

Public comments regarding an agenda item, upon which a vote is to be taken, are allowed at board and committee meetings. Individuals should, when possible, comment on proposals during Committee hearings when an agenda item is considered. The Chair will allow public comment on an agenda item prior to a vote. Comments shall be limited to 3 minutes per person and shall be Germane to the issue under consideration. Proponents and opponents should fill out a comment card and file it with the Executive Director prior to the meeting. Cards will then be handed to the Chair for use during the appropriate comment period.

A. CALL TO ORDER

THE ENGLAND AUTHORITY EXECUTIVE COMMITTEE

November 20, 2025

Members: ZEB WINSTEAD, CHAIR; O'DAY LAVERGNE, VICE-CHAIR; JAMAR GAILES, SECRETARY-TREASURER

AGENDA

* Additions to the agenda may be made by unanimous consent

- Solicit and hear public comments on Agenda items.
- 1. Motion to approve the minutes of September 16, 2025, Executive Committee meeting.
- 2. Motion to approve the minutes of September 25, 2025, Executive Committee meeting.
- 3. Motion to approve the minutes of November 12, 2025, Executive Committee meeting.

THE ENGLAND AUTHORITY ADMIN/LEGAL COMMITTEE

November 20, 2025

Members: STEVEN MANSOUR, CHAIR; CHARLIE WEEMS, VICE-CHAIR

Trey Crump, Joshua Dara, Sr., Jamar Gailes, Oday Lavergne, Myron Lawson, Jr., Joe McPherson, Patrick O'Quin, Zeb Winstead

AGENDA

* Additions to the agenda may be made by unanimous consent

- Solicit and hear public comments on Agenda items.
- 1. Motion to approve the minutes of October 23, 2025, Admin/Legal Committee meeting.
- 2. Briefing on review of Millionaire lease.
- 3. Review of the Court System, as well as introduction and discussion of the Airpark's 5 Year Capital Improvement Program.
- 4. Resolution by Chair, Zeb Winstead to enact EEIDD Ordinances 2-110 through 2-130, and to amend Ordinance 4-2, to establish administrative court system, to provide for appointment of hearing officer, to provide for administrative adjudication, enforcement, and judicial review of EEIDD regulatory violations.

5. Motion by Commissioner Joe McPherson to amend EEIDD Ordinances Section 6-88(f) to provide for submission of a rolling five-year operating forecast and rolling five-year capital projects plan.
6. Motion by Commissioner Oday Lavergne to amend EEIDD Ordinances Sections 2-56, 2-57, 2-58, 2-78, 2-105, 6-88, 6-293, 6-321, 8-2, 8-30, 8-31 to provide for repeal and replacement of references to standing committees of the Board.

THE ENGLAND AUTHORITY
FINANCE/AUDIT COMMITTEE
November 20, 2025

Members: JOE MCPHERSON, CHAIR; TREY CRUMP, VICE-CHAIR

Joshua Dara, Sr., Jamar Gailes, Oday Lavergne, Myron Lawson, Jr., Steve Mansour, Patrick O'Quin, Charlie Weems, Zeb Winstead

AGENDA

* Additions to the agenda may be made by unanimous consent

- Solicit and hear public comments on Agenda items.
 1. Motion to approve the minutes of October 23, 2025, Finance/Audit Committee meeting.
 2. To receive schedule of paid invoices for the month of October 2025.

THE ENGLAND AUTHORITY
ECONOMIC DEVELOPMENT COMMITTEE
November 20, 2025

Members: PATRICK O'QUIN, CHAIR; JOE MCPHERSON, VICE-CHAIR

Trey Crump, Joshua Dara, Sr., Jamar Gailes, Myron Lawson, Jr., Oday Lavergne, Steven Mansour, Charlie Weems, Zeb Winstead

AGENDA

* Additions to the agenda may be made by unanimous consent

- Solicit and hear public comments on Agenda items.
 1. Motion to approve the minutes of October 23, 2025, Economic Development Committee meeting.
 2. Motion to authorize the Executive Director to execute a lease between EEIDD and Sol Powerlines, LLC, for building #1433 located at 2109 Frank Luke Blvd.

THE ENGLAND AUTHORITY
CAPITAL PROJECT COMMITTEE
November 20, 2025

Members: CHARLIE WEEMS, CHAIR; JOSHUA DARA, SR., VICE-CHAIR

Trey Crump, Jamar Gailes, Oday Lavergne, Myron Lawson, Jr., Oday Lavergne, Steve Mansour, Joe McPherson, Zeb Winstead

AGENDA

* Additions to the agenda may be made by unanimous consent

➤ Solicit and hear public comments on Agenda items.

