

**CITY OF RAPID CITY  
TRAVEL REQUEST**

LF093009-07

Person requesting travel Kelly Gunderson 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.)

TEEX Advanced Structural Collapse Course

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

Place of meeting or destination: College Station, TX

Date of meeting 11/9/09-11/13/09

Date trip to begin 11/8/09 Date trip will end 11/14/09

Method of transportation requested Airline

Estimated transportation cost	\$	<u>800.00</u>
Meals		<u>756.00</u>
Lodging <u>6</u> days		<u>1173.00</u>
Other costs - description <u>Registration \$2000 x 3</u>		<u>6000.00</u>
<u>Rental Car</u>		<u>225.00</u>
Total estimated cost of trip	\$	<u>8954.00</u>

Signed \_\_\_\_\_ Date *M. Felling* Date 9/16/09  
(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

RCFD Request for Course Attendance & for Travel / Expenses

Name: Kelly L. Gunderson Today's Date: 09/09/09

Full Course / Event Name: TEEX Advanced Structural Collapse 3

Event Dates: 11/9/09-11/13/09 Travel Dates: Date Leaving 11/08/09 Time Leaving 6:05:00 am Date Returning 11/14/09 Time in RC 3:39:00 pm

Event Location: City: College Station, TX Facility: Texas Engineering Extension Service

Reasons for Requesting Course Other Reason if listed as Other: TRT Requirement

Other Department Employees that are going with me are: Mike Wright, Lon Chau

I am Requesting: [x] On Duty Time Dates & Times 11/10,13/09 [x] Overtime Pay for 30 Hours Dates & Times 11/9,11,12/09

Registration / Tuition (Attach Conference/Course Information) Registration Payment. I will have them bill the Department Registration / Tuition Cost \$ 6,000.00 Organization paying for Registration other then RCFD

Transportation Expenses: [x] I need to rent a car for 7 days at an approximate cost of \$31.50 per day. [x] I am requesting Airline Travel [x] I have arranged my own flight/travel arrangements. Total Cost is \$ 258.00 Name of Airline: United Date and time of arrival: 11:55 AM Date and time of departure: 11:30 AM Attach copy of Itinerary

[ ] I am requesting the Administrative Assistant arranged my flight/travel. Estimated Cost is \$ Preferred Airline (Dependent on price & travel requirements) Required arrival Date: Time: Date and time of departure:

Lodging: [x] I will need lodging arrangements. Total cost is \$ 1,091.40 Lodging arrangement made by I will arrange my own lodging Check in date: 11/08/09 Check out date: 11/14/09 Preferred Hotel Name: Courtyard By Marriott Address: 3939 SH-6 Frontage Road E Phone number (979) 695-8111

Meals: [ ] I will not need funding for meals [ ] I will be attending the NFA and will need a check for \$ The following number of meals are included with the Conference/ Course Breakfast Lunch Supper

Other Expenses: [ ] I have other expenses They are:

I am aware that I will need to submit copies of conference/course information and travel arrangements with this application. I will also need to speak with the Administrative Assistant regarding expenses prior to and following my return. Please list any special needs required for your attendance at this Conference / Course (Attach on separate sheet)

Employee Signature: Kelly L. Gunderson

B/C or Division Chief - Approved: [x] Denied: [ ] B/C or Div. Chief Signature: Ed. Asst. Chief - Approved: [x] Denied: [ ] Ed. Asst. Chief Signature:

BC/Division Chief/Education Chief - Reason For Denial

**RCFD Request for Course Attendance & for Travel / Expenses**

Name: Lon Chau Today's Date: 09/09/09

Full Course / Event Name: TEEX Advanced Structural Collapse 3

Event Dates: 11/9/09-11/13/09 Travel Dates: Date Leaving 11/08/09 Time Leaving 6:05:00 am  
Date Returning 11/14/09 Time in RC 3:39:00 pm

Event Location: City: College Station, TX Facility: Texas Engineering Extension Service

Reasons for Requesting Course Other Reason if listed as Other: TRT Requirement

Other Department Employees that are going with me are: Kel Gunderson, Mike Wright

I am Requesting:  On Duty Time: Dates & Times 11/10, 13/09  
 Overtime Pay for 30 Hours: Dates & Times 11/9, 11, 12/09

