



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Richard E. Stover, Fire Chief

DATE: April 18, 2024

RE: Consideration of travel and training for City employees (Fire Rescue Department)

SUMMARY:

The following travel request was not included in the September 20, 2023 approved travel and training spreadsheet for the Fire Department.

Palm Bay Fire Rescue would like to request authorization to send two (2) staff members to the Florida State Fire College in Ocala, FL, for the 2024 Florida Fire Instructors Conference on May 1-2, 2024. There is no cost for registration for this conference. Two employees will share a hotel room at \$104.05 per night for 2 nights for total of \$208.10. Per diem is estimated at \$123.00 each for a total of \$246.00. The estimated total costs are \$454.10. Funds are available in the Fire Department's operating budget for Fiscal Year 2024.

REQUESTING DEPARTMENTS:

Fire

FISCAL IMPACT:

Funding for this travel is available in account 001-6012-522-4001 in the amount of \$454.10.

STAFF RECOMMENDATION:

Motion to authorize travel for Fire Rescue personnel as stated above.

ATTACHMENTS:

1. 2024 Florida Fire Instructors Conference/Travel Packet