1. Motion to approve the minutes of October 23, 2025, Capital Project Committee meeting.
2. Motion to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H.016643 between the Louisiana Department of Transportation and Development and the EEIDD for the South Ramp Expansion & Taxiway Realignment in the amount of \$1,000,000.00 (One Million Dollars and Zero Cents).
3. Motion to authorize Executive Director to execute firefighting contract between EEIDD and Centerra Group, LLC, to provide firefighting services for England Airpark and Alexandria International Airport.
4. Motion to authorize Executive Director to execute an Intergovernmental Agreement between the Rapides Parish Sheriff's Office and the EEIDD for the transfer of two EEIDD surplus vehicles.
5. Motion authorizing the Executive Director to accept the lowest responsible bid from (Vendor/Company) in the amount of (\$xxx,xxx) for the purchase of new terminal seating, and to execute all necessary documents thereto.
6. Review updates on Capital Projects.

**THE ENGLAND AUTHORITY
BOARD OF COMMISSIONERS**

<i>Zeb Winstead, Chair</i>	<i>Myron Lawson, Jr.</i>
<i>Oday Lavergne, Vice-Chair</i>	<i>Steve Mansour</i>
<i>Jamar Gailles, Secretary/Treasurer</i>	<i>Joe McPherson</i>
<i>Trey Crump</i>	<i>Patrick O'Quin</i>
<i>Joshua Dara, Sr.</i>	<i>Charlie Weems</i>

**REGULAR MEETING
November 20, 2025
England Authority Board Room
AGENDA**

Public comments regarding an agenda item, upon which a vote is to be taken, are allowed at board and committee meetings. Individuals should, when possible, comment on proposals during Committee hearings when an agenda item is considered. The Chair will allow public comment on an agenda item prior to a vote. Comments shall be limited to 3 minutes per person and shall be Germane to the issue under consideration. Proponents and opponents should fill out a comment card and file it with the Executive Director prior to the meeting. Cards will then be handed to the Chair for use during the appropriate comment period.

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Roll Call
- E. Public Comments or Questions
- F. Active Items

1. Motion to approve the minutes of October 23, Regular Board meeting.
2. Motion to amend EEIDD Ordinances Section 6-88(f) to provide for submission of a rolling five-year operating forecast and rolling five-year capital projects plan.
3. Motion to amend EEIDD Ordinances Sections 2-56, 2-57, 2-58, 2-78, 2-105, 6-88, 6-293, 6-321, 8-2, 8-30, 8-31 to provide for repeal and replacement of references to standing committees of the Board.
4. Motion to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H.016643 between the Louisiana Department of Transportation and Development and the EEIDD for the South Ramp Expansion & Taxiway Realignment in the amount of \$1,000,000.00 (One Million Dollars and Zero Cents).
5. Motion to authorize Executive Director to execute firefighting contract between EEIDD and Centerra Group, LLC, to provide firefighting services for England Airpark and Alexandria International Airport.
6. Motion to authorize Executive Director to execute an Intergovernmental Agreement between the Rapides Parish Sheriffs Office and the EEIDD for the transfer of two EEIDD surplus vehicles.
7. Motion authorizing the Executive Director to accept the lowest responsible bid from (Vendor/Company) in the amount of (\$xxx,xxx) for the purchase of new terminal seating, and to execute all necessary documents thereto. **(Bids to be received the day of the Board Meeting. Information will be updated to present at the Board Meeting.)**

8. Motion to authorize the Executive Director to execute a lease between EEIDD and Sol Powerlines, LLC, for building #1433 located at 2109 Frank Luke Blvd.
9. Final adoption of Resolution to enact EEIDD Ordinances 2-110 through 2-130, and to amend Ordinance 4-2, to establish administrative court system, to provide for appointment of hearing officer, to provide for administrative adjudication, enforcement, and judicial review of EEIDD regulatory violations.
10. Motion to enter into contractual agreement with Bloom Golf Management for Oak Wing management, effective January 5, 2026.
11. Enter Executive Session for discussion of character, professional competency of Executive Director, establishing an Annual Rating and Performance Evaluation form regarding same. La. R.S. 42:17(A)(1).

ADDITIONS TO AGENDA
(By unanimous vote)

- G. Comments by Legal Counsel
- H. Comments or Questions by Commissioners
- I. Comments by Executive Director
- J. Staff Reports –
 - 1) Financial
 - 2) Air Traffic
 - 3) Economic Development/Operations
- K. Public Comments or Questions
- L. Adjourn

EXECUTIVE COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
November 12, 2025

The regular meeting of the Executive Committee of the England Economic and Industrial Development District was held on **Wednesday, November 12, 2025**, at 1412 Centre Court, Suite 504, Alexandria, LA.

The Chair, Mr. Zeb Winstead, called the meeting to order at 1:00 p.m.

The following were present: Mr. Zeb Winstead, Mr. Oday Lavergne and Mr. Jamar Gailes.

