

BOARD OF SUPERVISORS

Madison County, Mississippi

E-911 Administration Office

146 W. Center Street, Room 203, PO Box 608, Canton, MS 39046

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

Date: March 28, 2016

To: Madison County Board of Supervisors

From: Butch Hammack



Re: Request Approval of Travel and Expenses

Approval is requested for travel expenses for Jennifer Taylor to attend 2016 Mississippi Emergency Services Administrative Professional Conference in Bay St. Louis, Mississippi on May 4th - May 6th. This conference is an annual event and is part of an accreditation program.

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

May 5-6, 2016 – Bay St Louis, MS

Hollywood Casino & Convention Center

PLEASE RETURN THE COMPLETED FORM TO:

The University of Mississippi School of Law,
Center for Continuing Legal Education, ATTN: Cindy Heuser,
P. O. Box 1848, 285 Kinard Hall, University, MS 38677;
Telephone: 662-915-1354; Fax: 662-915-5267

Jennifer Carpenter (Taylor) Madison Co. EMA
Name (print) Department
PO Box 608 601.855.5620 / 601.859.4743
Mailing Address Daytime Telephone Fax Number
Canton, MS 39046 jennifer.taylor@madison-co.com
City State/Zip Email Address

FEES:

- Early Registration ESAP member \$125.00
(Postmarked by April 15)
- Late Registration ESAP member \$150.00
(Postmarked after April 15)
- Early Registration nonmember \$225.00
(Postmarked by April 15)
- Late Registration nonmember \$250.00
(Postmarked after April 15)

A secure online registration portal has been created for you. To register on line, go to www.outreach.olemiss.edu/esap

You may pay by MC/Visa, indicate a payment by check or you may request an invoice.

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 # _____

6:30 – 8:30 Dinner Longfellow Civic Center

I plan to attend.
(Included in registration fee)

I need 0 guest tickets at \$25.00 per person

Total fees \$ _____

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

____ S ____ M L ____ XL ____ XXL



2016 Conference Program

PARTNERING TO MAKE A DIFFERENCE: WORKING TOGETHER TO PLAN FOR THE FUTURE IN UNCERTAIN TIMES

Thursday, May 5, 2016

- 8:00 a.m. – 8:30 a.m. **Conference Registration – Hollywood Conference Center Lobby**
- 8:30 a.m. – 8:45 a.m. **WELCOME TO Bay St Louis!!!**
Welcome and Opening Remarks
- 8:45 a.m. – 9:45 a.m. **Grant Writing for Emergency Services**
Marsha Manuel
Mississippi Department of Public Safety
Jackson, Mississippi
- 9:45 a.m. – 10:00 a.m. **Network Break**
- 10:00 a.m. – 11:00 a.m. **Discovery and Documentation for Law Suits**
Donald Rafferty, Esq.
Attorney at Law
Gulfport, MS
- 11:00 a.m. – NOON **Social Media Policies and Pitfalls**
Matt Hinkle
Mississippi State Fire Academy
Jackson, MS
- NOON to 1:00 p.m. **LUNCHEON** (included in registration fee)
- 1:00 p.m. – 2:00 p.m. **Community Emergency Response Teams**
Ben Warren
Brandon, MS
- 2:00 p.m. – 3:30 p.m. **They're Here: Human Trafficking Awareness**
Rene' Davis
Gulf Coast Women's Center for Non Violence
- 3:30 p.m. – 3:45 p.m. **Network Break**
- 3:45 p.m. – 5:15 P.M. **The Role of the Emergency Service Professional In NWS Alerts,
Warnings & Dissemination of Information**
Frank Revitte, Warnings Coordination Meteorologist
National Weather Service, Slidell, LA
- 5:15 p.m. **Closing Remarks Dismiss for the Day**
- 6:30 p.m. – 8:30 p.m. **Networking Dinner: Longfellow Civic Center, 122 Court St., Bay St
Louis, MS. (included in registration fee)**

