



FEMA

US&R GENERAL MEMORANDUM – 2017-004

January 4, 2017

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Wanda Casey, Chief
Program Management Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2017-004 - Strategic Group Meeting,
March 7, 2017

On Tuesday, March 7, 2017 Colorado Task Force One (CO-TF1) will host the National Urban Search and Rescue (US&R) Response System (the System) Strategic Group Meeting in Lakewood, Colorado. The meeting will begin at 8:30am on March 7th, and the attire is Business Casual.

CO-TF1 has secured rooms at the Holiday Inn Denver Lakewood, located at 7390 W. Hampden Avenue Lakewood, CO 80227 at the rate of \$79.00 + tax (below the federal per diem rate of \$172.00 + tax).

- Please make your reservations by using the following link; [Click Here](#)
- Group Code is WMT (West Metro Training)
- Make reservation by no later than February 27, 2016 to secure a room rate of \$79 + tax.
- Guest room availability and the lodging rate are not guaranteed after February 27th.

Only a certain number of rooms have been blocked at the \$79 rate, so attendees are encouraged to make a reservation as soon as possible, **but no later than February 27, 2017**, in order to get the reduced rate.

All System task forces are authorized to spend FY2016 Cooperative Agreement funding on travel-related expenses pertaining to this event, provided that the task force has this type of expense in their budget plan and is not prohibited by their Sponsoring Agency.

For additional information, contact Rod Tyus at: rtyus@westmetrofire.org or: 720-641-6029.

Attachment:

Strategic Group Meeting – CO-TF1 Logistics Letter

cc: US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/Federal/International ESF #9 Representatives



National Urban Search & Rescue Response System Strategic Group Meetings March 7, 2017

Colorado US&R Task Force One (CO-TF1) is pleased to host the FEMA US&R Strategic Group Meeting on March 7, 2017. CO-TF1 personnel will work closely with you to ensure your meeting and stay in Lakewood Colorado is a positive one.

The following logistical information will assist in your preparations for attendance at this meeting:

- Strategic Group Meeting is scheduled for March 7, 2016 at the West Metro Fire Rescue Training Center, 3535 South Kipling, Lakewood, CO 80235. <http://westmetrofiretrainingcenter.org/>
- Meeting participants are responsible for arranging their own air and/or ground transportation to Denver. Airport is Denver International (DIA)
- We recommend a rental car during your stay, with carpooling if possible. The hotel is approximately 40 miles from DIA and takes about 40-50 minutes depending on traffic.
- If a rental car cannot be approved, please contact CO-TF1 Cache / Logistics Team Manager Brian Tomlin for a CO-TF1 pickup. Brian's email is btomlin@westmetrofire.org. Email Brian your airline, flight number, and arrival time.
- The Holiday Inn Denver Lakewood, located at 7390 W. Hampden Avenue Lakewood, CO 80227, just minutes from the WMFR training center, has 15 rooms secured for your stay. Group code is "WMT" (for West Metro Training).
 - Please make your reservations by using the following link; [Click Here](#)
 - Make reservation by no later than February 27, 2016 to secure a room rate of \$79 + tax (this is below the government rate of \$172)
 - Guest room availability and the lodging rate are not guaranteed after February 27th.
- A complimentary hot breakfast is included in the \$79 rate and will be provided at that insider Grill on the first floor.

If you have any questions or concerns about your trip or stay please contact any of the following CO-TF1 Staff.

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