

Travel/Education Request Form

Name(s) Robert W. Hill

Department County Development Position Director

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
8/17/2016			Sioux Falls, SD

Reason for Travel:

Attend Tri-State Emergency Management Association meeting in Sioux Falls, SD.

Passengers: 1

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
110 Miles \$ 0.42 /mile = \$ 46.20

•Meals: 0 Breakfast @ \$ 6.00 = \$ 0.00
0 Lunch @ \$ 11.00 = \$ 0.00
0 Dinner @ \$ 15.00 = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list None = \$

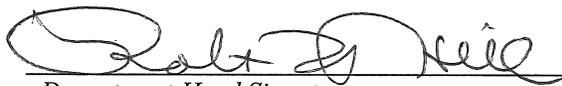
•Lodging: 0 Estimated number of days/nights = \$

•Registration: 0 Estimated Cost = \$

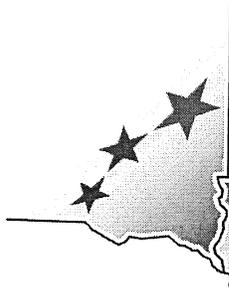
Total Cost Estimate = \$ 46.20

•Department Head designated mileage rate: \$ 0.00 /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

9/12/2016
 Date



Tri-State Emergency Management Association

MEETING AGENDA

Wednesday, August 17, 2016

Minnehaha County Emergency Management, 608 Sigler Ave, Sioux Falls, SD

9:30 a.m. – Rolls, Coffee & Networking | 10:00 a.m. – Meeting

Call Meeting to Order

Introductions

Secretary/Treasurer Reports

- Minutes from June meeting
- Financial update
- Membership status

Old Business

- Outdoor Warning Siren Discussion
 - Alexandria, SD Incident - *Kayser*
- Decision Support Services (DSS) – *NWS/Heitkamp*

New Business

- NWS Director Louis Uccellini's Visit to FSD Aug 22-24 – *Heitkamp*
- HS Funds – Fiscal Agents, Boards, etc. – *NW Iowa*
- Emergency Plans for Daycares – *Walhof*

Regular Reports

- National Weather Service 30/60/90-day Outlook – *Heitkamp*
- Recent Events & Reports by State
 - Iowa
 - Nebraska
 - South Dakota
 - Minnesota

Upcoming Meetings

- November 16, 2016 (Annual Meeting) – Grand Falls Casino, Larchwood, IA
- February 15, 2017 – Location TBD
- May 17, 2017 – Location TBD

Adjourn

Travel/Education Request Form

Name(s) Robert W. Hill

Department County Development Position Director

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
8/29-9/01/2016			Emmitsberg, MD

Reason for Travel:

Attend FEMA's Emergency Management Institute (EMI) E0197: Intregrating Access and Functional Needs into Emergency Planning in Emmitsberg, MD. Airfare is paid for by FEMA.

A meal ticket is required to attend training. In lieu of per diem for those days a claim of \$75.12 will be submitted.

Passengers: 1

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
110 Miles \$ 0.42 /mile = \$ 46.20

•Meals: 0 Breakfast @ \$ 10.00 = \$ 0.00
0 Lunch @ \$ 14.00 = \$ 0.00
0 Dinner @ \$ 21.00 = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list Meal ticket required to attend \$75.12, Parking at Sioux Falls, SD \$32.00 = \$ 107.12

•Lodging: 4 Estimated number of days/nights = \$

•Registration: 0 Estimated Cost = \$

Total Cost Estimate = \$ 153.32

•Department Head designated mileage rate: \$ 0.00 /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

9/12/2016
 Date

Robert Hill

From: netc-admissnotifications <netc-admissnotifications@fema.dhs.gov>
Sent: Wednesday, April 20, 2016 6:29 AM
To: Robert Hill
Subject: EMI Course Acceptance: E0197

Robert W Hill, Sr

Dear Mr. Hill:

Congratulations, you have been accepted for the Emergency Management Institute course listed below:

- E0197: Integrating Access and Functional Needs into Emergency Planning
- 8/30/2016 To 8/31/2016

You should refer to the NETC Welcome Package at <http://training.fema.gov/studentsandinstructors.aspx>. This package contains pertinent information about making your travel arrangements, transportation, lodging, reimbursement, food service, and on campus services.

