

Donation

Version 2.6 released on 7/1/25

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



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>01.21.2026</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2601.00156</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd Agenda Date: _____		

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

Primary Details

Board Approval		Other Board Name	City Council Approval
_____		_____	<input type="radio"/> Yes <input checked="" type="radio"/> No
Department	Contact Name	Email	Phone
Fire	Masako Mercado	mmercado@cityoftulsa.org	918-596-1889
Bid/Project Number	Project Title	Donator	Type of Donation
_____	_____	National Fire Academy	Travel
<i>Enter a Bid or Project Number (not a Title or Description)</i>			
Travel Event Title	Traveler's Name	Event Date	Donation Amount/Value
R0772 Fire Investigation: Essentials	Michael Rudick	2/16/26	\$511.87
<i>City Council requires a dollar value</i>			

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:	<u><i>MPS</i></u>	Date:	<u>1/14/26</u>
Legal:	_____	Date:	_____
Board:	_____	Date:	_____
Mayor:	<u><i>[Signature]</i></u>	Date:	<u>JAN 21 2026</u>
Other:	_____	Date:	_____

Policy Statement

Background Information

Michael Rudick is attending national Fire Academy course and the airfare will be reimbursed by NFA after the training 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

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

Tulsa Fire Department – Special Training/Travel Request

Section I: To be completed by applicant	<p>Name: Micheal Rudick</p> <p>Today's Date: 01/13/2026</p> <p>Rank: Captain/Investigator</p> <p>Assignment: Investigations</p> <p>Course Description: Fire Investigation: Essentials (R0772)</p> <p>Course Location: NETC: 16825 South Seton Ave., Emmitsburg, MD</p> <p>Course Dates: Feb 16-27, 2025</p> <p>Goals & Objectives to be achieved by attendance: Gain prerequisite knowledge necessary to properly determine the origin and cause of a fire and to refresh the experienced fire investigator with his/her current knowledge base as it relates to the scientific investigation of a fire scene. This course provides the basis for the IAAI CFI designation.</p> <p>Estimated Course Cost: \$511.87 airfare Including registration, airfare, hotel, per diem, and rentals: \$549.08 meal ticket</p> <p>Applicant's Signature: <i>M. Rudick</i></p>																								
Section II: To be completed by immediate supervisor	<p>Course relation to applicant's current position: <i>Yes, this course will provide Capt. Rudick w/ the KS A's needed to perform Fire Investigation for the dept.</i></p>																								
Section III: To be completed by Assistant Chief/Branch Chief	<p>Measurable benefit to TFD: <i>Yes, this is the courses needed to complete Capt. Rudick's CFI certification which keeps TFD up to date on Fire Investigations.</i></p> <p>Staffing Level Impact: <i>Minimal impact</i></p> <p>Check development type: <input checked="" type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal <u> </u> Funded <small>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>Investigations training budget</i></p> <p>Grant Funded: Indicate which grant</p>																								
Section IV: Routing and approval process:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;">Signature</th> <th style="width: 10%; text-align: center;">Approve</th> <th style="width: 15%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>District Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Assistant/Branch Chief</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deputy Chief</td> <td style="text-align: center;"><i>Charles J. French</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1/13/25</td> </tr> <tr> <td>Finance Manager</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire Chief</td> <td style="text-align: center;"><i>M. P. [Signature]</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1/13/26</td> </tr> </tbody> </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	<i>Charles J. French</i>	✓	1/13/25	Finance Manager				Fire Chief	<i>M. P. [Signature]</i>	✓	1/13/26
	Signature	Approve	Date																						
District Chief																									
Assistant/Branch Chief																									
Deputy Chief	<i>Charles J. French</i>	✓	1/13/25																						
Finance Manager																									
Fire Chief	<i>M. P. [Signature]</i>	✓	1/13/26																						

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 Investigation](#)

Fire Investigation: Essentials R0772

Training Specialist

✉ **Kevin Oliver**
301-447-1613

Delivery type

10-day on-campus

Continuing education units

7.5

ACE recommendation

4 semester hours, upper-division (Baccalaureate) Public Safety Administration.

Notice: Any student attending Fire Investigation: Essentials (R0772) MUST bring their own respiratory protection for use during the class. Students are required to bring their own reusable/elastomeric respirator (full or half face) with P100 (or equivalent) filter cartridges. Other personal protective equipment - Tyvek/gloves/eye protection - will continue to be provided by the National Fire Academy. BEFORE APPLYING, please see *SPECIAL NOTE* under selection criteria section.

