

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 Date Received: _____ Committee Date: _____ 1 st Agenda Date: _____	Tracking #: _____ Committee: _____ Hearing Date: _____ 2 nd Agenda Date: _____	<input type="checkbox"/> Scanned <input type="checkbox"/> Posted	CITY CLERK USE ONLY Date: <u>05.13.2026</u> Item #: <u>2605.01139</u>
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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 Fire	Contact Name Masako Mercado	Email mmercado@cityoftulsa.org	Phone 918-596-1889
Bid/Project Number	Project Title	Donator Pierce Manufacturing	Type of Donation Travel
<small>Enter a Bid or Project Number (not a Title or Description)</small>			
Travel Event Title Final inspection of Heavy REscue	Traveler's Name See below	Event Date 5/18/26 <u>May 18 19, 2026</u>	Donation Amount/Value \$1,998.00 <small>City Council requires a dollar value</small>

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>MORC</u>	Date:	<u>5/6/26</u>
Legal:	_____	Date:	_____
Board:	_____	Date:	_____
Mayor:	<u>[Signature]</u>	Date:	<u>MAY 13 2026</u>
Other:	_____	Date:	_____

Policy Statement

Background Information

Pierce Manufacturing is inviting 4 TFD members for the final inspection of heavy rescue apparatus. All expenses are covered by Pierce Manufacturing expect for luggage fees. Members are also getting per diem for traveling days.

Members:

- Josh Lamb - Chief of Physical Resources Claim # 8945
- Garrett Reed - Physical Resources Officer Claim # 8946
- Micah Seibel - Rescue Task Force member Claim # 8947
- Frank Bresee - Rescue Task Force member Claim # 8948

Provide background information on the requested action.

Summation of the Requested Action

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

**Section 1:
To be
completed by
applicant**

Name Josh Lamb
 Today's Date 4/28/2026
 Rank FD05
 Assignment Physical Resources
 Course Description Pierce Final Inspection for Heavy Rescue
 Course Location Appleton, WI
 Course Dates: May 18th-21st, 2026
 Goals & Objectives to be achieved by attendance Final inspection of the Heavy Rescue
 Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals \$152
 Applicant's Signature 

Section II: To be completed by immediate supervisor

Course relation to applicant's current position

Section III: To be completed by Assistant Chief/Branch Chief

Measurable benefit to TFD
 Staffing Level Impact
 Check development type Professional (Department funded) Personal Time Off 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 Apparatus, Already Funded. Only cost is travel day Per Diem's.
 Grant Funded: Indicate which grant


Section IV: Routing and approval process:

	Signature	Approve	Date
District Chief		✓	4-28-26
Assistant/Branch Chief			
Deputy Chief		✓	4/21/26
Finance Chief			
Fire Chief		✓	5/4/26

TFD Finance for Request for Action and travel arrangements.
 Comments:

Tulsa Fire Department – Special Training/Travel Request

**Section 1:
To be
completed by
applicant**

Name: Garrett Reed
 Today's Date: 4/28/2026
 Rank: FD04
 Assignment: Physical Resources
 Course Description: Pierce Final Inspection for Heavy Rescue
 Course Location: Appleton, WI
 Course Dates: May 18th-21st, 2026
 Goals & Objectives to be achieved by attendance: Final inspection of the Heavy Rescue
 Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals: \$152
 Applicant's Signature: 

Section II: To be completed by immediate supervisor

Course relation to applicant's current position

Section III: To be completed by Assistant Chief/Branch Chief

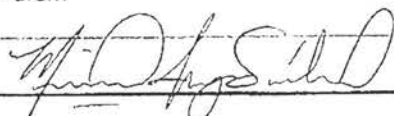
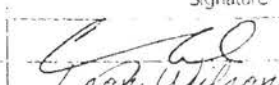
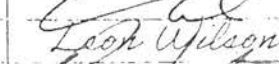
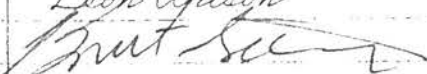
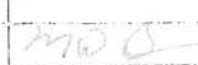
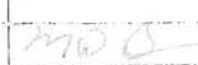
Measurable benefit to TFD
 Staffing Level Impact
 Check development type: Professional (Department funded) Personal
Time Off ___ Funded ___
 Type or write Yes or No on the appropriate line.
 Funding Source: Indicate which section or branch budget will be charged for this training: Apparatus, Already Funded. Only cost is travel day Per Diem's.
 Grant Funded: Indicate which grant

