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# TERREBONNE PARISH COUNCIL

## POLICY, PROCEDURE, AND LEGAL COMMITTEE

Mr. Gerald Michel  
Mr. Darrin W. Guidry, Chairman  
Sr. Vice-Chairman  
Mr. John Navy Member  
Ms. Arlanda Williams 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

November 14, 2017  
5:30 PM

Parish Council Meeting Room

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**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. Co-sponsorship request from the Terrebonne Parish NAACP for the annual Martin Luther King, Jr. celebrations to be held on January 14 at Dumas Auditorium and January 15 starting from the Courthouse and marching to Dumas Auditorium for the closing program at 12:00 noon.
2. Co-sponsorship request from the Terrebonne Parish School District for the Spring College & Career Fair to be held at the Houma-Terrebonne Civic Center on Tuesday, February 20, 2018.
3. Presentation by the LA Department of Public Health & Hospitals and Teche Action Clinic regarding conducting a Community Outreach and Health Fair.

4. Consider co-sponsorship request from Teche Action Clinic for the Community Health Fair at the Mechanicville Multi-purpose Facility in December.
5. Authorize TPCG Parish President to sign IGA for use of Fire Training facility located at 307 Plant Rd. by participating Parish Fire Districts.
6. Adjourn

Category Number:  
Item Number:



Tuesday, November 14, 2017

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**Item Title:**  
INVOCATION

**Item Summary:**  
INVOCATION

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Category Number:  
Item Number:



Tuesday, November 14, 2017

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Category Number:  
Item Number: 1.



Tuesday, November 14, 2017

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**Item Title:**

Cosponsorship request - NAACP MLK Day

**Item Summary:**

Co-sponsorship request from the Terrebonne Parish NAACP for the annual Martin Luther King, Jr. celebrations to be held on January 14 at Dumas Auditorium and January 15 starting from the Courthouse and marching to Dumas Auditorium for the closing program at 12:00 noon.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Cosponsorship request	11/2/2017	Application

Name of Applicant/Agency (seeking co-sponsorship):

Terrebonne Parish NAACP

Name of Authorized Representative and Capacity (if applicant is not an individual):

Diana Collins

Mailing Address:

1123 Dewey St. Houma, La, 70360

Telephone Number:

985 381 3379

E-Mail Address:

dianam360@bellsouth.net

Location and Date of Event:

Downtown Houma Court House Sq and Dumas Auditorium

Describe the reason for the co-sponsorship, the nature of the contemplated event and how such serves a public purpose:

Annual Martin Luther King Jr. Day Celebrations, Sunday, January 14, 2018, Youth Program at Dumas Auditorium at 5:00pm also on Monday January 15, 2018, Houma Court House at 9:30am program March to Dumas Auditorium Closing Program @ Dumas at 12:00am

Services Requested:

Court House Sq and Dumas Auditorium City Police, Insurance, Temporary Electric

Diana Collins

Signature

10/20/2017

Date

(TPCG USE ONLY)

Date Received:

Signed:

Category Number:  
Item Number: 2.



Tuesday, November 14, 2017

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**Item Title:**

Cosponsorship request - Terrebonne Parish School District

**Item Summary:**

Co-sponsorship request from the Terrebonne Parish School District for the Spring College & Career Fair to be held at the Houma-Terrebonne Civic Center on Tuesday, February 20, 2018.

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**ATTACHMENTS:**

**Description**

Cosponsorship request

**Upload Date**

11/2/2017

**Type**

Application

**Name of Applicant/Agency (seeking co-sponsorship):**

TERREBONNE PARISH SCHOOL DISTRICT

**Name of Authorized Representative and Capacity (if applicant is not an individual):**

GRAHAM DOUGLAS, SUPERVISOR, SECONDARY EDUCATION

**Mailing Address:**

201 STADIUM DRIVE, HOUMA, LA 70360

**Telephone Number:**

985.876.7400, ext. 234

**E-Mail Address:**

grahamdouglas@tpsd.org

**Location and Date of Event:**

HOUMA-TERREBONNE CIVIC CENTER      FEBRUARY 20, 2018

**Describe the reason for the co-sponsorship, the nature of the contemplated event and how such serves a public purpose:**

This event will provide resources, materials, and speakers from over 100 businesses, military, and employers from the State of Louisiana. Over 1,500 students will be in attendance from public and non-public schools.

