



City of Oakland
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Louisville, KY		6. No. of Work Days Seven	
7. Funding Source: <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other		8. Departure Date May 19, 2012		9. Return Date May 25, 2012	
10. Purpose of Travel Attend International Association of Fire Chiefs, Metro Fire Chiefs Section annual conference					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Sat. 5/19	Sun. 5/20	Mon. 5/21	Tues 5/22	Wed 5/23	Thurs 5/24	Fri 5/25		TOTALS
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TRANSPORTATION EXPENSE

14. Airplane	506.2								506.2
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation									
18. Parking									
19. Tolls									

REGISTRATION

20. Registration	\$350.00								350
21. Special Fees									

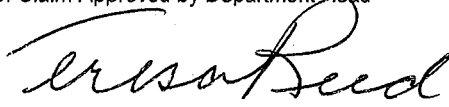
SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast	11								11
25. Lunch	16						16		32
26. Dinner	29						29		58
27. Lodging	139.17	139.17	139.17	139.17	139.17	139.17			835.02
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$1,051.37	\$139.17	\$139.17	\$139.17	\$139.17	\$139.17	\$45.00		\$1,792.22

31. Remarks	32. Total Advances & Prepayments	0
	33. Balance Due to (From) Claimant	\$1,792.22

35. Claim Approved by Department Head <div style="display: flex; justify-content: space-between;"> <div>  Signature </div> <div> 5/29/12 Date </div> </div>		34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland <div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date</div> </div>	
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Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
1010	20211	55212	0		12	PS15		\$350.00	Check No
1010	20211	55112	0		12	PS15		506.2	Date
1010	20211	55114	0		12	PS15		835.02	
1010	20211	55113	0		12	PS15		101	

Entered by _____ Date _____

Accounts Payable _____ Date _____

Check received
6/14/12



Thank you for your purchase!

Oakland, CA - OAK to Louisville, KY - SDF

Air

Confirmation #4IDI4A

Oakland, CA - OAK to Louisville, KY - SDF
Saturday, May 19, 2012 - Friday, May 25, 2012

Air Total: \$506.20

Amount Paid
\$506.20

Trip Total
\$506.20

MAY 19
SAT

05/19/12 - Louisville

AIR

Oakland, CA - OAK to Louisville, KY - SDF
05/19/2012 - 05/25/2012
Confirmation # 4IDI4A

Adult Passenger(s)

TERESA REED

Subscribe to Flight Status Messaging

Rapid Rewards #

DEPART MAY 19 SAT	10:50 AM Oakland, CA (OAK) to 04:50 PM Arrive in Chicago (Midway), IL (MDW)	Flight #2171	
	07:05 PM Change ✕ in Chicago (Midway), IL (MDW)	Flight #794	Saturday, May 19, 2012 Travel Time 7 h 20 m (1 stop, includes 1 plane change)
	09:10 PM Louisville, KY (SDF)		
RETURN MAY 25 FRI	05:50 PM Louisville, KY (SDF) to 07:05 PM Arrive in Las Vegas, NV (LAS)	Flight #234	
	09:00 PM Change ✕ in Las Vegas, NV (LAS)	Flight #118	Friday, May 25, 2012 Travel Time 7 h 40 m (1 stop, includes 1 plane change)
	10:30 PM Oakland, CA (OAK)		

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-MDW-SDF	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$226.60
Return	SDF-LAS-OAK	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable 	1	\$279.60
Enroll in Rapid Rewards and earn at least 2778 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.				Subtotal	\$506.20 Fare Breakdown

Carry-on Items: 1 bag + 1 small personal item are free, see full details.
Checked Items: First and second bags are free, size and weight limits apply.

Bag Charge \$0.00

Air Total:
\$506.20

Gov't taxes & fees now included

Purchaser Name Teresa Deloach Reed

Billing Address 8000 Shay Drive
Oakland, CA 94605

Form of Payment

Amount Applied

\$506.20

Amount Paid
\$506.20

Trip Total
\$506.20

Kozak, Rebecca

From: service@paypal.com
Sent: Thursday, March 29, 2012 4:09 PM
To: Deloach Reed, Teresa
Subject: Your payment to Metropolitan Fire Chiefs Association



Mar 29, 2012 16:09:27 PDT
Receipt No: 1316-5026-3224-9142

Hello Teresa Deloach Reed,
You sent a payment of **\$350.00 USD** to Metropolitan Fire Chiefs Association.
This charge will appear on your credit card statement as payment to PAYPAL *METROPOLITA.

Merchant information
Metropolitan Fire Chiefs Association
Metrochief@louisvilleky.gov
502-574-2909

Instructions to merchant
None provided

Description	Unit price	Qty	Amount
2012 Metro Fire Chiefs Conference 2012 Conference Fees: Chief (Only)	\$350.00 USD	1	\$350.00 USD

Total: \$350.00 USD

Receipt No: 1316-5026-3224-9142

Please keep this receipt number for future reference. You'll need it if you contact customer service at Metropolitan Fire Chiefs Association or PayPal.

Use PayPal next time!

It's the safer, easier way to pay.

No need to type your information.

Your personal and financial information is securely stored and never shared with merchants when you pay.

[Sign up](#) for a PayPal account.



Questions? Visit the Help Center at: www.paypal.com/help.

Thanks for using PayPal – the safer, easier way to pay and get paid online.

Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

PayPal Email ID PP1469

GALT HOUSE HOTEL AND SUITES
140 NORTH 4TH STREET
LOUISVILLE KY 40202
Tele- 502-589-5200 Fax- 502-585-9029

Deloach Reed, Teresa
Oakland Fire Department
150 Frank Ogawa Plaza
Oakland CA 94612

1548
121
CRNDD
1 / 0

5/19/2012 5/25/2012

GGOVT

GGOVT

31101047766

5/19/2012	1548	ROOM	#1548 Deloach Reed, Teresa	\$121.00
5/19/2012	1548	STATE TAX	STATE TAX	\$7.88
5/19/2012	1548	CITY TRANSIENT FEE	CITY TRANSIENT FEE	\$9.08
5/19/2012	1548	STATE TRANSIENT FEE	STATE TRANSIENT FEE	\$1.21
5/20/2012	1548	ROOM	#1548 Deloach Reed, Teresa	\$121.00
5/20/2012	1548	STATE TAX	STATE TAX	\$7.88
5/20/2012	1548	CITY TRANSIENT FEE	CITY TRANSIENT FEE	\$9.08
5/20/2012	1548	STATE TRANSIENT FEE	STATE TRANSIENT FEE	\$1.21
5/21/2012	1548	ROOM	#1548 Deloach Reed, Teresa	\$121.00
5/21/2012	1548	STATE TAX	STATE TAX	\$7.88
5/21/2012	1548	CITY TRANSIENT FEE	CITY TRANSIENT FEE	\$9.08
5/21/2012	1548	STATE TRANSIENT FEE	STATE TRANSIENT FEE	\$1.21
5/22/2012	1548	ROOM	#1548 Deloach Reed, Teresa	\$121.00
5/22/2012	1548	STATE TAX	STATE TAX	\$7.88
5/22/2012	1548	CITY TRANSIENT FEE	CITY TRANSIENT FEE	\$9.08
5/22/2012	1548	STATE TRANSIENT FEE	STATE TRANSIENT FEE	\$1.21
5/23/2012	1548	ROOM	#1548 Deloach Reed, Teresa	\$121.00
5/23/2012	1548	STATE TAX	STATE TAX	\$7.88
5/23/2012	1548	CITY TRANSIENT FEE	CITY TRANSIENT FEE	\$9.08
5/23/2012	1548	STATE TRANSIENT FEE	STATE TRANSIENT FEE	\$1.21
5/24/2012	1548	ROOM	#1548 Deloach Reed, Teresa	\$121.00
5/24/2012	1548	STATE TAX	STATE TAX	\$7.88
5/24/2012	1548	CITY TRANSIENT FEE	CITY TRANSIENT FEE	\$9.08
5/24/2012	1548	STATE TRANSIENT FEE	STATE TRANSIENT FEE	\$1.21

TOTAL DUE: \$835.02

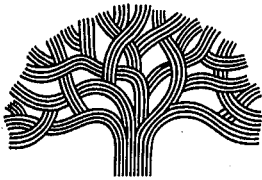
[illegible]

21/6/11 EA

Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
	350	1010	20211	55212	00000000	12	PS15		
	506.20	1010	20211	55112	00000000	12	PS15		
	835	1010	20211	55114	00000000	12	PS15		
	392	1010	20211	55113	00000000	12	PS15		

Date _____

Date _____



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Deanna Santana
City Administrator

FROM: Teresa Deloach Reed
Fire Chief

SUBJECT: Approval of Business Travel -
I.A.F.C. Metro Fire Chiefs Annual Conference

DATE: March 29, 2012

Approval

Date

4-10-12

Attached for your review are my travel authorization and the meeting agenda for the International Association of Fire Chiefs -Metro Fire Chiefs Section annual conference.

