

Donation

Version 1.9 released on 8/3/21  
Updated RFA for donations including travel donations (use  
employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received:	Tracking #:	<input type="checkbox"/> Scanned	Date: 02.14.2024
Committee Date:	Committee:	<input type="checkbox"/> Posted	Item #: 2402.00350
1 <sup>st</sup> Agenda Date:	Hearing Date:		
	2 <sup>nd</sup> Agenda Date:		

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

<b>Board Approval</b>		<b>Other Board Name</b>	<b>City Council Approval</b>
			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Department</b>	<b>Contact Name</b>	<b>Email</b>	<b>Phone</b>
Fire	Masako Mercado	mmercado@cityoftulsa.org	918-596-1889
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b>	<b>Type of Donation</b>
		National Fire Academy	Travel
<b>Travel Event Title</b>	<b>Traveler's Name</b>	<b>Event Date</b>	<b>Donation Amount/Value</b>
R0673 Service Area Risk Rducation	Bryan Runyan	3/2/2024 - 3/9/2024 Emmitsburg, MD	\$700.00
			City Council requires a dollar value
<b>Budget</b>			
<b>Funding Source(s)</b>			

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

<b>Department:</b>		<b>Date:</b>	2/6/24
<b>Legal:</b>		<b>Date:</b>	
<b>Board:</b>		<b>Date:</b>	
<b>Mayor:</b>		<b>Date:</b>	FEB 14 2024
<b>Other:</b>		<b>Date:</b>	

Policy Statement

**Background Information**  
Bryan Runyan is attending National Fire Academy course and the flight cost will be reimbursed by NFA after the completion.

Provide background information on the requested action.

**Summation of the Requested Action**  
Requesting approval to accept donation

Summarize the pertinent details of the requested action

**Other Pertinent Details**

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

<b>Post Execution Processing</b>	<b>Additional Routing and Processing Details</b>
<input type="checkbox"/> Mail vendor copy (addt'l signature copies attached)	
<input type="checkbox"/> Must be filed with other governmental entity	
<input type="checkbox"/> Addt'l governmental entity approval(s) required	

# Tulsa Fire Department – Special Training/Travel Request

<b>Section 1: To be completed by applicant</b>	Name	BRYAN RUNYAN		
	Today's Date	2/5/2024		
	Rank	CAPTAIN		
	Assignment	ASSISTANT FIRE MARSHAL		
	Course Description	SERVICE AREA RISK REDUCTION (RO673)		
	Course Location	NATIONAL FIRE ACADEMY		
	Course Dates:	MARCH 2-09, 2024		
	Goals & Objectives to be achieved by attendance	BEGIN FACILITATING STATION RISK ASSESSMENTS AND DEVELOPE AN OVERALL COMMUNITY RISK ASSESSMENT FOR THE TULSA FIRE DEPARTMENT		
Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	\$374.84 FOR A MEAL TICKET			
Applicant's Signature	BRYAN RUNYAN			
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position	<i>Yes, Capt. Runyan is the dept's CRR rep - and is responsible for keeping the dept current in CRR issues.</i>		
	Measurable benefit to TFD	<i>Yes, this class impacts the organization overall and how CRR is applied</i>		
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Staffing Level Impact	<i>Minimal</i>		
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal (Time Off) <input type="checkbox"/> Funded <small>Type or write Yes or No on the appropriate line.</small>		
	Funding Source: Indicate which section or branch budget will be charged for this training	<i>Code Branch funds</i>		
	Grant Funded: Indicate which grant			
<b>Section IV: Routing and approval process:</b>	Signature		Approve	Date
	District Chief			
	Assistant/Branch Chief			
	Deputy Chief	<i>Charles L. French</i>	✓	2-5-24
	Finance Chief			
	Fire Chief	<i>NOR</i>	✓	2/5/24
	TFD Finance for Request for Action and travel arrangements.			
Comments:				

**PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.**

Revised 4-15-2010



U.S. Fire Administration  
Working for a fire-safe America

Curriculum: Fire Prevention: Public Education

# Service Area Risk Reduction R0673

Training Specialist

✉ **Michael  
Weller**  
301-447-1476

Delivery type

**6-day  
on-campus**

Continuing  
education units

**3.3**

ACE  
recommendation

In the upper-division baccalaureate degree category, 3 semester hours in leadership.

Want to learn how to do strategic community risk reduction at the station level? Here is the course for you. This course is designed for Company Officers (COs) who want to learn how to conduct a risk assessment of their service area. This will lead you to develop an action plan with effective intervention strategies and activities targeting a specific risk. You will learn the steps to follow to do risk reduction in an organized and planned process to keep you on track at the station level.

This course is open not only to COs but also firefighters, paramedics, fire and life educators, and administrative personnel, as well as fire officers who want to learn about community risk reduction and how they can support the CO in station-based risk reduction.

## Pre-course materials and course syllabus

**Welcome Letter, BYOD Instructions and Pre-course Assignment:** [https://apps.usfa.fema.gov/ax/pcm/pcm\\_r0673.pdf](https://apps.usfa.fema.gov/ax/pcm/pcm_r0673.pdf) PDF 800KB

**Course Syllabus:** [https://apps.usfa.fema.gov/ax/syll/syllabus\\_r0673.pdf](https://apps.usfa.fema.gov/ax/syll/syllabus_r0673.pdf) PDF 335KB

## Selection criteria

# Upcoming offerings

Dates	Availability		Location	Contact(s)	CCP
March 3 - 8, 2024	Wait List Opportunity	<a href="#">Apply</a>	Emmitsburg, Maryland		
June 23 - 28, 2024	Application period closed		Emmitsburg, Maryland		