**Services Requested:**

Use of the Houma-Terrebonne Civic Center

Graham Douglas  
**Signature**

October 18, 2018  
**Date**

**(TPCG USE ONLY)**

**Date Received:** \_\_\_\_\_ **Signed:** \_\_\_\_\_



## Venita Chauvin

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**From:** Leilani Adams  
**Sent:** Wednesday, November 1, 2017 9:43 AM  
**To:** Venita Chauvin  
**Subject:** FW: Spring College Fair  
**Attachments:** Cosponsorship forms.pdf

Respectfully,

*Leilani H. Adams*

Executive Secretary to Parish President Gordon E. Dove  
Terrebonne Parish Consolidated Government  
E-mail: [ladams@tpcg.org](mailto:ladams@tpcg.org)  
Office: 985-873-6401  
Fax: 985-873-6409  
Cell: 985-519-6110  
8026 Main Street, 7th Floor  
PO Box 2768  
Houma, LA 70361



**Saltwater Fishing Capital of the World**

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**From:** Forsyth, Tama [<mailto:tamaforsyth@tpsd.org>]  
**Sent:** Wednesday, October 18, 2017 12:05 PM  
**To:** Leilani Adams <[ladams@tpcg.org](mailto:ladams@tpcg.org)>  
**Cc:** Douglas, Graham <[grahamdouglas@tpsd.org](mailto:grahamdouglas@tpsd.org)>; Brian Detillier <[bdetillier@houmaciviccenter.com](mailto:bdetillier@houmaciviccenter.com)>; Falgout, Christina <[christinafalgout@tpsd.org](mailto:christinafalgout@tpsd.org)>  
**Subject:** Spring College Fair

The Terrebonne Parish School District hereby requests the Terrebonne Parish Consolidated Government to co-sponsor a Spring College & Career Fair on Tuesday, February 20, 2018 at the Houma-Terrebonne Civic Center. Attached is the Request Form for Co-Sponsorship.

Please contact me if you need further information.

**Tama Forsyth**  
Administrative Secretary  
Secondary Education  
Terrebonne Parish School District  
985.876.7400, ext. 231

Category Number:  
Item Number: 3.



Tuesday, November 14, 2017

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**Item Title:**

Community Outreach and Health Fair Presentation

**Item Summary:**

Presentation by the LA Department of Public Health & Hospitals and Teche Action Clinic regarding conducting a Community Outreach and Health Fair.

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Category Number:  
Item Number: 4.



Tuesday, November 14, 2017

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**Item Title:**

Community Health Fair

**Item Summary:**

Consider co-sponsorship request from Teche Action Clinic for the Community Health Fair at the Mechanicville Multi-purpose Facility in December.

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**ATTACHMENTS:**

**Description**

Agenda Form

**Upload Date**

11/9/2017

**Type**

Backup Material

<b>COMMITTEE:</b>	<b>POLICY, PROCEDURE &amp; LEGAL</b>
<b>MEETING DATE:</b>	11/14/17
<b>REQUESTED BY:</b>	Councilman John Navy
<b>TOPIC:</b>	Co-sponsorship request from Teche Action Clinic for a Community Health Fair at the Mechanicville Multi-purpose Complex in December.

**BACKUP INFORMATION:**

<b>ATTACHED:</b>	<b>FORTHCOMING:</b>	<b>NOT NEEDED:</b>
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<b>TO BE PREPARED BY:</b>	
<b>PERSON COMPLETING FORM:</b>	Venita Chauvin
<b>DATE:</b>	11/9/17



Tuesday, November 14, 2017

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**Item Title:**

Houma Fire Department Training Field use by Parish Fire Districts

**Item Summary:**

Authorize TPCG Parish President to sign IGA for use of Fire Training facility located at 307 Plant Rd. by participating Parish Fire Districts.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Houma Fire Department Training Field use by Parish Fire Districts	11/8/2017	Executive Summary
Standard IGA for Use of Training Facility	11/8/2017	Backup Material
NFPA 1403 Live Fire Training	11/8/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Houma Fire Department Training Field use by Parish Fire Districts

### PROJECT SUMMARY (200 WORDS OR LESS)

Authorize Terrebonne Parish Consolidated Government Parish President to sign INTERGOVERNMENTAL AGREEMENT FOR USE OF TERREBONNE PARISH CONSOLIDATED GOVERNMENT FIRE TRAINING FACILITY located at 307 Plant Rd. by participating Parish Fire Districts

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To allow Parish Fire Districts to utilize the Training field located at 307 Plant Rd. for the purpose of training their fire department personnel in accordance with the PIAL/ISO requirements and NFPA standards for training.