Others present were Mr. Ralph Hennessy and Matt Nowlin, Legal Counsel.

Discussion of Administrative Court System and Airpark's 5-Year Capital Improvement Program.

Discussion of Committee and Committee Structures.

Discussion of Board Meeting agenda items.

Update on Airpark activity from Executive Director.

Update on Oak Wing Management Contract selection.

There being no further business to discuss, Mr. Winstead adjourned the Executive Committee.

Mr. Zeb Winstead, Committee Chair
EXECUTIVE COMMITTEE
England Economic & Industrial Development District

ADMIN/LEGAL COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
October 23, 2025

The regular meeting of the Admin/Legal Committee of the England Economic and Industrial Development District was held on **Thursday, October 23, 2025**, in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

The Committee Chair, Mr. Steven Mansour, requested roll call.

The following were present: Mr. Steven Mansour, Mr. Charlie Weems, Mr. Trey Crump, Mr. Joshua Dara, Sr., Mr. Myron Lawson, Jr., Mr. Joe McPherson, Mr. Patrick O'Quin, Mr. Zeb Winstead

Absent: Mr. Jamar Gailes, Mr. Oday Lavergne

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 25, 2025, ADMIN/LEGAL COMMITTEE MEETING.

Motion by **Mr. Zeb Winstead**, Second by **Mr. Myron Lawson, Jr.**, to approve the minutes of the September 25, 2025, Admin/Legal Committee meeting.

On vote, motion carried.

Mr. Mansour stated that there were no further items to discuss and asked if there were any public comments or additions to the agenda.

There being none, Mr. Mansour adjourned the Admin/Legal Committee.

Chair, Mr. Zeb Winstead, called upon Commissioner Joe McPherson, Chair of the Finance/Audit Committee.

Mr. Steven Mansour, Committee Chair
ADMIN/LEGAL COMMITTEE
England Economic & Industrial Development District

FINANCE/AUDIT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
October 23, 2025

The regular meeting of the Finance/Audit Committee of the England Economic and Industrial Development District was held on **Thursday, October 23, 2025**, in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

The Committee Chair, Mr. Joe McPherson, requested a roll call.

The following were present: Mr. Joe McPherson, Mr. Trey Crump, Mr. Joshua Dara, Sr., Mr. Myron Lawson, Jr., Mr. Steven Mansour, Mr. Patrick O'Quin, Mr. Charlie Weems, Mr. Zeb Winstead

Absent: Mr. Jamar Gailes, Mr. Oday Lavergne

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 25, 2025, FINANCE/AUDIT COMMITTEE MEETING.

Motion by **Mr. Zeb Winstead**, Second by **Mr. Myron Lawson, Jr.**, to approve minutes of the September 25, 2025, Finance/Audit Committee meeting.

On vote, motion carried.

TO RECEIVE SCHEDULE OF PAID INVOICES FOR THE MONTH OF SEPTEMBER 2025.

The Commissioners reviewed the schedule of paid invoices for the month of September 2025. There were no questions or comments upon reviewing.

Mr. McPherson stated that there were no further items to discuss and asked if there were any public comments or additions to the agenda.

There being none, Mr. McPherson adjourned the Finance Committee.

Chair, Mr. Zeb Winstead, called upon Commissioner Patrick O'Quin, Chair of the Economic Development Committee.

Mr. Joe McPherson, Committee Chair
FINANCE/AUDIT COMMITTEE
England Economic & Industrial Development District

**ECONOMIC DEVELOPMENT COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
October 23, 2025**

The regular meeting of the Economic Development Committee of the England Economic and Industrial Development District was held on **Thursday, October 23, 2025**, in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

The Chair, Mr. Patrick O'Quin, requested a roll call.

The following were present: Mr. Patrick O'Quin, Mr. Joe McPherson, Mr. Trey Cump, Mr. Joshua Dara, Sr., Mr. Myron Lawson, Jr., Mr. Steven Mansour, Mr. Charlie Weems, Mr. Zeb Winstead.

Absent: Mr. Jamar Gailles, Mr. Oday Lavergne

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 25, 2025, ECONOMIC DEVELOPMENT COMMITTEE MEETING.

Motion by **Mr. Zeb Winstead**, Second by **Mr. Steve Mansour**, to approve minutes of September 25, 2025, Economic Development Committee meeting.

On vote, motion carried.

The Chair, Mr. O'Quin, stated that there were no further items to discuss and next called for any additions or public comments.

There being none, Mr. O'Quin adjourned the Economic Development Committee.

Mr. Zeb Winstead called on Mr. Weems, Chair of the Capital Projects Committee.

