



**HIDALGO COUNTY, TEX**  
**APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 04/08/13  
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 1  
 DEPARTMENT NAME: Fire Marshal's Office  
 NAME & TITLE OF EMPLOYEE(S): Wesley Bradley, Chief Deputy Fire Marshal

**EVENT INFORMATION**

TITLE OF EVENT: 2013 IAAI Annual Training Conference  
 EVENT DATE(S) FROM: 05/05/13 TO: 05/10/13  
 DEPARTURE DATE: 05/04/13 RETURN DATE: 05/10/13  
 LOCATION OF EVENT: CITY: Orlando STATE: Florida

**PURPOSE OF TRAVEL**

- Place an "X" by the applicable purpose of the trip.
- To obtain statutorily required continuing professional education.
  - To obtain continuing education related to an employee's work or maintenance of a license or certification.
  - 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.
  - To participate in professional organizations related to the employee or official's job assignment.
  - To conduct essential research & information-gathering for improvement of County operations or compliance with law.
  - To monitor the development of state or federal legislation or implementation of legislation that might affect the County.
  - To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County.
  - To pursue the County's interests in litigation or criminal justice.
  - To promote the economic development interests of the County.
  - 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 keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as Chief Deputy Fire Marshal for Hidalgo County.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL	
			(Place an "X" by applicable mode of travel)	
1. REGISTRATION FEE(S)	\$ 495.00		AIRFARE*	X
Subtotal for Object Code 584	\$ 495.00		BUS**	
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ 525.60		Rental Car**	
3. TAXI FARE	\$ -		County Vehicle**	
4. BUS FARE	\$ -		Private Vehicle**	
5. RENTAL CAR	\$ -		OTHER** (Specify)	
6. GASOLINE/DIESEL/FUEL	\$ -			
7. MILEAGE REIMBURSEMENT	\$ -			
8. TELEPHONE CALLS	\$ -			
9. PARKING	\$ -			
10. LODGING	\$ 674.94			
11. MEALS	\$ 264.00			
12. OTHER EXPENSES	\$ -			
Subtotal for Object Code 583	\$ 1,464.54			
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 1,959.54			

Registration  
 Req: 234523

Airfare  
 Req: 234551

meals  
 Req: 234536

Lodging  
 Req: 234559

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

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:
- Trip expenses are necessary and will be incurred for official county business.
  - 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.
  - 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: DATE: 4/8/13 DEPARTMENT CONTACT PERSON: Sulerna 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): Janie Alegos DATE: 4-12-13 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:	Wesley Bradley		EMPLOYEE ID NO.:	138088		EMPLOYEE TITLE:	Chief Deputy Fire Marshal	
DEPARTMENT:	Fire Marshal's Office			DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?		No		
DEPARTURE DATE:	5/4/13			RETURN DATE:		5/10/13		
TIME OF DEPARTURE:	11:01 a.m.			TIME OF RETURN:		9:13 p.m.		
TO CITY:	Orlando			STATE:		Florida		
SEMINAR/CONFERENCE/MEETING:	START DATE:	5/5/2013	END DATE:	5/10/2013	ACTUAL NO. OF DAYS	6		
TITLE OF WORKSHOP/CONFERENCE:		2013 IAAl Annual Training Conference						
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):				Air Travel		IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.		Yes
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 keep me abreast of new and changing policies and procedures, thus enabling me to better perform my duties as the 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
		4-May	5-May	6-May	7-May	8-May	9-May	10-May	
Breakfast	\$9.00	\$0.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$54.00
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
<b>Total</b>	<b>\$39.00</b>	<b>\$30.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$264.00</b>

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)	\$ 39.00	Before 8:00 a.m. (breakfast)	\$ 9.00
8:00 a.m. - 1:00 p.m. (lunch & dinner)	\$ 30.00	8:00 a.m. - 6:00 p.m. (breakfast & lunch)	\$ 21.00
After 1:00 p.m. (dinner)	\$ 18.00	After 6:00 p.m. (breakfast, lunch, & dinner)	\$ 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 @ \$ 0.565 (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: \$ 264.00
VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: 3-1100-422-10-300-001-0-583

### 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 county 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 the travel 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	<b>Juan Martinez</b> DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)
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**HIDALGO COUNTY, TEXAS**  
**SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE**  
**CHECK REQUEST FORM**  
**PAGE 1 OF 2**