### TOTAL EXPENDITURE

\$

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

\$

#### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Handwritten signature of the Parish President.

11/8/17

Signature

Date



STATE OF LOUISIANA

PARISH OF TERREBONNE

STANDARD INTERGOVERNMENTAL AGREEMENT  
FOR USE OF TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
FIRE TRAINING FACILITY

This Agreement is hereby made and executed by and between:

I. THE PARTIES

1.1. **Terrebonne Parish Consolidated Government**, a political subdivision of the State of Louisiana, with a mailing address of PO Box 2768, Houma LA 70361, acting by and through Gordon E. Dove President, by virtue of Terrebonne Parish Council Resolution No. \_\_\_\_\_, hereinafter designated as “TPCG”; and

and

1.2. **Participating Agency/District** (hereinafter “Agency”), whose pertinent information is as follows:

AGENCY NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
AUTHORIZED AGENT: \_\_\_\_\_  
AGENT’S TELEPHONE: \_\_\_\_\_  
AGENT’S EMAIL: \_\_\_\_\_

who, in consideration of the covenants and agreements herein contained, to be performed by the parties hereto, it is mutually agreed as follows:

II. PREAMBLES

2.1. WHEREAS, La. R.S. 33:1324 authorizes political subdivisions of this state to make agreements between or among themselves to, *inter alia*, engage in the promotion and maintenance of any undertaking or the exercise of any power, provided that at least one of the participants to the agreement is authorized under a provision of general or special law to perform such activity or exercise such power as may be necessary for completion of the undertaking;

2.2. WHEREAS, Terrebonne Parish Consolidated Government operates the Houma Fire Department, 600 Wood Street, Houma, Louisiana 70360;

2.3. WHEREAS, Terrebonne Parish Charter Section 4-11 requires the Fire Chief of the Houma Fire Department to “direct and be responsible for fire prevention, fire extinguishment and salvage operations, inspection and recommendations concerning the fire code, investigations of fires and their causes, and the conduct of the fire safety and prevention program in the fire protection urban services district consisting . . .”;

2.4. WHEREAS, Terrebonne Parish Charter Section 4-11 and Terrebonne Parish Code of Ordinances Section 2-79(f)(2) further requires the Fire Chief of the Houma Fire Department to “cooperate and coordinate with the volunteer and private fire departments in the Parish as may be necessary to ensure public safety”; and

2.5. WHEREAS, the Houma Fire Department operates a training field at 307 Plant Rd., Houma, Louisiana 70360 hereinafter, the “Facility,” which offers the opportunity for training its fire personnel in compliance with the requirements of the ISO/PIAL rating system; and

2.6. WHEREAS, to effectuate the police power and duty of government, namely that power and duty to promote or to protect the public health, safety, and general welfare, via fire protection and emergency response; and in the spirit of cooperation between local agencies, the TPCG wishes to offer to the volunteer fire and private fire departments within the Parish of Terrebonne the opportunity to utilize the Facility in order to meet the same training requirements for their fire personnel; and

2.7. WHEREAS, Agency desires to use the Facility for those purposes, and in consideration thereof, but in lieu of the payment of any cash consideration, Agency shall provide insurance coverage and waivers as required herein; and

2.8. NOW THEREFORE, in consideration of the advantages accruing to the parties hereto, Agency and TPCG desire to enter into this Agreement for the purposes described herein, in accordance with the following terms and conditions;

### III. USE OF FACILITY

3.1. Training. TPCG hereby authorizes Agency to use the Facility on a non-exclusive basis for fire training purposes.

3.2. Scheduling. Facility usage shall be scheduled according a training session scheduling policy set by the Houma Fire Department. Agency recognizes that the Facility will be used by the Houma Fire Department and by other agencies for fire training purposes. Agency shall schedule its training exercises with the Houma Fire Department with as much advance notice as possible to ensure that the Facility is available for its desired training sessions. The Houma Fire Department shall use its best efforts to make the Facility available to Agency at Agency's requested training sessions, but Agency's requested training sessions cannot be guaranteed.

