

21. Consideration of travel and training for specified City employees (Fire Rescue Department).



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



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: _____

Contact/Ext _____

Name: Alexander Barna	Destination: Ocala, FL	
Department/Division: Fire Rescue	Departure Date of: 4/30/2024	Return Date of: 5/2/2024
Account To Be Charged:	Time of: 5:00 PM	8:00 PM
Account To Be Charged:	Estimated Cost: before mileage reimbursement	

Purpose of Travel (Specify Conference, School or Other Reason) - **ATTACH ITINERARY**
 2024 Fire Service Instructor Conference-Florida State Fire College, Ocala, FL
Date Approved By Council: _____

Transportation: **boldface** POV - Estimated Mileage _____ **City Vehicle**
 or **circle choice(s)** Common Carrier (complete below)

PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration Due Date _____ Hand Carry Y N	Florida Fire College, Ocala, FL	Registration Fee	\$0.00	Vendor #	Check #
				Date	
Lodging Due Date _____ Hand Carry Y N	Sharing room with Benjamin Lamb Pay with P Card	Rate \$104.05 # Nights 2	\$208.10	Vendor #	Check #
		Date			
Common Carrier (if applicable) Due Date _____ Hand Carry Y N			\$0.00	Vendor #	Check #
				Date	
Other Expenses Due Date _____ Hand Carry Y N				Vendor #	Check #
				Date	
Other Expenses Due Date _____ Hand Carry Y N			\$0.00	Vendor #	Check #
				Date	
PER DIEM ADVANCE: Advanced or <u>Upon Return</u> (circle one) Refer to www.gsa.gov for rates - <u>attach proof of rate</u> (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast 0	@	\$0.00	=	\$0.00	Date
Lunch 2	@	\$15.00	=	\$30.00	
Dinner 3	@	\$26.00	=	\$78.00	
Incidentals 3	@	\$5.00	=	\$15.00	
				\$123.00	

TRAVEL APPROVALS

Department Head _____ Date _____

Finance _____ Date _____

(if applicable)

City Manager _____ Date _____

(ATTACH TO EXPENSE REPORT UPON RETURN)



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: _____

Contact/Ext _____

Name: Benjamin Lamb	Destination: Ocala, FL	
Department/Division: Fire Rescue	Departure Date of: 4/30/2024	Return Date of: 5/2/2024
Account To Be Charged: 001-6012-522-4001	Time of: 5:00 PM	8:00 PM
Account To Be Charged:	Estimated Cost: before mileage reimbursement \$123.00	

Purpose of Travel (Specify Conference, School or Other Reason) - **ATTACH ITINERARY**
 2024 Fire Service Instructor Conference-Florida State Fire College, Ocala, FL
Date Approved By Council: _____

Transportation: boldface or circle choice(s) POV - Estimated Mileage _____ **City Vehicle**
 Common Carrier (complete below)

PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration Due Date _____ Hand Carry Y N	Florida Fire College, Ocala, FL	Registration Fee	\$0.00	Vendor #	Check # Date
Lodging Due Date _____ Hand Carry Y N	Sharing room with Alexander Barna Pay with P Card	Rate _____ # Nights _____	\$0.00	Vendor #	Check # Date
Common Carrier (if applicable) Due Date _____ Hand Carry Y N			\$0.00	Vendor #	Check # Date
Other Expenses Due Date _____ Hand Carry Y N				Vendor #	Check # Date
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PER DIEM ADVANCE: Advanced or <u>Upon Return</u> (circle one) Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check # Date
Breakfast	0	@	\$0.00	=	\$0.00
Lunch	2	@	\$15.00	=	\$30.00
Dinner	3	@	\$26.00	=	\$78.00
Incidentals	3	@	\$5.00	=	\$15.00
					\$123.00

TRAVEL APPROVALS

Department Head _____ Date _____

Finance _____ Date _____

(if applicable)

City Manager _____ Date _____

(ATTACH TO EXPENSE REPORT UPON RETURN)

From: [Choice Hotels Reservations](#)
To: [Karen Hallowell](#)
Subject: Your Reservation at the Comfort Suites Ocala North in Ocala is Confirmed.
Date: Monday, March 18, 2024 4:20:33 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Open this message to review your booking details.

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Comfort Suites Ocala North

- 3825 NW Blitchton Road, Ocala, FL, 34475, US
- +1 (352) 482-0800
- [Review All Hotel Details & Amenities](#)

Karen, your reservation is confirmed.

Confirmation Number: 48465771



Check-in:

30

Tue, Apr 30, 2024
3:00 PM

Check-out:

2

Thu, May 2, 2024
11:00 AM

[Print](#)

This stay qualifies for an extra personalized weeknight reward

As a Choice Privileges® member, you get more from your weeknight stays. Choose from additional points, an Amazon.com® credit, a Starbucks® gift card and more. [Learn more>](#)

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Summary of Charges

Room Type:

2 Queen Beds, 1 Room Suite, Suite,

No Smoking
Number of Rooms: 1
Number of Occupants: 2
Daily Rates: Apr 30, 2024 for 1 night at \$103.80
May 1, 2024 for 1 night at \$104.30

Estimated Tax and Other Charges: \$22.89
Estimated Total: \$230.99

Cancellation Policy: Free Cancellation until Apr 29, 2024 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Policies vary by hotel. Please view your reservation details online [here](#) to confirm the policy of the hotel you have booked.