Registration / Tuition (Attach Conference/Course Information)  
Registration Payment: I will have them bill the Department Registration / Tuition Cost \$ 6,000.00  
Organization paying for Registration other then RCFD \_\_\_\_\_

Transportation Expenses:  
 I request a Department Vehicle. I prefer to take \_\_\_\_\_ Estimated Fuel Cost \$ \_\_\_\_\_  
 I need to rent a car for 7 days at an approximate cost of \$31.50 per day  
 I am using my Personal Vehicle but require fuel reimbursement. Estimated fuel cost: \$ \_\_\_\_\_  
 I am requesting Airline Travel.  
 I have arranged my own flight/travel arrangements Total Cost is \$ 258.00  
Name of Airline: United  
Date and time of arrival: 11:55 AM  
Date and time of departure: 11:30 AM  
*Attach copy of Itinerary*

I am requesting the Administrative Assistant arranged my flight/travel Estimated Cost is \$ \_\_\_\_\_  
Preferred Airline (Dependent on price & travel requirements): \_\_\_\_\_  
Required arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date and time of departure: \_\_\_\_\_

Lodging:  I don't need lodging.  
 I will need lodging arrangements. Total cost is \$ 1,091.40 Lodging arrangement made by I will arrange my own lodging  
Check in date: 11/08/09  
Check out date: 11/14/09  
Preferred Hotel: Name: Courtyard by Marriott  
Address: 3939 SH-6 Frontage Road E  
Phone number: (979) 695-8111

Meals:  I will not need funding for meals  
 I will be attending the NFA and will need a check for \$ \_\_\_\_\_  
 The following number of meals are included with the Conference/ Course  
Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Supper \_\_\_\_\_

Other Expenses:  I have other expenses. They are: \_\_\_\_\_

**I am aware that I will need to submit copies of conference/course information and travel arrangements with this application.  
I will also need to speak with the Administrative Assistant regarding expenses prior to and following my return.  
Please list any special needs required for your attendance at this Conference / Course (Attach on separate sheet)**

Employee Signature: Lon Chau

B/C or Division Chief - Approved:  Denied:  B/C or Div. Chief Signature: [Signature]  
Education Asst. Chief - Approved:  Denied:  Ed. Asst. Chief Signature: [Signature]

BC/Division Chief/Education Chief - Reason For Denial \_\_\_\_\_

RCFD Request for Course Attendance & for Travel / Expenses

Name: Mike Wright Today's Date: 09/09/09

Full Course / Event Name: Structural Collapse

Event Dates: 11/9/09-11/13/09 Travel Dates: Date Leaving 11/08/09 Time Leaving 6 AM Date Returning 11/14/09 Time in RC 10 PM

Event Location: City: College Park Texas Facility:

Reasons for Requesting Course Other Reason if listed as Other: TRT Training

Other Department Employees that are going with me are: Gunderson, Chau

I am Requesting: On Duty Time: November 8, 11, 14/ 2009 Overtime Pay for Hours: Dates & Times

Registration / Tuition (Attach Conference/Course Information) Registration Payment: - Registration / Tuition Cost \$ 6,000.00 Organization paying for Registration other then RCFD PCEM

Transportation Expenses: I request a Department Vehicle... I need to rent a car for 7 days at an approximate cost of \$31.50 per day... I have arranged my own flight/travel arrangements. Total Cost is \$ 258.00 Name of Airline: United Date and time of arrival: Sunday November 8th Date and time of departure: Sunday November 14th Attach copy of Itinerary

I am requesting the Administrative Assistant arranged my flight/travel. Estimated Cost is \$ Preferred Airline (Dependent on price & travel requirements): Required arrival Date: Time: Date and time of departure:

Lodging: I don't need lodging. I will need lodging arrangements. Total cost is \$ Lodging arrangement made by I will arrange my own lodging Check in date: Check out date: Preferred Hotel: Name: Address: Phone number:

Meals: I will not need funding for meals I will be attending the NFA and will need a check for \$ The following number of meals are included with the Conference/ Course Breakfast Lunch Supper

Other Expenses: I have other expenses. They are:

I am aware that I will need to submit copies of conference/course information and travel arrangements with this application. I will also need to speak with the Administrative Assistant regarding expenses prior to and following my return. Please list any special needs required for your attendance at this Conference / Course (Attach on separate sheet)

