Out of State Travel/Training Request
Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: Department: Fire Rescue Department

Names of Employees Attending: Todd Blaser

Name of Training	Dates of Training	Location of Training
Congressional Fire Service Institute	April 23-26, 2018	Washington DC

Estimated cost of training	$ N/A
Estimated cost of travel	$ N/A
Estimated cost of meals	$ N/A
Estimated cost of accommodations	$ N/A
Estimated cost of misc. expenses	$ N/A
Total estimated cost	$ N/A

Requesting Supervisor/Manager Comments: *Provides an opportunity to network and attend workshops regarding the challenges the modern day fire service is meet with.*

What are the objectives for the training? *Meet with other fire professionals and discuss the local challenges of our services and educating on the Federal level the challenges that exist.*

How will this training be shared / implemented upon return? *Any opportunities or threats to our organization will be shared with admin staff and line personnel. Information on trends will also be shared with elected and other departments.*

How will this training benefit the City? *What is the return on the investment? The investment being requested is for my time to attend this conference and represent not only the City of Manitowoc but the fire service for the State of Wisconsin. The information obtained in this conference will be shared in order to stay abreast of any industry trends that might either enhance or make our organization more efficient. It allows for the input from the State level of the challenges placed on the modern day fire department with hopes of financial support of the federal government.*

Supervisor Approval/Decline

Approved [X]   Declined [ ]   Reason for decline: _____

Supervisor/Manager Signature: _____ Dated: 3-20-19

**Please attach any additional information you would like considered with this request