



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Richard E. Stover, Fire Chief

DATE: October 3, 2024

RE: Consideration of travel and training for specified City Employees (Fire Rescue Department).

SUMMARY:

The following travel request was not included in the September 26, 2024, travel and training spreadsheet for the Fire Department.

Palm Bay Fire Rescue is requesting authorization to send three (3) staff members to the 2024 Safety and Health Conference scheduled for October 7-9, 2024 in Kissimmee, FL.

Registration cost for the Health and Safety Conference is \$250 each for the 3-day conference. Two Hotel rooms for two nights total \$451. Per diem is estimated at \$59 per day. The estimated total cost is \$1732 for three people. Funds are available in the Fire Department's operating budget for Fiscal Year 2025.

The Safety and Health Conference features speakers from a wide range of backgrounds and covers topics such as hazards exposure, contamination, mental health, risk of cancer, injury prevention, nutrition, physical fitness, etc.

REQUESTING DEPARTMENTS:

Fire

FISCAL IMPACT:

Total estimated cost of \$1732 is available within the following accounts: \$750 from account 001-6012-522-5501 and \$982 from account 001-6012-522-4001.

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STAFF RECOMMENDATION:

Motion to approve travel as requested for Fire Rescue personnel.

ATTACHMENTS:

1. Travel Packet – 2024 Safety & Health Conference