Employee Signature: Mike Wright

\*\*\*\*\*

B/C or Division Chief - Approved: Denied: B/C or Div. Chief Signature: [Signature]

Education Asst. Chief - Approved: Denied: Ed. Asst. Chief Signature: [Signature]

BC/Division Chief/Education Chief - Reason For Denial



## Texas Engineering Extension Service

### Class Schedule

Start Date	End Date	Start Time	Location	Price	Class Status
11/9/09	11/13/09	700	College Station, TX USA	\$2000.00 full participant rate	Open

This schedule is subject to change without notice. If you have not received confirmation of the class prior to the class start, please contact us to get the latest schedule.

### Course Description

**Course Number**  
**TNG25S — Advanced Structural Collapse 3**

**Hours**  
 50.00 Hours

#### Description

[Click here for the Program of Instruction for TNG25S](#)

The Advanced Structural Collapse 3 course is 50 hours and challenges the Structural Collapse Technician with advanced exterior shoring problems. The student will expand knowledge of wood shores with multiple insertion point shores, shoring of arches and breached openings. It concludes in an intensive and realistic daytime exercise in which the students employ skills learned during the course. The students are provided multiple scenarios requiring a combination of advanced rescue and shoring techniques.

Jurisdictions that receive Department of Homeland Security funding from their SAA (e.g. UASI, SHSP, ect.) may be able to utilize those funds to pay for TEEX US&R courses. Since states have varying processes and procedures for utilizing grant funds to take US&R training, the best resource will be your city or county administrator or comptroller of homeland security grant funding.

Contact TEEX Urban Search and Rescue at 1-888-999-9775 or email [usar@teexmail.tamu.edu](mailto:usar@teexmail.tamu.edu) for more information about this course

Upon completion of the course, participants will be issued a TEEX Certificate of Completion. Participants not able to complete all portions of this course will be issued a TEEX Certificate of Attendance.

Jurisdictions requiring assistance in establishing regional search and rescue capabilities in the areas of Structural Collapse, CBRNE response, and Water Rescue are encouraged to contact the TEEX US&R Technical Assistance Program.

### Topics

- Rescuer safety
- Shoring size up and shoring systems
- Building construction as related to disaster situations
- Raker shores, (both single and multiple insertion points)
- Heavy cribbing
- Confined space shoring

The course concludes with the students completing a final exercise applying all knowledge, skills, and

abilities gained during the previous four days of instruction.

### **Prerequisites**

- First Responder Awareness Level for Hazardous Materials as per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
- Meet the competencies per NFPA 1006 Chapter 5 - Job Performance Requirements
- Meet the competencies per NFPA 1006 Chapter 6 - Rope Rescue
- Meet the competencies per NFPA 1006 Chapter 9 - Confined Space Rescue
- Meet the competencies per NFPA 1006 Chapter 10 - Structural Collapse Rescue
- Completed the Structural Collapse Technician 2 course or a FEMA Structural Collapse Technician course

Participants are required to bring a letter to the first day of class from their chief or training officer of the fire department, company, or organization, verifying that the prerequisites have been successfully completed.

Due to strenuous demands placed on students, a physical examination is recommended.

### **Audience**

All emergency responders from municipal and industrial agencies. City, County, private or regional fire departments and responder agencies that have a need for search and rescue capabilities.

Courses are offered in two ways:

- Open enrollment is open to any agency listed above. These courses must have a minimum of 16 and can have a maximum of 30 participants. This course typically has a broad cross section of responders from across the nation and offers an excellent ability for lessons learned from other departments.
- Contract classes TEEX can provide this course exclusively for a jurisdiction or region. When conducting contract classes, TEEX can provide additional tailored curriculum and field exercises based on the requirements of the contracting jurisdiction.

### **Other Information**

Classes will begin at 7:00 a.m. on the first day of this course, unless other arrangements have been made. Participants should plan travel to arrive the night before classes begin. Course deliveries in College Station, Texas begin each day in the classroom, field based skills are taught at the Technical Skills Training Area, with the final exercise conducted at Disaster City. Students are required to bring the following items to class each day:

- Helmet, must be ANSI rated Z89.1-1997 Type 1
- Steel toe safety boots, must be ANSI Z41 PT99 M1/75 C/75
- Eye protection, must be ANSI Z-87.1
- Work gloves (leather or extrication gloves)
- Standard work/duty clothing w/long sleeve shirts
- Raingear suitable for search and rescue operations. Class exercises are conducted rain or shine.
- Kneepads

N-95 dust masks and ear plugs will be provided by TEEX.

