? YES ____
NO
- D. The subgrantee agrees to: Provide funding to train and qualify first responders and public workers to the hazmat Technician level according to according to NFPA, EPA and OSHA standards for Hazardous Material Technician. A list of all attendees will be provided to OEM for training record purposes. Grant funds are to be utilized for instructor costs and expenses and course supplies. The subgrantee is responsible to provide a 20% hard or in-kind match of the total project cost.
- E. The sub-grantee agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits damages, liability or other proceedings which may arise as a result of performing services thereunder. This section does not require the subgrantee to be responsible for or defend against claims or damages arising solely from acts or omissions of the State, its officers or employees.

II. THE STATE

- A. The State will make payment for services upon satisfactory completion not to exceed \$7464.00
- B. Will the State pay subgrantee expenses as a separate item? YES __ NO
- C. TOTAL SUB-GRANTEE AMOUNT (Not to Exceed) \$7464.00
- D. The State agrees to: None

III. OTHER PROVISIONS

- A. **AMENDMENT PROVISION:** This subgrantee contains the entire agreement between the parties, and is subject to and will be construed under the laws of the State of South Dakota, and may be amended only in writing signed by both parties.
- B. **TERMINATION PROVISION:** This agreement can be terminated upon thirty (30) days written notice by either party and may be terminated for cause by the State at any time with or without notice.
- C. **INSURANCE PROVISION:** The State requires the following insurance provision. The subgrantee agrees, at its sole cost and expense, to maintain adequate general liability, worker's compensation, professional liability and automobile liability insurance during the period of this agreement.
- D. **DEFAULT PROVISION:** This agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. This agreement will be terminated by the State if the Legislature fails to appropriate funds or grant expenditure authority. Termination for this reason is not a default by the State nor does it give rise to a claim against the State.
- E. **AUDIT PROVISION.** A government or nonprofit who is a sub-recipient of the state and expends \$500,000 or more in one year in Federal financial assistance, must have an annual audit made in accordance with Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non -profit Organizations and guidelines established by the Auditor General.

All audits must be conducted by an auditor approved by the Auditor General to perform the audit. Approval may be obtained by forwarding a copy of the audit engagement letter to the Department of Legislative Audit, 427 South Chapelle, c/o 500 East Capitol, Pierre, SD 57501-5070. On continuing engagements, the Auditor General's approval should be obtained annually. Audits shall be filed with and approved by the Auditor General by the end of the ninth month following the end of the fiscal year of the entity being audited or 30 days after receipt of the auditor's report, whichever is earlier.

Failure to complete audit(s) as required will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of

awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completed satisfactorily.

- F. RIGHTS PROVISION: 19.2 With respect to all subject data first produced in the performance of this Agreement, DOT reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

19.2.1 Any work developed under the grant, sub-grant, or third-party contract, irrespective of whether or not a copyright has been obtained; and

19.2.2 Any rights of copyright to which the Grantee, sub-grantee, or a third-party contractor purchases ownership with DOT assistance.

19.3 When DOT provides assistance to a Grantee for a program involving emergency planning and training, it is DOT's intent to increase the body of transportation knowledge, rather than to limit the benefit of the program to the parties to the agreement. Therefore, the Grantee that has received assistance to support research, financed under the Federal Hazardous Material Transportation Law (49 U.S.C. Section 5101 et. Seq.), understands and agrees that, in addition to the rights set forth in Subsection 19.2 of this Agreement, DOT may make available to any DOT Grantee, sub-grantee, sub-recipient, third-party contractor, or third-party subcontractor, with DOT's license in the copyright to the "subject data" derived under this Agreement or a copy of the "subject data" first produced under this Agreement.

19.4 Nothing contained in this clause implies a license to DOT under any patent or can be construed as affecting the scope of any license or other right otherwise granted to DOT under any patent.

19.5 Subsections 19.2 through 19.4 of this document are not applicable to material furnished to the Grantee by DOT and incorporated in the work furnished under the Agreement, provided that the Grantee identifies the incorporated material when the work is delivered.

19.5 If the program, which is the subject of this Agreement, is not completed, for any reason whatsoever, all data developed under that program becomes subject data as defined in Subsection 19.1 of the Agreement and must be delivered as DOT may direct.