Your travel dates for this course are: August 29, 2016 and September 1, 2016. If you are a FEMA employee, please refer to the NETC Welcome Package for specific information about your travel and travel authorization preparation.

You must contact the NETC Transportation Office at (301) 447-1113 at least 2 weeks prior to your course start date if you plan to use the shuttle to NETC. Failure to reserve a seat on the shuttle may result in your having to provide your own transportation to NETC which will be at your own expense.

Airport pickup times for this course are as follows:

- Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)
- No pickups scheduled for Ronald Reagan National Airport (DCA)
- No pickups scheduled for Dulles International Airport (IAD)

Please plan to arrive at least 1 hour before the shuttle pickup time stated above.

Campus departure times for this course are as follows:

- Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)
- No departures are scheduled for Ronald Reagan National Airport (DCA)
- No departures are scheduled for Dulles International Airport (IAD)

On the return, you should make your flight 4 hours from the NETC departure time. This will allow 2 hours for transportation to the airport and another 2 hours for airport security.

Since you have been accepted into a course at NETC, lodging has been reserved for you for 8/29/2016 to 9/1/2016. Check-in time is any time after 2:00 p.m. on your travel day. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at FEMA-NETC-Housing@fema.dhs.gov upon receipt of this email. For further information regarding lodging, please refer to the NETC Welcome Package.

STIPEND REIMBURSEMENT PROGRAM

The NFA and EMI stipend reimbursement programs are cost sharing programs. The student's or sponsoring organization's share of the program is the cost of meals/participation in the NETC meal program, the cost of ground transportation from the point of departure to the local airports and back, parking, tolls, and the salary and benefit costs to the sponsoring organization of the student or any replacement personnel necessitated by the student's absence from duty during the term of participation in a course. The government's share includes reimbursement for common carrier transportation or privately owned vehicle (POV) as outlined below; ground transportation between NETC and the designated airports using the campus shuttle service; lodging on campus; and the cost of the first piece of luggage up to 50 pounds, not to exceed \$60 roundtrip for EMI students.

Below is information about reimbursement procedures for NFA and EMI courses under the student stipend reimbursement programs. Please read the information carefully. If you have any questions about your eligibility to receive a stipend, please contact Admissions either by email at netcadmissions@fema.dhs.gov or by phone at 301-447-1035.

Any exceptions to travel must be requested in writing and faxed along with documentation to 301-447-1441 for NFA and 301-447-1658 for EMI. All exceptions must be approved prior to making your travel arrangements. Otherwise, your stipend may be denied or limited to the state ceiling amount. Exceptions to travel include side trips or traveling days other than those listed in your acceptance notification.

INDIVIDUALS ELIGIBLE FOR REIMBURSEMENT:

- ▶ State, local or tribal government representatives.
- ▶ Recognized volunteer organization representatives.
- ▶ Active emergency management organization representatives.
- ▶ Representatives from state or local fire organizations.

If you do not apply for a stipend reimbursement within 60 days following the course start date, your stipend reimbursement will be denied.

NFA students are limited to one reimbursable trip per fiscal year (Oct. 1-Sept. 30). If you wish to attend a second NFA class (at your own expense), a letter to that effect must accompany the second application stating that you are waiving your stipend reimbursement.

continued on next page

INDIVIDUALS NOT ELIGIBLE FOR STIPEND REIMBURSEMENT:

- ▶ Federal government employees.
- ▶ Private industry employees.
- ▶ Employees who are contracted to federal, state or local government entities (such as rural-metro departments).
- ▶ Representatives of a foreign organization.
- ▶ **For EMI only:** students eligible for federally funded grants.
- ▶ Students enrolled in the E0705 course offered at EMI. There is no stipend reimbursement for the “Fundamentals of Grants Management.” Students enrolled in this course should contact the grant program analyst/manager to identify travel funding for this training as part of the grant management and administration cost.

