



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

## Department of Fire and Emergency Services

10 Main Street

605-394-4180

Fax: 605-394-6754

DATE: December 3, 2003

LF121003-10

TO: JIM PRESTON

FROM: ASSISTANT CHIEF RICK LEHMAN

RE: Moratorium and Travel

The Common council placed travel except for \$3,000 into moratorium. We are placing a request to have \$4,000 additional funding placed into our travel line item to cover expenses for the first several months of the year. Some of these are estimates at this time because of incomplete information. The normal travel requests will be submitted for all travel.

Here is a list of most of the travel expenses that we propose to incur for the first part of 2004.

S-classes	\$300	These are wildland classes that we either require or are needed in case of large wildfires especially in our large urban interface environment. They are from \$25 to \$100 for registration. To date these are local classes and will not require other expenses for travel.
FDIC	\$3,000	Fire Department Instructors Conference. This is a national class for instructors to learn techniques, what is coming to the fire service, and a chance to see what equipment is available to make the job safer for everyone. We try and send someone from the education division and one other person that instructs in the department. There are 3 days of instruction sessions and up to 2 days of displays. If we pay the registration prior to the middle of February we save approximately \$200
Midwinter Muster	\$150	There are a variety of wildland classes and other officer learning opportunities. We generally send 5-10 people at \$15 apiece.
State Fire School	\$800	This is held in Brookings this year and we do not have a class schedule yet. Depending on the program we could send from 2-6 people. This is held in June.
Handling the Front Desk	\$199	This is for the secretary to help handle the increasing load since we have taken on the EMS duties and hired more employees.
SDIC	\$300	South Dakota Instructors Conference. This is a class to maintain certification with the state. We have 6-8 certified instructors. It is required to attend a training session every two years and we try and split the time among the instructors. This is held the second weekend in January.
ICBO	\$1400	International Congress of Building Officials. The Fire Prevention division tries to send two people a year to this to keep up on code issues. With the push by more builders to change codes it is imperative that we are up to date on what the codes are and how they apply to building in our city.
Total	\$6149	

## REQUEST FOR RELEASE FROM MORATORIUM

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council for a release from moratorium. This covers all items that were placed upon the moratorium list by the Common Council.

I. Description of Request: Release of Moratorium of training funds in the amount of \$4,000.

II. Effect if Request not Granted: Training will not be taken in areas listed. See Attached.

III. (IF APPLICABLE) Grant No.: Not Applicable

Funding Source: \_\_\_\_\_

Estimated Payment Date: \_\_\_\_\_

Estimated Grant Receipt Date: \_\_\_\_\_

IV. Estimated Cost of Request \$ 4,000

V. Appropriation Data:

Fund	General			
Department	Fire			
Line Item				

VI.  12-4-03  
 Project Manager/Division Manager Signature Date

 12-4-03  
 Department Director Signature Date

\_\_\_\_\_  
 Finance Officer/Designee Signature Date

\_\_\_\_\_  
 Mayor Signature Date

VII. Approved by Common Council: Date \_\_\_\_\_