TERREBONNE PARISH COUNCIL POLICY, PROCEDURE, AND LEGAL COMMITTEE

Mr.Darrin W. Guidry,

Sr. Chairman Mr.John Navy Vice-Chairman

Ms. Arlanda Williams Member
Mr. Gerald Michel Member
Mr. Scotty Dryden Member
Ms. Christa Duplantis- Member
Prather Member
Mr. Al Marmande Member
Mr. Dirk Guidry Member

Mr. Steve Trosclair



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Venita H. Chauvin, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

AGENDA

January 22, 2018 5:50 PM

Parish Council Meeting Room

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING

INVOCATION

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER

ROLL CALL

- 1. Consider a co-sponsorship (security) request from The Foundation for Terrebonne General Medical Center for the "Night Light Dash" on Saturday, February 24, 2018 from 4:00 p. m. to 9:00 p. m.
- 2. Consider a co-sponsorship (rental fees) request from The Haven for its "Home Is Where The Heart Is" Annual Spring Gala on Saturday, March 17, 2018 from 6:30 p. m. to 11:00 p. m. at the Houma-Terrebonne Civic Center.
- 3. Consider discussion and action relative to approving the annual fire dispatch agreement between the Terrebonne Parish Communications District and TPCG City of Houma Fire Department for the fire department cost of

fire dispatching services.

4. Adjourn

Category Number: Item Number:



Monday, January 22, 2018

| Item Title: INVOCATION | | | |
|-----------------------------|--|--|--|
| Item Summary: INVOCATION | | | |

Category Number: Item Number:



Monday, January 22, 2018

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary: PLEDGE OF ALEGIANCE

Category Number: Item Number: 1.



Monday, January 22, 2018

Item Title:

Night Light Dash

Item Summary:

Consider a co-sponsorship (security) request from The Foundation for Terrebonne General Medical Center for the "Night Light Dash" on Saturday, February 24, 2018 from 4:00 p. m. to 9:00 p. m.

ATTACHMENTS:

DescriptionUpload DateTypeNight Light Dash1/10/2018Backup Material

From: <u>Venita Chauvin</u>

To: paul.labat@tgmc.com; Leilani Adams; Suzette Thomas

Subject: RE: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government

Date: Wednesday, January 10, 2018 11:12:49 AM

Paul: You are actually the first one to fill out the application online. We getting fancy. ©

Suzette: Can you please upload to the 1/22/18 PP&L agenda when you have a chance. Thanks!

Venita H. Chauvin, Council Clerk Terrebonne Parish Council vchauvin@tpcg.org (985) 873-6519



From: paul.labat@tgmc.com [mailto:paul.labat@tgmc.com]

Sent: Wednesday, January 10, 2018 11:09 AM To: Leilani Adams; Venita Chauvin; Suzette Thomas

Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Event Name: Night Light Dash (The Foundation for TGMC)

Location: TGMC and surrounding streets

Date(s) of 02/24/2018 (4:00 PM - 9:00 PM)

Event:

Reason for Co- The Foundation for TGMC is sponsoring a race (glow run) called **Sponsorship:** Night Light Dash to generate funds for free cardiovascular screenings

to the general public. The previous Heart & Soles Race provided funds for the screenings and several people discovered medical problems which were able to be corrected due to early detection.

The more funds raised allows more free screenings.

Services / Security

Resources Needed: **Organization:** The Foundation for TGMC

Authorized Paul Labat (Foundation Director)

Representative:

Contact Person: Paul Labat (Foundation Director)

Mailing 8166 Main Street
Address: Houma, LA 70360

Daytime Phone 985 873-4603

Number:

E-mail: paul.labat@tgmc.com

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!

© 2018

Terrebonne Parish Consolidated Government

www.tpcg.org



Monday, January 22, 2018

Item Title:

Haven Home Is Where the Heart Is Cosponsorship

Item Summary:

Consider a co-sponsorship (rental fees) request from The Haven for its "Home Is Where The Heart Is" Annual Spring Gala on Saturday, March 17, 2018 from 6:30 p. m. to 11:00 p. m. at the Houma-Terrebonne Civic Center.

