



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 05/24/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Fire Marshal
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Juan Martinez, Fire Marshal

EVENT INFORMATION

TITLE OF EVENT: Texas Forest Service Incident Response Training
EVENT DATE(S) FROM: 08/20/12 TO: 08/24/12
DEPARTURE DATE: 08/19/12 RETURN DATE: 08/25/12
LOCATION OF EVENT: CITY: Waco STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
X To obtain statutorily required continuing professional education.
X To obtain continuing education related to an employee's work or maintenance of a license or certification.
X To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
X To participate in professional organizations related to the employee or official's job assignment.
X To conduct essential research & information-gathering for improvement of County operations or compliance with law.
X To monitor the development of state or federal legislation or implementation of legislation that might affect the County
X To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
X To pursue the County's interests in litigation or criminal justice.
X To promote the economic development interests of the County.
X To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

Trainings of this nature will enable me to be abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

Table with columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL (Place an "X" by applicable mode of travel). Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, Lodging, Meals, Other Expenses, and Total Estimated Travel Expenses.

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
X Trip expenses are necessary and will be incurred for official county business.
X Reasonable efforts to minimize the use of county funds have been explored
Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
X If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 5/24/12 DEPARTMENT CONTACT PERSON: Yolanda Orozco PHONE NO.: 318-2656

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:



HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Juan Martinez EMPLOYEE I.D. NO.: 138126 EMPLOYEE TITLE: Fire Marshal

DEPARTMENT: Fire Marshal DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE? No

DEPARTURE DATE: 8/19/12 RETURN DATE: 8/25/12

TIME OF DEPARTURE: 7:00 a.m. TIME OF RETURN: 7:00 p.m.

TO CITY: Waco STATE: Texas

SEMINAR/CONFERENCE/MEETING: START DATE: 8/20/2012 END DATE: 8/24/2012 ACTUAL NO. OF DAYS: 5

TITLE OF WORKSHOP/CONFERENCE: Texas Forest Service Incident Response Training

METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL): County Vehicle IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL: _____

LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE? _____

DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? Yes IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE? _____

PURPOSE/BENEFIT TO HIDALGO COUNTY:
 Trainings of this nature will enable me to be abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Fire Marshal for Hidalgo County.

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)

Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		19-Aug	20-Aug	8/21	22-Aug	23-Aug	8/24	25-Aug	
Breakfast	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$63.00
Lunch	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$84.00
Dinner	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$126.00
Total	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$39.00	\$273.00

\$ **273.00**

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	Before 8:00 a.m. (breakfast)
8:00 a.m. - 1:00 p.m. (lunch & dinner)	8:00 a.m.- 6:00 p.m. (breakfast & lunch)
After 1:00 p.m. (dinner)	After 6:00 p.m. (breakfast, lunch, & dinner)
\$ 39.00	\$ 9.00
\$ 30.00	\$ 21.00
\$ 18.00	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type: _____ days @ \$ 20.00 \$ -

III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.555 (Current Rate) \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

IV. OTHER (Itemize)

_____ \$ _____

_____ \$ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE: _____

VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 273.00

VII. COMMENTS: _____

VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-422-10-300-001-0-583

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including this advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

 EMPLOYEE SIGNATURE	<u>Juan Martinez</u> DEPARTMENT OFFICIAL'S NAME (Print Name)	 DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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Juan Martinez

From: Koenig, Bob [bkoenig@tfs.tamu.edu]
Sent: Wednesday, April 25, 2012 6:07 PM
To: Moon, Linda; Aubrey Holmes (aholmes@wilco.org); Baucom, Sam; Bill Gardner; Bill Weske (william.weske@wichitafallstx.gov); Chad Berg; Chad Berg; Clay W. Fenwick; Darrell Johnston (djohnston@odessa-tx.gov); David Saenz; Del Albright; Dennis Beyer (dennis.beyer@okstate.edu); Donald Moore (dmoore@bloomfieldct.org); Earl Foster (Earl.Foster@wichitafallstx.gov); Edward Marks; Elizabeth Barney; Greg Goettsch; Jack Harper ; Jason Lane; Jeff Jones (JJJones@ci.sherman.tx.us); Jeff Kelley; Jeff Meiner; Jody Gonzalez; John O'Valle; Jose Gonzalez (joselg@cctexas.com); Juan Martinez; Ken Olson; Kyle Coleman; Lance Phelps; Larry McRae; Lewis Treadwell (Treadwell@suddenlink.net); Major William Diggs; Mark Ethridge; Michael Hemby; Mike Czepiel; Patrick Hughes; Patrick Shipp; Patrick Zepeda (Patrick.zepeda@sanantonio.gov); Ralph Johnson; Richard Johnson; Robie Robinson (robie.robinson@tccd.edu); Roland Asebedo; Rolando Benavides; Russell Marshall; scordova@ydsp-nsn.gov; Scott Parker; Tim Ocnaschek; Tommy Gonzalez (thomas.gonzalez@dps.texas.gov); Tony Alotto; Troy German (TGerman@dps.state.ok.us); Victoria Koenig (victoria_koenig@att.net); Victoria Lafollett-Koenig (victoria.koenig@teex.tamu.edu)
Cc: Koenig, Bob; Hannemann, Paul F.; Carman Apple ; Dennis Baker; Jimmy Chew; Jon Reese; Kent Morrill (kmorrill@LongviewTexas.gov); Margaret Seville; Tonya Hunter
Subject: 2012 Position Specific Training Schedule
Attachments: 2012 Position Specific Training Dates.pdf

All,

Attached is the 2012 position specific training schedule. All classes will be conducted at the McLennan County Emergency Services Training Center in Waco.