I.A.F.C. Metro Chiefs holds an annual conference as the venue for fire chiefs from all over the world to discuss best practices, challenges and solutions in fire and emergency services. This year the conference will be held in Louisville, Kentucky from May 20 to May 24, 2012. The estimated cost of \$2,083.20, including lodging, travel, and conference registration, will be paid from the general fund. A deputy chief will serve as acting chief while I am out of the city.

It is requested that the City Administrator approve my travel authorization and the requisite funding.

Teresa Deloach Reed
Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:
Travel authorization
Supporting documents

12 APR -4 PM 3:21
OFFICE OF CITY MANAGER
CITY OF OAKLAND

Metropolitan Fire Chiefs Conference 2012





FIRST DRAFT
EDUCATION PROGRAM FOR 2012 METRO CHIEFS
CONFERENCE

Tuesday May 22nd

Presentations

8:00 AM – 8:05

Housekeeping and general announcements

8:05 - 8:15 AM

Welcome and Opening Remarks

- Ned Pettus, President, Metropolitan Fire Chiefs Association

8:15 AM – 8:45 AM

Introductions of Sponsors, Vendors, and Members, Recognition of First Timers

8:45 AM – 9:30 AM

Update on the United States Fire Administration (USFA);

- Ernest Mitchell, U.S. Fire Administrator

9:30 AM to 9:45 AM

Break

9:45 AM to 10:15 AM

Update on Federal Emergency Management Agency (FEMA);

- Secretary William Fugate* letter sent but no response at this time

10:15 AM – 11:00 AM

The Journey

Retired Deputy U.S Fire Administrator, Charlie Dickinson

11:00 AM – 12:00 AM

Keynote Speaker Theme: to be announced

- Western Chiefs Association Director Jeff Johnson

12:00 PM – 1:00 PM

Lunch

1:00 PM – 1:30 PM

National Fire Protection Association (NFPA) Update

- Jim Shannon, President & CEO, NFPA

1:30 Pm – 2:30 PM

Business Session

2:30 PM – 2:45 PM

Break

2:45 PM – 4:00 PM

Business Session

Wednesday May 23rd

Presentations

8:30 AM – 8:35

Housekeeping and General announcements

8:35 - 9:05 AM

Welcome and Opening Remarks from International Association of Fire Chiefs (IAFC)

- Al Gillespie, President, IAFC
- Mark Light, Executive Director, IAFC

9:05AM – 9:35 AM

Update on ISO and New schedule

- Presenter Pending

9:35 AM – 9:50 AM

Break

9:50 AM – 10:50 AM

Fire Based EMS; Update on High Rise Project

- Dr. Lori Moore-Merrell, Assistant to General President, IAFF

10:50 AM – 11:35 AM

Eagles Presentation

- Ray Fowler, MD, Topic to be announced

11:35 AM – 12:30 PM

Lunch

12:30 PM – 1:15 PM

Pending CFOA President Presentation

1:15 PM – 2:15 PM

New Information on Fire Behavior

Underwriters Laboratories

2:15 PM – 2:30 PM

Break

2:30 PM – 4:30 PM

Business Session

Thursday May 24th

Presentations

8:30 AM – 8:35 AM

General House Keeping and Announcements

8:35 – 9:35

The Future of the Fire Service

- Dr. Denis Onieal, Superintend National Fire Academy

9:35 AM – 10:15 AM

AFG Grants and the Metro Departments

Glenn Gaines, Deputy U.S. Fire Administrator and AFG Grant Program Director

10:15 AM - 10:30 AM

Break

10:30 AM – 11:00 AM

Hoarding issues and solutions in Fairfax, VA

- Ron Mastin, Fire Chief Fairfax Fire Rescue Department

11:00 AM – 11:45 AM

The Tornados in Alabama

- Ivor Brooks, Fire Chief Birmingham Fire Department

11:45 AM – 12:15 PM

D-Block Update

- Bill McCammon, Executive Director, East Bay Regional Communications System
- Jeff Johnson, Chief Executive Officer, Western Fire Chiefs Association

12:15 PM – 1:15 PM

Lunch

1:15 PM – 2:15 PM

Fire Chiefs in Trouble and LMI

- Fire Chief Shorty Bryson, Metro-Dade Fire Rescue Department
- Mary Beth Michos, Chief Administrative and Operations Officer (IAFC)

2:15 PM – 3:15 PM

TENTATIVE

Presentation on their views of the Fire Service after being a Metro Chief and Now a Mayor

- *Mayors Mike Bell and Carlos Gimenez*

Kozak, Rebecca

From: The Galt House Hotel Team <groupcampaigns@pkghlrss.com>
Sent: Thursday, March 29, 2012 3:47 PM
To: Deloach Reed, Teresa
Subject: Reservation Notification for Your Upcoming Stay at the Galt House Hotel



Galt House Hotel Reservations Notice

Your Acknowledgement Number is 325R4G7D

Thank you for making your hotel reservation on 03/29/2012 for **Metropolitan Fire Chiefs Association** being held in Louisville, KY over the dates of 05/18/2012 to 05/24/2012. Your reservation has been confirmed at the Galt House Hotel for arrival on 05/19/2012 and departure on 05/25/2012.

Please make all changes, new reservations and cancellations by [clicking here](#), or by calling 800-843-4258 or 502-589-5200 (International).

HOTEL RESERVATION INFORMATION

Hotel name:	Galt House Hotel
Address:	140 North Fourth Street Louisville, KY 40202
Telephone:	502-589-5200
Fax:	502-585-9029
Room reserved:	S-Executive Suite, Non-Smoking, 2-Queen
Number of rooms:	1
Number of guests:	1
Check-in:	05/19/2012
Check-out:	05/25/2012
Room Being Shared With:	

GUEST INFORMATION

Name:	Teresa L. Deloach Reed
Organization:	Oakland Fire Department
Address:	150 Frank Ogawa Plaza Suite 3354 Oakland, CA 94612 US

Telephone:	510 238-4050
Fax:	
E-Mail:	tdeloachreed@oaklandnet.com

SPECIAL REQUESTS

Accessible Room Request: No

HOTEL RATES

Date	Guest(s)	Status	Rate
05/19/2012	1	Confirmed	121.00
05/20/2012	1	Confirmed	121.00
05/21/2012	1	Confirmed	121.00
05/22/2012	1	Confirmed	121.00
05/23/2012	1	Confirmed	121.00
05/24/2012	1	Confirmed	121.00

Hotel Tax: 15.01% Tax Per Night. (Subject to change without notice)

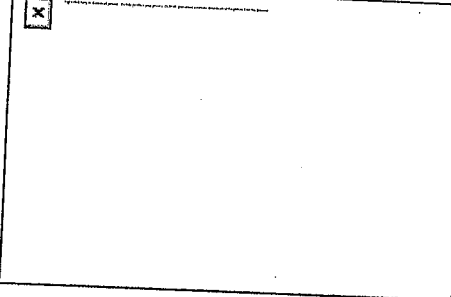
ADDITIONAL GUEST OCCUPANCY CHARGES

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

CANCELLATION POLICY

Cancellation of a reservation must be received 48 hours in advance of the arrival date or a one night penalty will be charged.

