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

Name: MATT CURSORE Signature: [Signature] Today's Date: 12-2-06

Full Course / Event Name: HAZ MAT INCIDENT COMMAND

Event Dates: 3-19-07 THRU 3-23-07 Travel Dates: Date Leaving 3-18-07 Time Leaving 6:30am

Date Returning 3-24-07 Time in RC 7:00pm

Event Location: Rapid City PUEBLO, CO

Reasons for Requesting Course: Required For Promotion B/C or Division Chief

Required For Apprenticeship Education Chief

Required For Current Position Denied: B/C or Division Chief

Other 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: _____

I am Requesting: HM GRANT \$

On Duty Time: Overtime Pay for _____ Hours
Dates & Times 3-20-07 & 3-23-07 Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)
 There is no Registration / Tuition GRANT \$
 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: _____

X Travel Expenses: WOULD TAKE MY OWN VEHICLE
~~I~~ 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: _____

X Lodging:
 I don't need lodging. GRANT \$
 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. _____

X Meals
 I **will** need meals GRANT \$

- 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

CITY COUNCIL

- * 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.



INVOICE

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

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.**

Attendee Name: MATTHEW CULBERSON
Course: ICS07-02 5-DAY HAZMAT INCIDENT COMMANDER
Date: 19-MAR-07 THRU 23-MAR-07
Location: PUEBLO, CO.

Invoice Number: 96011345
Invoice Date: 05-DEC-06
Your P.O.#: 577691

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

Tuition: \$1,495.00
Payment/Credit: \$0.00
Amount Due (USD): \$1,495.00

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

Invoice Number: 96011345
Invoice Date: 05-DEC-06
Attendee Name: MATTHEW CULBERSON
Course: ICS07-02 5-DAY HAZMAT INCIDENT COMMANDER

	Tuition:	\$1,495.00
	Payment/Credit:	\$0.00
	Amount Due (USD):	\$1,495.00
REMIT TO: TTCI 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

HMEP TRAINING GRANT PROPOSED BUDGET

Class Type: HAZ MAT IC Course ~~800 hr HazMat Tech Course~~ Class ID: _____ Start Date: March 19, 2007 End Date: March 23, 2007

LOCATION: Pueblo, CO COUNTY: _____

Grant Request Amount (Line c below): \$2353
 Number of Participants 1

Budget Information Regarding Above Request

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

	\$	
Student Wages (Match – hard or soft) *	\$1011	
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	252	
Student Lodging (\$60.00 per night)**	270	
**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) 5 day HazMat Incident Commander Course	1495	
Project Total Cost	3364	a
LESS Match (Student Wages and Fringes) 20 % of Line a minimum required	1011	b
Grant Request Amount (a-b)	\$2353	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
FY 2006 HLS TRAINING GRANT**

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 Incident Command Class (Mar. 19- 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 X
- C. Will subgrantee use State equipment, supplies or facilities? YES ____
NO X
- D. The subgrantee agrees to: Provide funding to train and qualify first responders and public workers to the hazmat Incident Command level according to according to NFPA, EPA and OSHA standards for Hazardous Material Incident Command. 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 sub-grantee 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 \$2353.00
- B. Will the State pay subgrantee expenses as a separate item? YES NO
- C. TOTAL SUB-GRANTEE AMOUNT (Not to Exceed) \$2353.00
- 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



Hazardous Materials Technician Course

Small Containers. Field Exercises will be conducted each afternoon relating to the assigned topic. Integration with the Incident Command Class for the Field Exercises will occur. Students, please read the assigned section prior to that morning's lecture.

FRIDAY

Preparation for Full Day Field Exercise, Full Scale Field exercise with Incident Command Class. *Lunch to be served in the field. Students do not need to bring their own lunch.* Exercise Debrief & Critique, Presentation of Certificates

Objective:

This course is limited to 30 students to ensure maximum hands-on participation. Our course is designed to familiarize the student with the widest possible variety of situations involving hazardous materials the responder may encounter including railcars, highway vehicles and small packages. Classroom time and field work are carefully balanced to maximize the learning experience.

Successful completion of the course will depend on academic measurements, performance checks and field response evaluations. Upon completion of the course the student will receive a certificate of completion from the Emergency Response Training Center of the Hazmat Services department of the Transportation Technology Center, Inc.

Course Content:

- Site assessment with field exercise
- Inspection, evaluation, and wear of protective equipment with exercise
- Leak control and containment with exercise in personal protective equipment
- Monitoring equipment with exercise
- Vapor suppression with demonstration
- Incident command system
- Tank cars with field response exercise
- Cargo tanks with field response exercise
- Small containers and intermodal tanks with field response exercise

Prerequisites:

Some awareness training would be helpful.

