

CITY OF RAPID CITY  
TRAVEL REQUEST

LF080206-16

Person requesting travel Gary Shepherd 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.)

International Association of Fire Chiefs Conference

List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_

Place of meeting or destination: Dallas, TX

Date of meeting September 14-16, 2006

Date trip to begin September 13, 2006 Date trip will end September 17, 2006

Method of transportation requested Airline

Estimated transportation cost	\$	<u>416.15</u>
Meals		<u>144.00</u>
Lodging <u>4</u> days \$159.85/night		<u>639.40</u>
Other costs - description <u>Registration</u>		<u>395.00</u>
Total estimated cost of trip		\$ <u>1,594.55</u>

Signed \_\_\_\_\_ Date Gary Shepherd Date 7-16-06  
(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

# FRI 2006

## FIRE-RESCUE INTERNATIONAL

**DALLAS • TEXAS**  
 Dallas Convention Center  
 September 14-16, 2006

**EXPO HOURS:**  
 Friday, Sept. 15 10:30 am - 5:00 pm  
 Saturday, Sept. 16 9:00 am - 4:00 pm

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Attendees
Education
Exhibitors
Sponsorship
Hotel & Travel
Speakers
Registration

**Attendees**

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- [Schedule of Events](#)
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- [General Session](#)
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- [Educational Sessions](#)
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## Welcome

As president of the IAFC, I want to personally invite you to attend the 2006 Fire-Rescue Conference and exhibition (FRI) in Dallas, September 14-16! FRI is a must attend event for all levels of the fire service who want to:

- Network with peers to find solutions for your department challenges
- Develop personally and professionally through education sessions led by the leading experts in the industry
- Explore thousands of products on the exhibit floor



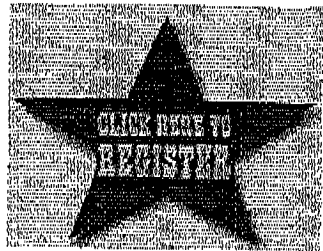
FRI is the ONLY national fire service conference that can offer all of this and reinvests the revenue back into the fire service! All of the revenue generated at FRI is used to fund the efforts of the IAFC to include representation at Capitol Hill, promotion of firefighter safety through efforts like the National Firefighter Safety Stand Down; and providing resources to the entire fire service on bird flu, driving and professional development.

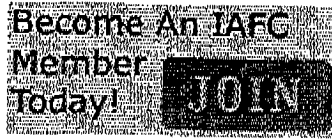
Register today and join me at FRI 2006. I'll see you in Dallas!

*Chief William D. "Bill" Killen*  
 IAFC President

## Schedule of Events

Monday, September 11	
8:30 am – 4:30 pm	Pre-Conference Workshop
Tuesday, September 12	
8:30 am – 4:30 pm	Pre-Conference Workshops





Wednesday, September 13	
8:30 am – 4:30 pm	Pre-Conference Workshops Apparatus Maintenance Workshop
Noon – 5:00 pm	Section & Committee Meetings
5:00 pm – 6:30 pm	New Member/1 <sup>st</sup> Time Attendee Reception
Thursday, September 14	
7:00 am – 7:30 am	IAFC Business Meeting
8:30 am – 4:30 pm	Apparatus Maintenance Workshop
8:00 am – 9:30 am	Education Keynote Address
9:45 am – 11:15 am	Concurrent Sessions
11:30 am – 1:30 pm	Division Luncheons
1:30 pm – 3:00 pm	Concurrent Sessions
3:30 pm – 5:00 pm	Concurrent Sessions
Friday, September 15	
7:00 am – 8:15 am	Concurrent Sessions
8:30 am - 10:30 am	General Session
10:30 am – 6:00 pm	Exhibit Hall Open
3:00 pm – 4:30 pm	Concurrent Sessions
Saturday, September 16	
7:30 am – 8:45 am	Concurrent Sessions
9:00 am – 10:30 am	Concurrent Sessions
9:00 am – 5:00pm	Exhibit Hall Open
10:45 am – Noon	Challenges Networking Roundtable
11:30 am – Noon	IAFC Business Meeting
6:00 pm	Presidential Celebration

## Who Should Attend FRI?

- Fire Chiefs/Commissioners
- Arson Investigators

# DALLAS ★ TEXAS

September 14-16

## FRI 2006 FIRE-RESCUE INTERNATIONAL

Presented by the IAFC in partnership with FireRescue Magazine

# REGISTRATION FORM

Complete one form per registrant, partner or spouse. Please make additional copies of the form for multiple registrants.