- G. COMPLIANCE PROVISION: The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be

discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

H. **ASSURANCE OF COMPLIANCE PROVISION WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964:** During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of the contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State/Territory/Native American Tribe South Dakota or the Research and Special Programs Administration (RSPA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the State/Territory/Native American Tribe of South Dakota or the Research and Special Programs Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, that State/Territory/Native American Tribe of South Dakota shall impose contract sanctions as it or the Research and Special Programs Administration may determine to be appropriate, including but not limited to:
 - (a) withholding of payments to the contractor under the contract until the contractor complies; and/or

(b) cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurements as the State/Territory/Native American Tribe of South Dakota or the Research and Special Programs Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontract or supplier as a result of such direction, the contractor may request the State/Territory/Native American Tribe of South Dakota, and, in addition the contractor may request the United States to enter into such litigation to protect the interests of the United States.

IV. In witness hereto the parties signify their agreement by affixing their signatures hereto.

Subgrantee Signature Date Authorized State Signature Date

State Agency Coding Center: _____ Account: _____

Subgrantee social security or employer number: _____

State contact person: Douglas Hinkle (605) 773-6424



EMERGENCY RESPONSE TRAINING CENTER

INVOICE

TRANSPORTATION TECHNOLOGY CENTER, INC.

P.O. BOX 11130, PUEBLO, CO 81001, U.S.A.

PHONE: (1-800) 933-4882 FID #84-1440384

Attendee Name: MIKE WRIGHT
Course: HMT07-02 80-HOUR HAZMAT TECHNICIAN
Date: 12-MAR-07 THRU 23-MAR-07
Location: PUEBLO, CO.

CANCELLATIONS MADE AT LEAST TWO WEEKS PRIOR TO COURSE WILL RECEIVE A REFUND MINUS A \$100 PROCESSING FEE. TUITION FEES ARE FORFEITED IF CANCELLATIONS ARE NOT MADE TWO WEEKS BEFORE CLASS START DATE. SUBSTITUTIONS ARE PERMITTED WITH PRIOR NOTIFICATION TO ERTC. SUBJECT TO CLASS AVAILABILITY, RESCHEDULING CAN BE DONE TWO WEEKS PRIOR TO COURSE WITHOUT PENALTY. **TUITIONS NOT PAID 30 DAYS PRIOR TO CLASS START DATE ARE SUBJECT TO CANCELLATION.**

Invoice Number: 96011346

Invoice Date: 05-DEC-06

Your P.O.#: 577692

RAPID CITY, SD, FIRE DEPT.
ATTN: ACCOUNTS PAYABLE
300 6TH STREET
RAPID CITY, SD 57701
U.S.A.

Tuition: \$2,475.00
Payment/Credit: \$0.00
Amount Due (USD): \$2,475.00

REMITTANCE STUB.....PLEASE RETURN THIS PORTION WITH PAYMENT

Invoice Number: 96011346
Invoice Date: 05-DEC-06
Attendee Name: MIKE WRIGHT
Course: HMT07-02 80-HOUR HAZMAT TECHNICIAN

Tuition: \$2,475.00
Payment/Credit: \$0.00
Amount Due (USD): \$2,475.00

REMIT TO: TTCC
P.O. Box 79780
Baltimore, MD 21279-0780

- CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)
- ELECTRONIC PAYMENTS (SUN TRUST BANK—PHONE: 804-270-8208—ACCT #206849052 — ABA #061 000 104)
- CREDIT CARD
- VISA/MC AMERICAN EXPRESS

CARD NUMBER

EXPIRATION DATE

| | |
|--|--|
| | |
|--|--|

CARDHOLDER NAME/ADDRESS:

(Please Print)

SIGNATURE/DATE:

IF THERE IS AN ERROR ON
YOUR INVOICE, CONTACT
PAM AT 1-800- 933-4882



EMERGENCY RESPONSE TRAINING CENTER

INVOICE

TRANSPORTATION TECHNOLOGY CENTER, INC.

P.O. BOX 11130, PUEBLO, CO 81001, U.S.A.

PHONE: (1-800) 933-4882 FID #84-1440384

Attendee Name: JIMMY MASSIE
Course: HMT07-02 80-HOUR HAZMAT TECHNICIAN
Date: 12-MAR-07 THRU 23-MAR-07
Location: PUEBLO, CO.

