
DATE: 08/10/2026
TO: COUNCIL - REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

Fire:

Emp: Aaron Littleton
Training Title: TEEX Municipal Week
Date: July 20, 2026 - July 24, 2026

Police:

Emp: James Burris
Training Title: FBI Leeda Command Leadership Institute
Date: July 6, 2026 – July 10, 2026

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CITY MANAGER

TRAINING REVIEW & ACKNOWLEDGEMENT FORM

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3182 EMPLOYEE NAME: Aaron Littleton
DEPARTMENT: Fire TRAINING / CONFERENCE DATE(S): 7/20 - 7/24/2026
TRAINING / CONFERENCE TITLE: TEEX Municipal week
LOCATION: College station, TX

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)

To further expand my critical thinking skills on emergency scenes. To also help prepare me to be a company officer for the city.

2. Summary of Activities or Topics Covered

(What sessions, classes, or workshops did you attend?)

Strategies and tactics unique to firefighting. Strategies and tactics for first arriving company Officers. Introduction to Wildland - Urban interface for Structural Company Officers.

3. Key Takeaways or Skills Learned

(What did you learn or gain from this experience?)

Command and control, scene size up things to look out for on initial arrival and smoke reading.

EMPLOYEE SIGNATURE: DATE: 7/26/2026
DEPARTMENT HEAD SIGNATURE: DATE: 7-27-26
HR SIGNATURE: DATE: 7-27-26



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TRAINING REVIEW & ACKNOWLEDGEMENT FORM

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 2030 EMPLOYEE NAME: JAMES BURRIS

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 7/6/2026 - 7/10/2026

TRAINING/ CONFERENCE TITLE: FBI LEEDA COMMAND LEADERSHIP INSTITUTE

LOCATION: Pampa, Texas

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)

This course was attended to expand my knowledge base in the command and control of departmental affairs.

2. Summary of Activities or Topics Covered

(What sessions, classes, or workshops did you attend?)

This course is designed to prepare and reinforce industry best practices for command staff leadership. Additionally, this course is suited for those individuals who are in these positions and will someday occupy higher positions within their agency.

3. Key Takeaways or Skills Learned

(What did you learn or gain from this experience?)

Credibility
Command discipline
Command liability
Managing problem employees
Organizational leadership & change

EMPLOYEE SIGNATURE: JAMES BURRIS

DATE: 07/13/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: 07/13/2026

HR SIGNATURE: _____

DATE: _____

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