Aaron Duncan
Fire Chief & Director of Emergency Services

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November 10, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

UNUSUAL TRAVEL REQUEST FOR BATTALION CHIEF CHRISTOPHER SCHILLING TO ATTEND S-520 ADVANCED INCIDENT MANAGEMENT TRAINING IN TUCSON, ARIZONA

Fiscal Impact: $2,489; Fire Fund; Budgeted; Discretionary

The County Administrative Procedures Manual states that training which requires an employee to be absent for more than seven calendar days or exceeds $4,500 in expenses must be approved by the Board of Supervisors.

Battalion Chief Chris Schilling is scheduled to attend S-520 Advanced Incident Management training hosted by the National Advanced Fire & Resource Institute in Tucson, Arizona from December 7 through December 14, 2026. Expenses for this class will not exceed $4,500 per person but the time of absence from the normal work site will exceed more than 7 calendar days.

Using classroom lectures, dialogue, exercises, and simulated incidents, students will develop their understanding and demonstrate the abilities to effectively function in a Command and General Staff (C&G) position of a Type 1 Incident Management Team assigned to Complex Incidents. Students will discuss and practice the applicability of management principles to the incident management job, and the special considerations of incident management in differing geographic areas of the nation. This qualification is needed for managing large scale incidents at the EOC, local, state, and federal level. An estimated $1054.00 in travel related costs will be funded by the Bakersfield College Olive Drive Fire Training Budget.

Airfare	$197
Car Rental	$268
Fuel	$250
Lodging	$1,054
Parking	$80
Per Diem	$640
Total	**$2,489**

The County Administrative Office has reviewed and approved this travel request.

Therefore, IT IS RECOMMENDED that your Board approve the unusual travel request for Battalion Chief Christopher Schilling to attend S-520 Advanced Incident Management in Tucson, Arizona, from December 7 – 14, 2026, in an amount not to exceed $2,489.

Sincerely,

AARON DUNCAN
Fire Chief & Director of Emergency Services