ATTACHMENTS:

DescriptionUpload DateTypeHaven Home Is Where the Heart Is
Cosponsorship1/11/2018Backup Material

From: julie@havenhelps.org

To: <u>Leilani Adams</u>; <u>Venita Chauvin</u>; <u>Suzette Thomas</u>

Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government

Date: Wednesday, January 10, 2018 3:07:30 PM



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Event Name: Home Is Where The Heart Is-Annual Spring Gala **Location:** Terrebonne Parish Consolidated Government

Date(s) of 03/17/2018 (6:30 PM - 11:00 PM)

Event:

Reason for Co- The Haven is requesting a co-sponsorship for its annual spring **Sponsorship:** fundraiser "Home is Where the Heart Is". The annual fundraiser

raises funds for the operation of The Haven's emergency shelter for battered women and children. The co-sponsorship allows The Haven to increase the number of individuals who can access services by keeping expenses for the event minimal. The event is open to the public and is an evening of sampling local food, live entertainment,

live and silent auctions, and networking.

Services / Civic Center

Resources Needed:

Organization: The Haven, Inc

Authorized Julie Pellegrin (Houma)

Representative:

Contact Person: *** Same as above ***

 Mailing
 P.O. Box 4279

 Address:
 Houma, LA 70361

 Daytime Phone
 (985) 872-0757

Number:

E-mail: julie@havenhelps.org

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!



Monday, January 22, 2018

Item Title:

Y2018 Fire Dispatch Intergovernmental Agreement between Terrebonne Parish Communications District and TPCG City of Houma Fire Dept.

Item Summary:

Consider discussion and action relative to approving the annual fire dispatch agreement between the Terrebonne Parish Communications District and TPCG City of Houma Fire Department for the fire department cost of fire dispatching services.

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|-------------------|
| Executive Summary | 1/12/2018 | Executive Summary |
| Fire Dispatch Intergovernmental Agreement | 1/12/2018 | Backup Material |
| Exhibit A - Population | 1/12/2018 | Exhibit |
| Dispatch Invoice | 1/12/2018 | Backup Material |



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

2018 Fire Dispatch Intergovernmental Agreement

PROJECT SUMMARY (200 WORDS OR LESS)

Annual fire dispatch agreement between the Terrebonne Parish Communications District and TPCG City of Houma Fire Department

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Provide fire dispatching services

TOTAL EXPENDITURE \$38,161.71 AMOUNT SHOWN ABOVE IS: (CIRCLE ONE) ACTUAL ESTIMATED IS PROJECTALREADY BUDGETED: (CIRCLE ONE) IF YES AMOUNT | 628 162

Date

\$38,162

| COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE) | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|---|
| PARISHWIDE | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

BUDGETED:

1/12/18

YES

N/A

NO

Signature

STATE OF LOUISIANA

PARISH OF TERREBONNE

Y2018 INTERGOVERNMENTAL AGREEMENT

BETWEEN

TERREBONNE PARISH COMMUNICATIONS DISTRICT

AND

TERREBONNE PARISH CONSOLIDATED GOVERNMENT,
CITY OF HOUMA FIRE DEPARTMENT;
BAYOU BLUE FIRE PROTECTION DISTRICT;
BAYOU CANE FIRE PROTECTION DISTRICT;
COTEAU FIRE PROTECTION DISTRICT;
SCHRIEVER FIRE PROTECTION DISTRICT;
VILLAGE EAST FIRE PROTECTION DISTRICT;
FIRE PROTECTION DISTRICT 4A;
FIRE PROTECTION DISTRICT 5;
FIRE PROTECTION DISTRICT 6;
FIRE PROTECTION DISTRICT 7;
FIRE PROTECTION DISTRICT 7;
FIRE PROTECTION DISTRICT 9; and
FIRE PROTECTION DISTRICT 10

| This agreement made and entered into on this day of, | _ |
|---|---|
| by and between the following Parties: | |
| Terrebonne Parish Communications District, a political subdivision of the State of Louisiana, herein represented by Keith Ward, its duly authorized Chairman, as provided in a Motion voted on and approved by the Board of Commissioners during regular meeting, hereinafter referred to as The Communications District; | |
| and | |
| Terrebonne Parish Consolidated Government, City of Houma Fire Department, a political subdivision of the State of Louisiana, herein represented by tits duly authorized | |
| Parish President, as provided in a resolution of the | |

