

# Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



### CITY COUNCIL USE ONLY

Date Received: \_\_\_\_\_  
Committee Date: \_\_\_\_\_  
1<sup>st</sup> Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
2<sup>nd</sup> Agenda Date: \_\_\_\_\_

### CITY CLERK USE ONLY

Scanned      Date: 06.25.2025  
 Posted      Item #: 2506.01580

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

## Primary Details

### Board Approval

### Other Board Name

### City Council Approval

Yes     No

Department: Fire  
Contact Name: Masako Mercado

Email: MMercado@Cityoftulsa.org

Phone: 918-596-1889

Bid/Project Number: \_\_\_\_\_  
Project Title: \_\_\_\_\_

Donator: National Fire Academy

Type of Donation: Travel

Travel Event Title: R0772 Fire Investigation: Essentials  
Traveler's Name: Charles L. French Jr.

Event Date: 09/15-26/2025

Donation Amount/Value: \$550.00  
*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

Department: [Signature]  
Legal: \_\_\_\_\_  
Board: \_\_\_\_\_  
Mayor: [Signature]  
Other: \_\_\_\_\_

Date: 6/16/25  
Date: \_\_\_\_\_  
Date: JUN 25 2025  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

Chief French will be attending National Fire Academy (NFA) course from 9/15/2025 through 9/26/2025. NFA will reimburse the flight cost after completion of the source.

*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 (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'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>	<p>Name <i>Charles L. French Jr.</i></p> <p>Today's Date <i>6-16-2025</i></p> <p>Rank <i>FD-07</i></p> <p>Assignment <i>Fire Marshall</i></p> <p>Course Description <i>Basic Fire Investigations Course</i></p> <p>Course Location <i>National Fire Academy</i></p> <p>Course Dates: <i>Sept 15 - Sept 26 2025</i></p> <p>Goals &amp; Objectives to be achieved by attendance <i>This course is nationally recognized &amp; is a required course to get certified through the IAAI to become a CFI (Certified Fire Investigator).</i></p> <p>Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals <i>Meal ticket: \$549.08 * Total \$549.08 Air fare: \$550.00 - reimbursed</i></p> <p>Applicant's Signature <i>Charles L. French Jr.</i></p>																								
<b>Section II: To be completed by immediate supervisor</b>	<p>Course relation to applicant's current position <i>This course is more of a continuing education &amp; certification course for the fire marshal. Professional development for Fire Inv.</i></p>																								
<b>Section III: To be completed by Assistant Chief/Branch Chief</b>	<p>Measurable benefit to TFD <i>Yes, helps w/ fire investigations skills &amp; abilities for the unit.</i></p> <p>Staffing Level Impact <i>Minimal</i></p> <p>Check development type <input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <input type="checkbox"/> Time Off <input type="checkbox"/> Funded <small>Type or write Yes or No on the appropriate line.</small></p> <p>Funding Source: Indicate which section or branch budget will be charged for this training <i>Code 1 Inv budget</i></p> <p>Grant Funded: Indicate which grant</p>																								
<b>Section IV: Routing and approval process:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Signature</td> <td style="width: 10%; text-align: center;">Approve</td> <td style="width: 10%; text-align: center;">Date</td> </tr> <tr> <td style="padding: 5px;">District Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Assistant/Branch Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Deputy Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Finance Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Fire Chief</td> <td style="text-align: center;"><i>MOR</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><i>6/16/25</i></td> </tr> </table> <p>TFD Finance for Request for Action and travel arrangements.</p> <p>Comments:</p>		Signature	Approve	Date	District Chief				Assistant/Branch Chief				Deputy Chief				Finance Chief				Fire Chief	<i>MOR</i>	✓	<i>6/16/25</i>
	Signature	Approve	Date																						
District Chief																									
Assistant/Branch Chief																									
Deputy Chief																									
Finance Chief																									
Fire Chief	<i>MOR</i>	✓	<i>6/16/25</i>																						

**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

**French, Charles**

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**From:** netc-admissnotifications@fema.dhs.gov  
**Sent:** Thursday, May 29, 2025 8:23 AM  
**To:** French, Charles  
**Subject:** NFA Course Acceptance: R0772

**DO NOT REPLY TO THIS EMAIL AS THIS ACCOUNT IS NOT MONITORED**

Charles French  
10302 E 94th PL N  
Owasso, OK 74055

Dear Student,

Congratulations on your acceptance into the National Fire Academy Course:

Fire Investigation: Essentials  
(R0772)

**Course dates:** September 15-26, 2025  
**Travel dates:** September 14 and September 26

We're looking forward to training with you!