R0772 is the foundation of the fire investigation curriculum. This 10-day course utilizes National Fire Protection Association (NFPA) 921, *Guide for Fire and Explosion Investigations* and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator* and other professional documents to address the technical and scientific knowledge and skills needed to conduct successful fire/arson investigations.

Using a combination of classroom instruction, activities, written assignments and group projects, students will demonstrate the ability to conduct science-based fire investigations that culminate, when appropriate, in prosecution for the crime of arson.

Outdoor activities will require students to have work clothes and boots and be capable of processing a fire scene (bending, kneeling and lifting up to 50 pounds).

This course uses a learning management system (LMS) for content delivery, assignments and examinations. A laptop or tablet is required to attend this course. This course will require pre-course work within the LMS prior to arrival on campus.

Successful completion of this course satisfies the training and education requirements for the International Association of Arson Investigators Fire Investigation Technician (IAAI-FIT) designation.

Pre-course materials and course syllabus

Welcome Letter, BYOD Instructions: https://apps.usfa.fema.gov/ax/pcm/pcm_r0772.pdf PDF 108KB

Course Syllabus: https://apps.usfa.fema.gov/ax/syll/syllabus_r0772.pdf PDF 591KB

Selection criteria

Prerequisites

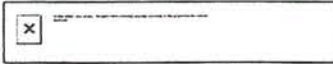
Upcoming offerings

Dates	Availability	Location	Contact(s)	CCP
January 19 - 30, 2026	Application period closed	Emmitsburg, Maryland		
February 16 - 27, 2026	Application period closed	Emmitsburg, Maryland		
March 16 - 27, 2026	Application period closed	Emmitsburg, Maryland		
April 13 - 24, 2026	Apply by 1/15 Apply	Emmitsburg, Maryland		
May 11 - 22, 2026	Apply by 1/15 Apply	Emmitsburg, Maryland		
July 20 - 31, 2026	Apply between 3/15 - 4/15	Emmitsburg, Maryland		
August 17 - 28, 2026	Apply between 3/15 - 4/15	Emmitsburg, Maryland		
September 14 - 25, 2026	Apply between 3/15 - 4/15	Emmitsburg, Maryland		

Rudick, Michael

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Tuesday, January 13, 2026 9:43 AM
To: Rudick, Michael
Subject: [External Mail] You're going to Baltimore on 02/15 (AOUF8G)!

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Travel notice

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. [Learn more at www.dhs.gov/real-id](http://www.dhs.gov/real-id).


Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.



Hi Micheal Cleveland,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

FEBRUARY 15 - FEBRUARY 27

TUL  BWI

Tulsa to Baltimore

Confirmation # **AOUF8G**


Confirmation date: 01/13/2026

PASSENGER	Micheal Cleveland Rudick	SEATS	<u>Modify seat</u>
RAPID REWARDS #	Join or Log in	TUL - DAL	17C - Standard
TICKET #	5262120933405	DAL - BWI	17C - Standard
EST. POINTS EARNED	2,547	BWI - CLE	18C - Standard
		CLE - BNA	23C - Standard
		BNA - TUL	20C - Standard


Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 02/15/2026 Est. Travel Time: 5h 35m [Choice](#)

FLIGHT #3899 DEPARTS **TUL 06:50AM**  ARRIVES **DAL 08:05AM**
Tulsa Dallas (Love)

Stop:  Change planes

FLIGHT #3134 DEPARTS **DAL 09:35AM**  ARRIVES **BWI 01:25PM**
Dallas (Love) Baltimore

Flight 2: Friday, 02/27/2026 Est. Travel Time: 7h 25m [Choice](#)

FLIGHT #4623 DEPARTS **BWI 11:00AM**  ARRIVES **CLE 12:25PM**
Baltimore Cleveland

Stop:  Change planes

FLIGHT #1283 DEPARTS **CLE 01:20PM**  ARRIVES **BNA 02:05PM**
Cleveland Nashville

Stop:  Change planes

FLIGHT #0662 DEPARTS **BNA 03:30PM**  ARRIVES **TUL 05:25PM**
Nashville Tulsa

Payment information

Total cost

Air - AOUF8G		
Base Fare	\$	424.34
U.S. Transportation Tax	\$	31.83

Payment

January 13, 2026	
Payment Amount	\$511.87
Visa ending in 0246	

U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	26.50
U.S. Passenger Facility Chg	\$	18.00
Total	\$	511.87

Fare rules: if you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262120933405

What to expect on your trip, and a few reminders.



With **Choice fare**, you can select your Standard seat at booking and earn 6X Rapid Rewards® points per dollar along with free same-day changes and standby (taxes and fees may apply, but refunds will be provided). [Learn more.](#)



Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.