**If the minimum number of students required to conduct this class have not registered 24 calendar days prior to the class start date, the class will be canceled. It is imperative that agencies/individuals wishing to enroll in this course make arrangements to register and make payment prior to this deadline. Additionally, TEEX cancellation/refund policy will apply. [Click here to view refunds and cancellations policy](#)**

**Price**

Prices may vary by date and location.

© [Texas Engineering Extension Service](#) - A member of [The Texas A&M University System](#)  
301 Tarrow • College Station, Texas 77840-7896  
979-458-6800 • [websupport@teexmail.tamu.edu](mailto:websupport@teexmail.tamu.edu) • [www.teex.com](http://www.teex.com)



### Price Summary

Price includes taxes and fees based on e-ticket. Prices are not guaranteed until purchase is complete. Many airlines charge extra fees for checked baggage. These fees are not included in your trip cost.

**Total Trip Price:**  
**\$776.00**  
 Per Person Price \$258.00

### Confirm Flight Details

Departing Flight Information - Sunday, November 8, 2009

**UNITED**

(operated by United Express/Sky West)  
**Flight 6749**  
 1h 13m, 310 mi

**From**  
 Rapid City Regional (RAP)  
 Rapid City, SD  
**Departs: 6:05 AM**

**To**  
 Denver Intl (DEN)  
 Denver, CO  
**Arrives: 7:18 AM**

**Aircraft**  
 Canadair Regional Jet (Jet)  
 Economy/Coach Class

**UNITED**

(operated by United Express/Sky West)  
**Flight 6684**  
 2h 22m, 864 mi

**From**  
 Denver Intl (DEN)  
 Denver, CO  
**Departs: 8:33 AM**

**To**  
 Houston - Intercontinental (IAH)  
 Houston, TX  
**Arrives: 11:56 AM**

**Aircraft**  
 Canadair Regional Jet 700 (Jet)  
 Economy/Coach Class

Returning Flight Information - Saturday, November 14, 2009

**UNITED**

**Flight 367**  
 2h 29m, 864 mi

**From**  
 Houston - Intercontinental (IAH)  
 Houston, TX  
**Departs: 11:30 AM**

**To**  
 Denver Intl (DEN)  
 Denver, CO  
**Arrives: 12:59 PM**

**Aircraft**  
 Airbus A320-100/200 (Jet)  
 Economy/Coach Class

**UNITED**

(operated by United Express/Sky West)  
**Flight 6220**  
 1h 09m, 310 mi

**From**  
 Denver Intl (DEN)  
 Denver, CO  
**Departs: 2:30 PM**

**To**  
 Rapid City Regional (RAP)  
 Rapid City, SD  
**Arrives: 3:39 PM**

**Aircraft**  
 Canadair Regional Jet (Jet)  
 Economy/Coach Class

### Add Trip Protection - Get 24-hour protection for your trip!

For only \$16 per person (plus \$1 per day if you include a rental car\*), U.S. residents can purchase protection against unforeseen illness, injury, baggage loss, and more. Details

Trip Protection includes:

- ✓ Trip Cancellation and Trip Interruption (reimbursement up to the full cost of your trip)
- ✓ Medical Expenses (up to \$1500) and Emergency Evacuation (up to \$50,000)
- ✓ Travel Accident Protection (up to \$50,000)
- ✓ Baggage Protection (up to \$500 for stolen, lost or damaged bags and personal effects)
- ✓ 24 Hour Worldwide Assistance Services

- Yes! I'd like to purchase Trip Protection for only \$16 per person (plus \$1 per day if your booking includes a rental car).  
 No, thanks

Add a Hotel and Save up to \$325 - Best discounts when you package

[see all hotels](#)



Search for available vacation packages in Houston.  
 Package your flight with a hotel and save.



# Hotwire









[Print this itinerary](#)

For help booking this trip call us toll free at 1-866-468-9473. Mention this search code for faster service: **aumfwb76**

You searched for this trip on Tue, 09/08/09, 3:39PM. Because availability can change quickly, we can't guarantee car rentals until they're booked.