Mr. Patrick O'Quin, Committee Chair
ECONOMIC DEVELOPMENT COMMITTEE
England Economic and Industrial Development District

**CAPITAL PROJECTS COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
October 23, 2025**

The regular meeting of the Capital Projects Committee of the England Economic and Industrial Development District was held on **Thursday, October 23, 2025**, in the England Authority Board Room, 1611 Arnold Drive, Alexandria, Louisiana.

The Committee Chair, Mr. Charlie Weems, requested a roll call.

The following were present: Mr. Charlie Weems, Mr. Joshua Dara, Sr., Mr. Trey Crump, Mr. Myron Lawson, Jr., Mr. Steven Mansour, Mr. Joe McPherson, Mr. Patrick O'Quin, Mr. Zeb Winstead.

Absent: Mr. Jamar Gailes, Mr. Oday Lavergne

MOTION TO APPROVE THE MINUTES OF SEPTEMBER 25, 2025, CAPITAL PROJECT COMMITTEE MEETING.

Motion by **Mr. Zeb Winstead**, Second by **Mr. Myron Lawson, Jr.**, to approve the minutes of September 25, 2025, Capital Project Committee meeting.

On vote, motion carried.

MOTION TO ADOPT RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE SPONSOR/STATE AGREEMENT NO. H.016715 BETWEEN THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AND THE EEIDD FOR THE RUNWAY 18 EXTENSION-APPROACH DESIGN IN THE AMOUNT OF \$65,035.00 (SIXTY-FIVE THOUSAND, THIRTY-FIVE DOLLARS AND ZERO CENTS).

Motion by **Mr. Myron Lawson, Jr.**, Second by **Mr. Zeb Winstead** to adopt resolution authorizing the Executive Director to execute Sponsor/State Agreement No. H.016715 between the Louisiana Department of Transportation and Development and the EEIDD for the Runway 18 Extension-Approach Design in the amount of \$65,035.00 (Sixty-Five Thousand, Thirty-Five Dollars and Zero Cents).

On vote, motion carried.

MOTION TO ADOPT RESOLUTION REQUESTING LADOTD, DIVISION OF AVIATION, TO PROVIDE ASSISTANCE FOR CONSTRUCTION OF VARIOUS AIRPORT RELATED PROJECTS AT ALEXANDRIA INTERNATIONAL AIRPORT.

Motion by **Mr. Myron Lawson, Jr.**, Second by **Mr. Zeb Winstead** to adopt resolution requesting LADOTD, Division of Aviation, to provide assistance for construction of various airport related projects at Alexandria International Airport.

On vote, motion carried.

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR TO ADOPT WORK AUTHORIZATION NUMBER 15 WITH W. D. SCHOCK COMPANY, INC. FOR THE NEIGHBORHOOD NOISE MITIGATION PROGRAM.

Motion by **Mr. Zeb Winstead**, Second by **Mr. Myron Lawson, Jr.**, to authorize Executive Director to adopt Work Authorization Number 15 with W. D. Schock Company, Inc. for the Neighborhood Noise Mitigation Program.

On vote, motion carried.

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE WORK CONTRACT WITH DEBORAH MURPHY LAGOS & ASSOCIATES, LLC FOR PART 150 NOISE PROGRAM COORDINATOR.

Motion by **Mr. Zeb Winstead**, Second by **Mr. Patrick O'Quin**, authorizing Executive Director to execute work contract with Deborah Murphy Lagos & Associates, LLC for Part 150 Noise Program Coordinator.

On vote, motion carried.

There being no further items to discuss, Mr. Weems adjourned the Capital Project Committee

Mr. Charlie Weems, Chair
CAPITAL PROJECTS COMMITTEE
England Economic and Industrial Development District

**OAK WING MANAGEMENT CONTRACT SELECTION COMMITTEE
THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
November 3, 2025**

The meeting of the Oak Wing Management Contract Selection Committee of the England Economic and Industrial Development District was held on **Monday, November 3, 2025**, in the England Authority Conference, 1611 Arnold Drive, Alexandria, Louisiana.

The following were present: Mr. Charlie Weems, Chair; Mr. Randy Ponthie; Mr. Corky Yates; Mr. Frank Brame; Mr. Sam Mahfouz, Mr. Ralph Hennessy; Mr. David Broussard; Mr. Scott Gammel

Call to order at 10:00 a.m.

Introduction and remarks by Mr. Charlie Weems.

Presentations by Elite Golf Management and then Bloom Golf Management.

Entered into Executive Session at 12:30 p.m. to discuss character, professional competency of Bloom Golf Management and Elite Golf Management, regarding submitted proposals. La. R.S. 42:17(A)(1), La. R.S. 39:1595(B)(7) (formerly La. R.S. 39:1593(C)(2)(c)). Came out of Executive Session at 1:00 p.m.

Motion made by Mr. Sam Mahfouz, Second by Mr. Frank Brame, to recommend entering into negotiations with Bloom Golf Management. On vote, motion carried.