REIMBURSEMENT FOR:

Airfare:

- ▶ You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round trip transportation by common carrier (economy coach class, nonrefundable) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!
- ▶ **If you take side trips or travel outside of the defined travel days**, your reimbursement shall be limited to no more than the state ceiling amount as noted on the Reimbursement State Ceiling Chart.
- ▶ **To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE**, unless you request, in writing, an exception prior to making your travel arrangements and have received written approval from the NETC Admissions Office. Otherwise, your reimbursement will be limited up to the state ceiling amount.
- ▶ **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the state ceiling amount.
- ▶ **Use of frequent flier miles** toward the purchase of a ticket is NOT reimbursable.
- ▶ **Fees associated with seat upgrades or early bird check-ins are not reimbursable.**
- ▶ **Flight or ticket insurance is not reimbursable.**
- ▶ If any portion of your airfare is subsidized by another source, that portion is NOT reimbursable under the stipend program.

Driving:

- ▶ You will be reimbursed the current POV federal mileage allowance or the state ceiling, whichever is less.
- ▶ POV mileage is subject to validation.
- ▶ **If you do not register your vehicle with the Housing Office**, reimbursement for POV mileage may be denied.
- ▶ **If someone is dropping you off**, you **must** have the vehicle verified by the Housing Office prior to the vehicle departing campus, or your stipend will be denied.
- ▶ If you carpool with another student, only the driver will be reimbursed.

continued on next page

Travel/Education Request Form

Name(s) Laura Littlecott

Department Commission Position HR Specialist

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
September 22, 2016			R&T Center, Brookings

Reason for Travel:

New Overtime Rule Discussion

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
 _____ Miles \$ _____ /mile = \$ 0.00

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
 _____ Lunch @ \$ _____ = \$ 0.00
 _____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ = \$ _____

•Lodging: _____ Estimated number of days/nights = \$ _____

•Registration: _____ Estimated Cost = \$ _____

Total Cost Estimate = \$ 0.00

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

9-7-16
 Date

Jon Pike

From: dfalken <dfalken@brookings.net>
Sent: Tuesday, September 06, 2016 4:43 PM
To: Jon Pike; Justina Diamond; Robert McGraw Clark County Sheriff; Aaron Talich; Tayt Alexander Hamlin SO; grant lanning; Ryan Vrchota; Troy Wellman Moody County Sheriff; Capt Ryan Remmers; Chief Timothy Kiefer
Subject: Fw: FY17 Reimbursement Workshops

All of the above agencies have applied for 2017 grant. Attached is an email from Amanda on upcoming FY17 Reimbursement training dates and locations. Please save the date and plan on attending one of the workshops. It is my understanding that Pierre will be notifying agencies shortly on what there grant awards will be.

From: [Hossle, Amanda](#)
Sent: Tuesday, September 06, 2016 10:39 AM
To: [Dennis Falken](#) ; [Eric Majeres](#) ; [Falken, Dennis](#) ; [Ingemunson, Greg](#) ; [Majeres, Eric](#) ; [Olerud, Rod](#)
Subject: RE: FY17 Reimbursement Workshops

Please make sure you've sent the dates of the reimbursement workshops out to your sub-grantees!!!!

From: Hossle, Amanda
Sent: Thursday, August 04, 2016 9:53 AM
To: Dennis Falken; Eric Majeres; Falken, Dennis; Ingemunson, Greg; Majeres, Eric; Olerud, Rod
Subject: FY17 Reimbursement Workshops

Good morning,

Below are the "tentative" dates for the FY17 reimbursement workshops. Good with everyone?