DEPARTMENT:	Fire Marshal's Office	If, applicable, was travel approved by Co. Exec. Officer?	
DEPARTURE DATE:	5/4/2013	RETURN DATE:	5/10/2013
TO CITY:	Orlando	STATE:	Florida
NAME OF EMPLOYEES ATTENDING SEMINAR:	Wesley Bradley, Chief Deputy Fire Marshal		
TOTAL# OF EMPLOYEES ATTENDING SEMINAR:	1		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	Trainings of this nature will keep me abreast of new and changing policies and procedures, therefore, enabling me to better perform my duties as Fire Marshal for Hidalgo County.		

**A. WORKSHOP/SEMINAR REGISTRATION(S)**

TITLE OF WORKSHOP/SEMINAR:	2013 IAAI Annual Training Conference		
SPONSORED BY:	International Association of Arson Investigators (IAAI)		
REGISTRATION CHECK PAYABLE TO:	IAAI		
REGISTRATION ADDRESS:	2111 Baldwin Ave.	SEMINAR START DATE:	5/5/2013
	Suite 203	SEMINAR END DATE:	5/10/2013
	Crofton, MD 21114	PURCHASE ORDER NO.	
1. REGISTRATION COST PER EMPLOYEE:	\$ 495.00	NO. OF EMPLOYEES ATTENDING AT THIS RATE:	1
2. REGISTRATION COST PER EMPLOYEE:		NO. OF EMPLOYEES ATTENDING AT THIS RATE:	
3. "FREE REGISTRATION COST:	"FREE"	NO. OF EMPLOYEES ATTENDING FOR "FREE":	
GL ACCT NO.:	3-1100-422-10-300-001-0-584	TOTAL NO. OF EMPLOYEES ATTENDING:	1
TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . A.	\$	495.00	
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$	495.00
	TOTAL 2ND PAGE (B + C + D):	\$	1,199.79
	GRAND TOTAL (A + B + C + D):	\$	1,694.79

**E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS**

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

	SULEMA CAVAZOS	956-318-2656
DEPARTMENT'S PUBLIC OFFICIAL (Signature)	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

WESLEY BRADLEY		138088
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



**HIDALGO COUNTY, TEXAS**  
**SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE**  
**CHECK REQUEST FORM**  
**PAGE 2 OF 2**

DEPARTMENT: Fire Marshal's Office

DEPARTURE DATE: 5/4/2013 RETURN DATE: 5/10/2013

TO CITY: Orlando STATE: Florida

NAME OF EMPLOYEES ATTENDING SEMINAR: Wesley Bradley, Chief Deputy Fire Marshal

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: 1

**B. HOTEL RESERVATION(S)**

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

NAME OF HOTEL: Rosen Centre Hotel HOTEL PHONE NO: 800-204-7234

ADDRESS OF HOTEL: 9840 International Drive CONFIRMATION NO.(s): RR623CA7A  
Orlando, FL 32819

ROOM RATE: \$ 99.00 PURCHASE ORDER NO. \_\_\_\_\_

NUMBER OF NIGHTS: 6 GENERAL LEDGER ACCT NO: 3-1100-422-10-300-001-0-583

ROOM RATE: \_\_\_\_\_ TOTAL NO. OF ROOMS: 1

NUMBER OF NIGHTS: \_\_\_\_\_

ROOM RATE: \_\_\_\_\_ HOTEL TAX RATE: 13.50%

NUMBER OF NIGHTS: \_\_\_\_\_

TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate) . . . . . B. \$ 674.19

**C. CAR RENTAL(S)**

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO Yes IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. OUT OF STATE

NAME OF CAR RENTAL COMPANY: \_\_\_\_\_

ADDRESS OF CAR RENTAL COMPANY: \_\_\_\_\_  
*Note: Coordination of travel is required for every group of 4 or less*

