



Public Safety Meeting

AGENDA

April 5, 2011

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Approval - Out of State Training - Jeff Stone](#)

III. ADJOURN



Public Safety Meeting

AGENDA

April 5, 2011

Item:

Approval - Out of State Training - Jeff Stone

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Jeff Stone Training Info](#)



FEMA

February 7, 2011

Mr. Jeffrey Mark Stone
15 Pecan Lane
Oxford, GA 30054

Dear Mr. Stone:

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:

R332: EFFECT LEAD SKILLS FIRE & EMS ORG
May 2, 2011 to May 13, 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 May 1, 2011 and May 13, 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



Student Authorization Form

This form hereby authorizes the following employees to attend training in the below mentioned location.

Training Date(s): May 1, 2011 - May 13, 2011

Training Class: EFFECTIVE LEADERSHIP SKILLS FOR FIRE & EMS ORG.

Training Location: NFA Emmitsburg, Maryland

	Employee Name
1	JEFF STONE
2	
3	
4	
5	
6	
7	

Authorized By: (print name) Bill Owens

Signature: W.B. Owens