Dates	City	Location	Community Sub-Grantees	Law Enforcement
Monday, September 19, 2016	Pierre	Faith Lutheran Church	N/A	1:00-3:
Tuesday, September 20, 2016	Rapid City	HP Office	9:00-11:00	1:00-3:
Wednesday, September 21, 2016	Aberdeen	HP Office	N/A	1:00-3:
Thursday, September 22, 2016	Sioux Falls	DOT/HP Office	9:00-11:00	1:00-3:

Amanda Hossle
Management Analyst
Office of Highway Safety
118 W. Capitol Avenue
Pierre, SD 57501
Office: 605-773-8210
Cell: 605-295-1907
amanda.hossle@state.sd.us

Travel/Education Request Form

Name(s) Laura Littlecott

Department Commission Position HR Specialist

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 5, 2016			Sioux Falls Convention Center

Reason for Travel:

South Dakota Safety & Health Conference

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
116 Miles \$ 0.42 /mile = \$ 48.72

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
_____ Lunch @ \$ _____ = \$ 0.00
_____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
Please list _____ = \$ _____

•Lodging: _____ Estimated number of days/nights = \$ _____

•Registration: \$220 Estimated Cost = \$ 220.00

Total Cost Estimate = \$ 268.72

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No



Department Head Signature

9-7-16

Date

SOUTH DAKOTA SAFETY & HEALTH CONFERENCE REGISTRATION

COMPANY INFORMATION

Company Name Brookings County
 Address 520 3rd St. Suite 210
 City, State, Zip Brookings SD 57006
 Phone 605 696 8305
 E-mail littlecott@brookingscountysd.gov

CONFERENCE REGISTRATION

Full day, includes luncheon	BEFORE	AFTER	AMT.
	9/23	9/23	
Member (SDSC/SHRM/SDCA)	\$220	\$245	\$ <u>220</u>
Nonmember	\$265	\$290	\$ _____
Group Discount <i>(Every attendee from same organization after the first three)</i>	\$150	\$150	\$ _____

ADDITIONAL LUNCHEON TICKETS

Admission to luncheon only \$35 \$40 \$ _____

CONFERENCE ATTENDEES

Please list names of individual attendees for preparation of name badges; attach additional list if needed.

- 1 Name Laura Littlecott
 Email littlecott@brookingscountysd.gov
- 2 Name _____
 Email _____
- 3 Name _____
 Email _____
- 4 Name _____ \$150
 Email _____
- 5 Name _____ \$150
 Email _____
- 6 Name _____ \$150
 Email _____

Subtotal \$ 220

6.5% South Dakota State/City Sales Tax \$ _____

TOTAL REMITTANCE \$ _____

PAYMENT INFORMATION

- Check Enclosed (payable to South Dakota Safety Council)
 Credit Card: Visa MasterCard American Express
 Card # _____
 Name _____
 Signature _____
 Expiration Date _____ Security Code _____

SESSION CHECKLIST

Check the sessions you will attend. If registering more than one person, please indicate by number how many will attend.

Opening Session

8:00 – 9:00 a.m.

- Safe 4 the Right Reasons

Full-Day Session

9:40 a.m. – 4:45 p.m.

- _____ Solving the People Puzzle: Leadership, Personalities and High Performance Teams

Morning Half-Day Session

9:40 a.m. – 12:00 p.m.

- _____ 30 Years With the FBI: Lessons Learned

Afternoon Half-Day Session

2:35 – 4:30 p.m.

- _____ An Afternoon with Mike: Together, We're Even Better!

Break-Out Sessions

9:40 a.m.

- _____ An Effective Safety Campaign: The Cornerstone to Success
 _____ Did OSHA Just Ban Drug Testing and Safety Incentives?
 _____ You're On a Team, You May as Well Be Good at It
 _____ Care Pathways for Spine-Related Injuries
 Security Awareness 101

11:10 a.m.

- The Glass Ain't Half Full, It's Just Too Big
 Drugs and Alcohol in the Workplace
 _____ Dealing With Difficult People: How to Work With Bullies, Tyrants and Jerks
 _____ JSAs, JSOs and RAs
 _____ Emergency/Disaster Preparedness

2:35 p.m.