PHONE NUMBER OF CAR RENTAL COMPANY: \_\_\_\_\_

VEHICLE NO. 1 TYPE: \_\_\_\_\_ VEHICLE NO. 2 TYPE: \_\_\_\_\_

DAILY CAR RATE: \_\_\_\_\_ DAILY CAR RATE: \_\_\_\_\_

NUMBER OF DAYS: \_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_

CONFIRMATION NO.: \_\_\_\_\_ CONFIRMATION NO.: \_\_\_\_\_

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_ GL ACCT NO: \_\_\_\_\_

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C. \$ -

**D. AIRFARE(S)**

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: United Airlines

ADDRESS OF AIRLINE COMPANY: P.O. Box 6120  
Rapid City, SD 57709-6120

PHONE NO. OF AIRLINE COMPANY: 800-864-8331 CONFIRMATION NO.: G91VBY

ROUND TRIP AIRFARE PER PERSON: \$ 525.60

NUMBER OF TRAVELERS: 1

GENERAL LEDGER ACCOUNT NUMBER 3-1100-422-10-300-001-0-583 P.O. NO. \_\_\_\_\_

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY . . . . . D. \$ 525.60

SUBTOTAL ( B+C+D) \$ 1,199.79

**HIDALGO COUNTY PURCHASING DEPARTMENT  
TRAVEL REQUEST FORM  
USING THE STATE OF TEXAS TRAVEL CARD**

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: 3/27/13  
Department: Fire Marshal's Office Requestor: Sulema EXT: 5901  
Number of Employees: 1  
Employee(s) Name (DOB if requesting airfare): Wesley Bradley (3/26/1983)  
Destination: Orlando, Florida  
Name of Seminar/Conference: 2013 IAAI Annual Training Conference  
Travel Account Number: 3 -1100-422-10-300-001-0-583

**HOTEL:** Req. #: \_\_\_\_\_ P.O. #: \_\_\_\_\_

**MUST REQUEST CHECK FOR HOTEL**

Hotel Name: Rosen Centre Hotel Hotel Address: 9840 International Drive, Orlando, Florida 32819  
Number of Rooms: 1 Hotel Phone Number: 407-996-9840 or 800-204-7234  
Check In: 5/4/13 Check Out: 5/11/13  
Single Bed or Double Beds

**AUTO:** Req. #: \_\_\_\_\_ P.O. #: \_\_\_\_\_ Vendor # 396095

Rental Location: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_  
Date/Time of Pick up: \_\_\_\_\_ Date/Time of Drop off: \_\_\_\_\_

**AIRFARE:** Req. #: \_\_\_\_\_ P.O. #: CITIBANK vendor #: 343277  
Refundable: YES NO Airline Name: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_  
 \_\_\_\_\_ 04/08/13  
Signature: Elected Official/Department Head Date

Original Signature is required

**For Purchasing Department Office Use Only**

Hotel Confirmation: \_\_\_\_\_ Spoke to: \_\_\_\_\_  
Auto Confirmation: \_\_\_\_\_  
Flight Confirmation: \_\_\_\_\_  
Received Confirmation via email/fax: \_\_\_\_\_  
Credit Card Authorization Form Hotel: \_\_\_\_\_ Faxed back to Hotel: \_\_\_\_\_  
CC Approval on: \_\_\_\_\_ Agenda Item: \_\_\_\_\_  
HCPD-TRAVEL-2011 REVISED 2012 CC APPROVED ON: 3/06/2012











