

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

Requesting Supervisor/Manager: Benjamin Kraynek
 Names of Employees Attending: Battalion Chief Charles Olson
 Department: Fire

Name of Training	Dates of Training	Location of Training
Imagetrend Connect 2026	May 11- May 15, 2026	St. Paul MN

Estimated cost of training	\$ 1098.00
Estimated cost of travel	\$ 115.50
Estimated cost of meals	\$ 232
Estimated cost of accommodations	\$ 766.77
Estimated cost of misc. expenses	\$ 0
Estimated cost of overtime	\$ 0

Estimated total: \$ 2212.27

If applicable, what are the misc. expenses for?

N/A

Requesting Supervisor/Manager Comments:

Imagetrend is our current software utilized for EMS and Fire reporting. It also interfaces with our joint dispatch computer aided dispatch. Our benchmarking and metrics for our organization depend heavily on the accurate report and reports we can run for operation mission and budget justification.

What are the objectives for the training?

It allows for peer networking and breakout sessions of updates or concerns being addressed with the software. In particular this year is significant due to the fire service changing our report writing for fire response and mandated reporting for Fire rescue activity for 2% dues and future grant opportunities.

How will this training be shared/implemented upon return? How will this training benefit the City?

Information will be shared with command staff in order to stay in front of any IT needs or procedural changes that need to be made in our mandated reporting. Also, as I spoke above it is critical to the new reporting from National Fire Incident Reporting(NFIRS) to National Electronic Reporting Incident System(NERIS)

Supervisor Approval/Decline

Approved Declined Reason for decline: N/A

Supervisor/Manager Signature:  Dated: April 8, 2026

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