- _____ Occupational Fatigue: The next BIG Issue? Part 1
 Workers' Compensation Case Law Update, Industry Trends and Challenges
 _____ Communicating Across the Generations at Work
 _____ Why Do We Need Electrical Assessments?
 _____ Critical Workplace Situations — The Workplace Violence Phenomenon

3:40 p.m.

- _____ Occupational Fatigue, Part 2
 _____ Straight From the Horse's Mouth: SDOSHA Update
 _____ Stress, Time and Procrastination: Are You a Burnout?
 _____ Distracted Driver — Are YOU the Problem?
 Active Shooter/Armed Intruder: Lessons Learned and Updates

South Dakota Safety Council

Invoice No. 11,028

1108 N. West Ave
 Sioux Falls, SD 57104
 Phone: 605-361-7785

INVOICE

Sold To: Brookings County
 520 3rd Street Ste 210
 Brookings, SD 57006

Ship To: Laura Littlecott
 Brookings County
 520 3rd Street Ste 210
 Brookings, SD 57006

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
161833		9/1/2016	13624	Net 30	9/1/2016
Qty	Description	Unit Price	Extended Price		
	2016 South Dakota Safety and Health Conference 10/5/2016 - 10/5/2016				
1	CONF16/MAIN Full Day Registration	220.00	220.00		
1	CONF16/MAIN_LUNCH Luncheon				
Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
220.00			220.00		220.00

Travel/Education Request Form

Name(s) Richard Birk

Department Highway Position superintendent

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 18-20, 2016			Rapid City SD

Reason for Travel:

31st Annual North Regional LTAP Conference

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
 _____ Miles \$ _____ /mile = \$ 0.00

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
 _____ Lunch @ \$ _____ = \$ 0.00
 _____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ = \$ 0.00

•Lodging: 2 Estimated number of days/nights = \$ 171.98

•Registration: 1 Estimated Cost = \$ 100.00

Total Cost Estimate = \$ 271.98

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No

Richard Birk
 Department Head Signature

9-7-16
 Date

*Online Registration (8/24-10/12) <http://sdstate.edu/engr/ltap>

MAIL-IN REGISTRATION FORM

Regional Local Road Conference - October 19-20, 2016

Best Western Ramkota Hotel, 2111 LaCrosse St, Rapid City, SD

Name: Dick Birk
Title: Highway Superintendent
Agency: Brookings County Highway
Address: 422 Western Avenue
City: Brookings
State: SD Zip: 57006
Phone: 696-8270 Fax: 696-8278
Email: dbirk@brookingscountysd.gov

REGISTRATION COSTS

Includes one lunch, one breakfast, breaks, banquet, and social hour

- \$100 Attendee—Early Bird Registration if paid by October 5
 \$125 Attendee—Registration Fee after October 5

\$ 75 for each Additional Guest Meal Package--*Includes meal pkg. for those not attending the conference--Lunch&Banquet 10/19; Breakfast 10/20*
Additional Guest's Name: _____

EXHIBIT BOOTHS ASSIGNED BY ONLINE REGISTRATION ONLY

Vendor Display fee only includes ONE Attendee registration fee

- \$200 Vendor Display—Early Bird Registration if paid by October 5
 \$250 Vendor Display—Online Registration Fee after October 5

SPONSORSHIP DONATIONS

- Platinum Sponsors [\$1,500 +] \$ _____ [enter amount]
 Gold Sponsors [\$750-\$1,499] \$ _____ [enter amount]
 Silver Sponsors [\$100 - \$749] \$ _____ [enter amount]

PAYMENT OPTIONS

Online registration & payment at <http://sdstate.edu/engr/ltap>

- *Credit Card Payment for Online Registration Only (8/24-10/12)
 Purchase Order Cash/Check at Conference
 Check - made payable to SDSU-SDLTAP



MAIL REGISTRATION FORM & FEE [by check] to:

SDSU – South Dakota LTAP
SCEH 308, Box 2219, Brookings, SD 57007
Phone: 800-422-0129 Fax: 605-688-5878

Pre-Register/Pay by October 5 - No refunds after October 12.

