**From:** Bethany Hand   
**Sent:** Wednesday, April 17, 2019 2:56 PM  
**To:** Steve Berlin  
**Cc:** Josh Dennis; Michelle Cullerton-Conforti; Jason Satriano  
**Subject:** RE: Washington DC Trip

Sir:

I returned from Washington D.C. where I attended the Securing the Cities (STC) Senior-Level Discussion Session, hosted by Department of Homeland Security (DHS), Countering Weapons of Mass Destruction (CWMD), on April 9 & 10, 2018.  DHS and CWMD fund our “Securing the Cities” Cooperative agreement.  The purpose of this trip was to represent the Chicago Fire Department and City of Chicago’s interests as part of the STC-Chicago Program. I attended this meeting as the manager of the Program. My airfare was paid in advance by CWMD for this trip; my lodging, cab fare, and meal per diem will be submitted for reimbursement to CWMD.  I did not accept any gifts on this trip and did not golf.  I abided by all city Ordinances.

Please let me know if you need any additional information regarding this trip.

Thank you,

Bethany

Bethany K. Hand

Program Administrator

Securing the Cities – Chicago

Chicago Fire Department