3.3. Facility Fee. Agency shall not be charged for the use of the Facility, provided Agency presents proof of required insurance to TPCG and Agency complies with the obligations set forth in this Agreement.

### IV. TERMS AND CONDITIONS

4.1. Term of Agreement. The term of this Agreement shall commence upon execution by both parties and shall continue in effect for a period of three (3) years.

4.2. Termination. Either party may terminate this Agreement by providing thirty (30) days prior written notice to the other. Agency's obligations under Sections 4.7 through 4.10 of this Agreement shall survive termination of this Agreement.

4.3. Rules of Facility Use. The Houma Fire Department has adopted certain rules and policies regarding the use of the Facility. The current version of these rules and policies as adopted by are available at the Houma Fire Department, 600 Wood Street, Houma LA 70360. These rules may be updated from time to time to ensure the orderly and safe utilization of the Facility by the various Agencies. Agency agrees to comply with the Rules and further agrees that the TPCG may terminate this Agreement for Agency's failure to comply.

4.4. Facility Neat and Clean. Agency agrees to keep the Facility in a neat and clean condition as reasonably can be expected during its use of the Facility. At the end of each training session or use, Agency agrees to return the Facility in as good a condition as received. Agency further agrees that it will clean the Facility after each use to a condition reasonably acceptable to the Houma Fire Department.

4.5. Instructors. In the event Agency desires to utilize its own instructors, the instructors maybe required to go through an orientation session.

4.6. National Fire Protection Agency Regulations. Agency shall adhere to all applicable NFPA Code Regulations for fire training, including but not limited to the regulations which require the presence of a safety officer/operator during use of the live fire training prop, and another safety officer for every five (5) firefighter trainees. Agency must select the safety officer & operator from an approved list provided by the Houma Fire Department during any training session involving use of the live fire training prop.



4.7 Liability. Agency has inspected the Facility and finds it acceptable for its intended uses. Agency is not relying upon any representations or warranties concerning the Facility except those that may be set forth herein. Agency accepts sole responsibility for all accidents, damages, bodily injury or damage to personal property occurring during Agency's use of the Facility to the extent applicable by law.

4.7.1 Waiver of Claims against TPCG or Houma Fire Department. Agency waives any and all claims, suits and causes of action against the TPCG and Houma Fire Department (including their employees, officers, directors, volunteers or agents) for any property loss or damage to Agency's property, whether real, personal or mixed, occasioned by Agency's activities on the Facility. It shall be the Agency's responsibility to provide its own protection against casualty losses of whatsoever kind or nature, regardless of whether such loss is occasioned by the acts or omissions of the TPCG, the Agency, third party, or act of nature.

4.7.2 TPCG/Houma Fire Department Property Damage. Agency shall compensate the TPCG for any and all damages to the Facility and other TPCG property occasioned by or arising from the use of the Facility by the Agency or anyone at the Facility (or other property as a result of the Agency's activities on the Facility), ordinary wear and tear excepted.

4.7.3 Indemnification. The Agency agrees to defend, indemnify, save, and hold harmless the Terrebonne Parish Consolidated Government, including all parish departments, agencies, councils, boards and commissions, their officers, agents, servants and employees, including volunteers, from and against any and all claims, lawsuits and demands for damages under any theory of liability as allowed by law, whether contractual, tortious, or implied, arising from this agreement, whether for breach of contract, injury or death to any person, or for the damage, loss or destruction of any property, including loss of use, which may occur or in any way grow out of any breach, act or omission, whether intentional or unintentional, and any negligence, or liability of Agency, its subcontractors, agents, servants, officers and/or employees, related to the performance or nonperformance of the Agreement herein entered into, except for losses or injuries occurring as the result of the gross negligence or willful misconduct of the TPCG or the Houma Fire Department. Further, and a result of any such claims, lawsuits and demands, the Agency agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits related thereto, at its sole expense, even if such claim, demand or suit is groundless, false or fraudulent. Damages are defined to include, but not be limited to, general, special, punitive, exemplary, delay, attorney fees, court costs, fines, penalties, interest, and/or expenses. This section is expressly agreed to as a condition of using the facility.