During your stay, we hope that you enjoy all that the Hotel has to offer:

	<p><u>RIVUE Restaurant - Take A Spin 25 Stories Up</u></p>
	<p>RIVUE, our new upscale rooftop restaurant and lounge, is unlike anything you've seen before. It features breathtaking panoramic views, sophisticated décor, and twin revolving floors that let you drink it all in. And the contemporary cuisine is just as amazing. RIVUE is more than a restaurant; it's dining at a whole new level. 25</p>



City of Oakland
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination San Diego, CA		6. No. of Work Days Three	
7. Funding Source: X Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other		8. Departure Date September 5, 2012		9. Return Date September 7, 2012	
10. Purpose of Travel Attend League of California Cities Annual Meeting, including Fire Chief Section sessions					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Wed 9/5	Thur 9/6	Fri 9/7						TOTALS
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TRANSPORTATION EXPENSE

14. Airplane	467.6								467.6
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation	20		20						40
18. Parking									
19. Tolls									

REGISTRATION

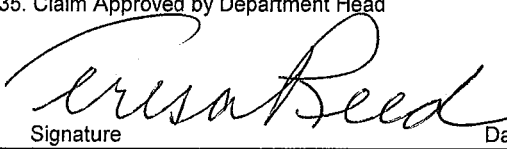
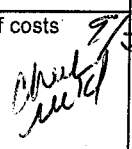
20. Registration	\$475.00								475
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast		11	11						22
25. Lunch									
26. Dinner			29						29
27. Lodging	190.41	190.41							380.82
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$1,153.01	\$201.41	\$60.00						\$1,414.42

31. Remarks		32. Total Advances & Prepayments 0	
		33. Balance Due to (From) Claimant \$1,414.42	
35. Claim Approved by Department Head <div style="display: flex; justify-content: space-between;"> <div>  Signature </div> <div> 9/12/12 Date </div> </div>		34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland <div style="display: flex; justify-content: space-between;"> <div>  Signature </div> <div> 9/21/12 Date </div> </div>	

Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept/Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55212	0	13	PS15			\$475.00	Check No.
1010	20110	55112	0	13	PS15			507.6	Date
1010	20110	55114	0	13	PS15			380.82	
1010	20110	55113	0	13	PS15			51	

Entered by _____ Date _____

Accounts Payable _____ Date _____



Thank you for your purchase!

Oakland, CA - OAK to San Diego, CA - SAN

Air

Confirmation #42WQCP

Oakland, CA - OAK to San Diego, CA
- SAN
Wednesday, September 5, 2012 - Friday,
September 7, 2012

Air Total: \$467.60

Amount Paid
\$467.60

Trip Total
\$467.60

SEP 5

WED 09/05/12 - San Diego

AIR

Oakland, CA - OAK to San Diego, CA - SAN
09/05/2012 - 09/07/2012
Confirmation #42WQCP

Adult Passenger(s)

Rapid Rewards #

TERESA REED
Subscribe to Flight Status Messaging

DEPART SEP 5 06:55 AM Oakland, CA (OAK) to
08:20 AM San Diego, CA (SAN)

Flight #602 Wednesday, September 5, 2012
Travel Time 1 h 25 m
(Nonstop)

WED

RETURN SEP 7 07:40 PM San Diego, CA (SAN) to
09:05 PM Oakland, CA (OAK)

Flight #792 Friday, September 7, 2012
Travel Time 1 h 25 m
(Nonstop)

FRI

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-SAN	Business Select Superior Benefits	<ul style="list-style-type: none"> • Priority Boarding • Maximum Rapid Rewards® Points • Fully Refundable 	1	\$233.80
Return	SAN-OAK	Business Select Superior Benefits	<ul style="list-style-type: none"> • Priority Boarding • Maximum Rapid Rewards® Points • Fully Refundable 	1	\$233.80

Enroll in Rapid Rewards and earn at least 5351 Points per person for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal \$467.60
Fare Breakdown

Carry-on Items: 1 bag + 1 small personal item are free, see full details.
Checked Items: First and second bags are free, size and weight limits apply.

Bag Charge \$0.00

**Air Total:
\$467.60**

Gov't taxes & fees now included

Purchaser Name Teresa Deloach Reed

Billing Address 8000 Shay Drive
Oakland, CA US 94605

Form of Payment

Amount Applied
\$467.60

Amount Paid
\$467.60

Trip Total
\$467.60

Kozak, Rebecca

From: mdunn@cacities.org
Sent: Monday, May 21, 2012 3:20 PM
To: Deloach Reed, Teresa
Subject: 2012 Annual Conference Registration Confirmation

Thank you for registering for the 2012 Annual Conference & Expo. Please keep this confirmation for your records.

If you need to make hotel reservations, please click on the link below to book a room at the San Diego Marriott Marquis & Marina, the conference Headquarter Hotel.

https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=9642163

Oakland Fire Department
Teresa Reed
Fire Chief
tdeloachreed@oaklandnet.com

2012 Annual Conference
Date: September 05, 2012 to September 07, 2012

1 Early Bird Registration \$475.00 \$475.00

Sub Total: \$475.00
Amount Paid: \$475.00

Onsite Badge Pick-Up
You must pick up your official 2012 Annual Conference badge at the registration desk at the San Diego Convention Center.

Registration Hours
Wednesday, September 5.....9:00 a.m. - 6:30 p.m.
Thursday, September 6.....7:00 a.m. - 4:00 p.m.
Friday, September 7.....7:30 a.m. - 10:00 a.m.

Refund Policy
Advance registrants unable to attend will receive a refund of rate paid, minus a \$75 processing charge, only when a written request is submitted to the Conference Registrar at mdunn@cacities.org before 5:00 p.m. on Monday, August 13. Absolutely no refunds will be provided after this date. Send an alternate/substitute onsite to avoid financial penalty.

YOUR DRIVER LESSEE _____

FROM _____

TO _____

FARE 20⁰⁰ DATE 9/5/12

THANK YOU FOR CALLING MARTIN CAB

Welcome to San Diego, California, America's Finest



Company

Cab#

Amount

Date

20⁰⁰

9/7/12

FROM

TO

Taxi Cab Dispatch

Thank You!

619.231.1144 RADIO SERVICE



GUEST FOLIO

333 West Harbor Drive, San Diego, CA 92101 • 619.234.1500 • Marriott.com/SANDT

1269	REED/TERESA	169.00	09/07/12	12:00	14000	17510
Room	Name	Rate	Depart	Time	ACCT#	GROUP
DK	OAKLAND FIRE DEPARTM		09/05/12	08:45		
Type			Arrive	Time		
335						

MRW#:

Room Clerk	Address	Payment
DATE	REFERENCE	CHARGES
09/05	ROOM	1269, 1 169.00
09/05	TOT TX	1269, 1 17.75
09/05	CA FEE	1269, 1 .28
09/05	TMD FEE	1269, 1 3.38
09/06	ROOM	1269, 1 169.00
09/06	TOT TX	1269, 1 17.75
09/06	CA FEE	1269, 1 .28
09/06	TMD FEE	1269, 1 3.38
09/07	VS CARD	
		\$380.82

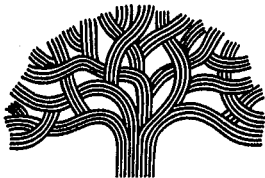
TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE DIAL 71996 FOR VOICE MAIL CHECK-OUT; OR UTILIZE VIDEO CHECK-OUT FOR AN UPDATED STATEMENT AT THE BELLSTAND.

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
 TDELOACHREED@OAKLANDNET.COM
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Deanna Santana
City Administrator

FROM: Teresa Deloach Reed
Fire Chief

SUBJECT: Approval of Business Travel -
League of California Cities
Annual Conference – September 5-7, 2012

DATE: June 13, 2012

Approval

Date

7/3/12 ✓

Attached for your review are my travel authorization and the meeting brochure for the League of California Cities 2012 Annual Conference and Expo. The estimated cost is \$1507.95.

