AGENDA ITEM CA 6

Travel Approval Form

Department: STOP

Event Name: Covert Installations in a High Voltage Enviroment for Law Enforcement

Location: Pasadena, TX

Event Dates:

Purpose:
- ☐ Required Continuing Education/Certification
- ☑ Job Training
- ☐ Other:

Name of Attendees:

1 Investigator

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

Johnson County ★ APPROVED ★ Commissioners Court

9.28.2026

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:

Approved in CC on 9/11/2023

Micah Short

From: [redacted]
Sent: Wednesday, September 16, 2026 3:00 PM
To: Micah Short
Subject: Fw: November HV class
Attachments: Flyer Install Class Houston November 3 - 6, 2026 2.pdf; HV - Houston November 3-6, 2026 -Pasadena Course Sign-up .xlsx

Get Outlook for iOS

From: Greater Houston Fire Marshal's Training <GHFMCTraining@outlook.com>
Sent: Wednesday, September 16, 2026 2:36 PM
To: [redacted]
Subject: November HV class

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

As per our conversation, we need help with safety officers during this training, and we will provide the supervisor training and certificate complementary if you can assist. In addition, this will also provide a refresher certificate as ongoing training as per OSHA 29CFR1910.269, which will keep you current with ongoing training as a tech.

Let me know if you can assist.

Ruben

Sent from IPhone 19

COVERT INSTALLATIONS IN A HIGH-VOLTAGE ENVIRONMENT FOR LAW ENFORCEMENT

4-DAY COURSE / 40-HR

Instructor: Charles Pudwill
Retired: Washington State Fish & Wildlife Enforcement Division
HTTPS://GHFMC.COM

DATES: **November 3 - 6, 2026**

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 includes lectures, discussions, demonstrations, hands-on training, and practical experience.

STUDENT COURSE FEE WITH EQUIPMENT ISSUED: $2,500.00 ***Payment Link:*** Registration Link:

Students are given tools, a tool bag, safety equipment, an 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 $1,600.

DATES: **November 3 - 4, 2026**

SUPERVISORS COURSE FEE: **$250.00** ***Supervisor Payment Link*** Registration 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: **October 7, 2026**

CLASSROOM LOCATION:
Pasadena Fire Training Field
6060 Genoa Red Bluff Rd.
Pasadena, Texas 77507

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: October 7, 2026

Cancellation must be received in writing via email by 5:00 pm to GHFMCTraining@outlook.com by the above date to avoid a late cancellation fee of $300.00. If an agency does not pay the late cancellation fee, it is the student's responsibility to ensure the fee is paid in full. 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.

There must be at least "(2) Qualified Employees" 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.

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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.

REGISTRATION INFORMATION REQUIREMENTS:
Students must sign up via the **GHFMC website** or email information to **GHFMCTraining@outlook.com** to register for attendance at this course.
Due to equipment requirements, student weight should not exceed a maximum of 280 lbs. We are unable to waive this critical safety requirement.

Do not park (**marked**) vehicles near the bucket trucks.
No apparel with agency names is allowed near the bucket trucks.

Students must provide GHFMC with the following information when registering for this event.

Students' cell phone numbers and Emergency Contact information, such as their name and phone number must be supplied along with the following information.

Personal Protection Equipment needed information:

- Shirt Size – Men's Sizes Small - XXX-Large (No female-specific sizing available)
- Pants Size - Waist x Length in Inches
- Glove Measurement - Sizes 8-11 **No Refunds or exchanges on gloves.**

Proper Measurements instructions:
To measure for your gloves: Hold up your hand with your fingers pointing upward, drop your thumb, and measure the circumference of the palm of your hand horizontally around the back and front of the palm area only, excluding the thumb. You must **ENSURE A SNUG MEASUREMENT**. Please don't measure too loosely. Please record in inches such as 8", 9", 10", or 11". You must go to the next largest size if you are between sizes.