### 1. REGISTRATION INFORMATION: (Required)

Name: Gary Shepherd IAFC Member Number: 40263

Title: Fire Chief

Rank (Please choose from the list of options below.):  
 (a) Fire Chief     (b) Chief Officer     (c) Company Officer  
 (d) Staff Officer     (e) Firefighter     (f) Firefighter/Paramedic  
 (g) EMS Officer     (h) Emergency Management     (i) Other \_\_\_\_\_

Organization: Rapid City Dept of Fire & Emergency Services  
 Address: 10 Main Street  
Rapid City SD 57701 Pennington  
 City State Zip Country  
 Phone: 605-394-4180 Fax: 605-394-6754

E-mail: gary\_shepherd@rcgov.org  
 (Please complete to receive your confirmation and conference updates.)

### 2. REGISTRATION:

A. FEES		Before 8/1/06	After 8/1/06
Please check applicable fee:		Member/Non-member	Member/Non-member
Full-Conference Registration	<input checked="" type="checkbox"/> \$395 / <input type="checkbox"/> \$525	<input type="checkbox"/> \$495 / <input type="checkbox"/> \$595	
Full-Conference Life Member	<input type="checkbox"/> \$255	<input type="checkbox"/> \$295	
Spouse/Partners Registration	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125	
Expo Registration	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	
Apparatus Maintenance Workshop	<input type="checkbox"/> \$205 / <input type="checkbox"/> \$235	<input type="checkbox"/> \$235 / <input type="checkbox"/> \$265	

Please indicate the educational workshops/sessions you will be attending by checking the box to the right of the corresponding number and/or fee if applicable.

#### B. PRE-CONFERENCE WORKSHOPS

	Before 8/1/06	After 8/1/06
1	\$325	\$350
2	\$185	\$185
3	\$275	\$300
4	\$275	\$300
5	\$275	\$300
6	\$275	\$300
7	\$185	\$185
8	\$155	\$185

#### C. CFAI PRE-CONFERENCE WORKSHOPS

	Before 8/1/06	After 8/1/06
1	\$325	\$350
2	\$325	\$350
3	\$35	\$50
4	\$325	\$350
5	\$325	\$360
6	\$325	\$360

### 3. DEMOGRAPHIC QUESTIONS: (Required)

To help us better serve you, please answer the following:

1. Type of department  
 (a) Volunteer     (b) Career     (c) Combination     (d) Tribal  
 (e) Airport     (f) Industrial     (g) Military     (h) Other \_\_\_\_\_

2. Size of population served  
 (a) 0-9,999     (b) 10,000-49,999     (c) 50,000-99,999  
 (d) 100,000-199,999     (e) 200,000 and up

3. What is your purchasing responsibility?  
 (a) Final Decision Maker     (b) Significant Influence  
 (c) Recommend     (d) Research/Specify

4. Is this your first time attending the conference?  
 (a) Yes     (b) No-I've attended for the past 8 years

### 4. PAYMENT INFORMATION: (Registration form must accompany payment to be processed.)

Check Enclosed (Please make checks payable to "IAFC," in U.S. funds.)  
 Purchase Order # \_\_\_\_\_ (Copy of PO or form must be provided to process registration.)  
 Credit Card     AMEX     VISA     MasterCard     Discover  
 (If you are registering as a government employee, your credit card will be charged three weeks prior to the conference.)

Card #: 6011 0080 4551 1257    Expiration Date (must be after 9/06): 5/09  
 Name as it appears on card: Gary Shepherd

Signature \_\_\_\_\_

### 5. HOW TO REGISTER:

Online: [www.iafc.org/ri](http://www.iafc.org/ri)  
 Fax: 703/631-1167  
 By Mail: IAFC Registration Center  
 c/o J. Spargo and Associates  
 11212 Waples Mill Rd, Suite 104  
 Fairfax, VA 22030  
 Questions: 800/934-1957 or 703/449-6418

All cancellations will be subject to a \$50 administrative fee. Cancellations must be sent in writing to IAFC Registration Center via fax or e-mail by 9/1/06.