The theme of this year's conference in San Diego scheduled for September 5-7, 2012 is "Guiding Healthy Government." This is an opportunity to meet colleagues from other cities and learn about innovative programs, use of technology in government and issues affecting public safety.

A deputy chief will serve as acting chief while I am out of the city.

It is requested that the City Administrator approve my travel authorization and the requisite funding to attend this conference.

Teresa Deloach Reed
Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:
Travel authorization
Brochure

12 JUN 20 PM 2:56

CITY OF OAKLAND
OFFICE OF CITY MANAGER



City of Oakland TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Date 6/13/12		3. Vendor Number 108550	
3. Department FIRE		5. Position Title Fire Chief			
6. Travel Destination San Diego, CA	7. Number of Work Days Three	8. Departure Date September 5, 2012		9. Return Date September 7, 2012	

10. Purpose of Travel: **To attend League of California Cities Annual Conference**

11. Funding Source <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Other <input type="checkbox"/> Funds Available	12. Total Cost Estimate * \$ 1507.95	13. Name of Employee in Charge if Requestor is Department Head Rebecca Kozak, ext. 4080
-----------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------	---------------------------------------------------------------------------------------------------

14. Transportation

☐ Use of City vehicle requested: ☐ Advance Payment ☐ Reimbursement
Estimated round-trip miles _____ Estimated out-of-pocket costs \$ _____

☐ Use of private vehicle requested: ☐ Advance Payment ☐ Reimbursement
Estimated round-trip miles _____ Equivalent common carrier rate \$ _____ Authorization Number _____

☐ Use of rental vehicle requested

Upon invoice from travel agent or common carrier, prepare check in amount of **\$ 495.60 (airfare & shuttle paid by employee for later reimbursement)**

Payable to: _____ For: _____

15. Registration or Special Fees

Fees for above event \$ **475.00**

☒ Fee will be paid by employee for later reimbursement
☐ City will be billed
☐ Fee to be paid in advance \$ _____

Make check payable to _____
And Mail check to: _____

Fees include: _____ Dates: _____

Breakfast _____
Lunch _____
Dinner _____
Lodging _____

16. Subsistence

☒ Subsistence will be paid by employee for later reimbursement. Est. cost \$ Hotel \$380.35 Meals \$157.00
☐ Advance requested for itemized expenditures. Estimated cost _____
☐ Advance per diem requested-provided check to employee in amount of \$ _____

Full per diem rate for _____ days @ _____ /day = \$ _____
Travel per diem rate _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = \$ _____

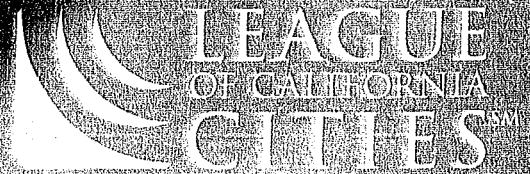
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved <i>Teresa Reed</i> Signature _____ Date 6-14-12	18. Department Remarks	FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount \$ _____
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------	-----------------------------------------------------------------------------

19. City Manager Review (if overnight accommodations required) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <i>Scott Johnson</i> Signature _____ Date 7/3/12	20. City Manager Review
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------

Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
	475.	1010	20110	55212	0000000	13	PS15		
	380.35	1010	20110	55114	0000000	13	PS15		
	495.60	1010	20110	55112	0000000	13	PS15		
	157.	1010	20110	55113	0000000	13	PS15		

Entered By _____ Date _____

Accounts Payable _____ Date _____



CITIES

GUIDING
HEALTHY
GOVERNMENT

2012 ANNUAL CONFERENCE & EXPO

San Diego Convention Center
September 5 – 7

REGISTRATION & HOUSING DEADLINE:

Monday, August 13

www.cacities.org/AC

Tentative Schedule of Events

AS OF APRIL 11, 2012 *(subject to change)*

TUESDAY, SEPTEMBER 4

2:00 – 6:00 p.m. Optional – group tours in San Diego

WEDNESDAY, SEPTEMBER 5

9:00 – 10:30 a.m. Policy Committees (at hotel)

10:30 a.m. – Noon Policy Committees (at hotel)

9:00 a.m. – 1:00 p.m. Optional – group tours in San Diego

9:00 a.m. – 6:30 p.m. Attendee Registration Open, San Diego Convention Center

Noon – 1:45 p.m. Regional Division Lunches

1:00 – 1:45 p.m. First Time Attendee Orientation

2:00 – 3:30 p.m. **Department Business Meetings, Programs & Welcome**

4:00 – 6:00 p.m. **Opening General Session** – Annual Report and Keynote Address

6:00 – 8:00 p.m. **New – Grand Opening Expo Hall & Host City Reception**
(No competing events/receptions are permitted at this time)

8:00 – Evening Networking Reception – CitiPAC Gala

THURSDAY, SEPTEMBER 6

7:00 a.m. – 4:00 p.m. Registration Open

8:00 – 9:30 a.m. Education – Breakouts, CityTalks, etc.

9:45 – 10:45 a.m. **General Session** – Keynote Address

10:00 a.m. – 4:00 p.m. **Expo with Lunch Exhibitor Exclusive**
(no competing events 11:00 a.m. – 1:00 p.m.)

1:00 – 2:15 p.m. General Resolutions committee

1:00 – 2:15 p.m. Education

2:45 – 4:00 p.m. Education

4:30 – 5:30 p.m. Education

4:00 – 5:30 p.m. Board of Directors Meeting

5:30 – Evening Networking Receptions – Caucus groups, League Partners, Exhibitors

FRIDAY, SEPTEMBER 7

7:30 a.m. – 10:00 a.m. Registration Open

7:30 – 8:45 a.m. Regional Division Breakfasts

9:00 – 10:15 a.m. Education – Breakouts, CityTalks, etc.

10:45 – Noon Education

Noon – 2:00 p.m. **New – Luncheon – Voting Delegates, General Assembly**
Install New Board of Directors, Grand Prize

1:00 – 4:00 p.m. Education

NOTE: Conference Registration is required to attend Department meetings, Division Meetings and General Assembly/Annual Business Meeting as a Voting Delegate.

Registration:

REGISTRATION includes:

- Admission to education sessions and evening networking events
 - Wednesday Host City Reception and Expo; Thursday lunch with Exhibitors; Friday voting delegate luncheon
- Online Registration** (credit card) – Go to www.cacities.org/AC - You will receive an immediate conference confirmation.

Mail-in Registration (pay by check) – contact mdunn@cacities.org to request the registration form and follow the mailing instructions. Checks should be payable to the League of California Cities and full payment is required with the registration form, no purchase orders. After Monday, August 13, please register onsite.

**** Same city registration rate since 2008 ****

Full Conference Registration Fees

	EARLY BIRD BEFORE MAY 25	AFTER MAY 26 AND ONSITE
City Delegate		
Member City	\$475	\$525
Nonmember City	\$1475	\$1525
Public Official		
County/State	\$550	\$600
Partner/Exhibitor/All Others		
Company Representative	\$650	\$700

Note: Conference registration is required to attend the Policy Committees, Department and Annual Conference business meeting and/or to be a Voting Delegate.

One-Day Registration

	SELECT ONE – WED/THURS/FRIDAY
City Delegate	
Member City	\$250
Nonmember City	\$1250
Public Official	
County/State	\$300
Partner/Exhibitor/All Others	
Company Representative	\$350

Refund Policy

Advance registrants unable to attend will receive a refund of rate paid, **minus a \$75 processing charge**, only when a written request is submitted to the League, Conference Registration, 1400 K Street, Sacramento, CA, 95814 or mdunn@cacities.org and received before 5:00 p.m. on **Monday, August 13**. Absolutely, no refunds will be provided after this date. Send an alternate/substitute onsite to avoid financial penalty.