Personnel will reimbursed per diem not to exceed \$46 per day. Privately owned vehicle mileage will be reimbursed at the prevailing Texas Forest Service rate at the time of training. Actual costs for fuel will be reimbursed for agency vehicles. The use of carpools and agency vehicles is encouraged as a cost containment measure. Double occupancy lodging will be provided by the Texas Forest Service. This decision has been made in order to reduce lodging costs by 50% which will allow for deliveries of all position specific classes. If an attendee declines Texas Forest Service lodging, the attendee will be required to provide their lodging at their expense with no reimbursement. Please ensure that this information is provided to all team members .

Please provide your team rosters for each training to me not later than May 15, 2012. Please ensure that all attendees have meet prerequisites for the course they would like to attend. For example, an individual requesting to attend the PSC class should have completed the RESL and SITL classes. This is in line with the decision made at the last Steering Committee meeting in Arlington to enhance position requirements. Attendance at any course is based on prerequisite completion, the number of available seats and funding.

If you have any questions, please contact me.

Bob

Bob Koenig
 State Incident Management Team Coordinator
 Chief, Incident Response Training
 Incident Response Department
 Texas Forest Service
 200 Technology Way, Suite 1162
 College Station, Texas 77845
 Phone: 979-450-8659
 Fax: 979-458-7314

2012 POSITION SPECIFIC TRAINING SCHEDULE

COURSE TITLE	DELIVERY DATES
IC L950	6-11 TO 6-15
PIO I952	7-9 TO 7-12
SOFR L954	6-25 TO 6-28
LOFR L956	6-11 TO 6-12
OSC L958	7-9 TO 7-12 7-16 TO 7-19
DIVS L960	6-13 TO 6-15
PSC L962	7-9 TO 7-12 7-16 TO 7-19
SITL L964	8-6 TO 8-9
RESL L965	8-20 TO 8-24
LSC L967	8-6 TO 8-10
SUPL L970	6-25 TO 6-28
FACL L971	8-20 TO 8-24
FSC L973	8-20 TO 8-22
FAUL L957	8-20 TO 8-22

RESOURCE UNIT LEADER, L965, AUGUST 20-24, 2012

41 STUDENTS

NAME	AGENCY	EMAIL ADDRESS	CELL PHONE	APP	LODGING
Wylie, Michael	Longview FD	mwylie@longviewtexas.gov	903-720-1994		
Joe Piatt	Single Resource				
Mark Wilkins	Denton Co				
Tracy Lorne	Fort Worth PD				
Chris Earp	Midland PD				
Carthel Williams	SAPD				
Eric Jones	SAFD				
Brett Joiner	SAFD				
Jesse Davila	SAFD				
Dean Watson	SAFD				
Brandon Murray	SAFD				
Rick Garcia	SAFD				
Mark Black	SAFD				
Rachelle Powers	SAPD				
Robert McCaskill	SAPD				
Robert Guerrero	BCSO				
Carthel Williams	SAPD				
Robert Myers					
Del Albright	Brownwood Fire				
Charles Galco	Abilene FD				
Rusty Watts					
Gregory Pyles					
Shane Valverde					
Yolanda Holmes	DSHS				
Barbara Adams	DSHS				
Wanda Robinson	DSHS				
Juan Martinez	Hidalgo Co.Fire Marshal	juan.martinez@co.hidalgo.tx.us	956-239-1180		yes
Rolando Benavides	Hidalgo Co.Fire Marshal	rolando.benavides@co.hidalgo.tx.us	956-457-1080		no
Ester Salinas	Elite EMS	esalinas41@gmail.com	956-475-6735		yes
Clay Fenwick					
Tony Lambert					

PLANNING SECTION CHIEF, L962, JULY 9-12, 2012

27 STUDENTS

NAME	AGENCY	EMAIL ADDRESS	CELL PHONE	APP	LODGING
Marshall, Russell	Longview FD	rmarshall@longviewtexas.gov	903-399-8499		
Morrill, Kent	Longview FD	kmorrill@longviewtexas.gov	903-746-3230		
Oldham, Wayne	Longview FD	woldham@longviewtexas.gov	903-576-1144		
Charles Fred Napp	Haltom City FD				
Roland Asebedo	Denton Co				
Mark Wilkins	Denton Co				
Robert Myers					
Joey Kincaid	Abilene FD				
Shane ValVerde	Single Resource				
Lance Phelps	Lubbock	lphelps@mylubbock.us	806-778-4600		yes
Russ Jones	DSHS				
Leonado Perez	Brownsville FD	lenperez@cob.us	956-542-0288		yes
Joey Rivera	Hidalgo Co Constable Pct.4	joel.rivera@co.hidalgo.tx.us	956-975-6444		no
Juan Martinez	Hidalgo Co Fire Marshal	juan.martinez@co.hidalgo.tx.us	956-239-1180		yes
Ester Salinas	Elite EMS	esalinas41@gmail.com	956-475-6735		yes
Tony Lambert					
Edward Hawthorne					
Jon Huss					
Sam Baucom	Amarillo FD				
Richard Butcher	Amarillo FD				
Holmes, Aubry	CENTEX				
Elizabeth Barney	Hillsboro				
Jack Harper	Hillsboro				
John Graham	Hillsboro				
Rodney Ryalls	Burkburnett FD	chief@burkfire.org	940-733-6842		yes
Jeff Jackson	Jacksboro FD	jjackson@jackcountyfire.com	940-507-0089		yes
Mark Hanson	Bellevue VFD	farmboymh@sbcglobal.net	940-531-0976		yes