31ST ANNUAL NORTH CENTRAL REGIONAL LOCAL ROAD CONFERENCE



NORTH CENTRAL REGION

The most affordable local road conference in the nation providing local road managers an opportunity to learn and share ideas for building and maintaining local roads in challenging economic times.

Best Western Ramkota Hotel
2111 LaCrosse Street
Rapid City, South Dakota

Sponsored by:
The Federal Highway Administration
and the Local Technical Assistance
Programs (LTAPs) of Colorado, Iowa,
Kansas, Missouri, Montana, Nebraska,
North Dakota, South Dakota and
Wyoming.



Success

Your submission and credit card payment have been received. You should receive a submission confirmation email and credit card payment receipt email shortly. If you have any questions, please email SD LTAP.

Credit Card Payment Details

Reference #: 8687705

Order Information

Payment Option: Credit Card

Order Amount: \$100.00

Contact Information

First Name: Dick

Last Name: Birk

Title: Highway Superintendent

Org: Brookings County Highway

Address: 422 Western Avenue

City: Brookings

Phone: 6056968270

State: South Dakota

Province: NA

Fax: 6056968278

Email: lgross@brookingscountysd.gov

Registration Information

Are you?: Attendee (\$100 includes meals)

Number of Additional Attendees: None

Attendees: N/A

Booth Information

Number of Booths Needed: N/A

Booth Priority : None

Sponsorship Information

Travel/Education Request Form

Name(s) Robert W. Hill, Richard Haugen, Rae Lynn Maher and Planning Board members

Department County Development Position Director

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
10/26-27/2016			Sioux Falls, SD

Reason for Travel:

Attend the South Dakota Planners Association Conference in Sioux Falls. The plan is to drive a vehicle and transport members of the Brookings County Planning Commission to the event each day. No overnight stay is anticipated, subject to weather conditions.

Passengers: multiple

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
234 Miles \$ /mile = \$ 0.00

•Meals: 0 Breakfast @ \$ 6.00 = \$ 0.00
6 Lunch @ \$ 11.00 = \$ 66.00
0 Dinner @ \$ 15.00 = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list None = \$

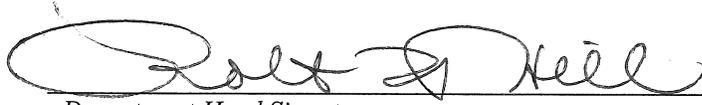
•Lodging: 0 Estimated number of days/nights = \$

•Registration: 80.00 Estimated Cost = \$ 80.00

Total Cost Estimate = \$ 146.00

•Department Head designated mileage rate: \$ 0.00 /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

9/08/2016
 Date

Travel/Education Request Form

Name(s) Robert W. Hill

Department County Development Position Director

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Nov 6-12/2016			Anniston, Al

Reason for Travel:

Attend training in Anniston, AL, training consists of three days of Incident Command training and two days of Hands-On training for CBRNE Incidents. All associated fees are paid for by the Center for Doemstic Preparedness.

Passengers: 0

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
108 Miles \$ /mile = \$ 0.00

•Meals: 0 Breakfast @ \$ 10.00 = \$ 0.00
0 Lunch @ \$ 14.00 = \$ 0.00
0 Dinner @ \$ 21.00 = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list Airfare = \$ 0.00

•Lodging: 7 Estimated number of days/nights = \$

•Registration: Estimated Cost = \$

Total Cost Estimate = \$ 0.00

•Department Head designated mileage rate: \$ 0.00 /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

9/06/2016
 Date

Robert Hill

From: Celia E. Wright (CTR) <Celia.Wright@cdpemail.dhs.gov>
Sent: Tuesday, September 06, 2016 2:25 PM
To: Robert Hill
Cc: David A. Hall (FEMA); Teresa.tople@state.sd.us
Subject: Training Confirmation - Center for Domestic Preparedness

Robert W. Hill Sr.,

Congratulations, you are confirmed to attend the 17R-0065 HOT / 17R-0066 IC, 11/6/2016-11/12/2016 at the Center for Domestic Preparedness (CDP) in Anniston, AL. These dates are all inclusive with the first and the last day being travel days.

