



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Richard E. Stover, Fire Chief

**DATE:** May 2, 2024

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

### **SUMMARY:**

The following travel requests were 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 Governor's Hurricane Conference in West Palm Beach, FL, May 13-17, 2024. Registration for the Training and Conference is \$305 each for a total of \$610. Two hotel rooms are \$171 per night for four nights for a total of \$1,368.00. Per diem is estimated at \$265.00 each for a total of \$530. The estimated total cost is \$2508.00. Funds are available in the Fire Department's operating budget for Fiscal Year 2024.

Palm Bay Fire Rescue would like to request authorization to send two (2) staff members to the Florida Fire Marshal's and Inspectors Association's (FFMIA) FAFLSE and FFEIA 2024 Joint Conference scheduled for June 4-7, 2024, in Lake Buena Vista Disney Springs, FL. Registration costs for FFMIA members is \$345.00 each for the full conference for a total of \$690.00. Two hotel rooms are \$129.00 each for four nights for a total of \$1032.00. Per diem is estimated at \$345.00 each for a total of \$690.00. The estimated total cost is \$2,412.00. Funds are available in the Fire Department's operating budget for Fiscal Year 2024.

Palm Bay Fire Rescue would like to request authorization to send two (2) staff members to the Florida Fire Chiefs' Association Executive Development Conference, scheduled for July 19-23, 2024, in Tampa, FL. Full registration for FFCA members for the Conference is \$550 each for a total of \$1,100. Two hotel rooms are \$259.00 per night for four nights for a total of \$2590.00. Per diem is estimated at \$345.00 each for a total of \$690.00. The estimated total cost is \$4380.00. Funds are available in the Fire Department's operating budget for Fiscal Year 2024.

Honorable Mayor and Members of the City Council

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**REQUESTING DEPARTMENTS:**

Fire

**FISCAL IMPACT:**

Funding for the training and travel is available in account 001-6012-522-4001 in the amount of \$6,900.00 and account 001-6012-522-5501 in the amount of \$2400.00.

**STAFF RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Governor's Hurricane Conference/Travel Packet
2. FAFLSE & FFEIA 2024 Joint Conference/Travel Packet
3. Executive Development Conference/Travel Packet