Bayou Blue Fire Protection District of the Parish of Terrebonne, State of Louisiana, herein represented by

| | , District Board Chairman, |
|-------------------------|--|
| Terrebonne, State of l | Protection District of the Parish of Louisiana, herein represented by District Board Chairman, |
| Terrebonne, State of l | ection District of the Parish of Louisiana, herein represented by District Board President, |
| Terrebonne, State of I | tection District of the Parish of Louisiana, herein represented by District Board Chairman, |
| Terrebonne, State of I | Protection District of the Parish of Louisiana, herein represented by District Board Chairman, |
| State of Louisiana, he | crict 4A of the Parish of Terrebonne, rein represented by District Board Chairman, |
| State of Louisiana, he | trict 5 of the Parish of Terrebonne, rein represented by District Board President, |
| State of Louisiana, he | trict 6 of the Parish of Terrebonne, rein represented by District Board Chairman, |
| State of Louisiana, he | trict 7 of the Parish of Terrebonne, rein represented by District Board Chairman, |
| State of Louisiana, he | trict 8 of the Parish of Terrebonne, rein represented by District Board Chairman, |
| State of Louisiana, he | trict 9 of the Parish of Terrebonne, rein represented by , District Fire Chief, |
| State of Louisiana, he | trict 10 of the Parish of Terrebonne, trein represented by District Board Chairman, |
| (hereinafter collective | ely referred to as The Fire Districts.) |

WHEREAS, under the provisions of Article VI, Section 20 of the Louisiana Constitution of 1974 and R.S. 33:1324.1, a political subdivision may exercise and perform any authorized power and function, including financing, jointly or in cooperation with one or more political subdivisions, and

WHEREAS, it is the objective of The Communications District and The Fire Districts to utilize the enhanced 911 Telephone System within Terrebonne Parish, Louisiana to provide direct dispatch for emergency fire calls received via 9-1-1, and

WHEREAS, all things necessary or proper to render this Agreement ("Agreement") a valid and binding obligation of The Communications District and The Fire Districts have been done, and the signing, sealing, execution and delivery thereof has been in all respects duly authorized;

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the parties hereto, it is agreed by and between the parties, as follows:

ARTICLE I.

RESPONSIBILITY OF THE COMMUNICATIONS DISTRICT

- 1.1 In order to utilize the enhanced 911 Telephone System within Terrebonne Parish, Louisiana to provide direct dispatch for fire service response calls received by 911, The Communications District agrees to:
 - 1.1.1 Designate in writing a person to act as The Communications District's representative with respect to the services to be rendered under this agreement. Such person shall have complete authority for coordination with The Fire Districts and to transmit and receive information on behalf of The Communications District. (See Exhibit B)

- 1.1.2 Pay the cost of furnishing, installing and maintaining all enhanced9-1-1 equipment and telephone service.
- 1.1.3 Be responsible for the cost of training, seminars, and accommodation expenditures incurred in the initial and continuing training of The Communications District's personnel.
- 1.1.4 Provide fire dispatch services meeting Property Insurance Association of Louisiana (PIAL) and National Fire Protection Association ("NFPA") Guidelines for 9,999 alarms per year or less and Federal Emergency Management Agency's (FEMA's) National Incident Management System protocol.
- 1.1.5 Dispatch emergency fire calls in accordance with The Terrebonne Parish Communications District's E-911 System Standard Operating Guidelines.
- 1.1.6 Invoice The Fire Districts for services on an annual basis.
- 1.1.7 Provide respective fire department alert page tone and primary dispatch information as depicted in departmental provided protocol. (See Exhibit C)

ARTICLE II.

RESPONSIBILITY OF THE FIRE DISTRICTS

- 2.1 In order to utilize the enhanced 9-1-1 Telephone System within Terrebonne Parish, Louisiana to provide direct dispatch for fire service response calls received by 911, The Fire Districts agree to:
 - 2.1.1 Designate in writing a person to act as The Fire Districts' representative and with respect to such person provide:

- a) The Fire District's mailing address, telephone number and facsimile number;
- b) The Fire District Representative's home telephone number, mobile telephone number, pager number, work telephone number, work facsimile number and valid email address.
- 2.1.2 Each Fire District shall pay the annual fee as set out on Exhibit "A" within forty-five (45) days of the receipt of the invoice from The Communications District.
- 2.1.3 Follow Responder Radio Protocol as established in The Terrebonne Parish Communications District's E-911 System Standard Operating Guidelines as approved by majority vote of the Terrebonne Fire Chief's Association.
- 2.1.4 Obtain and maintain a Federal Communications Commission Radio Frequency License and the necessary pagers, mobiles, portables and base stations to receive dispatching.
- 2.1.5 Provide the following information and immediately notify The Communications Dist. in writing of any subsequent changes and/or additions:
- a) Telephone and facsimile numbers of each station and substation;
 - b) All station assignments;
 - c) All unit and apparatus assignments;
- d) The name, contact telephone number, pager tone, unit number and pager number for each unit.

2.1.6 Update/approve departmental protocol information prior to the end of the first month of each year or at a minimum two weeks prior to enacting changes with dispatch procedures. (See Exhibit C)

ARTICLE III.

INSURANCE

- 3.1 Each party shall secure and maintain, at its expense, such insurance that will protect it, and the parties from claims under the Workers' Compensation Acts and from claims of bodily injury, death or property damage which may arise from the performance of services under this Agreement. Each Party shall also secure and maintain a Comprehensive General Liability (CGL) policy to protect from any injury, death or property damage with limits not less than One Hundred Thousand Dollars (\$100,000.00) for one person, and not less than Five Hundred Thousand Dollars (\$500,000.00) for any one occurrence. The insurance for property damage shall be in the minimum amount of Fifty Thousand Dollars (\$50,000.00) for each accident.
- 3.2 In lieu thereof, each Party may carry a \$500,000 Combined Single Limit (CSL) policy with at least a \$1,000,000 aggregate.
- 3.3 Each policy holder will endorse Contractual Liability to protect the other party from the comprehensive general liability assumed under the agreement.
- 3.4 Each party shall have endorsed to all policies Waivers of Subrogation, a 30-day Notice of Cancellation, and respective parties listed as Additional Insured.
- 3.5 All policies of insurance shall be with a carrier that is no less than A++ rating.

ARTICLE IV.

DURATION OF AGREEMENT

4.1 It is recognized by the parties hereto, that this agreement shall become effective January 1, 2018 and shall remain in full force and effect through December 31, 2018, unless terminated in accordance with the provisions of Article VI.

ARTICLE V.

TERMINATION

- 5.1 This Agreement shall terminate upon the occurrence of any of the following:
- a) The Fire Districts may terminate this Agreement if The Communications District defaults on any obligation set out herein, and the Fire Districts shall be entitled to a refund of 1/365 of the annual fee for each day remaining on the term of the agreement.
- b) The Communications District may terminate this Agreement as to all Fire Districts if any of The Fire Districts default on any obligation set out herein, unless the remaining Fire Districts agree to pay the annual fee of the defaulting Fire District(s). Alternatively, upon default of any one certain district, fire dispatch services for that district may be discontinued, and all calls for service will be routed via seven (7) digit telephone lines to that district's administrative line.
 - c) This agreement shall terminate if all parties mutually agree, in writing.

ARTICLE VI.

PLEDGE OF COOPERATION

6.1 The parties hereto pledge their mutual cooperation in complying with the terms of the Agreement, all to the end that the health and welfare of the residents of Terrebonne Parish shall be promoted and that the needs of said residents for emergency telephone response may be satisfactorily met.

ARTICLE VII.

SEVERABILITY

7.1 In the event any one or more provisions of this Agreement is for any reason held to be illegal or invalid, such illegality or invalidity shall not affect any other provision hereof, but the Agreement shall be construed and enforced as if such illegal or invalid provisions had never been contained in this agreement. In the event that legislation enacted after the date of this Agreement validates or makes legal any provisions hereof, said legislation shall be deemed to apply hereto.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in multiple counterparts, and by the parties hereto on separate counterparts, each of which shall be deemed as an original, all of which together shall constitute one and the same instrument.

