



**Minneapolis**  
*City of Lakes*

Office of Emergency  
Management  
Barret Lane  
Director,

Emergency Operations Training  
Facility

25 37<sup>th</sup> Avenue NE  
Minneapolis MN 55421  
Office 612-673-3631

December 4, 2012

City of Saint Paul  
Department of Fire  
Division of Operations  
Attn: Jill LaCasse  
15 W. Kellogg Blvd  
700 City Hall  
Saint Paul, MN 55102

RE: Class Attendance Reimbursement

Dear Ms. LaCasse,

I am in receipt of invoices for the following trainings attended by Saint Paul Fire; invoice # 125411, REACT Structural Collapse Class held September 7-16, 2012 in the amount of \$72,084.60 invoice # 125436, Medical Specialist Class held October 22-26, 2012 in the amount of \$19,323.83, and invoice # 125581, WMD/CBRNE class held November 29-30, 2012 in the amount of, \$3,383.13. The invoices will be processed in a timely manner and you should expect to see a payment within 30 days. If you have any questions please contact Diana Roman at 612-673-2787, she can assist you.

Regards,

Barret W.S Lane  
Director