San Diego Convention Center

Optional Registration Add-ons

(non-refundable)

City Attorney Papers - \$55 print (*advance orders only*)
\$25 flash drive
Free PDF

City Clerks Conference Workshop - \$100 member
\$250 nonmember

La Jolla Nature & Nurture Tour - \$35 per person

San Diego by Land & Sea Tour - \$45 per person

Spouse Registration - \$100

Spouse rate is restricted to those who are not city/public officials, are not related to any Partner/Expo company, and would have no professional reason to attend for learning or business. Rate includes admission to the Expo and receptions only. Session seats are reserved for conference registrants. There is no refund for the cancellation of a spouse registration. It is not advisable to use city funds to register a spouse.

Onsite Badge Pick Up

You must pick up an official 2012 Annual Conference badge at the registration desk at the San Diego Convention Center. Registration hours:

Wednesday, September 5 9:00 a.m. – 6:30 p.m.

Thursday, September 6 7:00 a.m. – 4:00 p.m.

Friday, September 7 7:30 a.m. – 10:00 a.m.



Questions or special needs? Call the conference registrar at 916-658-8291 before August 13.



City of Oakland
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Arlington, VA (Washington DC Metro area)		6. No. of Work Days Three	
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available		8. Departure Date October 22, 2012		9. Return Date October 24, 2012	
10. Purpose of Travel Represent California Task Force 4 at Sponsoring Agency Chiefs meeting of FEMA's Urban Search & Rescue Program					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Mon 10/22	Tue 10/23	Wed 10/24						TOTALS
----------------------	-----------	-----------	-----------	--	--	--	--	--	--------

TRANSPORTATION EXPENSE

14. Airplane			218.8						218.8
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation									
18. Parking									
19. Tolls									

REGISTRATION

20. Registration									
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast	11	11	11						33
25. Lunch	16	16	16						48
26. Dinner	29	29	29						87
27. Lodging	\$295.90	\$295.90							\$591.80
28. Telephone/Telegram									
29. Baggage Handling			\$50.00						50
30. Other									
TOTALS	\$351.90	\$351.90	\$324.80						\$1,028.60

31. Remarks		32. Total Advances & Prepayments 0	
35. Claim Approved by Department Head Signature: <i>[Signature]</i> Date: 11/6/12		33. Balance Due to (From) Claimant \$1,028.60	
34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland Signature: <i>Teresa Reed</i> Date: 11/11/12		<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> 12 NOV - 2 PM 12:37 OFFICE OF THE CITY CLERK CITY OF OAKLAND </div>	

\$1,028.60

Fund/SF	Organization	Account	Pro/Grant	Yr	Program	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
2124	20815	55114	G364930		PS18			\$759.80	Check No.
2124	20815	55112	G364930		PS18			268.8	Date

Entered by

Date

Accounts Payable

Date

Kozak, Rebecca

From: Virgin America <info@fly.virginamerica.com>
Sent: Friday, September 28, 2012 9:40 AM
To: Deloach Reed, Teresa
Subject: Virgin America Reservation HCJIVQ

Virgin America Reservation



america

[Book/Rebook](#)

[Check-in](#)

[Change Flight](#)

[Cancel Flight](#)

[Flight Status](#)

Booking Confirmation. Ready. Set. Fly.

Hi,

Here's your flight itinerary. Please retain this confirmation code to reference your booking. We look forward to seeing you onboard.

Travel smarter ✳
Forward this email
to plans@tripit.com &
manage your entire trip.

[About TripIt](#)

Your Confirmation Code: **HCJIVQ**

Who's Flying

Traveler(s)	Frequent Flyer #	Seats
Teresa Reed		17D

Where You're Going

Date	Flight	From	To	Stops
24-Oct-2012	VX2	Washington, DC-Reagan Nat (DCA) 5:05 PM	San Francisco, CA (SFO) 7:55 PM	0

What It Costs

This total is for **1 Traveler(s)** in **US Dollars**:

Base Fare (x1):	\$193.49
Federal Tax:	\$14.51
Other Fees:	\$0.00
Passenger Facility Tax:	\$4.50
Security Fee:	\$2.50
Segment Fee:	\$3.80
Travel Insurance Fee:	\$0.00
Fare :	\$218.80
*Special Service Requests :	\$0.00
Grand Total:	\$218.80

Traveler Contact



american

PASSENGER RECEIPT 1

24OCT12 90000223

DCA DAS /WASHINGTON REAGAN

0

REFUNDABLE ONLY
US RELATED FLIGHT C
RETAIN THIS RECE
0 THROUGHOUT YOUR
JOURNEY

REED/TERESA

NOT VALID FOR

TRANSPORTATION

DCASFO-VX

02 BAG FEE 0-50LBS/25

PSGR TICKET 9842133280075

HGJIVQ/

50.00

USD

50.00

NA

NA

NA

FP CASH

NOT VALID FOR TR

0 984 2601821281 5

CRYSTAL GATEWAY MARRIOTT

459 REED/TERESA 269.00 10/24/12 12:00 9816 1539
Room Name Rate Depart Time ACCT# GROUP
NDB 10/22/12 15:49
Type Arrive Time
38

RWD#:

Room Clerk	Address	Payment		
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
10/22	ROOM	459, 1 269.00		
10/22	RM.TX	459, 1 13.45		
10/22	OCC TAX	459, 1 13.45		
10/23	ROOM	459, 1 269.00		
10/23	RM.TX	459, 1 13.45		
10/23	OCC TAX	459, 1 13.45		
10/24	VS CARD		\$591.80	

PAYMENT RECEIVED BY: VISA CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT,
PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR
TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
RKOZAK@OAKLANDNET.COM
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

CRYSTAL GATEWAY MARRIOTT
1700 JEFFERSON DAVIS
ARLINGTON, VA 22202
703 920 3230

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X _____



City of Oakland TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Date 9/17/12		3. Vendor Number 1085 50	
3. Department FIRE		5. Position Title Fire Chief			
6. Travel Destination Montgomery County, MD (Metro Washington DC)		7. Number of Work Days Three		8. Departure Date October 22, 2012	
				9. Return Date October 24, 2012	
10. Purpose of Travel: To attend Annual Sponsoring Agency Chiefs' Meeting of the Urban Search & Rescue (FEMA) program, to include FEMA and local/national/divisional Task Force representatives and Operations Group Chair					
11. Funding Source <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate \$ 1,156.60		13. Name of Employee in Charge if Requestor is Department Head Rebecca Kozak, ext. 4080	
14. Transportation <input type="checkbox"/> Use of City vehicle requested: _____ Estimated round-trip miles _____ <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated out-of-pocket costs \$ _____ <input type="checkbox"/> Use of private vehicle requested: _____ Estimated round-trip miles _____ <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Equivalent common carrier rate \$ _____ Authorization Number _____ <input checked="" type="checkbox"/> Use of rental vehicle requested – estimated cost: \$200.00 – Requestor is travelling from east coast location to meeting site by car. Upon invoice from travel agent or common carrier, prepare check in amount of \$ 288.60 est. (requestor to be reimbursed) Payable to: N/A For: 1 way airfare					
15. Registration or Special Fees Fees for above event \$ N/A <input type="checkbox"/> Fee will be paid by employee for later reimbursement <input type="checkbox"/> City will be billed _____ <input type="checkbox"/> Fee to be paid in advance \$ _____ Make check payable to _____ And Mail check to: _____ Fees include: _____ Dates: _____ Breakfast _____ Lunch _____ Dinner _____ Lodging _____					
16. Subsistence <input type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ Hotel \$500.00 Meals \$168.00 <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost _____ <input type="checkbox"/> Advance per diem requested-provided check to employee in amount of \$ _____ Full per diem rate for _____ days @ _____ /day = \$ _____ Travel per diem rate _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = \$ _____					
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature Teresa Reed Date 9/18/12		18. Department Remarks * Expenses covered by USAR Readiness Cooperative Agreement funding.		FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount \$ _____	
19. City Manager Review (if overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature [Signature] Date 10/1/12		20. City Manager Review			

Sub Item	Amount	Fund/SF	Organization	Account	Project/Grant/ Cost Center/ Work Order	Yr	Loc	Task	Dept Specific
	488.60	2124	20815	55112	G364930	13	PS18		
	668.00	2124	20815	55113	G364930	13	PS18		

Entered By

Date

Accounts Payable

Date



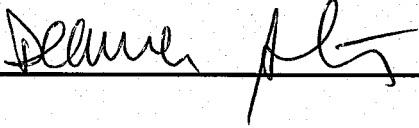
INTER OFFICE MEMORANDUM

TO: Deanna Santana
City Administrator

FROM: Teresa Deloach Reed
Fire Chief

SUBJECT: Approval of Business Travel -
Urban Search & Rescue Program
Annual Sponsoring Agency Chiefs' Meeting
October 22-24, 2012

DATE: September 17, 2012

Approval		Date	10/1/12
----------	-----------------------------------------------------------------------------------	------	---------

Attached for your review are my travel authorization and announcement of the Sponsoring Agency Chiefs' meeting of the FEMA funded Urban Search & Rescue Program, to be held in the metropolitan Washington, DC area on October 23, 2012. Final logistics are to be determined but the date is confirmed.