# International Association of Arson Investigators 2013 INTERNATIONAL TRAINING CONFERENCE SCHEDULE

May 5-10 • Rosen Centre • Orlando, Florida

	TRACK A— Fire Investigation & Research	TRACK B— Insurance Industry Investigations	TRACK C— Problem Solving & Industry Requirements
<b>MONDAY— MAY 6</b>			
8:00 – 10:00	<b>OPENING CEREMONIES</b>		Meeting the 921 & 1033 Challenge for Today's Investigators  <i>Jim Allen</i> <i>Joseph Konefal</i>
10:00 – 12:00	Investigation of Pyrotechnic Fires <i>Zach Jason</i>	Investigation of Industrial/Chemical Events <i>John Schumacher</i>	
1:00 – 3:00	On-Scene Narrative-Based Interview Techniques for First Responders: Practical Kinetic Interview Interrogation <i>Stan Walters</i> <i>Also offered on Tuesday am</i>	What it Takes for an Expert to Testify in the Age of Daubert & NFPA 921 <i>Mike McKenzie/Tom Dunford</i>	
3:00 – 5:00		Using Social Media Effectively in the Investigation & Litigation of Insurance Claims <i>Matthew Smith</i>	
<b>TUESDAY— MAY 7</b>			
8:00 – 12:00	Ventilation Flowpaths & Fire Growth: A Review of Recent Firefighter Line of Duty Deaths Utilizing Fire Dynamics Simulator <i>Adam St. John</i>	On-Scene Narrative-Based Interview Techniques for First Responders: Practical Kinetic Interview Interrogation <i>Stan Walters</i> <i>Also offered on Monday pm</i>	Week-long course will proceed based on the needs of students & instructors.  <i>No specific schedule is in place.</i>
1:00 – 3:00	<b>ANNUAL GENERAL MEETING</b>	The Forensic Accountant's Role in Fire Investigations <i>Joseph Hines</i>	
3:00 – 5:00		Overview of the Investigation of Fires Involving Lighting Fixtures <i>David Powell</i>	
<b>WEDNESDAY— MAY 8</b>			
8:00 – 12:00	<b>Evidence Collection Technician Practicum – Applications due by April 1, 2013. Go to <a href="http://www.iaaiitc.com">www.iaaiitc.com</a> for details. Additional registration and fees apply.</b>		
8:00 – 12:00	Origin Matrix Analysis: A Systematic Methodology for the Assessment & Interpretation of Compartment Fire Damage <i>Andrew Cox</i>	Don't Get Burned! Key Strategies for the Testifying Expert <i>Brian Henry</i>	Anticipated Topics * Introduction * Role of NFPA 921 * Scientific method * Fire behavior * Ventilation
1:00 – 3:00	Fluorescent Fixture Fundamentals for Fire Investigators <i>David Powell</i>	Developing and Implementing Fire Loss Investigation & Safety Protocols for the Insurance Industry <i>Jeffrey Washinger/Mark Svare</i>	
3:00 – 5:00	Fundamentals of Fire Protection Systems <i>Michael McGreal</i> <i>Also offered on Thursday pm</i>		
<b>THURSDAY— MAY 9</b>			
8:00 – 10:00	Profiling the Arsonist by Subtype <i>Dian Williams</i>	Fire on Trial <i>David Schudel</i> <i>Also offered on Friday am</i>	* Ignition * Role of synthetics * Fire patterns * Evidence issues * Fatal fires * CV preparation
10:00 – 12:00		Fire Investigation Origin Determination Survey <i>Greg Gorbett/Andrew Tinsley</i> <i>Also offered on Friday am</i>	
1:00 – 3:00	Writing Expert Reports <i>David Icove/Robert Toth</i>	Strategies and Methods for Conducting Effective EUO's <i>Roy Mura</i>	
3:00 – 5:00	Math for Investigators: Field Calculations <i>David Cusatis</i>	Fundamentals of Fire Protection Systems <i>Michael McGreal</i> <i>Also offered on Wednesday pm</i>	
<b>FRIDAY— MAY 10</b>			
8:00 – 12:00	Fire on Trial <i>David Schudel</i> <i>Also offered on Thursday am</i>	Dryer Fires: It's Not Just a Lint Fire <i>Mike Stoddard</i>	* NFPA 1033 * Review
10:00 – 12:00	Fire Investigation Origin Determination Survey <i>Greg Gorbett/Andrew Tinsley</i> <i>Also offered on Thursday am</i>		

Conference Testing is available on CFITrainer.Net®

NOTE: Schedule and Courses are Subject to Change Without Notice

Daily Lunch/Break: 12:00– 1:00



Members

User name:

Password:

**MEMBER SIGN IN**

[Lost Password?](#)

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2013 ITC ORLANDO, FL

Event

**Event location:** Orlando, FL  
**Event date and time:** Sunday, May 05, 2013  
**Event Category:** Training

Description

For more than 60 years, members of the International Association of Arson Investigators eagerly anticipate their International Training Conference for fire and explosion investigators, and the 2013 ITC will be no exception!

Why? The IAAI offers the best fire investigation training and education around the world. Fire investigators from both the private and public sectors, fire service and law enforcement personnel, claims adjustors and SIU from the insurance industry, attorneys, engineers, forensic science experts, and professionals representing many agencies and organizations know that they can count on the IAAI to offer outstanding training on what's new, what's changed, and what's trending in the fire and explosion investigation industry.

The Rosen Centre in Orlando will host the 2013 ITC and will feature some of the world's leading experts and top instructors sharing their knowledge and insight into today's most important subjects.