Approximately fifteen (15) days before the scheduled start date of the course you will receive email notification from the CDP travel office concerning your scheduled training. The notification will provide instructions on how to obtain all necessary paperwork for your class. If you do not receive a notification by Wednesday the week prior to your class start date please contact me directly.

You should confirm with your department/agency to ensure you have the required time off to attend this training.

It is very important that you save your FEMA SID and password which you obtained when applying for CDP training; you will need them to retrieve your CDP Information Packet and travel instructions. If you have forgotten your FEMA SID or password, please contact the FEMA SID Help Desk at support@cdpemail.dhs.gov or 866-213-9699.

Effective November 1, 2010 the name on your flight itinerary must exactly match the valid passport or government issued photo identification you will be using to board the aircraft. If your name appears differently above, please contact me to make the correction immediately. **Please note a middle initial in lieu of your complete middle name is acceptable.**

If you have previously experienced delayed airline boarding or have been continuously referred for additional (secondary) screening at the airport you may wish to apply for a DHS redress number. You can read more about the redress number at http://www.dhs.gov/files/programs/gc_1169676919316.shtm

Western Region Training Coordinator
Center for Domestic Preparedness
Phone 256-847-2081
Toll Free 866-213-9548

Travel/Education Request Form

Name(s) Stacy Steffensen, Laura Littlecott, Dick Birk, Dennis Miller

Department Commission & Highway Position _____

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
November 9-10, 2016			Ramkota Hotel, Pierre, SD

Reason for Travel:

Safety & Loss Control Training Conference

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
 382 Miles \$ 0.42 /mile = \$ 160.44

•Meals: _____ Breakfast @ \$ _____ = \$ 0.00
 _____ Lunch @ \$ _____ = \$ 0.00
 _____ Dinner @ \$ _____ = \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ = \$ _____

•Lodging: 1 Estimated number of days/nights = \$ 100.00

•Registration: \$65 Estimated Cost = \$ 65.00

Total Cost Estimate = \$ 325.44

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No


 Department Head Signature

9-7-10
 Date

2nd Joint Safety & Loss Control Training Conference

November 9 - 10, 2016
Ramkota Hotel • Pierre, SD



Taking It to the Next Level



Keynote Speaker: Scott Burrows' riveting story of overcoming incredible physical, personal, and professional challenges through sheer determination, will power, and goal setting encourages audiences to **STAND UP** to their own challenges regardless the circumstances.

Topics to be Presented:

- Recognizing Meth Labs and the Waste Left Behind
- Workers' Compensation
- Telematics and Distracted Driving
- Marijuana: High Time for Discussion
- Cyber Risk

Sponsored By:

State of SD Office of Risk Management |
SD Public Assurance Alliance | SDML Workers'
Compensation Fund | Safety Benefits, Inc. |
Insurance Benefits, Inc. | Claims Associates, Inc.



For registration information please contact:
Janet Sporrer, Safety Benefits, Inc. at
888-313-0839 or jsporrer@safety-benefits.com

Robert Hill

From: Whetsel, Cheryl (PHMSA) <cheryl.whetsel@dot.gov>
Sent: Tuesday, August 30, 2016 7:37 AM
To: Barrack, Delia (Brownstein); Brownstein, Michael (GPAC); Burke, Elaine (Fleck); Campbell, Cheryl F (GPAC); Degracia, Jessica (Zamarin); Drake, Andy (GPAC); Fleck, Susan; Gant, Paula ; Garza, Blanca E (Drake); Gleason, Kathleen (Campbell); Harris, Kari (Pevarski); Robert Hill; Kipp, Bob (CGA); Pevarski, Rick (GPAC); Stursma, Don (GPAC); Swinson, Wanda (Gant); Worsinger, Richard (GPAC); Zamarin, Chad (GPAC)
Cc: Satterthwaite, Cameron (PHMSA); White, Nancy (PHMSA); Mayberry, Alan (PHMSA)
Subject: Please mark your calendars - tentative for December 6-8 for the next GPAC meeting.

