

# Travel Approval Form

**Department:** STOP

**Event Name:** Covert Installations in a High-Voltage Env.

**Location:** Irving, TX

**Event Dates:** October 15-18

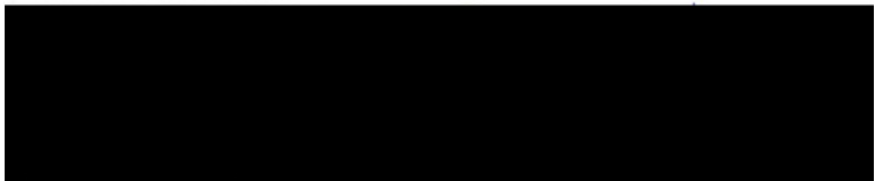
**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Court Decision:**  
This section to be completed by County Judge's Office



**July 8, 2024**

**Name of Attendees:**



## 5 Investigators

### Required Documents Checklist:

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

#### Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

#### For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

**Signature of Elected Official/Department Head:**

# INVOICE



Greater Houston Fire Marshal's Council  
209 N. Main St.  
Pasadena Texas 77506  
Phone: (713) 475-5556  
Email: GHFMCTraining@outlook.com

## PAYMENT DUE:

Invoice Number: DALIRV-001-24  
Due Date: Upon Receipt  
Course Location: Texoma HIDTA / Texas Anti-Gang Center -Irving TX

**Payment Due: \$4,900.00**

[40 Hr Payment Link](#)

[Supervisor Payment Link](#)

Agency: Johnson County

Student Name: [REDACTED] - \$2,300.00 - HVE 40hr Course - Full Course

[REDACTED] - \$1,300.00 - HVE 40hr Course - Tools only

TBD- \$1,300.00 - HVE 40hr Course - Tools only

[REDACTED] - HVE Supervisor / Safety Observer - Complementary Course

TBD- HVE Supervisor - Complementary Course

Course Description: Covert Installations in High Voltage Environment - Student 40 hr. & Supervisor 16 hr

Send Payment To:

Greater Houston Fire Marshal's Council - GHFMC  
209 N. Main St.  
Pasadena Texas 77506

**Reminder for Payment Requirements:**

All Fees must be paid in full in order to attend a GHFMC training course. Deadlines and instructions for payment are specified in event flyer.

Credit Card and Check Payments to be made to Greater Houston Area Fire Marshal's Council.

Due to delays in forwarding, all check payments require a 30-day processing time once received. Mailed checks must arrive at the address above at least 30 days prior to the training course start date. If the check will not arrive in time, the member must bring the check to the event and present it upon check-in, GHFMC must be notified by email if student is to present check in person. Please make checks to GHFMC and include the student's name and Agency on the payment documents.

**Cancellation Policy:** Cancellation must have been received in writing via email to [GHFMCTraining@outlook.com](mailto:GHFMCTraining@outlook.com) to avoid a late cancellation fee of \$250.00. If an agency does not pay the late cancellation fee, it is the student's responsibility to ensure the fee is paid in full.

GHFMC Tax ID #20-5277976



## COVERT INSTALLATIONS IN A HIGH-VOLTAGE ENVIRONMENT FOR LAW ENFORCEMENT

### 4-DAY COURSE / 40-HR

Instructor: Charles Pudwill

Retired: Washington State Fish & Game Wildlife Enforcement Division

**DATES: October 15-18, 2024**

*Greater Houston Fire Marshal's Council* cordially invites you to attend 4-day-40 plus hours of hands-on workshops on the proper safety and related work practices and procedures for performing **"Covert Installations in a High Voltage Environment for Law Enforcement."** This intensive course consists of lectures, discussions, demonstrations, hands-on training, and practical experience.

**STUDENT COURSE FEE WITHEQUIPMENT ISSUED: \$2,300.00**      [40 Hr Payment Link](#)

Students are given tools, a tool bag, safety equipment, FR rated lineman's shirt and pants, a Full FR body harness with FR lanyard, gloves, safety glasses, and a hard hat to take back to their agency with an approximate retail value of \$1,300.