All IAFC programs are accessible to persons with disabilities. If you require special accommodations or auxiliary aids, please notify us of your needs in advance by calling 800/934-1957, 703/449-6418, or e-mail [iafcregistration@spargo.com](mailto:iafcregistration@spargo.com).

### D. CONFERENCE SESSIONS (Fee for these sessions are included in your full conference registration fee.)

Day	Time	01	02	03	04	05	06	07
9/14/06	9:45 am - 11:15 am	101	102	103	104	105	106	107
	11:30 am - 1:00 pm	201	202	203	204	205	206	207
9/15/06	8:00 pm - 5:00 pm	301	302	303	304	305	306	307
	8:00 pm - 4:30 pm	401	402	403	404	405	406	407
9/16/06	8:00 am - 10:30 am	501	502	503	504	505	506	507
		601	602	603	604	605	606	607

### E. NETWORKING EVENTS

Description	Qty	Total
*Additional Presidential Celebration Ticket		\$75
Native American Chief Officers Breakfast		\$10
Hispanic Chief Officers Luncheon		\$10
Women Chief Officers Breakfast		\$10
Black Chief Officers Luncheon		\$10

Total Registration Due (in U.S. Dollars):

\$ 395.00

(Total sum of Sections A, B, C and E)

For up-to-date conference information visit [www.iafc.org/ri](http://www.iafc.org/ri)

\*Onsite price \$85



International Association of Fire Chiefs  
 4025 Fair Ridge Drive  
 Fairfax, VA 22033-2868

NONPROFIT-ORG.  
 U.S. POSTAGE  
 PAID  
 PERMIT # 365  
 GREENFIELD, OHIO

## VIP CODE: FRI118



## Your Itinerary

### Your Confirmation Information:

- When your e-tickets have been issued, an email will be sent.
- Travelocity Trip ID 678178856682

All times are local to each city.

### Rapid City, SD (RAP) to Dallas/Ft Worth, TX (DFW)

Total Travel Time: 6hrs 16min

Please check-in at the Northwest Airlines ticket counter.

<b>Wed, Sep 13</b>	<b>9:35AM to 12:00PM</b>	Rapid City, SD (RAP) to Minneapolis/St Paul, MN (MSP) 1hr 25mins - nonstop	✈ Northwest Airlines Flight 1204 Airbus Jet - Economy
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Extras

Requested Seats: 10C

### Stop - change planes in Minneapolis/St Paul, MN (MSP)

Connection Time: 2hrs 23mins

<b>Wed, Sep 13</b>	<b>2:23PM to 4:51PM</b>	Minneapolis/St Paul, MN (MSP) to Dallas/Ft Worth, TX (DFW) 2hrs 28mins - nonstop	✈ Northwest Airlines Flight 405 McDonnell Douglas DC9 Jet - Economy
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Extras

Requested Seats: 13D

### Dallas/Ft Worth, TX (DFW) to Rapid City, SD (RAP)

Total Travel Time: 7hrs 49min

Please check-in at the Northwest Airlines ticket counter.

<b>Sun, Sep 17</b>	<b>10:52AM to 1:17PM</b>	Dallas/Ft Worth, TX (DFW) to Minneapolis/St Paul, MN (MSP) 2hrs 25mins - nonstop	✈ Northwest Airlines Flight 414 McDonnell Douglas DC9 Jet - Economy
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Extras

Requested Seats: 16D

### Stop - change planes in Minneapolis/St Paul, MN (MSP)

Connection Time: 3hrs 48mins

<b>Sun, Sep 17</b>	<b>5:05PM to 5:41PM</b>	Minneapolis/St Paul, MN (MSP) to Rapid City, SD (RAP) 1hr 36mins - nonstop	✈ Northwest Airlines Flight 1431 Airbus Jet - Economy
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Extras

Requested Seats: 13D

## Passenger Information

Passenger Name†	Airline	Frequent Flyer
Gary Shepherd		You can add frequent flyer number at the airport.

† Passenger name on the reservation must match your government issued photo ID.