With no further business to discuss, meeting was adjourned.

Mr. Charlie Weems, Committee Chair
OAK WING MANAGEMENT CONTRACT SELECTION COMMITTEE
England Economic & Industrial Development District

**THE ENGLAND ECONOMIC AND INDUSTRIAL DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS REGULAR SESSION
OCTOBER 23, 2025**

The England Economic and Industrial Development District met in Regular Session in the England Airpark Board Room, 1611 Arnold Drive, Alexandria, Louisiana, on **Thursday, October 23, 2025**.

Mr. Zeb Winstead, Chair of the England Authority, called the meeting to order at 4:13 p.m.

The England Economic and Industrial Development District was duly convened as the governing authority of said District by Mr. Zeb Winstead, Chair, who stated that the England Economic and Industrial Development District was ready for the transaction of business.

Present: Chair, Mr. Zeb Winstead, Mr. Trey Crump, Mr. Joshua Dara, Sr., Mr. Myron Lawson, Jr., Mr. Steve Mansour, Joe McPherson, Mr. Patrick O'Quin, Mr. Charlie Weems .

Absent: Mr. Jamar Gailes, Mr. Oday Lavergne

The invocation was led by Mr. Joshua Dara, Sr. and the Pledge of Allegiance by Mr. Zeb Winstead.

Also present were members of the England Authority staff: Mr. Ralph Hennessy, Executive Director, Mr. David Broussard, Deputy Director, Ms. Summer Steiner, Director of Finance and Human Resources, and Mr. Matt Nowlin, Legal Counsel.

Chair, Mr. Zeb Winstead, asked if there were any public comments or questions. Hearing none, Mr. Winstead proceeded with the action items.

MOTION TO APPROVE ACTIVE AGENDA ITEMS 1, 2, 3, 4, 5 AND 6 AS CONSENT.

Motion by **Mr. Steven Mansour**, second by **Mr. Myron Lawson, Jr.**, to approve active items 1, 2, 3, 4, 5 and 6 as consent. The Chair called for any comments from the Board or public. There being none, a vote was called, and motion carried.

UPDATE ON OAK WING MANAGEMENT CONTRACT SELECTION

Mr. Charlie Weems gave an update on the Oak Wing Management Contract Selection. Only two serious inquiries submitted. Interviews set up for Monday, November 3 at 10 a.m. It is the Committees intention to present a recommendation at the November meeting with estimated starting date of new or current firm to begin on January 1, 2026.

Comments by Legal Counsel: Mr. Matt Nowlin reminded Commissioners that ethics training and sexual harassment training needs to be completed by December 31, 2025. Update on CJT Bayou Cuisine litigation. Anticipated update probably in November. Depositions to be completed by the middle of November. Trial date set for May 5-6, 2026.

Questions by Commissioners: There were no questions or comments from Commissioners.

Comments by Executive Director: Mr. Hennessy informed Commissioners about an event taking place at the Community Center on Friday, October 31 at 10 a.m. Flyer was distributed via email and hard copy placed at each Commissioners station. Updated Commissioners with November and December meeting dates

adjusted due to holidays. Planning to have updated head shots and group photo at the November meeting. Recognized Jamal, with Delta Airlines, for the station being named station of the month for August.

Staff Reports:

- 1) **Financial:** Ms. Summer Steiner through three months we are 10% over budget on revenues and 5 ½% below on expenses. Audit is complete. Draft report has been received. Nick is unable to make the November meeting but will possibly attend in December to give his presentation. Everything for bank transition has been set up.
- 2) **Air Traffic:** Mr. Ralph Hennessy reported that traffic is up and fuel sales are up. For the month of September, 1.5 million gallons is a record. Prior record was 1.2 million gallons.
- 3) **Economic Development/Operations:** Mr. David Broussard reported on Louisiana Economic Development revamp. Allocated \$150 million for site readiness. Money is available now. Sitting in on webinar next week to learn more of the weeds about it. Grant is highly competitive. Must spend money in nine months. Website is called Louisiana Fast Sites. Ucore COO was in town with a potential plant manager they are trying to recruit from out of state.

Public Comments or Questions: None

There being no further business, Mr. Zeb Winstead adjourned the meeting at 4:38 p.m.