4.8 Insurance. For the duration of this Agreement, Agency shall be required to produce, prior to the start of each training session, certificates of liability evidencing that it has obtained for the duration of each training session the following amounts of coverage:

4.8.1 General Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage, written on the latest forms available. "Claims made" forms shall be unacceptable.

4.8.2 In the event automobiles will be used at the Facility during training, Business Automobile insurance in the minimum amount of \$500,000.00 combined single limit per accident for bodily injury and property damage.

4.8.3 Workers' Compensation and Employer's Liability limits as required by the Labor Code of the State of Louisiana. The insurer shall agree to waive all rights of subrogation against TPCG, Houma Fire Department and their officers, officials, employees and volunteers for losses.

4.8.4 Insurance is to be placed with insurers with an A.M. Best's Rating of no less than A:VI.

4.8.5 Agency shall endorse these policies, adding Terrebonne Parish Consolidated Government and Houma Fire Department as certificate holders and additional insureds.

- 4.8.6 All certificates shall provide that the policies may not be canceled without thirty (30) days' written notice to the TPCG.
- 4.8.7 Agency shall provide TPCG with certificates of insurance evidencing coverage as required by this Agreement prior to use of the Facility, and Agency shall provide TPCG full, certified copies of insurance policies, upon request.
- 4.9 Acknowledgment of Exclusion of Unemployment Compensation Coverage. TPCG and Agency expressly declare and acknowledge that Agency is an independent agency. Consequently, neither Agency nor anyone employed or contracted by Agency shall be considered an employee of the TPCG for the purpose of unemployment compensation coverage. Likewise, neither TPCG nor anyone employed or contracted by TPCG shall be considered an employee of the Agency for the purpose of unemployment compensation coverage.
- 4.10 Workers' Compensation. The parties expressly agree that Agency is an independent agency and, as such, expressly agree that neither party shall not be liable to the other party or to anyone employed by the other party for any benefits or coverage as provided by the Worker's Compensation Law of the State of Louisiana.
- 4.11 Assignment or Subletting. Agency is prohibited from either assigning or subletting all or any portion of the Facility during its use of the Facility or its rights and obligations under this Agreement.
- 4.12 Legal Compliance. The Agency shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*) in carrying out the provisions of this Agreement.
- 4.13 Notices. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing addressed to the other party at the addresses as follows:
- 4.13.1 TPCG: Parish President, PO Box 2768, Houma LA 70361; with a copy to Fire Chief, 600 Wood Street, Houma LA 70361
- 4.13.2 Agency: to the Representative at the address first written on this Agreement.
- 4.13.3 Either party may change such address for notice by notifying the other party of the change of address in accordance with this Agreement.
- 4.14 Amendment. No modification, termination or amendment of this Agreement may be made except by written agreement signed by both parties hereto.
- 4.15 Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- 4.16 Entire Agreement. The entire agreement between the parties hereto is contained in this Agreement and the attachments hereto, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument executed by the parties subsequent to the date hereof.
- 4.17 No Waiver. The failure of the either party to enforce any of the terms of this Agreement or to provide any of the supporting documentation in any particular instance shall not constitute a waiver of, or preclude the subsequent enforcement of, any or all of the terms or conditions of this Agreement.
- 4.18 Default. In the event of default by either party, the aggrieved party shall have all rights granted by the general laws of the State of Louisiana including but not limited to injunctive relief or all other remedies allowed under Louisiana contractual law.

V. SIGNATURES OF THE PARTIES

5.1 Agency. The undersigned Representative of the Agency hereby declares that he/she has full authority to enter into this Agreement on behalf of, and to bind, Agency. Agency shall attach to this Agreement a resolution or certified copy of minutes of the meeting of its governing authority which authorizes the Representative to execute this Agreement.

THUS DONE AND SIGNED AT the city of \_\_\_\_\_, Parish of Terrebonne, state of Louisiana, on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in the presence of the undersigned competent witnesses, and me, Notary Public, duly authorized and acting for and in the said parish and state.

**WITNESSES:**

X: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

By virtue of the authority annexed hereto.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

5.2. Terrebonne Parish Consolidated Government.

THUS DONE AND SIGNED AT Houma, Terrebonne Parish, Louisiana, on the \_\_\_\_\_day of \_\_\_\_\_ 20\_\_\_\_, in the presence of the undersigned competent witnesses, and me, Notary Public, duly authorized and acting for and in the parish and state first ascribed.