With several uniquely tailored tracks to pick and choose from, attendees can select fire investigation, insurance, hands on, or requirements classes that will meet their specific needs and interests.

Whether you select a track that will provide you with up to 36 hours of basic hours to reach pre-requisites and better prepare you for IAAI-FIT designation or you are a seasoned fire investigator looking for tools and techniques to better assist you with a quickly evolving industry, you won't want to miss this conference.

The IAAI has also designed an insurance track that not only provides critical information in regard to fire investigation and insurance, but also helps you better understand and prepare for meeting the needs of the insurance industry and successfully navigating the courtrooms.

Mark your calendar now for May 5-10, 2013, and make plans to be proactive about your profession and your career: attend the IAAI's 64th International Training Conference for fire and explosion investigators in Orlando!

Venue

**Venue:** Rosen Centre  
**Street:** 9840 International Drive  
**City:** Orlando  
**State:** Florida  
**Zip:** 32819

Description

**Full Week Registration: ~~Early Bird Rate - Save \$100!~~ Before 3/31/2013**

**IAAI Members: ~~\$595.00~~ \$495.00**

**Non Members: ~~\$795.00~~ \$695.00 OR Save \$125 and become an IAAI member and register at the IAAI member rate!**  
Click [Register Now](#) then "Continue without Logging In," and select [Join Now and Save](#).

**Spouse Program Registration: \$200**

Daily Rates Available

One-day pass: \$165 for members; \$225 non-members  
Two-day pass: \$330 for members; \$450 non-members  
Three-day pass: \$495 for members; \$675 non-members

[Register Now](#)

Make hotel arrangements at the [Rosen Centre](#).

Zimbra

wesley.bradley@co.hidalgo.tx.us

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**2013 Annual Training Conference**

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**From :** ITC@firearson.com

Mon, Mar 25, 2013 11:11 AM

**Subject :** 2013 Annual Training Conference**To :** wesley bradley <wesley.bradley@co.hidalgo.tx.us>**Reply To :** ITC@firearson.com

2013 Annual Training Conference

Confirmation #: 249Company: Hidalgo County Fire Marshal's OfficeRegistrants: Wesley BradleyAttending: **IAAI 2013 ITC-Orlando, FL**Total Billed: \$495.00Total Paid: \$0.00Balance Due: \$495.00

Thank you for your registration to the 2013 IAAI Annual Training Conference in Orlando, FL May 5 - 10, 2013 at the Rosen Centre.

Please review this information and if there are any modifications, please contact ITC@firearson.com or call 1-800-468-IAAI (4224).

Hotel registrations and payments are your responsibility.

[Rosen Centre Hotel](#)  
9840 International Drive  
Orlando, Florida 32819  
Phone: (407) 996-9840  
Toll Free: 1-800-204-7234

[IAAI](#)Email: [ITC@firearson.com](mailto:ITC@firearson.com)

# 2013 International Training Conference May 5-10



## ORLANDO 2013

INTERNATIONAL TRAINING CONFERENCE  
FOR FIRE & EXPLOSION INVESTIGATORS

Gene Bullington  
Interscience, Inc.  
Sandy Burnette, Esq.  
Mike Deckelmann  
Dirk Hedgelin  
Great Lakes Analytical, Inc.  
d Ammon

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[Exhib](#)

## Hotel & Transportation

### Rosen Centre Hotel

9840 International Drive  
Orlando, Florida 32819  
(407) 996-9840  
Fax: (407) 996-9840

**[Make your reservation TODAY!](#)**

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International Association of Arson Investigators, Inc. 2111 Baldwin Avenue, Suite 203 | Crofton, MD 21114 | Phone: 800-468-IAAI (4224) | Fax: 410-451-90

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Zimbra

wesley.bradley@co.hidalgo.tx.us

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**2013 Annual Training Conference**


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**From :** ITC@firearson.com

Tue, Mar 26, 2013 07:13 AM

**Subject :** 2013 Annual Training Conference**To :** wesley bradley <wesley.bradley@co.hidalgo.tx.us>

2013 Annual Training Conference

Confirmation #: 249Company: Hidalgo County Fire Marshal's OfficeAttending: **IAAI 2013 ITC-Orlando, FL****Total Billed: \$495.00****Total Paid: \$0.00****Balance Due: \$495.00****Registrants:**