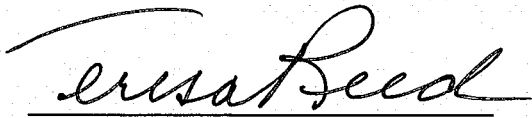
I am the sponsoring agency chief for California Task Force 4 headquartered in Oakland and managed by Battalion Chief John Weir.

All expenses will be covered by the Readiness Cooperative Agreement.

At this meeting, I will join with colleagues from other task forces, as well as the FEMA Administrator &/or his staff to discuss concerns of mutual interest to urban search & rescue program chiefs.

A deputy chief will serve as acting chief while I am out of the city.

Your approval of my travel authorization is requested.


Teresa Deloach Reed
Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:

Travel authorization

Meeting Announcement



FEMA

US&R GENERAL MEMORANDUM - 2012-049

August 10, 2012

FOR: National Urban Search and Rescue Response System
Sponsoring Agency Chiefs
Task Force Representatives

FROM: Fred Endrikat, Chief
Urban Search and Rescue Branch

Fred
Endrikat

Digitally signed by Fred Endrikat
DN: cn=Fred Endrikat, o=DHS/
FEMA, ou=US&R-OP&A,
email=fred.endrikat@fema.dhs.g
ov, c=US
Date: 2012.08.10 10:01:12 -0400

SUBJECT: US&R GM 2012-049 – Announcement of the Sponsoring Agency Chiefs’
Meeting – October 23, 2012

Virginia Task Force 1 (VA-TF1), in partnership with Maryland Task Force 1 (MD-TF1), will host the Annual Sponsoring Agency Chiefs’ Meeting in Montgomery County, MD on October 23, 2012. The specific location for this meeting in the Washington, DC metropolitan area has not been determined. Once the location of this event has been established, a General Memorandum will be issued with the specific logistics information.

Our goal is to have the 28 Task Force Sponsoring Agency Chiefs/Heads and their Task Force Representatives, the National and Divisional Task Force Representatives, and the Operations Group Chair attend this meeting.

The use of FY2011 / FY2012 Readiness Cooperative Agreement funding to support travel and related expenses to send members is allowable, provided that the Task Force has budgeted for this expense within the appropriate Cooperative Agreement.

Questions regarding this meeting may be directed to Catherine Deel in the US&R Branch office (202-646-3796 or catherine.deel@fema.dhs.gov).

Distribution:

US&R Task Force Sponsoring Agency Chiefs/Heads
US&R Strategic Group Members
US&R Task Force Representatives
US&R Branch Staff

**Federal Emergency Management Agency
National Urban Search & Rescue Response System
Sponsoring Agency Chiefs' Meeting – Crystal City, Virginia**

**October 23, 2012
8:30 a.m. – 4:00 p.m.**



Attendees: US&R Sponsoring Agency Chiefs, FEMA Branch Staff & Invitees
Facilitated by: Fred Endrikat, FEMA US&R Branch Chief

Agenda

Welcome and Introductions

- Pledge Of Allegiance
- Moment of Silence
- Welcome and Introductions

FEMA Organizational Structure (*Reference Document*)

FEMA Leadership Update

FEMA US&R Decision Process (*Reference Document*)

US&R Program Office Information

Legislative Update (*Reference Document*)

US&R Program Review (*Reference Document*)

US&R Program Budgets (*Reference Document*)

- FY2012 Cooperative agreement status
- FY2013 budget planning
 - OMB; House Appropriations Committee; Senate Appropriations Committee

US&R Strategic Plan (*Reference Document*)

- Alignment of US&R Strategic Plan with Review of the US&R System, March 2012 – Final Report

Strategic Training Plan (*Reference Document*)

- Current status / future alignment with revised US&R Strategic Plan
- Discuss future training direction

Training

- National Training Contract
 - Current status
 - Course revision and development priorities (*Reference Document*)
 - Course delivery (*in relation to Task Force-hosted deliveries)
 - Learning Management System / Distance Learning Platform
- Recertification / Refresher training requirements

FEMA US&R Operations Manual (*Reference Document*)



City of Oakland
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Position Title Fire Chief		3. Vendor Number 108550	
4. Department Oakland Fire Department		5. Travel Destination Sacramento, CA		6. No. of Work Days Three	
7. Funding Source: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Funds Available		8. Departure Date November 28, 2012		9. Return Date November 30, 2012	
10. Purpose of Travel Attend annual meeting of the California Fire Chiefs Association					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Wed 11/28	Thur 11/29	Fri 11/30						TOTALS
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TRANSPORTATION EXPENSE

14. Airplane									
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation									
18. Parking									
19. Tolls									

REGISTRATION

20. Registration	\$350.00								350
21. Special Fees									

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast									
25. Lunch									
26. Dinner	29								29
27. Lodging	\$143.86	\$143.86							\$287.72
28. Telephone/Telegram									
29. Baggage Handling									
30. Other									
TOTALS	\$522.86	\$143.86							\$666.72

31. Remarks	32. Total Advances & Prepayments	\$350.00
	33. Balance Due to (From) Claimant	\$316.72

35. Claim Approved by Department Head Signature: <i>Alexandra Orologan</i> Date: 12/18/12		34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland Signature: <i>Teresa Reed</i> Date: 12/12/12	
--------------------------------------------------------------------------------------------------	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Fund/SF	Organization	Account	Pro/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
1010	20110	55113	0	13	PS15			\$29.00	Check No.
1010	20110	55114	0	13	PS15			\$287.72	Date

OFFICE OF CITY MANAGER
CITY OF OAKLAND

Sheraton Grand Sacramento Hotel
 1230 J Street
 Sacramento, CA 95814
 916-447-1700 / 916-447-1701
<http://www.starwood.com/>



DeLoachreed, Theresa	Page Number	1	Invoice Nbr	160097
, CA	Guest Number	1385012	Arrive Date	11-28-2012
	Folio ID	A	Depart Date	11-30-2012
	No. Of Guest	1		
	Room Number	1316		
	Time	11-30-2012 09:07		

Invoice

Date	Reference	Description	Charges	Credits
11-28-2012	RT1316	T-Government	\$125.00	
11-28-2012	RT1316	Room Charge, Tax/Assessments	\$18.86	
11-29-2012	RT1316	T-Government	\$125.00	
11-29-2012	RT1316	Room Charge, Tax/Assessments	\$18.86	
11-30-2012	VM	Visa/Mastercard		\$-287.72
		** Total	\$287.72	\$-287.72
		** Balance	\$0.00	

For Authorization Purpose Only

TERESA REED

Date	Credit Card	Code	Authorized
11-28-2012	[REDACTED]	03180C	375.00

EXPENSE SUMMARY REPORT

Currency: USD

Date	Rm Charge	Taxes	Telephone	Other	Total	Payment
11-28-2012	\$125.00	\$18.86	\$0.00	\$0.00	\$143.86	\$0.00
11-29-2012	\$125.00	\$18.86	\$0.00	\$0.00	\$143.86	\$0.00
11-30-2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-287.72
Total	\$250.00	\$37.72	\$0.00	\$0.00	\$287.72	\$-287.72

As a Starwood Preferred Guest, you could have earned 500 Starpoints for this visit. Please provide your member number or enroll today.