**WITNESSES:**

**Terrebonne Parish Consolidated Government**

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Its: Parish President

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**RULES OF TRAINING FACILITY  
HOUMA FIRE DEPARTMENT  
307 PLANT ROAD  
HOUMA La 70360**

**NFPA 1403 Live Fire Training**

**Scope and Purpose**

The purpose of this standard is to provide a process for live fire training evolutions to ensure that they are conducted in safe facilities, and that the exposure to health and safety hazards for the firefighters receiving the training is minimized.

- ◆ All live fire training shall be conducted in accordance with this policy at the HFD approved training facility.

**Live Fire Training General Guidelines**

Note: Acadian Ambulance shall be notified of all live fire training conducted at the HFD Facility. When possible someone certified to the Level of EMT-B shall be present at the burn but shall not be a student of the exercise.

**Pre-burn**

- ◆ Prior to training evolutions, the instructor in charge and training staff, (and personnel assisting the instructor in charge), shall conduct a survey of the site to identify and remove potential hazards from the exterior, and interior of the training structure.
- ◆ All instructors are responsible for completion of the live fire evolution checklist prior to training. A post burn checklist shall be completed. (Refer to the Training Facilities pre and post burn checklists)

**Establishing Zones**

- ◆ The Hot Zone is defined as the immediate area in which the actual training is to occur. The entire cement slab is considered the Hot Zone at the HFD Training Facility when conducting live fire training in the burn building.
- ◆ The Warm Zone is the area where apparatus are staged for training evolutions.
- ◆ The Cold Zone is the area beyond the Warm Zone as designated by the Officer in charge.

**Personal Protective Equipment (PPE)**

- ◆ Full PPE for the designated training shall be worn in the Hot Zone when a hazardous environment exists.

- ✦ Full PPE for the designated training is defined by NFPA 1971 and 1981.
- ✦ All other PPE for the designated training shall be designated by the safety officer in the pre-burn briefing.

## **Parking**

- ✦ Areas for the staging, operating, and parking of fire apparatus that are used in the live fire evolution shall be designated.
- ✦ Non fire apparatus parking shall be designated outside of the fenced in area of the Training Facility.
- ✦ EMS parking shall be designated if applicable.
- ✦ Press parking and staging shall be designated.
- ✦ When possible, reserve fire apparatus shall be dedicated to the training, to facilitate emergency response by the actual fire units, should the need arise.
- ✦ Ingress and egress routes shall be designated, identified and monitored to keep routes open.

## **Pre-Burn Briefing**

Prior to all actual live fire evolutions, a pre-burn briefing shall be conducted for all participants.

- ✦ No personnel shall be used for victims.
- ✦ Location of simulated victims should not be disclosed during the briefing, other than the possibility that one may be present.
- ✦ All features of the training areas and structure shall be described in the briefing.
- ✦ Prior to live fire evolutions, a walk-through shall be conducted and attended by all participants.
- ✦ A building evacuation plan shall be established and demonstrated to all participants (i.e. evacuation tone and/or air horn blast(s)).

## **Visitors/Press**

- ✦ All spectators (non participating members) shall be restricted to an area outside the Warm Zone, as established by the Safety Officer during the exercise.
- ✦ Control measures for the Visitor/Press areas such as ropes, signs and/or fire line tape shall be posted to indicate the Hot Zone.
- ✦ All visitors allowed into the Hot Zone shall be escorted at all times, and shall be in approved PPE for that zone.

## **Ignition Fuels**

- ✦ The instructor in charge shall document fuel loading, type of construction, and dimension of rooms.
- ✦ Only approved fuels and ignition devices approved by the training facility shall be utilized at the HFD Training Facility.
- ✦ All fuels and ignition devices shall be provided by the department utilizing the facility.

## **Ignition Officer**

- ✦ At least one person shall be appointed the ignition officer by the instructor-in-charge, unless multiple are required per the specific evolution.
- ✦ The ignition officer shall wear full PPE with SCBA.
- ✦ A charged hose line shall ready for immediate use during ignition.