Optional Additional Items:
OSHA-approved rain jackets or rain gear are not included in the course fee. Any jackets or rain gear worn during installations must meet current OSHA standards. The student or agency can purchase approved rain gear from a local supplier that sells linemen's FR gear or apparel. All electrical clothing and equipment supply companies should be aware of the OSHA regulations and be able to supply the required ASTM F887 standard Arc Flash gear.

STUDENT NEEDS FOR COURSE:
Appropriate work boots or work shoes with non-slip soles are required.
OSHA requires students taking the 40-hour course to wear rubber-soled, non-slip work boots or work shoes suitable for climbing in and out of Aerial Lift bucket trucks. Tennis shoes or regular shoes are **NOT** accepted due to safety reasons. Students will need an extra medium-sized suitcase or adequate room in their luggage to take equipment home. Equipment may also be shipped at a local shipping facility. The approximate weight of the tools the students will take back to their agency is approximately 32 lbs. Students are responsible for taking their equipment back to their agency. It is the student/agency's responsibility for shipping costs. If a previously made payment fails while the student is in class, the equipment will be held until payment is made.

Comfortable clothing that is appropriate for the weather conditions (jacket, etc.) and for getting in and out of the Aerial Lift trucks should be worn. Students taking the 40-hour course will be issued the following OSHA-approved items: a FR long-sleeved, FR lineman's shirt, and OSHA-approved FR pants. No agency names or logos on apparel when doing training exercises or near the bucket trucks. A pen and paper will be needed for notes. If you have long hair, it must be pulled back during training exercises. No rings or bracelets are permitted during training exercises as they may damage the rubber Lineman gloves. Sunblock, sunglasses, jacket, Prescription glasses, required prescriptions, or EpiPen, if needed. Pictured agency ID. Course receipt with your name listed as the registered student. Payment, if not already paid. Water bottle and snacks, if you have room, you should pack a collapsible ice chest big enough for a few drinks and snacks for classroom time and outside activities.

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RECOMMENDED HOTELS:

Home2 Suites by Hilton Houston/Pasadena
5150 East Sam Houston Pkwy S
Pasadena TX 77505

@10 minutes from the training location.

Houston Inn & Suites Houston/Pasadena
4741 East Sam Houston Pkwy S
Pasadena TX 77505

@10 minutes from the training location.

RECOMMENDED AIRPORTS:

William P. Hobby
7800 Airport Blvd, Houston,
TX 77061

@15 minutes to the Hotel area.

George Bush Intercontinental Airport
2800 N Terminal Rd. Houston
TX 77032

@30 minutes to the Hotel area.

PAYMENTS:

We accept POs for payment or electronic payments.
Course fees must be paid in full for a student to be admitted into the course.

REMINDER:

If a student arrives at class and payment has yet to be made, the student must submit either a personal check or credit card information that we will hold for 30 days until the agency payment is received.

CHECKS CAN BE MAILED TO:

Greater Houston Fire Marshal's Council
209 N. Main St.
Pasadena TX 77506

GHFMC Tax ID #20-5277976

REMINDER - CHECK PAYMENTS:

- Check or money order made payable to GHFMC and must include the student's name(s) on the lower left corner of the check or with the accompanying documentation.
- Credit card payments must be made online - we cannot accept credit cards at the training site.

IMPORTANT REMINDER:

Please do not mail checks after the listed date as they will not be processed in time due to mail forwarding and processing times. Course fees must be paid in full to attend. If checks cannot be mailed by the deadline, students must bring a check to class and present it upon check-in on the first day. Email: GHFMCTraining@outlook.com to document that check payment will be presented upon check-in on the first day of this training.

Any questions please call Ruben Lopez at 713-936-3002, Drew Sheppard at 903-617-9218, or email us at GHFMCTraining@outlook.com.