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City of Oakland TRAVEL AUTHORIZATION

(See Reverse Side for Instructions)

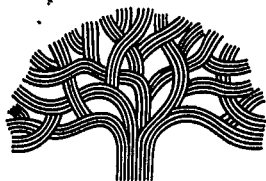
Period	Batch #	Type	Item

1. Employee Name Teresa Deloach Reed		2. Date 10/9/12		3. Vendor Number 1085/50	
3. Department FIRE		5. Position Title Fire Chief			
6. Travel Destination Sacramento, CA		7. Number of Work Days Two		8. Departure Date November 29, 2012	
				9. Return Date November 30, 2012	
10. Purpose of Travel: To attend annual conference of the California Fire Chiefs Association					
11. Funding Source <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Other <input type="checkbox"/> Funds Available		12. Total Cost Estimate \$ 546.00		13. Name of Employee in Charge if Requestor is Department Head Rebecca Kozak, ext. 4080	
14. Transportation <input type="checkbox"/> Use of City vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles _____ Estimated out-of-pocket costs \$ _____ <input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles _____ Equivalent common carrier rate \$ _____ Authorization Number _____ <input type="checkbox"/> Use of rental vehicle requested - estimated cost: _____ Upon invoice from travel agent or common carrier, prepare check in amount of _____ Payable to: _____					
15. Registration or Special Fees Fees for above event \$ 350.00 <input type="checkbox"/> Fee will be paid by employee for later reimbursement <input type="checkbox"/> City will be billed 350.00 <input checked="" type="checkbox"/> Fee to be paid in advance \$ 350.00 Make check payable to California Fire Chiefs Association And Mail check to: ATH Vendor #24913				Fees include: _____ Dates: _____ Breakfast 11/30 Lunch 11/30 Dinner _____ Lodging _____	
16. Subsistence <input checked="" type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ Hotel \$140.00 Meals \$56.00 <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost _____ <input type="checkbox"/> Advance per diem requested-provided check to employee in amount of \$ _____ Full per diem rate for _____ days @ _____ /day = \$ _____ Travel per diem rate _____ days @ _____ /day = \$ _____ Less: Expenses included in registration fee = \$ _____					
17. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature 10/5/12		18. Department Remarks		FOR ACCOUNTING USE ONLY Check No. _____ Date _____ Amount \$ _____	
19. City Manager Review (if overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature Date 10/18/12		20. City Manager Review			

Sub-Item	Amount	Fund/SF	Organization	Account	Project/Grant/Cost Center/Work Order	Yr	Loc	Task	Dept Specific
	350.00	1010	20110	55212	0000000	13	PS15		
	56.00	1010	20110	55113	0000000	13	PS15		
	140.00	1010	20110	55114	0000000	13	PS15		

Entered By _____ Date _____

Accounts Payable _____ Date _____



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Deanna Santana
City Administrator

FROM: Teresa Deloach Reed
Fire Chief

SUBJECT: Approval of Business Travel -
California Fire Chiefs Association
Annual Conference – November 29-30, 2012

DATE: October 9, 2012

Approval

Date

Attached for your review are my travel authorization and the flyer for the California Fire Chiefs Association Annual Conference. The estimated cost is \$546.00.

This conference is an opportunity to meet and talk to fire chiefs from throughout the state and attend general and breakout sessions on current issues affecting fire and emergency medical services.

A deputy chief will serve as acting chief while I am out of the city.

It is requested that the City Administrator approve my travel authorization and the requisite funding to attend this conference.

Teresa Deloach Reed
Fire Chief

For questions, contact Rebecca Kozak at ext. 4080.

Attachments:
Travel authorization
Flyer

SAVE THE DATE

California Fire Chiefs Association Annual Conference

November 29 & 30, 2012



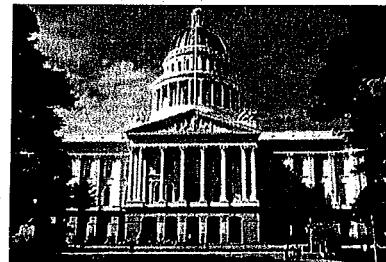
Sheraton Grand Hotel
Sacramento

New Full
Two-Day Format



Room Rates:
\$125 per night, plus
taxes,
Self Parking: \$15
per night

- ***New Date***
- ***New Location***
- ***New Program***



Watch your inbox, or check the www.CalChiefs.org website, for further information on registration, hotel rooms, presenters, educational sessions and conference activities.

Vendors or Sponsors interested in participating in this conference should contact edutton@calchiefs.org

California Fire Chiefs Association

2012 Annual Conference

November 28 - 30, 2012

Sheraton Grand Hotel
Sacramento, California

Wednesday November 28, 2012

120 1200 - 1400 **Section Meetings**

150 1400 - 1630 **CalChiefs Full Board Meeting**

Bondi

1630 - 1800 **Innovations & Technology**

Camellia

45 1630 - 1715 **PulsePoint**

Fire Chief Richard Price, San Ramon Valley FPD

45 1715 - 1800 **See, Know, Act - Realtime Data and Common Operational Platforms**

Kate Dargan, CEO Intterra Group

60 1800 - 1900 **Welcome Networking Reception (Hosted)**

Foyer

Sponsor _____

Thursday November 29, 2012

60 0800 - 0900 Continental Breakfast - Networking Camellia

45 0900 - 0945 Opening Program (Sponsor - Farmers Insurance) Camellia

President Demetrious Shaffer & President Elect Nathan Trauernicht
Mayor Kevin Johnson / City Manager John Shirey
Chief Ray Jones, Sacramento FD, Local 522 Representative (CPF)
Chaplain xxxx, Invocation
Farmers Insurance (5 minutes)

45 0945 - 1030 General Session #1 Camellia

"Title"
Jim Pelly - Laughter Works Seminars

15 1030 - 1045 Break (Sponsor - Knox Company) Camellia

30 1045 - 1115 General Session #2 Camellia

Fire Service Updates
Tonya Hoover, OSFM; Kim Zagaris, CalEMA; Ken Pimlott, Cal FIRE

45 1115 - 1200 General Session #3 Camellia

D-Block Nationwide Public Safety Broadband Network Report
Bill McCammon, Fire Chief Retired, Alameda County FD

90 1200 - 1330 Lunch in Exhibitor Area (Sponsor) Magnolia

75 1330 - 1445 Breakout Sessions

1A - Parcel Fire Taxes, Are You Getting What You Should?
Paul Cowdery - Parcel Quest

1B - Smoke Alarms Update
Ronald R. Farr - Lead Regulatory Engineer, Underwriters Laboratories

1C - Legislation 101 - The Process: Your's and CalChiefs Roles
Ralph Heim - Public Policy Advocates

15 1445 - 1500 Break - Exhibitor Area (Sponsor ISO - Insurance Service Office) Magnolia

30 1500 - 1530 General Session #4 Camellia

FireRescue GPO - Crosby Grindle, Executive Director, FireRescue GPO
Fire Service Bookstore -

45 1530 - 1615 General Session #5 Camellia

Governor Jerry Brown / Lt. Governor Newsom (Invited)

45 1615 - 1700 General Session #6

IAFC Update - Executive Director Mark Light
WFCA Update - Fire Chief Mark Wendelsdorf

120 1700 - 1900 Reception with Exhibitors (Hosted) Magnolia

Sponsor - California Firefighter JAC Program (CPF)

Friday November 30, 2012

45 0745-0830 Continental Breakfast - Networking (Sponsor: Grainger) (tentative)

Camellia

90 0830-1000 General Session #7

Camellia

ISO Grading System Changes

Robert "Butch" Cobb, Insurance Services Office

15 1000-1015 Break - Exhibitor Area (Sponsor - Cal Signal)

Magnolia

75 1015-1130 Breakout Sessions

2A - 9-1-1 Advisory Board - FirstNet and NG9-1-1

Karen Wong, Calif. Public Safety Communications Office Director

2B - Consolidation / Mergers - Who's Next & Is It Right For Your Agency?