2016 Conference Program

PARTNERING TO MAKE A DIFFERENCE: THE EXPANDING ROLE OF THE ADMINISTRATIVE PROFESSIONAL

Friday, May 6, 2016

- | | |
|-------------------------|--|
| 8:00 a.m. – 8:30 a.m. | Announcement of Attendees who have Completed Certification Program |
| 8:30 a.m. – 10:30 a.m. | I Love life and I Love to Laugh
Dr. Dennis Swanberg a/k/a “The Swan”
Monroe, LA |
| 10:30 a.m. – 11:00 a.m. | Network Break – Opportunity for Hotel Checkout |
| 11:00 a.m. – 11:45 a.m. | Suggestions for 2016 Conference Business Meeting |
| 11:45 a.m. – 12:00 p.m. | Closing Remarks and Dismissal |

Jennifer Taylor

From: ESAP Conference <renee@olemiss-cle.ccsend.com> on behalf of ESAP Conference <moore@olemiss.edu>
Sent: Wednesday, March 02, 2016 9:59 AM
To: Jennifer Taylor
Subject: Registration for Spring Conference OPEN!!

Having trouble viewing this email? [Click here](#)

Dear Jennifer,

REGISTRATION FOR THE SPRING CONFERENCE NOW AVAILABLE!!!

Click here for the agenda: [Agenda for 2016 Conference](#)

Click here for the registration form: [2016 Registration Form](#)

Secure online registration also available!

Click here to go to the website: [Online Registration](#)

MEMBERSHIP INFORMATION:

As you are no doubt aware, annual dues are now due and payable to the Emergency Services Administrative Professionals Association. The attached membership application should be completed and mailed, along with your \$25 dues, to Carolyn Palmer at the address listed on the form. Payment of dues will earn you a \$100 discount on the Spring Conference registration fees! Non-members will be charged \$225 (\$250 if registering late), but **MEMBERS WILL ONLY BE CHARGED \$125 (\$150 if registering late)**. Dues are payable to the Association and will be used for Association business / projects. I look forward to seeing each of you in Bay St. Louis in May.

Renee

Click here for

[**MEMBERSHIP APPLICATION & DUES FORM**](#)

7th ANNUAL EMERGENCY SERVICES ADMINISTRATIVE PROFESSIONALS' CONFERENCE

May 4 - 6, 2016

HOLLYWOOD Resort and
Conference Center
Bay St. Louis, MS

Conference Theme:
**"PARTNERING TO MAKE A DIFFERENCE:
WORKING TOGETHER TO PLAN FOR THE
FUTURE IN UNCERTAIN TIMES"**

ATTENDANCE AT THE CONFERENCE EARNS CREDIT
TOWARD CERTIFICATION

This 7th annual conference will address the ever-expanding role of the ESAP's and how their responsibilities directly impact the quality of emergency services delivered by their organizations.

- Fire Service
- Law Enforcement
- Emergency Medical Services
- County EOC's

Make your plans NOW to join us for the seventh annual Emergency Services Administrative Professionals' Conference: "PARTNERING TO MAKE A DIFFERENCE: WORKING TOGETHER TO PLAN FOR THE FUTURE IN UNCERTAIN TIMES." This event will introduce you to colleagues from throughout Mississippi, foster networking opportunities and encourage the sharing of ideas and information. If you know a colleague who might be interested in attending, please forward this e-mail to her/him. We have tried to reach everyone but we did not have

valid e-mail addresses for some individuals.

HOTEL INFORMATION: A group of hotel rooms has been blocked at HOLLYWOOD Resort/Conference Center. Rates are \$89 (standard king or double queen NON-SMOKING), PLUS TAXES (currently estimated at (\$9.00) and APPLICABLE RESORT FEES of \$9.99/room/night. Therefore, once taxes/fees are added, you should expect to pay roughly \$110 for the rooms booked for a base rate of \$89. The hotel is non-smoking. The hotel is located at 711 Hollywood Blvd. in Bay St. Louis, Mississippi. For reservations, call the hotel directly at 866-7-LUCKY-1 and use the group identifier code from the