Section IV: Routing and approval process:

	Signature	Approve	Date
District Chief		✓	4-28-26
Assistant/Branch Chief			
Deputy Chief		✓	4/21/26
Finance Chief			
Fire Chief		✓	5/4/26

TFD Finance for Request for Action and travel arrangements.
 Comments:

Tulsa Fire Department – Special Training/Travel Request

Section I: To be completed by applicant	Name	Micah Seibel		
	Today's Date	5/3/2026		
	Rank	FD01		
	Assignment	R4A		
	Course Description	Pierce R4 Final Inspection		
	Course Location	Appleton, WI		
	Course Dates:	18-21MAY2026		
	Goals & Objectives to be achieved by attendance	Final specifications inspection of Rescue 4 apparatus		
Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	per diem			
Applicant's Signature				
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	Micah Seibel is a member of apparatus committee		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD	Ensure apparatus is built to TFD specifications		
	Staffing Level Impact	-1 FD-01		
	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			
Section IV: Routing and approval process:	Signature	Approve	Date	
	District Chief		✓	5-3-26
	Assistant/Branch Chief		X	5-3-26
	Deputy Chief		✓	5-4-26
	Finance Chief			5/4/26
	Fire Chief			5/4/26
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

Section 1: To be completed by applicant	Name	Frank Bresee		
	Today's Date	4-28-26		
	Rank	FDO2		
	Assignment	L4 B		
	Course Description	Final inspection for new Rescue 4		
	Course Location	Appelton Wisconsin		
	Course Dates:	May 18 th - May 21 st		
	Goals & Objectives to be achieved by attendance	To complete the final inspection on rescue 4		
	Estimated Course Cost: Including registration, airfare, hotel, per diem, and rentals	\$76/day per diem		
Applicant's Signature	<i>Frank Bresee</i>			
Section II: To be completed by immediate supervisor	Course relation to applicant's current position	Gaining knowledge of the fire truck and the functions that are specs		
Section III: To be completed by Assistant Chief/Branch Chief	Measurable benefit to TFD			
	Staffing Level Impact			
	Check development type	<input type="checkbox"/> Professional (Department funded) <input type="checkbox"/> Personal ___ Time Off ___ 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			
Section IV: Routing and approval process:	Signature	Approve	Date	
	District Chief	<i>Jason Gilkison</i>	x	4-6-26
	Assistant/Branch Chief			
	Deputy Chief			
	Finance Chief			
	Fire Chief	<i>Burt Swan</i>	✓	4-6-26
	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

Executive Summary

Final Inspection Meetings

Pierce MFG Appleton, WI

Josh Lamb

Chief of Physical Resources

Built into the purchase price on all apparatus is travel and accommodations to attend Preconstruction meetings and Final Inspection meetings. Preconstruction meetings provide us with the opportunity to meet with engineers from the manufacturer outlining the specifications and plans developed when the apparatus were initially ordered. In these meetings, engineers will provide solutions and alternatives to items that have been discontinued and give us the opportunity to make any last-minute changes that might improve the operational efficiency of the apparatus.

Final Inspection meetings afford us the opportunity to work alongside engineers performing line-item inspections ensuring that the finished product meets specifications set at conclusion of the previously held Preconstruction meetings. Final Inspection meetings also allow us to inspect the apparatus for any flaws or mechanical issues that need to be addressed at the factory before delivery and acceptance.

The purpose of travelling for May 18th through May 21st, 2026 is for Josh Lamb (Chief of Physical Resources), Garrett Reed (Physical Resources Officer), Micah Seibel (Rescue Task Force), Frank Bresee (Rescue Task Force), and Brandon Rutz (Mechanic) to attend Final Inspection meetings for our new Heavy Rescue Apparatus that is expected to be delivered in June 2026. At these meetings, we will be performing these inspections verifying that the trucks meet specifications without flaws or mechanical issues. Pierce will provide Airfare, lodging, and meals for the trip, so the only funding needed for the trip will be per diems for days of travel.