CANCELLATIONS MADE AT LEAST TWO WEEKS PRIOR TO COURSE WILL RECEIVE A REFUND MINUS A \$100 PROCESSING FEE. TUITION FEES ARE FORFEITED IF CANCELLATIONS ARE NOT MADE TWO WEEKS BEFORE CLASS START DATE. SUBSTITUTIONS ARE PERMITTED WITH PRIOR NOTIFICATION TO ERTC. SUBJECT TO CLASS AVAILABILITY, RESCHEDULING CAN BE DONE TWO WEEKS PRIOR TO COURSE WITHOUT PENALTY. **TUITIONS NOT PAID 30 DAYS PRIOR TO CLASS START DATE ARE SUBJECT TO CANCELLATION.**

Invoice Number: 96011347
Invoice Date: 05-DEC-06
Your P.O.#: 577692

RAPID CITY, SD, FIRE DEPT.
ATTN: ACCOUNTS PAYABLE
300 6TH STREET
RAPID CITY, SD 57701
U.S.A.

Tuition: \$2,475.00
Payment/Credit: \$0.00
Amount. Due (USD): \$2,475.00

REMITTANCE STUB _____ PLEASE RETURN THIS PORTION WITH PAYMENT

Invoice Number: 96011347
Invoice Date: 05-DEC-06
Attendee Name: JIMMY MASSIE
Course: HMT07-02 80-HOUR HAZMAT TECHNICIAN

Tuition: \$2,475.00
Payment/Credit: \$0.00
Amount. Due (USD): \$2,475.00

REMIT TO: TTCC
P.O. Box 79780
Baltimore, MD 21279-0780

- CHECK (PAYABLE TO TRANSPORTATION TECHNOLOGY CENTER, INC.)
- ELECTRONIC PAYMENTS (SUN TRUST BANK—PHONE: 804-270-8208—ACCT #206849052—ABA #061 000 104)
- CREDIT CARD
- VISA/MC AMERICAN EXPRESS

| CARD NUMBER | EXPIRATION DATE |
|-------------|-----------------|
| | |

CARDHOLDER NAME/ADDRESS: _____

(Please Print)

SIGNATURE/DATE: _____

IF THERE IS AN ERROR ON
YOUR INVOICE, CONTACT
PAM AT 1-800-933-4882

1.1WRIGHT/MIKE

| | | | |
|-------------|--|-------|-------------|
| 1 PUBDT | PUEBLO CONVENTION CTR HK 1 GENR HTMA SUN 11MAR07 | 13NTS | SAT 24MAR07 |
| TP-BUSINESS | RATES QUOTED IN USD - US DOLLAR | 48.95 | 48.95 |
| MKT-HTMG | HMT07-02 ERTC | *HTM | |

2 ARVL/GTD/CO/DB CITY OF RAPID CIT

3 1 ROOM-NOT AVAILABLE/1 King Bed (K1)

Rates exclude tax and fee amounts below (based on single occupancy):

| | | | | | |
|------------|-----------|----------|----------|----------|----------|
| 11.800pc/r | 0.000pc/p | 0.00/r/n | 0.00/p/n | 0.00/r/s | 0.00/p/s |
|------------|-----------|----------|----------|----------|----------|

CNFO-80168312

PHON-6053944180C

ESHERYL.ALDRIDGE@RCGOV.ORG

ADRA-C/SHERYL ALDRIDGE,ERTC,GET,PUEBLO CO 81003,USA*/US

FROM-144211DRWE

1.1MASSEY/JIMMY

| | | |
|--|---------------|-------------|
| 1 PUBDT PUEBLO CONVENTION CTR HK 1 GENR HTMA SUN 11MAR07 | 13NTS | SAT 24MAR07 |
| TP-BUSINESS RATES QUOTED IN USD - US DOLLAR | 48.95 | 48.95 |
| MKT-HTMG | HMT07-02 ERTC | *HTM |

2 ARVL/GTD/CO/DB CITY OF RAPID CIT

3 1 ROOM-NOT AVAILABLE/1 King Bed (K1)