| WITNESSES: | Terrebonne Parish Communications |
|------------|--|
| | District, Parish of Terrebonne, State of |
| | Louisiana |
| | By: |
| | Capt. Keith Ward, Chairman |
| | |

| WITNESSES: | Terrebonne Parish Consolidated Government, City of Houma Fire Dept., Parish of Terrebonne, State of Louisiana By: |
|------------|--|
| WITNESSES: | Bayou Blue Fire Protection District of the Parish of Terrebonne, State of Louisiana By: |
| WITNESSES: | Bayou Cane Fire Protection District of the Parish of Terrebonne, State of Louisiana By: |
| WITNESSES: | Coteau Fire Protection District of the Parish of Terrebonne, State of Louisiana By: |
| WITNESSES: | Schriever Fire Protection District of the Parish of Terrebonne, State of Louisiana By: |

| WITNESSES: | Village East Fire Protection District of the Parish of Terrebonne, State of Louisiana By: |
|------------|--|
| WITNESSES: | Fire Protection District 4A of the Parish of Terrebonne, State of Louisiana By: |
| WITNESSES: | |
| WITNESSES: | Fire Protection District 6 of the Parish of Terrebonne, State of Louisiana By: |
| WITNESSES: | Fire Protection District 7 of the Parish of Terrebonne, State of Louisiana By: |

| WITNESSES: | Fire Protection District 8 of the Parish of Terrebonne, State of Louisiana |
|-------------|---|
| | |
| WITNESSES: | Fire Protection District 9 of the Parish of Terrebonne, State of Louisiana |
| | |
| WITNESSES: | Fire Protection District 10 of the |
| WIIILESSES. | Parish of Terrebonne, State of Louisiana |
| | By: |

Exhibit A 2018 Fee Schedule for Individual Fire Protection Districts Based on Y2010 Census Population

| Total 2018 Fire Service Cost | ••••• | •••••• | ••••• | \$138,613. |
|--|----------------------------|---|--------------------|-------------------------------------|
| Costs based on Total Terrebonne Parish Popul Costs based on Total Lafourche Parish Popul Total Population in Service Area Per Person Cost | 9,821 <i>121,982</i> | | | |
| Fire District by Name | Fire District by Number | 2010 U.S. Census Bureau Population by Taxing District | % of Total Pop. | Division of Cost Per District |
| Bayou Black Protection District | Dist. 9 | 2,783 | 2.3% | \$3,162.43 |
| Bayou Blue Fire Protection District T Bayou Blue Fire Protection District Bayou Blue Fire Protection District | Dist. A (Terre.) | | 1.4 | 1,963.60 |
| Bayou Cane Fire Protection District . | Dist. B | 26,678 | 21.9 | 30,315.28 |
| Bayou Dularge Fire Protection Dist | Dist. 10 | 3,185 | 2.6 | 3,619.24 |
| Bourg Fire Protection District | Dist. 5 (Terre.) | 5,696 | 4.7 | 6,472.59 |
| City of Houma Fire Department | City | 33,583 | 27.5 | 38,161.71 |
| Coteau Fire Protection District | Dist. C | 2,472 | 2.0 | 2,809.03 |
| West Terrebonne Fire Protection District | t Dist. 8 | 3,001 | 2.5 | 3,410.16 |
| Grand Caillou Fire Protection Dist | Dist. 4-A | 6,614 | 5.4 | 7,515.75 |
| Little Caillou Fire Protection Dist | Dist. 7 | 7,490 | 6.1 | 8,511.19 |
| Montegut PAC Fire Protection Dist Montegut PAC Fire Protection District Montegut PAC Fire Protection District | Dist. 6 (Terre.) | | 3.0 | 4,107.86 |
| Schriever Fire Protection District | Dist. D | 11,249 | 9.2 | 12,782.69 |
| Village East Fire Protection District . | Dist. E | <u>4,067</u> | <u>3.3</u> | 4,621.50 |
| Total | | 121,982 | | \$138,613.04 |

(Note: Cost per District based on total cost divided by total population served. U.S. Census Bureau 2010 Population totals provided by South Central Planning and Development Commission.)

Terrebonne Parish Communications District

E-911 System

110 Capital Blvd.

Houma LA 70360

(985) 580-0911 * Fax (985) 580-0976

First Norice **01/12/2018**

Company/Person City Of Houma Fire Department (City)

Mailing Address 600 Wood Street

City State Zip Houma LA 70360

Date: 01/12/18

Invoice # 962

Description

Fire Dispatch Services for 2018

Amount

\$38,161.71

Total Due

\$38,161.71

Total Amount Due Within Thirty Days