## Travel Checklist

- **Check-in information** - It is recommended that you check in at least an hour prior to departure for domestic flights and at least two hours prior to international departures. Some airlines require longer or shorter check in times, so please check with your airline for the exact requirements prior to your departure date.
- **Photo ID** - Every passenger must have a valid government-issued photo ID (such as drivers license or passport). Please note that the name on photo ID must match the passenger name in reservation.
- **Terminal/gate information** - Check with the airline for updated terminal/gate information the day of your travel. Also please note, you can verify the flight status online.
- **What to expect at the airport** - The airline will issue your boarding pass upon check-in.

## Billing Information- Pricing in U.S. dollars

Total Airline Charges (includes taxes & fees)	<b>\$395.20</b>
Total Travelocity fees (see details below)	\$5.00
Flight Protection Insurance	\$15.95
<b>Amount Charged to xxxx-xxxx-xxxx-1257</b>	<b>\$416.15</b>

**Travelocity fees per ticket include:**  
Nonrefundable Service Fee.

### Credit Card Statement Notes

- Travelocity Fees and airline charges will be shown as separate line items on your credit card statements.
- Your credit card statement may show separate airline charges for each passenger, as listed below:

Gary Shepherd \$395.20

## Purchased Insurance

Please note, we are in the process of confirming your purchase of Flight Protection. Once we confirm the Flight Protection, should you need to cancel your flight or interrupt your trip for reasons covered by your insurance, your Flight Protection Plan includes reimbursement up to the total cost of your flight.

## Change or Cancellation Policy

### Change Policies

- Your ticket is non-refundable.
- If you modify your trip, airlines usually charge a \$100 penalty, plus any applicable increase in fare.
- Some tickets do not allow any changes.

**Need to change this reservation?** Please call us.

### Cancellation Policies

- Your ticket is non-refundable.
- If you cancel, you will not receive any money back.
- You may be eligible to apply part of your ticket price towards future travel (for a limited time, usually a year).
- Airlines usually deduct \$100 before determining the amount that can be applied towards future travel.

**Aldridge Sheryl**

**From:** frihousing@jspargo.com  
**Sent:** Thursday, July 13, 2006 9:05 AM  
**To:** sheryl.aldridge@rcgov.org; gary.shepherd@rcgov.org  
**Subject:** Hotel Reservation Confirmation



Hotel Reservation Confirmation

IAFC  
Fire-Rescue International 2005  
September 14-16, 2006  
Dallas Convention Center  
Dallas, TX

[Change/Cancel Reservation](#) [Tr](#)  
[Dallas Information](#)

**Housing Center**  
Fire-Rescue International

**Name:** Gary Shepherd  
**Company:** Rapid City Fire Department  
**Address:** 10 Main Street  
**City/State/Zip:** Rapid City, SD 57701  
**Country:** USA  
**Phone:** (605) 394-4180  
**Email:** sheryl.aldridge@rcgov.org

11212 Waples Mill R  
Fair  
**Phone:** 800-934-1957 or  
**Fax:**  
**Email:** frihousing@

**Reservation Information**  
**Reservation ID#:** 704081  
**Fairmont Hotel Dallas**  
1717 North Akard Street

**Please Note:**  
If you do not arrive on your co arrival date, your room will no the remainder of your stay and charged a 1 Night Room and T fec. Please make sure to verify date.

Dallas, TX  
Phone: 214-720-2020  
Fax: 214-7205282

**Room Type:** Single (1 person/1 bed) \$139.00 + 15% tax  
**Arrival:** 09/13/06  
**Departure:** 09/17/06  
**Smoking Room:** No

**Room Guaranteed by:** VI  
**Card Number:** 4\*\*\*\*\*2397  
**Expiration Date:** 09/07  
The credit card supplied will be used to guarantee this hotel reservation.

**Change/Cancellation Inform**  
All changes and cancellations submitted in writing to the Hotel by September 1, 2006. On September 1, 2006, you must contact the hotel directly to cancel your reservation you must contact the hotel directly. 72 hours prior to 6:00 pm the day of arrival to avoid penalty. If you do not cancel your reservation your first night will not be refunded.

*All of the Official IAFC Hotels for the Americans with Disabilities require special assistance, please call the IAFC Housing Center at 800-703-449-6418 or email [frihousing@jspargo.com](mailto:frihousing@jspargo.com).*

We look forward to seeing you at Fire-Rescue International 2006.