Course Duration:

10 days, 80 hours, divided equally between hands-on and classroom instruction. The bus will depart from the Holiday Inn at 6:45 am SHARP. Class concludes the each Friday at 4:00 pm. Students have a free weekend between the two training weeks.

For more information or to register for this course call:
Pam Ellingham, Customer Service Specialist, at 1-800-933-4882
Or E-mail: HAZMAT_SERVICES@AAR.COM



Hazardous Materials Technician Course

MONDAY

Introductions/Administration/Orientation
Student Introductions, Pre-Test
Introduction to HazMat Agencies, Laws, & Standards
What Is a Hazardous Material? DOT Placarding Requirements and Terminology

TUESDAY

Review Homework #1, Take Exam #1
Chemical Demonstration
Information Sources
Information Sources Exercise
D.E.C.I.D.E. & Site Assessment
Site Assessment Field Exercise

WEDNESDAY

Review Homework #2, Take Exam #2
Respiratory Protection
SCBA Review
Respiratory Proficiency Checks
Smoke House Field Exercise
Hazardous Materials in Aircraft Transportation, Marine Transportation, Pipelines, &
Fixed Facility Storage Tanks
Response Plans
Site Safety Practices
Communications

THURSDAY

Review Homework #3, Take Exam #3
Chemical Protective Clothing
CPC Proficiency Checks
Air Monitoring and Air Monitoring Practice Stations

FRIDAY

Review Homework #4, Take Exam #4
Confinement of Spills & Containment
Spill Recovery with Sorbents and Demonstration
Vapor Suppression with Foam and Demonstration
Hands-On Exercise Rotations

MONDAY

Review, Take Exam #5
Technician - ICS Class Introductions
Introduction To Incident Command System
Decontamination and Exercise
Review, Take Exam #6

TUESDAY, WEDNESDAY, THURSDAY

On Tuesday, Wednesday, and Thursday, the morning section will be lecture relating to the assigned topic, Railroad Response and Operations, Cargo Tanks, or Intermodal tanks and



REPORTING INSTRUCTIONS

LOCATION

Classroom sessions and field exercises will be conducted at the Transportation Technology Center, Inc.'s Emergency Response Training Center (TTCI/ERTC) located 25 miles northeast of Pueblo, Colorado. Pueblo is a city of almost 100,000 and is 112 miles south of Denver and 42 miles south of Colorado Springs.

ACCOMMODATIONS

Lodging is available in Pueblo. **MAKING RESERVATIONS AT THE HOTEL IS THE RESPONSIBILITY OF THE PARTICIPANT. THIS SHOULD BE DONE EITHER IN WRITING OR BY TELEPHONE, NO LESS THAN TWO (2) WEEKS PRIOR TO THE CLASS DATE. RESERVATIONS SHOULD BE GUARANTEED WITH A CREDIT CARD.** A block of rooms for our participants has been reserved at the Pueblo Marriott at the special rate of \$48.95/single and \$63.95/double, plus tax. To receive this rate, you must ask for the Hazmat Registration Clerk and inform them that you are attending a Hazmat Training Course. They will ask for your particular class number (example: HMT07-01). **BE SURE TO CALL THE HOTEL DIRECT.** The Pueblo Marriott is located off I-25 on Exit 98B, 110 West First Street, Pueblo CO 81003. 719-542-3200.

TRANSPORTATION

Participants are responsible for transportation between their home stations and Pueblo. Several major airlines offer service between many cities in the United States/Canada to Denver or Colorado Springs. There is a van shuttle service called "Shuttle Service", (1-877) 545-9435 or (719) 545-9444, offering service between Colorado Springs and Pueblo. Daily bus transportation between the hotel and the training center will be provided for all participants. The bus will leave the hotel at 6:45 a.m. sharp. Students must take the bus service to and from class. Exceptions must be approved by the ERTC Manager 24 hours prior to arrival.

CANCELLATION/RESCHEDULING POLICY

Cancellations/Rescheduling: Cancellations or rescheduling must be made 10 business days before classes start. No refunds will be given thereafter. However, substitutions are allowed up to the first day of class without penalty. TTCI reserves the right to retain all prepaid tuitions if these conditions are not met. **CANCELLATIONS AND RESCHEDULING ARE ONLY ACCEPTED IN WRITING BY MAIL, FAX, OR EMAIL. (FAX: 719-584-0790 E-MAIL: hazmat_services@aar.com)**

REGISTRATION

Upon arriving at the training center, students will complete registration information, will be briefed on safety procedures, and will receive an introduction to the course. We request that course fees be paid prior to the class start date, but payment may be made anytime during the class with a personal check, money order, Visa, MasterCard, American Express, Discover, or Diners Club.

