



Public Safety Meeting

AGENDA

September 6, 2011

I. **CALL TO ORDER**

II. **MATTERS BEFORE COMMITTEE**

1. [Approval - Out of State Training - Lt. Andrew Dykes](#)

III. **ADJOURN**



Public Safety Meeting

AGENDA

September 6, 2011

Item:

Approval - Out of State Training - Lt. Andrew Dykes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [FEMA Training Info](#)

 [Dykes Letter](#)



FEMA

July 29, 2011

Mr. Andrew McKendree Dykes
PO Box 673
Social Circle, GA 30025

Dear Mr. Dykes:

Welcome to the Department of Homeland Security–United States Fire Administration's National Emergency Training Center (NETC) – home of the National Fire Academy and Emergency Management Institute. We are pleased to inform you that you have been accepted for:

R306: EXEC ANALYS F SERV OPS IN EMERG MGMT
October 3, 2011 to October 14, 2011

Enclosed is a travel insert that will assist you in planning for your travel and training. Please read it carefully. Your travel dates for the above-mentioned course are October 2, 2011 and October 14, 2011.

The NETC Welcome Package contains important information pertaining to your training, transportation, lodging, reimbursement, dress code, and food service including the meal ticket prices. All students who stay on campus must purchase a meal ticket. If you have questions pertaining to meal tickets and/or food service, please feel free to contact the on-site food service contractor, Guest Services. **PLEASE READ THE NETC WELCOME PACKAGE PRIOR TO MAKING YOUR TRAVEL ARRANGEMENTS.** This package can be found at http://www.usfa.dhs.gov/downloads/pdf/NETC_Welcome_Package.pdf

Since you have been accepted into a class at NETC, lodging has been reserved for you unless you previously notified us that housing was not needed. If you are a daily commuter or an NETC employee and you will not need lodging, please notify the Housing Office upon receipt of this letter. If you are a non-DHS Federal employee, lodging will be reserved for you on the NETC campus. Please refer to the NETC Welcome Package for the cost of lodging as well as the procedures for housing non-DHS Federal employees. If you are a DHS employee, you must present a copy of your travel authorization at registration. Please refer to FEMA instructions, policies, and comptroller grants pertaining to travel to NETC. If you are a foreign student, private sector representative, or contractor to a State or local government entity, you are responsible for your own travel and per diem costs, and lodging, payable upon arrival to NETC. USFA accepts credit card payment (VISA, MasterCard, Discover, or American Express) for lodging. **PLEASE REFER TO THE NETC WELCOME PACKAGE FOR ADDITIONAL HOUSING INFORMATION.**

If you are not able to attend this course, please notify us in writing at least 1 month prior to your course start date. We have a waiting list of your colleagues who will take your place. Failure to notify us in writing may result in your restriction from NETC and NTF classes. In addition, if your responsibilities or organization change, please notify us in writing immediately. It may affect your eligibility to attend the course.

If you have any questions, please call (301) 447-1035 or NETC-Admissions@dhs.gov.

Sincerely,

Jo Ann Boyd
Admissions Specialist
NETC Management Operations and Support Services

Enclosures

August 26, 2011

To: Public Safety Committee
Council Member Cliff Peters
Council Member Wayne Adcock
Council Member Lee Malcom

From: Stan Dial/
Chief, Fire Department

Re: National Fire Academy Classes for Lt. Andrew Dykes

This is a request for approval of travel and classes at the National Fire Academy's Executive Fire Officer Program in Emmitsburg, Maryland, October 3, 2011 to October 14, 2011. All expenses will be paid by the NFA. The only cost incurred will be regular salary & meals while in attendance.

Attachment (1)