## **Safety Officer**

- ✦ A safety officer shall be appointed for all live fire training evolutions. This person shall be a Houma Fire Department employee and shall be at least a Certified Fire Instructor 1.
- ✦ The safety officer shall have the authority, regardless of rank to intervene and control any aspect of the operations when, in his or her judgment, potential or actual danger, accident or unsafe condition exists.
- ✦ The safety officer shall provide for the safety of all persons on the scene including: students, instructors, visitors and spectators.
- ✦ The safety officer shall not be assigned other duties.
- ✦ Additional safety personnel (if needed by the safety officer) may be located in the structure. These positions will be assigned after consideration by both the Instructor in Charge and the Safety Officer.

## **Instructor-In-Charge**

- ✦ The instructor in charge shall determine, prior to each specific evolution, the number of attack lines and back up lines that are necessary
- ✦ Each hose line shall be capable of delivering a minimum of 95 GPM.
- ✦ Back up lines shall be provided to ensure protection of personnel on training attack lines.
- ✦ One instructor per each functional crew, which shall not exceed 5 students.

- ✦ One instructor to each back up line.
- ✦ One additional instructor for each additional functional assignment.

### **Additional Precautions**

- ✦ Fires shall not be located in designated exit paths
- ✦ Training shall be postponed or cancelled due to extreme weather conditions and or lightning.
- ✦ All PPE shall meet NFPA 1971
- ✦ SCBA shall meet NFPA 1981
- ✦ Personal alarm devices or (PASS) shall meet NFPA 1982
- ✦ All instructors shall take a head count (PAR) when entering and exiting the burn building during an actual attack evolution.
- ✦ Rehab shall be provided for all participants including food & fluid replenishment and relief from climatic conditions.

## Live Fire Accountability Checklist

Incident Commander: \_\_\_\_\_ SS#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor in Charge: \_\_\_\_\_ SS#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Safety Officer(s): \_\_\_\_\_

Ignition Officer: \_\_\_\_\_

Accountability Officer: \_\_\_\_\_

Driver/Engineer (Primary Apparatus): \_\_\_\_\_

Driver/Engineer (Secondary Apparatus): \_\_\_\_\_

Incident Rehabilitation Officer: \_\_\_\_\_

Inside Instructors (Primary):

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Outside Instructors (Secondary):

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

RIT Team(s):

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_



## Pre-burn Planning

\_\_\_\_ 1. Pre-burn plans made, showing the following:

- ☐ Site plan drawing, including all exposures
- ☐ Floor plan detailing all rooms, hallways, and exterior openings
- ☐ Location of command post
- ☐ Position of all apparatus
- ☐ Position of all hoses, including backup lines
- ☐ Location of emergency escape routes
- ☐ Location of emergency evacuation assembly area
- ☐ Location of ingress and egress routes for emergency vehicles

\_\_\_\_ 2. Available water supply determined

\_\_\_\_ 3. Required fire flow determined for the acquired structure/live fire training structure/burn prop and exposure buildings:

*Critical Flow = Building Length X Width X Height / 100 = \_\_\_\_\_ GPM*

\_\_\_\_ 4. Required reserve flow determined (50 percent of fire flow): \_\_\_\_\_ *GPM*

\_\_\_\_ 5. Apparatus pumps obtained that meet or exceed the required fire flow for the building and Exposures

\_\_\_\_ 6. Separate water sources established for attack and backup hose lines

\_\_\_\_ 7. Periodic weather reports obtained

\_\_\_\_ 8. Parking areas designated and marked:

- ☐ Apparatus staging
- ☐ Ambulances
- ☐ Police vehicles
- ☐ Press vehicles
- ☐ Private vehicles

\_\_\_\_ 9. Operations area established and perimeter marked

\_\_\_\_ 10. Communications:

Training ground radio channels shall be established.