Name	Type	Fee	Events
Wesley Bradley	MEM	\$495.00	Presidents Reception 5/5/2013, 06:00 PM Awards Banquet 5/7/2013, 06:00 PM

**Thank you for your registration to the 2013 IAAI Annual Training Conference in Orlando, FL May 5 - 10, 2013 at the Rosen Centre.**

**Please review this information and if there are any modifications, please contact ITC@firearson.com or call 1-800-468-IAAI (4224).**

**Hotel registrations and payments are your responsibility.**

**Rosen Centre Hotel****9840 International Drive****Orlando, Florida 32819****Phone: (407) 996-9840****Toll Free: 1-800-204-7234**



Reservation Phone Number: 1-800-204-7234  
 Reservation Fax: 407-996-3169  
 9840 International Drive, Orlando, Florida 32819  
<http://www.RosenCentre.com>

**PLEASE VERIFY ALL INFORMATION FOR ACCURACY**

**Guest Information:**  
 WESLEY BRADLEY  
 2812 S BUSINESS HWY  
 EDINBURG, TX 78539 USA

**Room Total**  
 \$594.00 +  
 Surcharge + Taxes

Date	Stay Rate	Rate
Saturday, May 4, 2013		\$99.00
Sunday, May 5, 2013		\$99.00
Monday, May 6, 2013		\$99.00
Tuesday, May 7, 2013		\$99.00
Wednesday, May 8, 2013		\$99.00
Thursday, May 9, 2013		\$99.00
		+ 13.5% tax
		<b>\$674.94</b>

**Home Phone:** 9563182626

**Email Address:** nielda.cavazos@co.hidalgo.tx.us

**ACCOMMODATIONS REQUESTED**

Deluxe Double

**Printed On:** Tuesday, April 2, 2013

ARRIVAL DATE	DEPART DATE	# GUEST	CONFIRMATION #	ASSOCIATED WITH
05/04/2013	05/10/2013	1	RR623CA7A	IAAI Annual Training Seminar

**Stay Summary:** # of Rms : 1  
 GTD: YES MAST  
 All rates are exclusive of 12.5% tax and 1% of the room rate (not subject to tax exemption) to fund the promotion of the Orange County Convention Center and tourist services in the vicinity of the Orange County Convention Center District.

**Information that you will need to know :**

*King Beds, Connecting rooms, specific locations, and other special requests noted on your reservation are not guaranteed. Rest assured every effort will be made to meet your needs. Rosen Centre is a smoke-free facility including all guest rooms, restaurants, lounges, meeting rooms and public spaces. Designated smoking areas are available outside of the Hotel. The Hotel will apply a \$350 cleaning fee for guests who disregard this policy.*

*The Hotel will collect one percent of the room rate (not subject to tax exemption) to fund the promotion of the Orange County Convention Center and tourist services in the vicinity of the Orange County Convention Center District.*

*All approved major credit & debit cards will be accepted.*

*Please note an authorization of one night's room and tax will be taken on your card five days prior to your arrival date. Debit Cards will show a debit in your account at this time. Any reservation with a declining credit or debit card will be subject to cancellation. In the event that you do not arrive on your requested arrival date listed above, the card given at the time of booking will be charged one night's room and tax.*

**All Reservations must be cancelled at least 5 days prior to arrival in order to avoid a cancellation charge.**

*5 Day Cancellation Policy Complimentary Self Parking*

***During Your Stay, Enjoy Our Dining Options...***



**OPEN 24 HOURS**

**Cafe Gauguin**  
 Breakfast \* Lunch \* Dinner



**OPENS NIGHTLY AT 5:30PM**

The Brad Brewer Golf Academy is Here for Your Game! 407.996.3306 [www.bradbrewer.com](http://www.bradbrewer.com) [info@bradbrewer.com](mailto:info@bradbrewer.com)

Please be aware that there are two Rosen Hotels adjacent to the Orange County Convention Center.

The Rosen CENTRE is at 9840 international Drive and the Rosen PLAZA is at 9700 International Drive. Your reservation is at the ROSEN CENTRE.