Thanks!

Cheryl P. Whetsel

Advisory Committee Manager

U.S. Department of Transportation

Pipeline and Hazardous Materials Safety Administration

1200 New Jersey Avenue, SE

East Building, E24-445

Washington, DC 20590

Telephone: 202-366-4431

E-mail: cheryl.whetsel@dot.gov



**Know what's below.
Call before you dig.**



Alert
Lockdown
Inform
Counter
Evacuate

ACTIVE SHOOTER RESPONSE TRAINING INSTRUCTOR COURSE

Hosted By: Meade County Sheriffs Office

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a set of proactive, options-based strategies, that increase your chances of survival during a violent intruder or Active Shooter event. For 14 years, the ALICE Training Institute has provided violent intruder response training to individuals and organizations across the nation.

This 2-Day Instructor training course is designed to teach law enforcement as well as school, church, hospital and workplace administrators and employees skills and strategies that bridge the gap between the time a violent event begins and law enforcement arrives.

WHEN: 1/9/2017 - 1/10/2017 8:00 AM – 4:00 PM

WHERE: Meade County Sheriff's Office
1400 Main Street 3rd Floor
Sturgis, SD 57785

COST: \$595.00 per person

REGISTER AT: www.AliceTraining.com (click to register)

PHONE: 330-661-0106

- **Background:** You will become knowledgeable in statistics and information about active shooter situations and why ALICE training is effective.
- **ALICE Concepts:** We will deliver a detailed overview of ALICE training and the liability of proactive vs. passive response strategies.
- **Physical Drills:** You will experience live scenario drills that compare passive vs. active responses.
- **Effective Training:** You will learn the strategies and be provided with materials to become an effective ALICE Instructor in your own organization.

The ALICE Training Institute

phone: 330-661-0106 | email: info@AliceTraining.com | www.AliceTraining.com

Travel/Education Request Form

Name(s) Susan Taylor

Department Finance Office Position Finance Assistant

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
09/12/2016			Pierre <u>Sioux Falls</u>

Reason for Travel:

To attend MV training at the SDACO annual convention in Sioux Falls

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
 116 Miles \$ 0.42 /mile =\$ 48.72

•Meals: _____ Breakfast @ \$ _____ =\$ 0.00
 _____ Lunch @ \$ _____ =\$ 0.00
 _____ Dinner @ \$ _____ =\$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
 Please list _____ =\$ _____

•Lodging: _____ Estimated number of days/nights =\$ _____

•Registration: _____ Estimated Cost =\$ _____

Total Cost Estimate =\$ 48.72

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No

Kirk Buseth
 Department Head Signature

9/14/16
 Date

Travel/Education Request Form

Name(s) Richard Birk

Department Highway Position superintendent

Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
March 28-30, 2017			Deadwood, SD

Reason for Travel:

SD Highway Superintendents Short Course 2017

Passengers: _____

Estimated Expenses:

•Method of Travel: County Vehicle Private Auto Air
758 Miles \$ _____ /mile = \$ 0.00

•Meals:

_____ Breakfast @	\$ _____	= \$ 0.00
2 Lunch @	\$ 11.00	= \$ 22.00
_____ Dinner @	\$ _____	= \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

•Additional Expenses (taxi, parking, etc.):
Please list _____ = \$ 0.00

•Lodging: 2 Estimated number of days/nights = \$ 190.00

•Registration: _____ Estimated Cost = \$ _____

Total Cost Estimate = \$ 212.00

•Department Head designated mileage rate: \$ _____ /mile

•A travel advance form is attached to this request Yes No

Richard Birk
Department Head Signature

9-14-16
Date