Zeb Winstead, Chair

*England Economic and Industrial Development District
Board of Commissioners*

Jamar Gailes, Secretary/Treasurer

*England Economic and Industrial Development District
Board of Commissioners*



BOARD OF COMMISSIONERS MEETING

DATE: _____

TITLE:

EXPLANATION:

ATTACHMENTS INCLUDED:

- ☐ Document/Proposal Attached
- ☐ Term Sheet Attached
- ☐ Financials Attached
- ☐ N/A

FINANCIAL/BUDGET INFORMATION:

Title: _____

Number: _____

Balance of Account: _____

Amount of Expense: _____

Amount Remaining: _____

SUBMITTED BY:

Executive Director	_____
Deputy Director, Airport & Capital Projects	_____
Deputy Director, England Airpark	_____
Director of Finance & Human Resources	_____
Commissioner	_____

COMMITTEE:

- ☐ Admin/Legal
- ☐ Finance/Audit
- ☐ Economic Development
- ☐ Capital Projects

EEIDD LEASE INFORMATION FORM

1. Lessee: SolScapes, LLC.

2. Name:

Address: 1301 Wall Street Lecompte, LA 71346

Tax ID:

3. Premises:

Building No. 1433

Square Ft. 6,352

Address: 2109 Frank Luke Blvd

Movables: N/A

4. Term:

Number of Years: 3

Beginning Date: January 1, 2026

Ending Date: December 31, 2029

5. Option to Renew:

Number of Options: 2

Term of Option: one (1) year

6. Use of Premises: Mechanic shop

7. Rental:

Base Rent: \$4.50 sq ft or \$28,584.00 annually/\$2,382 monthly

Percentage Rent (If applicable): Annual CPIU

8. Security Deposit: \$4,764.00 or irrevocable letter of credit

9. Insurance: Amount of Liability Insurance Required: \$1,000,000.00

Workers Comp: Yes

Property: Yes

Auto: Yes

10. Utilities: Lessee

11. Employees:

12. Maintenance: Lessor will maintain the foundation, roof, and structure.

13. Improvements:

Signed: _____



Executive Director



Deputy Director, England Airpark



BOARD OF COMMISSIONERS MEETING

DATE: _____

TITLE:

EXPLANATION:

ATTACHMENTS INCLUDED:

- ☐ Document/Proposal Attached
- ☐ Term Sheet Attached
- ☐ Financials Attached
- ☐ N/A

FINANCIAL/BUDGET INFORMATION:

Title: _____

Number: _____

Balance of Account: _____

Amount of Expense: _____

Amount Remaining: _____

SUBMITTED BY:

Executive Director	_____
Deputy Director, Airport & Capital Projects	_____
Deputy Director, England Airpark	_____
Director of Finance & Human Resources	_____
Commissioner	_____

COMMITTEE:

- ☐ Executive
- ☐ Admin/Legal
- ☐ Finance/Audit
- ☐ Economic Development
- ☐ Capital Projects

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

AGREEMENT

STATE PROJECT NO. H.016643
SOUTH RAMP EXPANSION & TAXIWAY REALIGNMENT
ALEXANDRIA INTERNATIONAL AIRPORT
RAPIDES PARISH

THIS AGREEMENT, made and executed in two (2) original copies on this _____ day of _____, 20____, by and between the Louisiana Department of Transportation and Development, hereinafter referred to as "DOTD", and the England Economic and Industrial Development District, a political subdivision of the State of Louisiana, responsible for all matters pertaining to the Alexandria International Airport, hereinafter referred to as "Sponsor";

WITNESSETH: That;

WHEREAS, the Sponsor has requested funding assistance to finance certain improvements at the Alexandria International Airport as described herein; and,

WHEREAS, Act 451 of the 1989 Regular Session of the Louisiana Legislature, authorized the financing of the certain airport improvements from funds appropriated from the Transportation Trust Fund; and,

WHEREAS, the Louisiana Legislature has granted approval of the project as listed in the Aviation Needs and Project Priority Program; and

WHEREAS, reimbursement for project costs will not exceed the estimated project cost as approved by the legislature and allocated to the DOTD Aviation Program for the fiscal year in which the project was approved by the legislature, unless DOTD agrees to participate in the increase and additional funds become available; and

WHEREAS, DOTD is agreeable to the implementation of this project and desires to cooperate with the Sponsor provided certain requirements are adhered to as hereinafter provided:

NOW, THEREFORE, in consideration of the premises and mutual dependent covenants herein contained, the parties hereto agree as follows:

ARTICLE I - PROJECT DESCRIPTION

1.1 The improvement that is to be undertaken under this project will consist generally of construction of the South Ramp Expansion and Taxiway Realignment.

1.2 The project numbers and title of this agreement will be used for identification purposes on all correspondence, plans, progress reports, invoices, et cetera, prepared in the performance of these services.

ARTICLE II - PROJECT RESPONSIBILITY

2.1 DOTD employees will not be required to supervise or perform such other services in connection with the development of this project except as specifically set forth herein; however, the Sponsor will assume full responsibility and Sponsorship for the project development and shall hold DOTD harmless in the event of any loss or damage of any kind incident to or occasioned by deeds undertaken in pursuance of this agreement.

