

# 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>	Tracking #: _____	<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Committee: _____	<input type="checkbox"/> Scanned	Date: 03.06.2024
Committee Date: _____	Hearing Date: _____	<input type="checkbox"/> Posted	Item #: 2403.00558
1 <sup>st</sup> Agenda 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>
_____	_____	International Association of Fire Fighters Local 176	Travel
<b>Travel Event Title</b>	<b>Traveler's Name</b>	<b>Event Date</b>	<b>Donation Amount/Value</b>
Training trip to Santiago, Chile	_____	3/18/24	\$4,500.00
City Council requires a dollar value			

## Budget

**Funding Source(s)**

\_\_\_\_\_

**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>	2/26/24
<b>Legal:</b>	_____	<b>Date:</b>	_____
<b>Board:</b>	_____	<b>Date:</b>	_____
<b>Mayor:</b>		<b>Date:</b>	MAR 06 2024
<b>Other:</b>	Cassia Carr Mayor Pro Tem	<b>Date:</b>	_____

## Policy Statement

**Background Information**

3 Tulsa Fire Department members are going to Santiago, Chile to provide training in firefighting safety and survival techniques. IAFF Local 176 will be covering airfare.

Lieutenant Craig Deerinwater

Lieutenant Greg McCourt

Firefighter Mark Milstead

\_\_\_\_\_

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**

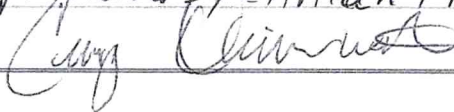

**Post Execution Processing**

- ☐ Mail vendor copy (addt'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addt'l governmental entity approval(s) required

**Additional Routing and Processing Details**

---




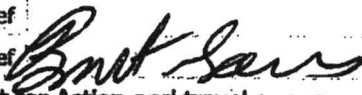
# Tulsa Fire Department – Special Training/Travel Request

<b>Section 1: To be completed by applicant</b>	Name	CRAIG DEERINWATER		
	Today's Date	2/13/24		
	Rank	FD 02		
	Assignment	E22 A		
	Course Description	TRAINING WITH SANTIAGO CHILE FIRE DEPT. MEMBERS		
	Course Location	SANTIAGO CHILE		
	Course Dates:	3/18/24 - 3/28/24		
	Goals & Objectives to be achieved by attendance	PROVIDE TRAINING IN FIREFIGHTING SAFETY AND SURVIVAL TECHNIQUES		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	NO COST - Union (Local 176) will pay for airfare, Lodging is provided by Chilean Fire (Santiago)		
Applicant's Signature				
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position			
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input 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			
	Grant Funded: Indicate which grant			
<b>Section IV: Routing and approval process:</b>		Signature	Approve	Date
	District Chief			
	Assistant/Branch Chief			
	Deputy Chief			
	Finance Chief			
	Fire Chief		✓	2/15/24
	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**

# Tulsa Fire Department -- Special Training/Travel Request

<b>Section I: To be completed by applicant</b>	Name	Greg McCourt		
	Today's Date	02/12/2024		
	Rank	FD02		
	Assignment	E13B		
	Course Description	Training with Santiago Chile fire department members		
	Course Location	Santiago Chile		
	Course Dates:	03/18/2024 to 03/25/2024		
	Goals & Objectives to be achieved by attendance	Provide training in firefighting safety and survival techniques		
Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	1			
Applicant's Signature				
<b>Section II: To be completed by immediate supervisor</b>	Course relation to applicant's current position	Training with outside agency.		
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal Time Off <input type="checkbox"/> Funded Type or write Yes or No on the appropriate line.		
	Funding Source: Indicate which section or branch budget will be charged for this training			
	Grant Funded: Indicate which grant			
<b>Section IV: Routing and approval process:</b>	Signature		Approve	Date
	District Chief		X	2/14/24
	Assistant/Branch Chief			
	Deputy Chief			
	Finance Chief			
	Fire Chief		✓	2-21-24
	TFD Finance for Request for Action and travel arrangements.			
	Comments:			
<b>PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.</b>				
Revised 4-15-2010				

Sent 2/15

# Tulsa Fire Department – Special Training/Travel Request

<b>Section I:</b> To be completed by applicant	Name	Mark Milstead		
	Today's Date	02/12/2024		
	Rank	Firefighter FD01		
	Assignment	E17C		
	Course Description	Training with Santiago Chile Fire Department members.		
	Course Location	Santiago Chile		
	Course Dates:	03/18/2024 - 03/28/2024		
	Goals & Objectives to be achieved by attendance	Provide training in firefighting safety and survival techniques.		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals			
	Applicant's Signature			
<b>Section II:</b> To be completed by immediate supervisor	Course relation to applicant's current position	To increase his ability to disseminate information to his company & district.		
	Measurable benefit to TFD			
<b>Section III:</b> To be completed by Assistant Chief/Branch Chief	Staffing Level Impact			
	Check development type	<input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <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			
	Grant Funded: Indicate which grant			
<b>Section IV:</b> Routing and approval process:		Signature	Approve	Date
	District Chief		X	2/15/24
	Assistant/Branch Chief		X	2/15/24
	Deputy Chief			
	Finance Chief			
	Fire Chief		✓	2-21-24
	TFD Finance for Request for Action and travel arrangements.			
Comments:				
<p><b>PLEASE NOTE: THIS FORM NEEDS TO BE COMPLETED AND RECEIVED BY THE TFD FINANCE OFFICE 30 DAYS PRIOR TO TRAVEL DATES.</b></p> <p style="text-align: right;">Revised 4-15-2010</p>				