Rates exclude tax and fee amounts below (based on single occupancy):

| | | | | | |
|------------|-----------|----------|----------|----------|----------|
| 11.800pc/r | 0.000pc/p | 0.00/r/n | 0.00/p/n | 0.00/r/s | 0.00/p/s |
|------------|-----------|----------|----------|----------|----------|

CNFO-80170940

PHON-6053944180C

ESHERYL.ALDRIDGE@RCGOV.ORG

ADRA-C/SHERYL ALDRIDGE, ERTC, GET, PUEBLO CO 81003, USA*/US

FROM-144211DRWE

TRAVEL VOUCHER

PAYEE Mike Wright

Dept. Name Fire
 Dept. No. 0202
 Date _____

Miscellaneous Expenses:

| Date | Description of Expense | Amount |
|------|------------------------|--------|
| | | |
| | | |
| | | |

Attach plane ticket, itinerary and program when applicable.

| 20 07 | | Description of Travel-Point of Travel-Person Contacted, etc. | Time | | Auto Miles | Trans. Cost | Meals | Lodging | Out-of-State Per Diem |
|-------|-----|--|--------|--------|------------|-------------|-------|---------|-----------------------|
| Mo. | Day | | Leave | Return | | | | | |
| 3 | 11 | In State B - Out State L, D | 6:30am | | | | 5.00 | | 28.00 |
| 3 | 12 | Out State B, L, D | | | | | | | 36.00 |
| 3 | 13 | | | | | | | | 36.00 |
| 3 | 14 | | | | | | | | 36.00 |
| 3 | 15 | | | | | | | | 36.00 |
| 3 | 16 | | | | | | | | 36.00 |
| 3 | 17 | | | | | | | | 36.00 |
| 3 | 18 | | | | | | | | 36.00 |
| 3 | 19 | | | | | | | | 36.00 |
| 3 | 20 | | | | | | | | 36.00 |
| 3 | 21 | | | | | | | | 36.00 |
| 3 | 22 | | | | | | | | 36.00 |
| 3 | 23 | | | | | | | | 36.00 |
| 3 | 24 | Out State B, L | | 4:30pm | | | | | 36.00 |
| | | | TOTAL | | | | | | 19.00 |

GRAND TOTAL 484.00

AMOUNT REIMBURSABLE

PURPOSE OF TRIP HazMat Technician Course - Pueblo, CO

TRAVEL VOUCHER

2000037
 PAYEE Jimmy Massey

Dept. Name Fire
 Dept. No. 0202
 Date _____

Miscellaneous Expenses:

| Date | Description of Expense | Amount |
|------|------------------------|--------|
| | | |
| | | |
| | | |

Attach plane ticket, itinerary and program when applicable.

| 20 07 | Mo. | Day | Description of Travel-Point of Travel-Person Contacted, etc. | Time | | Auto Miles | Trans. Cost | Meals | Lodging | Out-of-State Per Diem |
|-------|-----|-----|--|--------|--------|------------|-------------|-------|---------|-----------------------|
| | | | | Leave | Return | | | | | |
| | 3 | 11 | In State to Out State L, D | 6:00am | | | | 5.00 | | 28.00 |
| | 3 | 12 | Out State to L, D | | | | | | | 36.00 |
| | 3 | 13 | " | | | | | | | 36.00 |
| | 3 | 14 | " | | | | | | | 36.00 |
| | 3 | 15 | " | | | | | | | 36.00 |
| | 3 | 16 | " | | | | | | | 36.00 |
| | 3 | 17 | " | | | | | | | 36.00 |
| | 3 | 18 | " | | | | | | | 36.00 |
| | 3 | 19 | " | | | | | | | 36.00 |
| | 3 | 20 | " | | | | | | | 36.00 |
| | 3 | 21 | " | | | | | | | 36.00 |
| | 3 | 22 | " | | | | | | | 36.00 |
| | 3 | 23 | " | | | | | | | 36.00 |
| | 3 | 24 | Out State to L | 4:30pm | | | | | | 36.00 |
| | | | | TOTAL | | | | 5.00 | | 19.00 |
| | | | | | | | | | | GRAND TOTAL 484.00 |

PURPOSE OF TRIP Haz Mat Technician Course - Pueblo, CO

AMOUNT REIMBURSABLE