**DATES: October 15-16, 2024**

**SUPERVISORS COURSE FEE: \$200.00**      [Supervisor Payment Link](#)

#### **Two-Day Supervisors Course:**

This two-day training will give supervisors the necessary skills to ensure that their Qualified Employees use the proper safety-related work practices per agency policies and OSHA as required by the **Code of Federal Regulation 29 CFR 910.269**.

**The supervisor course does NOT include equipment.**

- The fee includes in-class instruction and a certificate of completion program.
- The fee does **NOT** include meals, transportation, or lodging.
- The fee does **NOT** include a rental car which the student **will** need.

**COURSE TIMES:** Registration begins at 8:00 am on Tuesday, the first day of class. Classroom instruction begins at 9:00 am. The class concludes on Friday at 5:00 pm.

Students should allow enough time when booking return flights, as no early class dismissals will be allowed.

**REGISTRATION DEADLINE: September 2, 2024**

#### **CLASSROOM LOCATION:**

Texoma HIDTA / Texas Anti-Gang Center  
6303 Commerce Dr. STE 100  
Irving TX 75063

**LIMITED SEATING** – Please register early to ensure availability. A minimum number of students must register for this course to take place. Registration will close once the maximum number of students has been reached. Course offered to **LAW ENFORCEMENT ONLY**. Course material is **LAW ENFORCEMENT SENSITIVE**.

**Law Enforcement credentials are required** to be admitted into the event.

*Working in a High Voltage Environment is **DANGEROUS**. Minor injuries, Serious Bodily injury, and Death can occur if Safety protocols and OSHA regulations are not strictly adhered to.*



**POLICY AND CANCELLATION DEADLINE: September 2, 2024**

**Cancellation must be received in writing via email by 5:00 pm to [GHFMCTraining@outlook.com](mailto:GHFMCTraining@outlook.com) by the above date to avoid a late cancellation fee of \$250.00.** If an agency does not pay the late cancellation fee, the student must ensure the fee is paid in full. A confirmation will be emailed when we have processed your cancellation request. If you do not receive a confirmation, please contact GHFMC to ensure your cancellation request is received. Students must complete all required responsibilities listed by the deadlines below to remain in the course and be admitted. If the tasks are not completed by the deadlines, a student may be dropped from the course. Full payment must be received before arrival for course training. **Students must submit a personal check or credit card information that we will hold for 30 days until the agency payment is received.**

**No substitutions after the cancellation date and no walk-ins.**

***IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE PAYMENT IS RECEIVED BY THE DEADLINES.***

**Training Topics:**

Standards established in the **Code of Federal Regulation, 29CFR, Section 1910.269. OSHA 29 CFR 12910.269 Electric Power Generation, Transmission and Distribution**

Safe work practices, emergency procedures, and other safety requirements about installing covert video devices in a high-voltage environment and streetlights. Students will learn skills and techniques necessary to attach covert video devices to different types of electrical and utility poles in various locations on those poles. Students will learn guidelines for AETT Traffic Safety and Environmental issues.

Students will receive instruction on conducting a site survey, developing and implementing a work plan, providing proper job briefings, and operating dual control, single stick, fully insulated aerial lift bucket truck. Students will learn skills and techniques necessary to connect the load line of the covert video device to a secondary service neutral and energized 120-volt secondary line. Students will also learn skills and techniques necessary to distinguish exposed live parts and determine the nominal voltage of exposed live parts.

Students will learn minimum approach distances, specified in **OSHA 29 CFR 1910**, and the use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed energized equipment. Students will learn how to recognize 7200-volt primary distribution lines. Students will learn how to avoid hazardous situations when installing covert video devices. Students will be trained that every job has its pressures, to take the time to do it right, to do it safely, and to maintain a healthy respect for the high-voltage work environment.

***At least "(2) Qualified Employees" must be present at the installation who are trained to handle emergencies.***

If your agency does not have additional Qualified Employees, your agency should consider sending additional personnel to this training.

Additional information or requirements such as "**Qualified Employee certification by Agencies**," OSHA regulations, required inspections, refresher training, other state and local regulations, a minimum number of installs required per year, etc., are discussed in class.