DRESS

The course is designed so that participants move quickly and frequently between classroom and field exercises. In the field, you will be in situations that can be dusty, dirty, etc. Therefore, it is suggested you wear suitable work clothes (no summer shorts, sleeveless shirts, or sandals). If you have a spectacle kit for SCBA's, please bring it with you. In the field, safety hats, safety shoes, and safety glasses with attached side shields must be worn at all times. **PARTICIPANTS**

SHOULD BRING SAFETY GLASSES, SAFETY BOOTS, AND LEATHER WORK GLOVES. We will provide hardhats and all other safety gear required for the training. Weather in Colorado can be subject to rapid and diverse changes. We suggest that you come prepared to dress in layers so that you can adjust as the temperatures and conditions change. Also, please come prepared with sunscreen, lip balm, over-the-counter or prescribed medications, etc., that will protect you from the elements.

MEALS

A complimentary breakfast is included with the price of your rooms at the hotel. Breakfast tickets will be given to you when registering at the hotel and should be presented each morning prior to ordering. The restaurant opens at 5:45 a.m. Please allow enough time for breakfast so you can board the bus before it departs at 6:45 a.m. Other meals are the responsibility of the participant. Lunches can be purchased from the training center's cafeteria or students can "brown bag" it by purchasing box lunches from the hotel. Microwave ovens and a refrigerator are available for student use.

SECURITY MEASURES

You will be required to present a picture identification (drivers license, passport, etc.) when you check in at the hotel and again, the first morning the bus driver picks you up for transport to the training facility.

PREREQUISITES

We strongly recommend students be trained to the technician level prior to attending our Advanced Technician, Tank Car and Advanced Tank Car Specialist, Highway Specialist, Intermodal Specialist, Transportation Specialist Refresher, and WMD Technician courses. Students must be trained to the operations level prior to attending our Incident Commander course. And we recommend that students be trained to the operations level for the Hazmat Monitoring course.

While there is no prerequisite for our Technician level course, demonstration in the proper use of self-contained breathing apparatus (SCBA) is required. The Emergency Response Training Center will not allow students with a blood pressure above 160/90 to wear SCBA or fully encapsulated clothing.

CERTIFICATES

In order to receive a certificate of successful completion, students must fulfill all requirements for the course. In all other instances, a certificate of attendance will be awarded.

CLASS CONCLUSION

At ERTC	Highway Emergency Response Specialist	4:00 p.m. Friday
At ERTC	Hazardous Materials Technician (40 & 80 hr)	4:00 p.m. Friday
At ERTC	Hazardous Materials Monitoring	4:00 p.m. Thursday
At ERTC	Hazmat Incident Commander (3-day)	4:00 p.m. Thursday
At ERTC	Hazmat Incident Commander (5-day)	4:00 p.m. Friday
At ERTC	Advanced Hazmat Technician	4:00 p.m. Friday
At ERTC	Intermodal Specialist	4:00 p.m. Friday
At ERTC	WMD Technician	4:00 p.m. Friday
At ERTC	Transportation Specialist Refresher	4:00 p.m. Friday
Hotel	Tank Car Specialist	10:30 a.m. Friday
Hotel	Advanced Tank Car Specialist	10:30 a.m. Friday

FOR MORE INFORMATION, CONTACT:

Telephone: 1-800-933-4882 or 719-584-0584
E-Mail: hazmat_services@aar.com

Facsimile: 719-584-0790
Web Site: WWW.HAZMATTRAINING.COM

1.1CULBERSON/MATT

1 PUBDT PUEBLO CONVENTION CTR HK 1 GENR ISCA SUN 18MAR07 6NTS SAT 24MAR07
TP-BUSINESS RATES QUOTED IN USD - US DOLLAR 48.95 48.95
MKT-ISCG ICS07-02 ERTC *ISC

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

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-80167297

PHON-6053944180C

ESHERYL.ALDRIDGE@RCGOV.ORG

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

FROM-144211DRWE

TRAVEL VOUCHER

PAYEE Matt Culberson

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	18	In State B - Out State L & D	6:30am				5.00		28.00
3	19	Out State B, L, D							36.00
3	20	"							36.00
3	21	"							36.00
3	22	"							36.00
3	23	"							36.00
3	24	"		7:00pm					36.00
		Fuel @ .20¢/mile			1050	210.00			
TOTAL						210.00	5.00		244.00
									GRAND TOTAL 459.00

AMOUNT REIMBURSABLE

PURPOSE OF TRIP HazMat Incident Command Course - Pueblo, CO