## Pre-burn Procedures

\_\_\_\_ 1. All participants briefed:

- ☐ Building layout
- ☐ Crew and instructor assignments
- ☐ Safety rules
- ☐ Building evacuation procedure
- ☐ Evacuation signal (Demonstrate)

\_\_\_\_ 2. All hose lines checked:

- ☐ Sufficient size for the area of fire involvement
- ☐ Charged and test flowed
- ☐ Supervised by qualified instructors
- ☐ Adequate number of personnel

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\_\_\_\_ 3. Necessary tools and equipment positioned

\_\_\_\_ 4. Participants checked:

- ☐ Approved full protective clothing
- ☐ Self-contained breathing apparatus (SCBA)
- ☐ Adequate SCBA air volume
- ☐ All equipment properly donned

## Post-Burn Procedures

\_\_\_\_ 1. All personnel accounted for

\_\_\_\_ 2. Remaining fires overhauled, as needed

\_\_\_\_ 3. Building inspected for stability and hazards where more training is to follow (*see Training Structure Preparation section*)

\_\_\_\_ 4. Training critique conducted

\_\_\_\_ 5. Records and reports prepared, as required:

- ☐ Account of activities conducted
- ☐ List of instructors and assignments
- ☐ List of other participants
- ☐ Documentation of unusual conditions or events
- ☐ Documentation of injuries incurred and treatment rendered
- ☐ Documentation of changes or deterioration of training center burn building
- ☐ Student training records
- ☐ Certificates of completion

## **Responsibilities of Personnel**

### **Instructor-in-Charge**

- \_\_\_\_\_ 1. Plan and coordinate all training activities
- \_\_\_\_\_ 2. Monitor activities to ensure safe practices
- \_\_\_\_\_ 3. Inspect building integrity prior to each fire
- \_\_\_\_\_ 4. Assign instructors:
  - ☐ Attack hoselines
  - ☐ Backup hoselines
  - ☐ Functional assignments
  - ☐ Teaching assignments
- \_\_\_\_\_ 5. Brief instructors on responsibilities:
  - ☐ Accounting for assigned students
  - ☐ Assessing student performance
  - ☐ Clothing and equipment inspection
  - ☐ Monitoring safety
  - ☐ Achieving tactical and training objectives
- \_\_\_\_\_ 6. Assign coordinating personnel, as needed:
  - ☐ Emergency medical services (EMS)
  - ☐ Communications
  - ☐ Water Supply
  - ☐ Apparatus staging
  - ☐ Equipment staging
  - ☐ Breathing apparatus (SCBA)
  - ☐ Personnel welfare
  - ☐ Public relations
- \_\_\_\_\_ 7. Ensure adherence to this standard by all persons within the training area

### **Safety Officer**

- \_\_\_\_\_ 1. Prevent unsafe acts
- \_\_\_\_\_ 2. Eliminate unsafe conditions
- \_\_\_\_\_ 3. Intervene and terminate unsafe acts
- \_\_\_\_\_ 4. Supervise additional safety personnel, as needed
- \_\_\_\_\_ 5. Coordinate lighting of fires with instructor-in-charge
- \_\_\_\_\_ 6. Ensure compliance of participants' personal equipment with applicable standards:
  - ☐ Protective clothing
  - ☐ SCBA
  - ☐ Personal alarm devices (PASS), where used
- \_\_\_\_\_ 7. Ensure all participants are accounted for, both before and after each evolution

### **Instructor**

- \_\_\_\_\_ 1. Monitor and supervise assigned students (no more than five per instructor)
- \_\_\_\_\_ 2. Inspect students' protective clothing and equipment
- \_\_\_\_\_ 3. Account for assigned students, both before and after evolutions

### **Student**

- \_\_\_\_\_ 1. Acquire prerequisite training

\_\_\_\_ 2. Become familiar with building layout

\_\_\_\_ 3. Wear approved full protective clothing

Wear approved self-contained breathing apparatus (SCBA)

Obey all instructions and safety rules

Provide documentation of prerequisite training, where from an outside agency

## **Evolution Objectives**

.Objective 1: \_\_\_\_\_

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Objective 2: \_\_\_\_\_

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Objective 3: \_\_\_\_\_

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Objective 4: \_\_\_\_\_

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Objective 5: \_\_\_\_\_

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## **Student Group Assignments**

### **Group 1**

**Team Leader:**

**Student:**

**Student:**

**Student:**

**Student:**

### **Group 2**

**Team Leader:**

**Student:**

**Student:**

**Student:**

**Student:**

### **Group 3**

**Team Leader:**

**Student:**

**Student:**

**Student:**

**Student:**

### **Group 4**

**Team Leader:**

**Student:**

**Student:**

**Student:**

**Student:**

### **Group 5**

**Team Leader:**

**Student:**

**Student:**

**Student:**

**Student:**