TBD

2C - Intra-State Fire Mutual Aid - IAFC/IMAS & 2012 Wildfire Season ST Review -Cal EMA

Brian Kelly, Fire Chief Retired,

Mike Warren, Fire Chief Retired,

Kim Zagaris, Fire & Rescue Chief, Cal EMA

90 1130-1300 Lunch - Installation of Officers (Sponsor - 1-800-BoardUp)

Camellia

Presidents Message

Fire Chief of the Year

Legislative Update (short)

1-800-BoardUp (5 minutes)

45 1315-1400 General Session #8

Camellia

EMS Innovations 1 - To be determined

45 1400-1445 General Session #9

Camellia

EMS Innovations 2 - To be determined

15 1445-1500 Break (Sponsor Liebert Cassidy Whitmore)

Camellia

45 1500-1545 General Session #10

Camellia

CalChiefs Community Paramedicine White Paper Presentation & Adoption

45 1545-1630 General Session #11

Camellia

AB 678 Update

1630 Conference Close

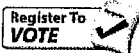
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Please fill out this form for each registration.

For additional information, call Eric Dutton at 916-990-5139.

Name*

Teresa Deloach Reed

Rank*

Fire Chief

Agency / Company*

Oakland Fire Department

Mailing Address*

150 Frank Ogawa Plaza, Suite 335

City/State*

Oakland, CA

Zip*

94612

Office Phone Number*

510-238-4050

Email Address*

Must be a valid e-mail address, e.g. email@domain.com.

tdeloachreed@oaklandnet.com

Payment Options (please check one)*

☒ A check will be sent in

☐ Check is enclosed

☐ Credit card payment will be made using PayPal

(use Credit Card Payment Center link at top of page - convenience fees will be applied at time of transaction)

A receipt will be provided upon receiving credit card payment.

If paying by check, mail COPY of completed form and check to:

California Fire Chiefs Association
2012 Annual Conference
1851 Heritage Lane, Suite 138
Sacramento, CA 95815

Print Before You Submit

If you need a copy of this form for your records, print your registration form **prior** to submitting it. Select the *printer* button located at the top of the page, under Welcome to CalChiefs.

Note: * indicates required information.

Submit Form

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350.00

TWO SIGNATURES REQUIRED
VOID AFTER 180 DAYS

|| 777627|| : 121000248: 4121955231||

DeLoach Reed, Teresa

From: Sheraton Grand Sacramento Hotel
<GCCUSTSERVICE@CONFIRM.STARWOODHOTELS.COM>
Sent: Wednesday, November 21, 2012 9:17 AM
To: DeLoach Reed, Teresa
Subject: Sheraton Reservation #568936421. We look forward to seeing you.

Trouble seeing this email? View it in a browser for up-to-date reservation information, or to view in
[English](#), [Français](#), [Español](#), [Deutsch](#), [Português](#), [Italiano](#), [中文\(简体\)](#), [日本語](#)

Sheraton Grand Sacramento Hotel
1230 J Street, 13th and J Street, Sacramento
California 95814, United States
Phone: (916) 447-1700 Fax: (916) 447-1701



- Contact Us
- Your Room
- Guest Services
- Dining Options
- In The Neighborhood
- Finding Your Way
- Meetings & Events

Hello Theresa,

We're pleased to confirm your upcoming stay at the Sheraton Grand Sacramento Hotel and look forward to your arrival.

If there's anything special we can do in preparation for your stay please don't hesitate to contact us. In the meantime, safe travels.

Richard Hill
General Manager

CONFIRMATION: 568936421

YOUR SCHEDULE:

Check In	28-NOV-2012 - 3:00 PM *
Check Out	30-NOV-2012 - 12:00 PM *
Number of Rooms	1
Number of Guests	1

* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.

For Your Stay

Need directions?
Here's how to find us.

From Sheraton Hotels
and Resorts

**Enjoy world renowned
wines at Sheraton Social
Hour**

YOUR ACCOMMODATIONS: ROOM 1 OF 1

Guest Name	THERESA DELOACHREED
------------	----------------------------

Number of Adults	1
------------------	----------

Number of Children	0
--------------------	----------

**Room Description
King Bed**

- Traditional Non-smoking,
Smoke-free

- 35 Sq.m/375 Sq.ft
- 32 Inch Flat Screen
Lcd Tv

- Sweet Sleeper Bed
- High-speed Internet
For A Fee

- 24hr Access To Health Club

Remarks

YOUR RATE: ROOM 1 OF 1

Rates for the night of **28-Nov-12, 29-Nov-12**

Rate Details

BT State Rate

State Rate booked through Sales Office (April)

125.00 in US DOLLARS per night

Taxes

Business Improv 3.0 Percent Per Room Per Night Not In The Rate

Room 12.0 Percent Per Room Per Night Not In The Rate

Tourism Fee 0.09 Percent Per Room Per Night Not In The Rate

Guarantee and Cancellation Policies

Your room is guaranteed with a(n) VISA/MASTERCARD card.

Cancel by 6:00 PM Hotel time 1 days prior to avoid 1 Night penalty. There may be additional applicable charges and taxes.

Room taxes may be charged on penalties.

Debit and Credit cards will be authorized at check-in for the amount of your stay, plus an amount to cover incidentals. Please visit "Announcements" on the hotel website for more information.

YOUR PRIVACY

Please note: For security purposes, you will be asked to provide a valid government or state-issued photo ID at check-in

This email may contain links to websites that collect personally identifiable information about you. Starwood Hotels & Resorts Worldwide, Inc. is not responsible or liable for the actions of such independent websites, and encourages you to review the privacy statements and policies of such websites to understand how they collect, use and store such information.

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DISCLOSURE

Modify and Cancel Information

To view, change or cancel your reservation, please visit sheraton.com. Any modification to a reservation is subject to the hotel's availability at the time the modification is requested and may change the rate and/or require payment of cancellation fees. If you require further assistance, please contact Sheraton Hotels and Resorts at 800-325-3535 if you are calling from the United States or Canada. Otherwise, [click here](#) for the telephone number of the Worldwide Reservation Office nearest you. Please note that reservations cannot be changed or canceled via email.

Guarantee Rules

For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is unable to hold rooms consistent with this room hold policy, hotel will attempt to accommodate guests, at its expense, at a comparable hotel in the area for the oversold night(s), and will pay for transportation to that hotel.

Package Handling Policy

There is a package handling fee for all incoming and outbound packages. Please contact the hotel directly for the exact fee.

Smoking Policy

All guestrooms and public spaces are 100% non-smoking. A \$200 cleaning fee will be charged to any guest who violates policy.

Exchange Rate

For non-US hotels, rates confirmed in USD may be converted to local currency by the hotel at your time of stay, based on the exchange rate used by the hotel and are subject to exchange rate fluctuations. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the hotel's control and may impact the amount charged to your credit card. Please contact the hotel if you have any questions.

Rate/Reservation Validity

Please note that electronic reservation confirmations are provided to you solely for your convenience and that we retain official records of our reservation

transactions, including details of dates of stay and room rates. In the event of discrepancies, alterations, modifications, or variations between this confirmation and our official records, our official records shall control. Tampering with this confirmation to alter the room rate, or any other reservation information is strictly prohibited and may have legal consequences.

Early Departure

Many Starwood hotels have an early departure fee. When you check-in, you will be asked to confirm your departure date. You may be able to change your departure date without a penalty if your rate plan permits and if you do so before the end of your arrival day. After reconfirming your departure date, if you decide to leave earlier, you may be charged the early departure fee. Please contact the hotel if you have any questions.

Starwood Hotels & Resorts Worldwide, Inc.
One StarPoint Drive, Stamford, CT 06902 USA

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