**Read the Welcome Package Linked Below**

[https://www.usfa.fema.gov/downloads/pdf/NETC\\_Welcome\\_Package.pdf](https://www.usfa.fema.gov/downloads/pdf/NETC_Welcome_Package.pdf)

**The NETC Welcome Package has been updated with many changes to procedures. Please be sure to read through this important information prior to traveling to campus.**

Enforcement date: Beginning May 7, 2025 every state and territory resident will need to present a REAL ID compliant license/ID, or another acceptable form of identification, for accessing federal facilities, entering nuclear power plants, and boarding commercial aircraft. The card, itself, must be REAL ID compliant unless the resident is using an alternative acceptable document such as a passport or passport card, or state-issued Enhanced Driver's License.

**REAL ID-compliant cards** will have one of the following markings on the upper top portion of the card. If the card does not have one of these markings, it is not REAL ID compliant and won't be accepted as proof of identity in order to board commercial aircraft.



## Getting to and from campus

Free airport shuttle service to/from the National Emergency Training Center (NETC) is available from the airport(s) listed below. If you plan to use the bus transportation/shuttle from the airport to NETC and then back to the airport after class, please use the link (if link does not work, copy and paste into browser) below to reserve your shuttle seat. **You must reserve a seat at least 7 days before your course start date.**

Reserve your shuttle to the NETC Transportation Office with your arrival and departure flight information online at <https://training.fema.gov/netctransportationreservation/Default.aspx?ReservationId=255f7077-2fdb-4ef4-98ea-efe98785cd1c&Purpose=R0772>

### Airport pickup times (all times Eastern)

Please arrive at the airport one hour before the times below.

- Baltimore/Washington International (BWI) pickup times: 03:00 PM and 07:00 PM (EST)
  - Pick up Location: Lower Level Door 16, outside of the curb.

- No pickups scheduled for Ronald Reagan National Airport (DCA)
  -

## Campus departure times

Make your flight reservation for home at least four hours from the time(s) below. It will take two hours to get to the airport.

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

## Lodging

A room is reserved for you from September 14-26. Check-in time is any time after 2 p.m. on your travel day. If you don't need lodging on the NETC campus, please email the Housing Office at [fema-netc-housing@fema.dhs.gov](mailto:fema-netc-housing@fema.dhs.gov) immediately.

## Meal tickets

Visit [www.netcmealtickets.com](http://www.netcmealtickets.com) to order your meal ticket no earlier than 14 days before the course start date. Base your selection on the length of the course, using the travel dates listed above.

## Pre-course materials

Many classes offered by the National Fire Academy (NFA) include pre-course assignments that must be completed within our Learning Management System (LMS) before arriving to the in-person class. NFA training specialists monitor the LMS and can see if participants are completing the pre-course work. If you do not complete the pre-course work, you will not be allowed to participate in the class and will not be reimbursed for your travel. To download your pre-course materials from the NFA Website:

1. Visit: <https://apps.usfa.fema.gov/nfacourses/>

2. Enter your course code in the search box.
3. Select your course from the search results.
4. Select the link under the heading "Student pre-course materials and course syllabus" (if available).

Included below are links to a couple of items that may be of interest to you:

1. The CDC NIOSH Cancer Registry flyer can be viewed at <https://www.usfa.fema.gov/downloads/pdf/usfa-strategic-plan-2024-2027.pdf>
2. The USFA Strategic Plan for fiscal year 2024 – 2027 can be viewed at: <https://www.cdc.gov/niosh/docs/2023-110/2023-110revised022024.pdf>

## If you can't attend this course

If you are unable to attend this course, please notify Crystal Arnold at [crystal.arnold@fema.dhs.gov](mailto:crystal.arnold@fema.dhs.gov) or (301) 447-1524 in writing prior to the course start date.

## Have a question?

Please check the Welcome Package first as most questions are answered there. If you have any questions or require additional information, please contact Crystal Arnold at [crystal.arnold@fema.dhs.gov](mailto:crystal.arnold@fema.dhs.gov) or (301) 447-1524.

Sincerely,

Jo Ann Boyd  
Supervisory Admissions Specialist  
Management Operations and Support Services

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