

To: Lassen County Board of Supervisors

From: Silas Rojas

Date: September 12, 2023

Agenda Date: September 26, 2023

Discussion:

Deputy Eddie Acuna, Deputy Megan Lee and Maintenance Supervisor Mike Mcgarva have been selected to attend the 40-hour commercial class A driver training class October 2, 2023-October 6, 2023 in Redding California. The registration cost will be reimbursed by Homeland Security Grant. The hotel and per diem cost will be expended from the conference and training line in the Sheriff's budget. The training cost will exceed and required advance Board Authorization pursuant to the Lassen County Travel Policy. The Cost of registration, lodging and per diem is, \$4,745.36 for Deputy Acuna and Deputy Lee and Maintenance Supervisor Mcgarva. The total cost is \$14,326.08.

The Sheriff's Office has limited commercial class A drivers. There are multiple vehicles that require a class A license operated by the Sheriff's Office. A few examples are: The armored rescue vehicle, the inmate transport vehicle, any tow vehicle while towing a trailer with a 10,000 GVWR or higher, this would include the Sno-Cat.

Registration Cost	\$11,985
Lodging	\$480.36
Per Diem	\$270.00

Funding: Hotel and per diem training cost would be expended from the conferences and training line in the Sheriff's Budget 130-0522-3002901. Registration cost will be expended from 185-0540-3002901 and will be reimbursed by the Homeland Security Grant Program.

Recommendation: That the Board of supervisors authorizes the listed training expenditures for required training, and approves the full per diem amount to be provided prior to the start of the training session.

LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at L:\Policies and Procedures.
Incomplete Travel Authorizations and claim forms will be returned to the department.
Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column.
Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME: <u>Mike McGarva</u>		BARGAINING UNIT: _____	
DEPARTMENT: <u>Lassen County Sheriff</u>			
FUND <u>130</u>	B/U <u>0525</u>	ACCOUNT <u>3002901</u>	

TRAVEL DETAILS			
DATES: <u>10/2/2023</u> through: <u>10/6/2023</u>		TIME DEPARTED: <u>5:00 AM</u> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
FROM: <u>Susanville</u> (City)		TO: <u>Redding</u> (City)	
		TIME RETURNED: <u>7:00 PM</u> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list): _____		NATURE OF BUSINESS: <u>Driver Training</u>	

							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
Registration							3,995.00			
Reimbursable miles _____ x \$0.655							-			
Secondary Transportation										
Lodging: Number of Days <u>4</u> @ \$ <u>120.09</u> per day							480.36			
Date:	10/2/23	10/3/23	10/4/23	10/5/23	10/6/23					
Breakfast @ \$ 13.00	13.00	13.00	13.00	13.00	13.00					
Lunch @ \$15.00	15.00	15.00	15.00	15.00	15.00					
Dinner @ \$26.00	26.00	26.00	26.00	26.00	26.00					
TOTALS	54.00	54.00	54.00	54.00	54.00	0.00	270.00			
Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.										
Incidental Expenses _____ _____										
TOTAL ESTIMATED COST OF TRAVEL \$ 4,745.36										
TOTAL ACTUAL EXPENSE							-			
TRAVEL ADVANCE TO EMPLOYEE							-			
AMERICAN EXPRESS CHARGES							-			
NET DUE TO EMPLOYEE							-			

Department Head Authorization for Travel (payment will not be made without proper authorization)		The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest)	
Department Head _____	Date approved _____		
Fiscal Officer (if necessary) _____	Date approved _____		
Director _____	Date approved _____		
CAO (if necessary) _____	Date approved by Board (if necessary) _____		
		Signature of Claimant _____	Date _____

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Department Heads shall authorize travel up to \$2500. The CAO shall authorize any travel between \$2500 - \$3500. The Board of Supervisors shall authorize any travel over \$3500.
All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.



Invoice

Jiffy's Truck School, LLC.

The North State's Premier CDL Truck School

875 Hartnell Ave.
Redding, CA 96003
Phone (530) 226-0923 Fax (530) 222-3955

Website: jiffystruckschool.com

INVOICE NO. 1211
DATE: 09/15/23

TO:
Lassen County | srojas@co.lassen.ca.us

RE:
Mike McGarva, Hedilberto Acuna-Campa, and Megan Lee

SALESPERSON	P.O. NUMBER	PAYMENT TERMS	DUE DATE
David		Due Upon Receipt	Due Upon Receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
3	Truck School: Entry Level Driver Training Requirements	\$3,995.00	11,985.00\$
	Tuition	\$3,405.00	
	Registration Fee	\$190.00	
	Student Tuition Recovery Fund	\$10.00	
	Curriculum and Materials	\$50.00	
	Truck Rental for DMV Behind-The-Wheel Drive Test	\$340.00	
BALANCE DUE			\$11,985.00

PLEASE MAKE CHECK PAYABLE TO JIFFY'S TRUCK SCHOOL, LLC.

TAXPAYER ID # 84-1792856

If you have any questions concerning this invoice, please contact David at (530) 226-0923

THANK YOU FOR YOUR BUSINESS

Gina Mineau

From: Meghan Monnahan
Sent: Wednesday, September 20, 2023 8:44 AM
To: Gina Mineau
Subject: FW: Your Oct-02-2023 Confirmation #97452799

From: Hampton by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Wednesday, September 20, 2023 8:43 AM
To: Meghan Monnahan <MMonnahan@co.lassen.ca.us>
Subject: Your Oct-02-2023 Confirmation #97452799

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This message came from outside your organization.



Join Hilton Honors

Get instant benefits by joining - for free.



See you soon, Mike Mcgarva

Your reservation for Oct-02-2023 has been confirmed.

Confirmation #97452799



Hampton Inn & Suites Redding



2160 Larkspur Lane
Redding CA 96002 US
Maps & Directions>>



+15302241001

2 MON
OCT

Check In: 3:00 PM


4 Nights

6 FRI
OCT

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name:	Mike Mcgarva
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING BED NONSMOKING

Your Rate Information

US Government

Rate per night

02-Oct-2023 - 06-Oct-2023

107.00 USD

Total for Stay per Room Rate

428.00 USD

Taxes

52.36 USD

Total price for Stay

480.36 USD



[Modify Your Reservation >>](#)

Plan Ahead With These Tips:

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