OSHA states that Managers or Supervisors of Qualified Employees must have the skills necessary to ensure that Qualified Employees are using the proper safety-related work practices and must conduct inspections. Managers or Supervisors must also keep records to present in the event of an OSHA inspection. Managers and Supervisors are welcome to stay and observe as students complete their training, but it is not required.

***Working in a High Voltage Environment is DANGEROUS. Minor injuries, Serious Bodily injury, and Death can occur if Safety protocols and OSHA regulations are not strictly adhered to.***

## HVE CLASS SCHEDULE AGENDA: SUBJECT TO CHANGE

**\*\*Exact times depend on the student's skill level and flow of the course\*\***  
**OSHA-based Technical Installations in a High Voltage Environment (40+ hours)**

### Tuesday 9 am-Noon

- Opening and Introductions
- Goals Intro and Overview of Class Content
- Code of Federal Regulations (CFRs)
- Understanding the National Power Grid
- Anatomy of an Electric Pole
- Live Wire Demonstration and Safety Video

### 1 pm - 5 pm

- Aerial Lift Truck Safe Operations Video
- Aerial Lift Truck Operations
- Issue and fit of safety harness, helmet, gloves, glasses, vest
- Harness Fit and Testing
- Aerial Lift Truck inspections and a walk-around inspection
- Mast controls with Hands-on familiarization
- Operating Aerial Lift Trucks and Bucket familiarization

### 7 pm

- Aerial Lift Truck operation and Bucket practical familiarization

### Wednesday 9 am-Noon

- Traffic and Workplace Safety
- Issue Tools
- Make and conduct a dry run of electrical pigtail connections
- Review photos of Electrical configurations on electrical poles
- Safety with Highlights and **Emphasis "Safety First."**

### 1- 5 pm

- Aerial Lift Truck Safety, Emergency Training (Man down drill)
- Live electrical pigtail installs on City Streets
- **Managers or Supervisor students are dismissed mid-late afternoon**

### 7 pm

- Live electrical pigtail installs - City Streets

### Thursday 9 am-Noon

- Classroom Safety and Power Theft videos
- Aerial Lift Truck Operations Review – Tool Relay

### 1 – 5 pm

- Live electrical pigtail installs - City Streets

### 7 pm

- Live electrical pigtail installs - City Streets

### Friday 9 am-Noon

- Live electrical pigtail installs - City Streets

### 1 – 5 pm

- Practical Test with Live electrical pigtail installations and pole mount box
- Review class materials and complete the Written Test.
- Streetlight Installation presentation
- Questions & Answer Session

*Students will be dismissed between 5-6 pm*

**Working in a High Voltage Environment is DANGEROUS. Minor injuries, Serious Bodily injury, and Death can occur if Safety protocols and OSHA regulations are not strictly adhered to.**

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 06/05/2024 DEPARTMENT: STOP

PERSON SENDING REQUEST: [REDACTED] Office Manager

Person(s) Name Attending: 1. [REDACTED]  
2. [REDACTED]  
3. [REDACTED]  
4. [REDACTED]

How many rooms: 3 (Please add any special requirements)

Hotel Name: Sheraton DFW Airport Hotel

Hotel Address: 4440W.JohnCarpenterFrwy City: Irving State: TX Zip: 76053

Hotel Telephone #: 972-929-8400

Function Attending: Covert Installation in a High-Voltage Enviroment

Date of Check in: 10/15/2024

Date of Check out: 10/18/2024



TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 06/20/2024 DEPARTMENT: STOP

PERSON SENDING REQUEST: [REDACTED] Office Manager

Person(s) Name Attending: 1. [REDACTED]  
2. [REDACTED]  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 2 (Please add any special requirements)

Hotel Name: Sheraton DFW Airport Hotel

Hotel Address: 4440 W. John Carpenter Frwy City: Irving State: TX Zip: 76053

Hotel Telephone #: 972-929-8400

Function Attending: Covert Installation in a High-Voltage Enviroment

Date of Check in: 10/15/2024

Date of Check out: 10/18/2024