## About your car rental

Houston (IAH) - Sun, Nov 8 at 12:00PM to Sat, Nov 14 at 10:00AM

Daily rate	Total price*	Miles	Location	Agency
\$25.83	\$240.90 Lowest total price	Unlimited	Contact vendor for location	 Dollar
\$25.83	\$240.90	Unlimited	Contact vendor for location	 Thrifty
\$27.35	\$252.10	Unlimited (Geographical Restrictions may Apply)	Counter in airport; shuttle to car	 Enterprise
\$31.50	\$281.77	Unlimited	Counter and car are in the airport	 Alamo
\$34.50	\$311.20	Unlimited	Counter in airport; shuttle to car	 Budget
\$41.83	\$367.43	Unlimited	Counter in airport; shuttle to car	 Avis
\$50.08	\$419.36	Unlimited	Counter in airport; shuttle to car	 Hertz
\$89.90	\$736.25	Unlimited	Counter and car are in the airport	 National

## Review your car rental details

### Mid-size car

#### Features

Automatic Transmission,  
Power Steering, Air  
Conditioning, Air Bags,  
AM/FM Stereo

#### Seating

4 adults

#### Cargo

1 large, 2 small  
suitcase

#### Models

Pontiac G6 or  
similar\*\*



## Aldridge Sheryl

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**From:** 'Courtyard By Marriott Reservation' [reservations@courtyard.com]  
**Sent:** Monday, September 14, 2009 10:51 AM  
**To:** Aldridge Sheryl  
**Subject:** Courtyard College Station Reservation Confirmation #83654932



Courtyard College Station 3939 SH-6 Frontage Road E,  
College Station, Texas 77845 USA Phone: 1-979-695-8111 Fax: 1-979-695-8228

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### Reservation for KELLY GUNDERSON



- **Confirmation Number: 83654932**
- **Check-in:** Sunday, November 8, 2009 (03:00 PM)
- **Check-out:** Saturday, November 14, 2009 (12:00 PM)

[View hotel website >>](#)  
[Modify or Cancel reservation >>](#)

[Driving Directions >>](#)  
[Maps & Transportation >>](#)

Dear **KELLY GUNDERSON**,

We are pleased to confirm your reservation with Courtyard by Marriott. Below is a summary of your booking and room information. We look forward to making your stay as productive and comfortable as possible.

Courtyard College Station

## Planning Your Trip

- [Check out some of College Station's top attractions >>](#)
- [Join Us, Help Save the Rainforest. Learn More and Donate Now >>](#)
- [Find a flight: uncover the best fares >>](#)
- [Rent a car: choose from multiple car companies >>](#)
- [Hertz great special rates >>](#)

## Reservation Details

- **Confirmation Number: 83654932**
- **Your hotel:** Courtyard College Station
- **Check-in:** Sunday, November 8, 2009 (03:00 PM)
- **Check-out:** Saturday, November 14, 2009 (12:00 PM)
- **Room type:** Guest room, 2 Queen

## Aldridge Sheryl

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**From:** 'Courtyard By Marriott Reservation' [reservations@courtyard.com]  
**Sent:** Monday, September 14, 2009 10:51 AM  
**To:** Aldridge Sheryl  
**Subject:** Courtyard College Station Reservation Confirmation #83659490



Courtyard College Station 3939 SH-6 Frontage Road E,  
College Station, Texas 77845 USA Phone: 1-979-695-8111 Fax: 1-979-695-8228

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### Reservation for KELLY GUNDERSON



- **Confirmation Number: 83659490**
- **Check-in:** Sunday, November 8, 2009 (03:00 PM)
- **Check-out:** Saturday, November 14, 2009 (12:00 PM)

[View hotel website >>](#)  
[Modify or Cancel reservation >>](#)

[Driving Directions >>](#)  
[Maps & Transportation >>](#)

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- [Rent a car: choose from multiple car companies >>](#)
- [Hertz great special rates >>](#)

## Reservation Details

**Confirmation Number: 83659490**  
**Your hotel:** Courtyard College Station  
**Check-in:** Sunday, November 8, 2009 (03:00 PM)  
**Check-out:** Saturday, November 14, 2009 (12:00 PM)  
**Room type:** Guest room, 1 King, Sofabed