REMINDER - DEADLINE DATES:

REGISTRATION: October 7, 2026

- **Due to ordering equipment, Registration requirements will be strictly adhered to. CHECK**

DEADLINE: October 7, 2026
CANCELLATION DEADLINE: October 7, 2026

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HTTPS://GHFMC.COM

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 09/16/2026 DEPARTMENT: STOP

PERSON SENDING REQUEST: Micah Short EXT: 3700

Person (s) Name Attending:

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

1 [redacted]
2.
3.
4.
5.
6.

Function Attending: Covert Installations in a High Voltage Enviroment for Law Enforcement

Hotel Name: Home 2 Suites by Hilton Pasadena		
Hotel Address: 5150 East Sam Houston Pkwy S		
City: Pasadena	State: TX	Zip: 77505
Hotel Phone# 281-991-1055		
Special Requirements: na		
Conference Hotel Block Code: na		
Conference/Training Website: https://ghfmc.com		
How many rooms needed: 1		
Date of Check In: 11/02/2026	**Date of Check Out:** 11/06/2026	

FOR AFTER HOURS ISSUES OR QUESTIONS PLEASE CONTACT ALISSA KROKUM @ (817) 648-8882 (TEXT OR CALL)

Revised 8.4.2026

Micah Short

From: Home2 Suites by Hilton <noreply@h6.hilton.com>
Sent: Wednesday, September 16, 2026 2:50 PM
To: Purchasing Travel
Subject: Your Nov-02-2026 Confirmation #83146614

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.



Hello [redacted]

Join now →



See you soon, [redacted]

Your reservation for Monday Nov 02, 2026 has been confirmed.

Confirmation # 83146614

Home2 Suites by Hilton Houston Pasadena

5150 East Sam Houston Parkway South, Pasadena, TX, 77505 US

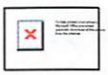
 +12819911055

 View your stay in app

 Add to calendar (iOS/Outlook)

 Add to calendar (Other)

Monday
Nov 02
Check In: 3:00 PM



4
Nights

Friday
Nov 06
Check Out: 12:00 PM

View booking details

Your Room Summary:

Guest Name	[redacted]
Guests	1 ADULT
Rooms	1
Room Plan	1 KING STUDIO SUITE NOSMOK
Rate Type	LV0 AVAILABLE RATE

Your Rate Information

Rate per night

Nov-02-2026 - Nov-06-2026	139.00 USD
Total for Stay per Room Rate	**556.00 USD**

Additional charges

Total taxes and government charges	94.52 USD
7.0% Per RoomPer Night	
6.0% Per RoomPer Night	
2.0% Per RoomPer Night	
2.0% Per RoomPer Night	

Total price for Stay	**650.52 USD**

Modify Your Reservation →

Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Nov-01-2026, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Important updates

No smoking

We are a smoke-free hotel.

Your Stay

Brand Highlights:



Suite comfort

Every room is a suite with space to spread out and enjoy your time away.



Breakfast your way

Build your own breakfast sandwich with fresh eggs, meats, cheeses, and breads.



Spin2Cycle

Gym and laundry together, open 24/7 so you can train while cycles run.

Thank you for booking directly with Hilton.

Join Hilton Honors for free to enjoy these benefits during your upcoming stay.



Points toward free nights
For every $1 you spend on your stay, you'll get 5 Points.



Free Wi-Fi



Every night counts toward elite status



Digital Key, Digital Check In, Choose Your Room

Join Hilton Honors

Make the most of your stay



Because pets are family

Pets are welcome, so your whole family can enjoy a comfortable stay together. With spacious suites and thoughtful amenities, our pet friendly hotels make traveling with furry companions easy. Pet fees apply and vary by hotel.

Learn more →



Hilton Honors Benefits:
Elite status benefits are subject to availability and vary by brand and by individual property. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. For more information, please visit **HiltonHonors.com/en**.

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If you have questions please visit our Help Center page and select the applicable contact method.

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