

CITY OF RAPID CITY LF082708-07
TRAVEL REQUEST

Person requesting travel Mark Enright 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.)

Structural Collapse Rescue Training

List all other City employees, if any, making the trip for the same purpose: Lon Chau, Brad Staton, Mike Cronin

Place of meeting or destination: Sioux Falls, SD

Date of meeting 9/28/08-10/3/08

Date trip to begin 9/27/08 Date trip will end 10/4/08

Method of transportation requested City

Estimated transportation cost \$ 150.00

Meals 832.00

Lodging 7 days \$46.50 x 14 651.00

Other costs - description _____

Total estimated cost of trip \$ 1633.00

Signed _____ Date M. Enright Date 8/22/08
(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: Mark J. Enright Signature: Mark J Enright Today's Date: 8/13/08

Full Course / Event Name: Structural Collapse Rescue

Event Dates: Sept 28 - Oct 3 Travel Dates: Date Leaving 9/27 Time Leaving Noon

Date Returning 10/4 Time in RC 3 PM

Event Location: Rapid City _____

Reasons for Requesting Course:

- Required For Promotion
- Required For Apprenticeship
- Required For Current Position

- Approved: B/C or Division Chief
 Education Chief
- Denied: B/C or Division Chief
 Education Chief

Other _____ Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

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

Other Department Employees that are going with me are: Station 5 Personnel

I am Requesting:

On Duty Time: Dates & Times Sept 29 - Oct 3 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: _____

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

Name: Lon Chau Signature: Yan Chau Today's Date: 7-9-08

Full Course / Event Name: Structural Collapse Rescue

Event Dates: Sept 28 - Oct 3 Travel Dates: Date Leaving Sept 27 Time Leaving 10AM
Date Returning Oct 3 Time in RC _____

Event Location: Rapid City Sioux Falls, South Dakota

Reasons for Requesting Course: Required For Promotion Required For Apprenticeship Required For Current Position Other _____
Approved: B/C or Division Chief Education Chief
Denied: B/C or Division Chief Education Chief
Reason For Denial _____

B/C or Div. Chief Conditions for Approval Backfill for OT

B/C or Div. Chief Signature R Powell Ed. Chief Sig. [Signature]

Other Department Employees that are going with me are: _____

I am Requesting:

On Duty Time: Dates & Times Sept 28, Oct 1 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: _____

mmk

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

Name: Mike Cronin Signature: [Signature] Today's Date: July 7-08

Full Course / Event Name: Structural Collapse Rescue

Event Dates: Sept 28 - Oct 3 Travel Dates: Date Leaving Sept 27 Time Leaving 0700

Date Returning Oct 4 Time in RC 1300

Event Location: [] Rapid City [] Sioux Falls

Reasons for Requesting Course: [] Required For Promotion [] Required For Apprenticeship [x] Required For Current Position [] Other
Approved: [x] B/C or Division Chief [x] Education Chief
Denied: [] B/C or Division Chief [] Education Chief
Reason For Denial

B/C or Div. Chief Conditions for Approval

No overtime will pay normal shift time

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

Other Department Employees that are going with me are:

I am Requesting:

[x] On Duty Time: Dates & Times 9-27, 9-30, 10-3

[x] Overtime Pay for 44 Hours Dates & Times 9-26, 9-28, 9-29, 10-1, 10-2, 10-4, 6hrs, 8, 8, 8, 8, 6

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

2008

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

Name: Brad Stetson Signature: Brad Stetson Today's Date: July-7-08

Full Course / Event Name: Structural College Rescue

Event Dates: Sept 28 - Oct 3 Travel Dates: Date Leaving Sept 27 Time Leaving 0700

Date Returning Oct 4 Time in RC 1200

Event Location: Rapid City Sioux Falls

Reasons for Requesting Course:

Required For Promotion

Required For Apprenticeship

Required For Current Position

Other _____

Approved: B/C or Division Chief
 Education Chief

Denied: B/C or Division Chief
 Education Chief

Reason For Denial _____

B/C or Div. Chief Conditions for Approval Creates MPS 9-27-08

No Overtime will pay normal shift time

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

Other Department Employees that are going with me are: _____

I am Requesting:

- On Duty Time: Dates & Times 9-27, 9-30, 10-3
- Overtime Pay for 44 Hours
 Dates & Times 9-26, 9-28, 9-29, 10-1
8, 8, 8, 8
- Registration / Tuition (Attach Conference/Course Information) 10-2, 10-4
 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: _____

Aldridge Sheryl

From: Enright Mark
Sent: Thursday, July 03, 2008 10:56 AM
To: Aldridge Sheryl
Subject: FW: Classes in Sioux Falls

-----Original Message-----

From: Dirksen, Steven [mailto:sdirksen@SIOUXFALLS.org]
Sent: Friday, May 02, 2008 2:00 PM
To: Enright Mark; rsenger.afd@aberdeen.sd.us; gnoeldner@watertown.sd.us
Subject: Classes in Sioux Falls

Gentlemen,

I just wanted to give you a run down one time on the classes we are offering this summer. I know some of you have already committed to some of the classes. If you are interested in sending people for the USAR Classes they need to have NFPA 1006 certification for Rope Rescue prior to coming to the class. Ropes are the foundation for all USAR classes and they need to be proficient at ropes because we will not spend any time teaching ropes, knots, or hauling systems.

Trench Rescue - July 14 – 17
Confined Space Rescue August 18 – 22
Structural Collapse Rescue – September 28 – October 3 (Yes, the first day is on Sunday and will be all classroom)

We also have a Haz Mat Sampling class that is being put on by LSU. This class is August 26 -28. I have 3 slots left for the class, first come first serve.

Please let me know by May 16th if you are planning on sending someone to any or all of the classes. We will strictly follow the NFPA 1006 and 1670 standards for these classes. Make sure your people have the prerequisites for the class. I would also like their names and certificates or letters assuring me of their certifications.

If you have any questions please let me know.

Steven J Dirksen
Battalion Chief - Training
Sioux Falls Fire Rescue
605-367-7271 Office
605-367-7855 Fax
605-367-2858 Cell
sdirksen@sioiuxfalls.org

7/3/2008

KELLY INN - SIOUX FALLS
3101 W. RUSSELL
SIOUX FALLS, SOUTH DAKOTA 57107

(605) 338-6242
FOR RESERVATIONS / 1-800-635-3559

09/13/08 - 10:08 am
Confirmation: 247531-000

MARK ENRIGHT
10 MAIN ST
RAPID CITY SD 57701

Arrival.....09/27/08 09/27/08 - 10/03/08 rate: 46.50
Departure.....10/04/08
Occupancy... 2/0
Room Type....Regular Queens
Guarantee....RAPID CITY FIRE DEPT.
Deposit.....

THANK YOU FOR CHOOSING KELLY INN

KELLY INN - SIOUX FALLS
5101 W. RUSSELL
SIOUX FALLS, SOUTH DAKOTA 57107

(605) 338-6242
FOR RESERVATIONS / 1-800-635-3359

09/15/08 - 10:07 am
Confirmation: 247532-000

MIKL CRONIN
10 MAIN ST
RAPID CITY SD 57701

Arrival... 09/27/08
Departure... 10/04/08
Occupancy... 2/0
Room Type... Regular Queens
Guarantee .. RAPID CITY FIRE DEPT.
Deposit.....
09/27/08 - 10/03/08 rate: 46.50

THANK YOU FOR CHOOSING KELLY INN