

# **BOARD OF SUPERVISORS**

Madison County, Mississippi

E-911 Administration Office

1633 W. Peace Street, PO Box 608, Canton, MS 39046

T: (601) 859-6485 F: (601) 859-4743

**DATE:** March 10, 2017

**TO:** Madison County Board of Supervisors

**FROM:** Emergency Management Agency

**RE:** Request of Approval  
2017 Emergency Services Administrative Professional Conference (ESAP)

We are seeking approval for attendance and travel expenses for Jennifer Carpenter for 2017 ESAP Conference held in Gulfport, MS. The dates of the conference are May 4-5th. Jennifer was elected and is serving as the Vice President for the ESAP Association for the 2017 and 2018 terms.

Attached is the registration information for the conference.

**May 3-5, 2017**  
**COURTYARD BY MARRIOTT**  
**Gulfport, Mississippi**

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**MAKE YOUR HOTEL RESERVATION NOW,  
TOO! BLOCK WILL CLOSE ON APRIL 14, 2017  
(hotel details below)**

It's time again to get ready for the Emergency Services Administrative Professionals Conference for the year 2017. Last year's conference was a success and we look forward to welcoming everybody back this year. Or, if you are a new member, we look forward to meeting you!

The annual membership dues are \$25 and will need to be sent to [Tabitha Barham](#) at Columbus Fire & Rescue. Your dues help offset some of the expenses of the conference that The University of Mississippi cannot pay due to state auditor's regulations. Your \$25 dues also nets a \$100 discount on the registration fee - members pay \$125, but non-members pay \$225. Checks for dues should be made payable to "Emergency Services Administrative Professionals Association." Click here for a [membership application](#).

**Remember that ATTENDANCE AT THE CONFERENCE EARNS CREDIT TOWARD (RE)CERTIFICATION!!**

**SO, WHAT ARE YOU WAITING FOR???.....REGISTER ONLINE NOW, WITH THE OPTION OF PAYMENT BY CHECK, CREDIT CARD OR REQUEST AN INVOICE ~**

Your executive committee has already been hard at work behind the scenes. Educational sessions are intended to be equally applicable to fire, law enforcement and EMS personnel. Click here for a copy of the [program agenda](#) and [registration form](#).

And during your "off" hours, you will have structured opportunities to network with colleagues from throughout the state. As a special treat, your executive committee has arranged for a **BEACH PARTY** across the street from your host hotel!! A bonfire and s'mores will be waiting for you, but beverages are not included. Please be sure to bring a beach chair or towel for your comfort.

**HOTEL INFORMATION**

Room block reserved at **Courtyard by Marriott in Gulfport**

**BLOCK OPEN UNTIL April 14, 2017**

**RATE = \$109 + applicable taxes**

Rooms available on Wednesday and Thursday nights. A *LIMITED* number of rooms available for Friday evening, as well.

**GROUP NAME: ESAP Conference, call hotel direct at 228-864-4310**

Please be sure to forward this e-mail to anyone you know who might be interested in attending. The Association is always looking for ways to expand its service.

**SPONSORSHIP & DOOR PRIZES:** We still would love to have more of these!! If you know of anyone who might be interested in donating a prize or sponsoring the conference this year, please encourage them to contact [Tabitha Barham](#) at Columbus Fire & Rescue, or send them the [sponsorship request letter](#) and [sponsorship information form](#), which already contains all of the information they will need!

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**REGISTRATION FORM:**  
**EMERGENCY SERVICES ADMINISTRATIVE PROFESSIONALS ASSOCIATION**

May 4-5, 2017 – Gulfport, MS  
Courtyard by Marriott

PLEASE RETURN THE COMPLETED FORM TO:  
The University of Mississippi School of Law,  
Center for Continuing Legal Education, ATTN: Sue Sweeney-Gates,  
P. O. Box 1848, 285 Kinard Hall, University, MS 38677;  
Telephone: 662-915-1354; Fax: 662-915-5267

Jennifer Carpenter

Madison Co. EMA

Name (print)

Department

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601-259-2260

Mailing Address

Daytime Telephone

Fax Number

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MS 39046

jennifer.taylor@madison-co.com

City

State/Zip

Email Address

Com

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**FEES:**

Early Registration ESAP member \$125.00  
(Postmarked by April 21)

Late Registration ESAP member \$150.00  
(Postmarked after April 21)

Early Registration nonmember \$225.00  
(Postmarked by April 21)

Late Registration nonmember \$250.00  
(Postmarked after April 21)

6:30 – 8:30 Dinner Barksdale Pavilion

I plan to attend dinner.  
(Included in registration fee)

I need \_\_\_\_\_ guest tickets at \$20.00 per person  
Please request guest tickets prior to cutoff of early registration on 4/21. Guest tickets sold only on space-available basis thereafter.

Total fees \$ 125.00

You may pay by MC/Visa, indicate a payment by check or you may request an invoice. Go to:  
[https://secure.touchnet.net/C21670\\_ustores/web/product\\_detail.jsp?PRODUCTID=378](https://secure.touchnet.net/C21670_ustores/web/product_detail.jsp?PRODUCTID=378)

You may also register by mail: send this form to the address listed above

**METHODS OF MAILED PAYMENT:**

Check enclosed in the amount of \$ \_\_\_\_\_ made payable to *The University of Mississippi*.

Invoice my city: Purchase Order # \_\_\_\_\_

*OK thru Seim*



ONE T-SHIRT PROVIDED AS PART OF YOUR REGISTRATION FEE!! Please Indicate size: (Guaranteed only with early registration)

\_\_\_ S

\_\_\_ M

\_\_\_ L

XL

\_\_\_ XXL