Here you can i have req numbers as soon as you get them please

----- Forwarded Message -----

From: "Rosen Centre Reservations" <rclex@rosencentre.com>  
To: "nielda cavazos" <nielda.cavazos@co.hidalgo.tx.us>  
Sent: Tuesday, April 2, 2013 2:01:39 PM  
Subject: Reservation Confirmation

Attached you will find the e-mail reservation confirmation you requested from Rosen Centre Hotel

To open the attachment you will need the Adobe Acrobat Reader. If you do not already have the reader installed on your system, you may download it at no charge at <http://www.adobe.com/products/acrobat/readstep2.html>.

--  
Nielda Cavazos, Travel Specialist  
Hidalgo County Purchasing  
2812 S Bus Hwy 281  
Edinburg, Texas 78539  
O/956-318-2626  
F/956-318-2629

[Home](#) > [Manage Reservations](#) > [View Current Reservation](#)

Handwritten notes in the top right corner:

- 5/10 - LID 29.00
- 5/11 - LID 29.00
- 5/12 - LID 29.00
- 5/13 - LID 29.00
- 5/14 - LID 29.00
- 5/15 - LID 29.00
- 5/16 - LID 29.00
- 5/17 - LID 29.00
- 5/18 - LID 29.00
- 5/19 - LID 29.00
- 5/20 - LID 29.00

## View Current Reservation

Reservation Tools: [Cancel](#) | [View Baggage Service Charges](#) | [E-mail Summary](#) | [Reserve a Hotel](#) | [Reserve a Car](#)

United Confirmation Number **G91VBY**

Thank you for choosing United Airlines. Your purchase is confirmed. You will be promptly notified once the internal processing of your reservation has been finalized so that you can request additional receipts, export to Microsoft Outlook, refund or change your flight, view/change seats, check-in, or email or print your itinerary.

### Flight Details

#### Sat., May. 4, 2013 | McAllen, TX (MFE) to Orlando, FL (MCO)

Depart: <b>11:01 a.m.</b> Sat., May. 4, 2013 McAllen, TX (MFE)	Arrive: <b>12:16 p.m.</b> Sat., May. 4, 2013 Houston, TX (IAH - Intercontinental)	Flight Time: 1 hr 15 mn	Award Miles/ Premier Qualifying*: 316 /100%	Flight: <b>UA5231</b> Operated by Skywest Airlines dba United Express. Aircraft: <b>Canadair Regional Jet 200</b> Fare Class: <b>United Economy (T)</b> Meal: <b>None</b> <b>No Special Meal Offered.</b>
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**Change Planes.** Connect time in Houston, TX (IAH - Intercontinental) is 2 hr 4 mn.

Depart: <b>2:20 p.m.</b> Sat., May. 4, 2013 Houston, TX (IAH - Intercontinental)	Arrive: <b>5:40 p.m.</b> Sat., May. 4, 2013 Orlando, FL (MCO)	Flight Time: 2 hr 20 mn  Travel Time: <b>5 hr 39 mn</b>	Award Miles/ Premier Qualifying*: 853 /100% Total Award Miles: <b>1,169</b>	Flight: <b>UA1702</b> Aircraft: <b>Boeing 737-900</b> Fare Class: <b>United Economy (T)</b> Meal: <b>Snacks for Purchase</b> <b>No Special Meal Offered.</b>
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#### Fri., May. 10, 2013 | Orlando, FL (MCO) to McAllen, TX (MFE)

Depart: <b>6:31 p.m.</b> Fri., May. 10, 2013 Orlando, FL (MCO)	Arrive: <b>8:00 p.m.</b> Fri., May. 10, 2013 Houston, TX (IAH - Intercontinental)	Flight Time: 2 hr 29 mn	Award Miles/ Premier Qualifying*: 853 /100%	Flight: <b>UA370</b> Aircraft: <b>Boeing 757-200</b> Fare Class: <b>United Economy (V)</b> Meal: <b>Snacks for Purchase</b> <b>No Special Meal Offered.</b>
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**Change Planes.** Connect time in Houston, TX (IAH - Intercontinental) is 1 hr 13 mn.

