

TAG GL# 15004630-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. **AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE.** RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: Kneisel Keylan DATE: 5/9/2023
Last First

DESTINATION: Kansas City, MO

PURPOSE: NATIA High voltage Technical Installation training (National Technical Investigators Assoc.)

DATE(S): October 2 - 7, 2023

Travel advance requested and required by the 15th day of September, 2023.

<u> </u>	Registration Fee	=	\$	<u> </u>	0.00
<u> 6 </u>	# of Breakfasts @ \$10.00	per meal	=	\$	<u> </u> 60.00
<u> 6 </u>	# of Lunches @ \$15.00	per meal	=	\$	<u> </u> 90.00
<u> 6 </u>	# of Dinners @ \$21.00	per meal	=	\$	<u> </u> 126.00
<u> </u>	# of Days lodging @ \$	per night	=	\$	<u> </u> 0.00
Total Advance			=	\$	<u> </u> 276.00

Fund #: TAG-15004630 Line Item: 550300

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature]
EMPLOYEE SIGNATURE

05/11/23
DATE

I hereby certify the above requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. Related brochures or other supporting data are attached and 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

5-12-23
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE

DATE

SIGNATURE

DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.

TECHNICAL INSTALLATIONS IN A HIGH VOLTAGE ENVIRONMENT



NATIA's Certification Program invites members to attend a specialized training on the proper safety-related work practices and procedures for performing Technical Installations In A High Voltage Environment. This intensive course consists of lecture, discussion, demonstration, hands-on training and practical experience.

For the Installer/Tech: A four-day/35+ hour course that covers standards and techniques for safely attaching a variety of covert video devices to various types of utility poles and in different locations on those poles. There is a student weight maximum of 280 lb due to equipment requirements. We are unable to waive this important safety requirement.

For the Supervisor/Manager: Attend two days of the same training workshop to achieve the skills necessary to ensure that Qualified Employees are using the practices required by the Code of Federal Regulation and the steps required by OSHA to certify Qualified Employees. *This course does not qualify you to perform technical installations in a high voltage environment.*

Find full course descriptions and general schedule on the NATIA member website. This course is open to current NATIA members with dues paid through course dates.

APPLY FOR MEMBERSHIP WITH NATIA

Visit the www.natia.org MEMBERSHIP page to submit your application for membership today. Applicants should allow two weeks for review and processing. Membership approval is not guaranteed. NATIA is unable to rush approvals to accommodate course registration deadlines. Please plan ahead!

Join Us for Technical Installations In a High Voltage Environment



October 3-6, 2023

**Kansas City Police Academy
6885 NE Pleasant Valley Rd
Kansas City, MO 64157**

Training Fee Details

All fees include pre-course online training module, instructions at class and certificate. Fees do not include meals, transportation or lodging.

Four Day Installation Course Fee: \$2,500

Students receive a tool kit, bag, safety equipment, lineman's shirt and pants, full body harness, lanyard, gloves and hardhat to take back to their agency. Approximate retail value ~\$1,300.

Two Day Supervisors Course Fee: \$500

\$700 Discount available for attendees providing a bucket truck for the duration of this training event. This discount is limited to the first six to email training@natia.org and confirm availability; One discount per truck provided.

NATIA does not accept electronic payments or PO's in lieu of payment. Course fees must be paid in full, by deadlines in order for a student to be admitted.

NATIA Tax ID #54-1511063

NATIA does not have a DUNS or SAM number

NATIA Cage Code: 8699

Important Deadlines & Instructions

August 11, 2023: Cancellation Deadline

Registration will close once capacity is met. Register early to ensure your seat!

August 11, 2023: Cancellation Deadline

Cancellations must be received in writing to training@natia.org by this date to avoid a late cancellation fee of \$500. If you do not receive a confirmation, your registration has not been canceled. It is the responsibility of the student to ensure the fee is paid in full.

August 21, 2023: Deadline to Mail Checks

Check must be made payable to NATIA and include the student(s) name(s) on the memo. DO NOT mail checks after this deadline.

August 21, 2023: Deadline to Pay Online by Credit Card

Agency staff must use our non-member payment portal: Visit www.natia.org; Hover over the MEMBERSHIP tab and select Pay an invoice; Search for open invoices via the member's last name as saved with NATIA. Once payment is made, the member will receive a confirmation of payment to their email address on file and may forward it to you.

August 21, 2023: Deadline to Provide Documentation of Onsite Payment

Email training@natia.org if you will present check or cash payment onsite upon arrival at training.

September 28, 2023: Deadline to Complete Required Pre-Course Online Training Module

Registered students will be emailed instructions after the cancellation deadline has passed.



TECHNICAL INSTALLATIONS IN A HIGH VOLTAGE ENVIRONMENT

CLASS SCHEDULE

Subject to change based on course flow and skill level of students

Tuesday

9:00 am - 12:00 pm

Classroom Instruction

- Opening & Introductions
- NATIA Class Content, Goals & Introduction
- Code of Federal Regulations (CFRs)
- Understanding the National Power Grid
- Anatomy of a Pole
- Live Wire Demonstration Safety Video

1:00 pm - 5:00 pm

Classroom Instruction

- Altec Boom Truck Safe Operations Video
- Boom Truck Operations

Practical/Hands-On Instruction

- Issue & Fit Safety Equipment
- Harness Fit Testing
- Boom Truck Inspection & Walk Around
- Mast Controls Familiarization
- Boom Truck/Bucket Operations

7:00 pm

Practical/Hands-On Instruction

- Boom Truck/Bucket Operations

Wednesday

Supervisors dismissed late afternoon

9:00 am - 12:00 pm

Classroom Instruction

- Traffic & Workplace Safety

Practical/Hand-On Instruction

- Issue Tools
- Make & Dry Run Electrical (Pigtail) Connections

Classroom Instruction

- Review Photos of Electrical Configurations on Utility Poles
- NATIA Safety First Emphasis

1:00 pm - 5:00 pm

Practical/Hands-On Instruction

- Boom Truck Safety/Emergency Training (Man Down Drill)
- Live Electrical (Pigtail) Installs - City Streets

7:00 pm

Practical/Hands-On Instruction

- Live Electrical (Pigtail) Installs - City Streets

Thursday

9:00 am - 12:00 pm

Classroom Instruction

- Power Theft Safety

Practical/Hand-On Instruction

- Boom Truck Operations Review & Tool Relay

1:00 pm - 5:00 pm

Practical/Hands-On Instruction

- Live Electrical (Pigtail) Installs - City Streets

7:00 pm

Practical/Hands-On Instruction

- Live Electrical (Pigtail) Installs - City Streets

Friday

9:00 am - 12:00 pm

Practical/Hands-On Instruction

- Live Electrical (Pigtail) Installs - City Streets

1:00 pm - 5:00 pm

Exams

- Practical Test/Live Electrical (Pigtail) Install/Pole Mount Box
- Written Test