ARTICLE III – CERTIFICATION AND COMPLIANCE

3.1 Sponsor certifies by the signing of this agreement that each phase of this project, as well as all documents associated with this project, will be completed in accordance with all applicable Federal and State guidelines and/or regulations. It is solely the responsibility of the Sponsor to certify the appropriate development, completion and authenticity of all work and documents required of the Sponsor throughout this project. Three (3) separate Sponsor Certifications incorporated by reference herein and attached to and made part of this agreement, shall be completed, signed and sent to DOTD after each specified phase of the project as indicated in the Certifications attached hereto.

3.2 DOTD does not provide certification of any document nor work performed and is not responsible for same in accordance with Article II as stated above.

ARTICLE IV – FUNDING

4.1 Except for services hereinafter specifically listed to be furnished at the expense of DOTD or the Sponsor if provided in this agreement under Article I, the cost of this project will be reimbursed to the sponsor with DOTD contributing an amount not to exceed \$1,000,000.00. Any other costs beyond \$1,000,000.00 will be born solely by the sponsor, unless approved by DOTD after a written request is made by the sponsor in accordance with R.S. 2:806.A, 2:807.B and 2:810. All such overages may not be approved until after the project is complete and at the end of the State's fiscal year, to determine if funds are available after all higher priorities have been considered. The Sponsor, at its own expense, may incorporate items of work not eligible for DOTD participation into the construction contract if it so desires.

4.2 The continuation of this agreement is contingent upon the appropriation of funds by the Louisiana Legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such

appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

ARTICLE V – TAXES

5.1 Sponsor agrees that the responsibility for payment of taxes, if any, from the funds received under this agreement, supplements and/or legislative appropriation shall be the Sponsor's obligation and shall be identified under Federal Tax Identification Number shown on the signature page.

ARTICLE VI - COST REIMBURSEMENTS

6.1 The Sponsor shall submit its request for reimbursement on the approved LADOTD-Aviation Division form titled LADOTD REQUEST FOR REIMBURSEMENT FOR AIRPORT PROGRAMS, and only for work that has been completed and for eligible expenses incurred that have been paid in full by the Sponsor. The request for reimbursement shall not exceed one (1) submittal per month; and shall be not less than the amount of \$250.00 (state share), except for the final Request for Reimbursement, which can be for any remaining amount.

6.2 The Sponsor shall maintain invoices and copies of the checks for invoice payments for reimbursement. Both the engineer and Sponsor shall certify that the completed work shown on each payment request is an accurate representation of the work accomplished during the estimated period and that the work substantially complies with the plans and specifications. All charges shall be subject to verification, adjustment, and/or settlement by DOTD's Program Manager and/or Audit Officer. The Sponsor shall withhold retainage in accordance with State Law (i.e., 10% up to \$500,000 and 5% thereafter).

6.3 The Sponsor acknowledges that DOTD will not participate in the cost of those items not constructed in accordance with the plans and specifications. In this event, the Sponsor will be obligated to assume full financial responsibility.

6.4 The Sponsor shall submit all final billings for all phases of work within three months after the final inspection of the project unless prior arrangements have been made with DOTD. Failure to submit these billings prior to the completion of this three-month period shall result in the project being closed on previously billed amounts and any unbilled cost shall be the responsibility of the Sponsor.

6.5 The Sponsor shall reimburse DOTD any and all amounts, which may be cited by DOTD due to the Sponsor's noncompliance with Federal/State laws and/or regulations. The cited amounts reimbursed by the Sponsor shall be returned to the Sponsor upon clearance of the citation(s). Additionally, no new projects will be approved until such time as the cited amount is reimbursed to DOTD.

6.6 DOTD's participation in the project shall in no way be construed to make DOTD a party

to the contract between the Sponsor and its consultant/contractor.

ARTICLE VII – COST RECORDS

7.1 The Sponsor and all others employed by it in connection with this project shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred relative to this project and shall keep such material available at their respective offices at all times during the contract period and for three years from the date of final payment for the project. Additionally, all such materials shall be available for inspection by DOTD, the Legislative Auditor, the FAA, or any authorized representative of the federal government under applicable state and federal regulations, at all reasonable times during the contract period and for three years from the date of final payment.

ARTICLE VIII – ENGINEERING

8.1 The Sponsor is responsible for assuring all necessary surveys, engineering reports, plans, specifications and cost estimates for the project are in accordance with the applicable FAA/DOTD requirements, and the sponsor shall submit one (1) copy of the executed Engineering Service Agreement to DOTD along with Sponsor Certification #1 which is incorporated by reference herein and attached to and made a part of this agreement.

ARTICLE IX – REAL PROPERTY ACQUISITION

9.1 Real Property Acquisition is addressed in the Sponsor Certification #2 incorporated by reference herein and attached to and made a part of this agreement. This Sponsor Certification must be submitted to DOTD after real Property is acquired or leased, or a contract has been executed thereto.