Special Guest Requests: Tax Exempt - City of Palm Bay Florida

Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at **+1 352-482-0800**

Confirmation Number: 48465771

MODIFY YOUR RESERVATION >

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Reward Nights****

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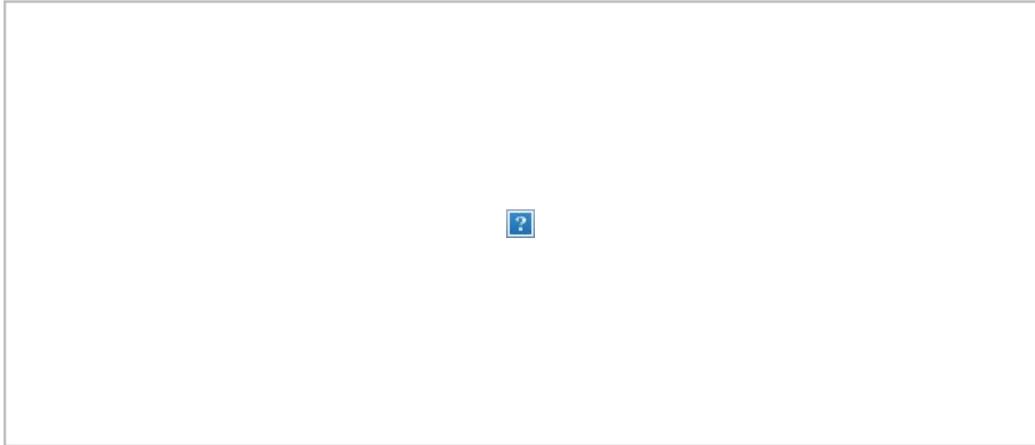
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a Car and Save¹**

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With the Mobile App**

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post to the Choice Privileges member's account. The savings of up to 35% for Avis and up to 30% for Budget applies to Avis and Budget base rates and is applicable only to the time and mileage charges of the rental. Use Avis AWD # O4189000 and Budget BCD # T1349000 to receive this discount. Offer does not apply to car group X. All taxes, fees (including but not limited Air Conditioning Excise Recovery Fee, Concession Recovery Fee, Vehicle License Recovery Fee, Energy Recovery Fee, Tire Management Fee, and Frequent Travel Program Fee) and surcharges (including but not limited to Customer Facility Charge and Environmental Fee Recovery Charge) are extra. Offer is available for U.S. and Canadian residents only for rentals at participating locations in the U.S and Canada. Offer may not be used in conjunction with any other AWD or BCD number, promotion or offer. Weekly rates require a minimum five day rental period. Weekend rate available Thursday noon; car must be returned by Monday 11:59 p.m., or higher rate will apply. A Saturday night keep and an advance reservation may be required. Offer is subject to vehicle availability at the time of rental and may not be available on some rates at some times, including some online rates at [avis.com](https://www.avis.com). Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old. Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old. ¹ Avis Preferred members must mention a valid Choice Privileges number at time of reservation to receive points. All other rentals require the mention of Choice Privileges number at time of rental to receive points. Please allow 4 to 6 weeks for the Choice Privileges points to post to the Choice Privileges member's account. The savings of up to 35% for Avis and up to 30% for Budget applies to Avis and Budget base rates and is applicable only to the time and mileage charges of the rental. Use Avis AWD # O4189000 and Budget BCD # T1349000 to receive this discount. Offer does not apply to car group X. All taxes, fees (including but not limited Air Conditioning Excise Recovery Fee, Concession Recovery Fee, Vehicle License Recovery Fee, Energy Recovery Fee, Tire Management Fee, and Frequent Travel Program Fee) and surcharges (including but not limited to Customer Facility Charge and Environmental Fee Recovery Charge) are extra. Offer is available for U.S. and Canadian residents only for rentals at participating locations in the U.S and Canada. Offer may not be used in conjunction with any other AWD or BCD number, promotion or offer. Weekly rates require a minimum five day rental period. Weekend rate available Thursday noon; car must be returned by Monday 11:59 p.m., or higher rate will apply. A Saturday night keep and an advance reservation may be required. Offer is subject to vehicle availability at the time of rental and may not be available on some rates at some times, including some online rates at [avis.com](https://www.avis.com). Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old. Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old.

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The Bureau of Fire Standards and Training
FL Florida State Fire College



TEACH • EDUCATE • LEAD

SAVE THE DATE

MAY 1 - 2, 2024

**2024 FIRE SERVICE INSTRUCTOR CONFERENCE
FLORIDA STATE FIRE COLLEGE**

Topics Covered:

- Trending AI
- 3rd Party Providers/Online Providers
- Rule Process
- FCDICE Curriculum Familiarization
- Hybrid Platforms (Canvas/Blackboard)
- Education vs. Training
- ADA Special Needs/Veterans - Instructor Responsibility
~and more

FREE
Conference

CEU's

Networking

Chief Kingman Schuldt, Master of Ceremonies

Florida State Fire College
11655 NW Gainesville Rd.
Ocala FL 34482
(352) 369-2800

<https://www.myfloridacfo.com/division/sfm/notices-events/fsc-instructor-conference>

Division of State Fire Marshal, Bureau of Fire Standards & Training, Florida State Fire College
11655 NW Gainesville Road, Ocala, FL 34482-1486
352-369-2800

[Unsubscribe](#)



FY 2024 Per Diem Rates for ocala, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25