Depart: <b>9:13 p.m.</b> Fri., May. 10, 2013 Houston, TX (IAH - Intercontinental)	Arrive: <b>10:35 p.m.</b> Fri., May. 10, 2013 McAllen, TX (MFE)	Flight Time: 1 hr 22 mn  Travel Time: <b>5 hr 4 mn</b>	Award Miles/ Premier Qualifying*: 316 /100% Total Award Miles: <b>1,169</b>	Flight: <b>UA4509</b> Operated by ExpressJet Airlines Inc. dba United Express. Aircraft: <b>Embraer RJ145</b> Fare Class: <b>United Economy (V)</b> Meal: <b>None</b> <b>No Special Meal Offered.</b>
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here you go

**From:** "United Airlines, Inc." <unitedairlines@united.com>  
**To:** "nielda cavazos" <nielda.cavazos@co.hidalgo.tx.us>  
**Sent:** Tuesday, April 2, 2013 1:54:02 PM  
**Subject:** united.com reservation for Orlando, FL (MCO)

Add [unitedairlines@united.com](mailto:unitedairlines@united.com) to your address book. See instructions.

Tue., Apr. 2, 2013

[united.com](#) | [Deals & Offers](#) | [Reservations](#) | [Earn MileagePlus® Miles](#) | [My Account](#)

### Thank you for choosing United Airlines.

We are processing your reservation and will send you a confirmation email once this is completed. This process usually takes less than an hour; however, in rare cases it could take longer. Your reservation will remain confirmed during the processing period, and it's not necessary to contact us unless you are traveling within 24 hours.

As a reminder, you can [manage your reservation](#) at united.com, including:

- Purchasing additional products and services to improve your travel experience
- Viewing or changing seat assignments
- Changing your flight
- Checking-in (within 24 hours)
- Booking a car or hotel
- Printing additional receipts, and more

If you do not receive your receipt within three hours, [please contact us](#).

Flight Summary		Confirmation Number:	G91VBY
Sat., May. 4, 2013	McAllen, TX (MFE) to Orlando, FL (MCO) Connecting in Houston, TX (IAH - Intercontinental)		
Fri., May. 10, 2013	Orlando, FL (MCO) to McAllen, TX (MFE) Connecting in Houston, TX (IAH - Intercontinental)		
<a href="#">Manage my reservation &gt;</a> View full trip details, seat assignments and printable receipts.			

Traveler Details
Wesley Bradley

**Seats:** MFE - IAH: 12C  
 IAH - MCO: 30B  
 MCO - IAH: 24E  
 IAH - MFE: 11B

**Orlando Hotels**

STARTING AT  
**\$24**  
 PER DAY

[Book now](#)

**Ticket Price Details**

1 Adults (age 18 to 64)	\$485.00
Additional Taxes/Fees	\$40.60

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**Total Fare    \$525.60**

[Manage my reservation](#)

**Book with our preferred car partners**

- Save up to 35% off
- Earn 75 reward miles/day
- Earn 150 bonus reward miles when booking on united.com
- Choose [Avis®](#) or [Hertz®](#)

Total Fare: \$525.60/TA10KN/TA10KN/VE14SFN/VE14SFN

**Additional Trip Planning Tools**

- [Baggage Policies](#): View current baggage acceptance allowances.
- [Orlando Destination Guide](#): Download a complete travel guide.

**Important Baggage Information**

**Carry-on baggage allowed**

United accepts the following items, per customer to be carried on the aircraft at no charge:

- One carry-on bag no more than 45 linear inches or 114 linear centimeters (L + W + H) or 14 inches x 9 inches x 22 inches (23 x 35 x 56 cm)
- One personal item (such as a shoulder or laptop bag).

[Learn more about carry-on baggage policy](#)

**Checking bags for this itinerary**

Checked baggage service charges are collected at any point in the itinerary where bags are checked. The bag service charges below reflect a maximum outside linear dimension of 62 linear inches (157 cm)

First and second baggage service charges per traveler as listed below:	1st bag	2nd bag	Weight per bag
<b>Sat., May. 4, 2013</b> McAllen, TX (MFE) to Orlando, FL (MCO)	<b>\$25</b>	<b>\$35</b>	50.0 lbs (23 kgs)
<b>Fri., May. 10, 2013</b> Orlando, FL (MCO) to McAllen, TX (MFE)	<b>\$25</b>	<b>\$35</b>	50.0 lbs (23 kgs)

#### Check Your First Bag for Free

You and your companion can check your first bag for free when you use your MileagePlus Explorer Card to buy your ticket and fly a United-operated flight. **That's up to a \$50 savings per person round trip.**

[Learn more](#)

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges, allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items or sporting equipment, visit [united.com/baggage](http://united.com/baggage)

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57709-6120 USA

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F/956-318-2629