9.2 If any funds covered by this agreement are to be used for the purchase of immovable property, the Sponsor shall have prepared a Phase I Environmental Site Assessment of the property. This assessment shall be prepared in accordance with the latest edition of ASTM E 1527, by an experienced environmental consultant qualified to perform the assessment. Any purchase agreement shall contain an agreement by the seller that it shall warrant and guarantee to the Sponsor that the property is free of all hazards identified by the environmental assessment as existing or suspected and this guarantee shall be a part of any act of sale for the immovable property. A copy of the environmental assessment and a certified copy of the purchase agreement, containing the warranty and/or guarantee, shall be provided to DOTD. Where land acquisition is a pre-requisite to construction, the Sponsor shall provide DOTD with proof of ownership prior to starting construction.

ARTICLE X - BID PROCESS

10.1 Construction projects shall be advertised in accordance with Louisiana Revised Statutes.

10.2 Sponsor shall solicit bids for the services, labor and materials needed to construct the project in accordance with the public bid laws of the State, including, but not limited to R.S. 38:2211, et seq., applicable to political subdivisions of the State. Sponsor shall also keep a

procurement file relative to the necessary acquisition of services, labor and materials needed to complete the project. DOTD may request review of the documents at any time. Sponsor shall maintain copies of the three lowest bidders' proposal sheets and bid bonds. The Sponsor shall also maintain:

1. The bid tabulation, including engineer's estimate, verified by the Sponsor.
2. Contractor's Equal Employment Opportunity plan.
3. A statement of contractor's qualifications.
4. Proof of publication of the advertisement for bids.
5. A non-collusion affidavit.
6. The Sponsor's official action, recommending acceptance of the bid submitted by the lowest qualified bidder.

10.3 The award of a contract shall be made within 30 calendar days of the date specified for public opening of bids, unless extended by the Sponsor. The contract and bond shall be recorded in the Clerk of Court's office for the parish or parishes where the project is to be constructed.

10.4 Following the execution of the contract, the Sponsor shall send to DOTD one copy of the executed contract, and project's bid set specifications with the plans bound in the specifications book as an attachment on 11" x 17" fold-out paper. The Sponsor shall also maintain insurance certificates and proof of recordation of the original contract performance bond.

ARTICLE XI – CONSTRUCTION

11.1 The Sponsor shall provide technical administration and inspection including testing during the project construction. The Sponsor may utilize its consultant to provide these services through preparation of a supplemental agreement to the original ESA or may hire a third party to provide these services.

11.2 A pre-construction meeting shall be held at the airport within fifteen (15) working days after the DOTD/FAA has given approval to start construction. Construction contracts need not be signed prior to the pre-construction meeting, but must be signed prior to starting work. The Sponsor (or consultant) shall host the meeting and follow the current DOTD/FAA Pre-Construction Check-List. Within five (5) days following the meeting, copies of the Pre-Construction Check-List, along with minutes of the meeting, shall be sent to all parties requesting copies. Tenants shall be notified of the pre-construction meeting and status meetings. They shall also be notified in writing ten (10) working days prior to any planned runway/airport closures. Periodic inspections may be made by DOTD.

11.3 The Sponsor is responsible for maintaining project construction records in accordance with DOTD standards for a minimum of three (3) years. All construction directives, procedures,

and documents of pay records shall be available for inspection by DOTD.

11.4 The project specifications shall be used as the basis for all construction. If there is an error or discrepancy in the specifications, the policies and procedures of FAA and/or DOTD shall be used to make corrections. A plan change shall be required, and the Sponsor may be liable for any additional cost. DOTD may participate in such eligible cost, only if funds are available. The ability of DOTD to participate in the financial cost increase may be reviewed after the project is complete and at the end of the State's fiscal year, to determine if funds are available.

ARTICLE XII – CIVIL RIGHTS

12.1 The Sponsor agrees that the project shall be developed in full, in accordance with the principles and intents contained in DOTD's latest Title VI Plan and that the same or closely related procedures providing for involvement of the Sponsor designated civil rights specialist in appropriate key stages of project development as identified in the aforementioned Title VI Plan, will be followed.

12.2 Further, the Sponsor agrees that its own employment policies and practices shall afford fair and nondiscriminatory employment opportunities to all employees and applicants for employment and that a viable affirmative action program is maintained in the interest of increasing employment opportunities for minorities, women and other disadvantaged persons. It is understood that the Sponsor, as a recipient of federal financial assistance under this agreement, is subject to monitoring and review of its civil rights activities by DOTD and agrees to cooperate with DOTD officials in the achievement of civil rights objectives prescribed in the agreement and in any contracts resulting herefrom.

ARTICLE XIII – DBE REQUIREMENTS

13.1 It is the policy of the U.S. Department of Transportation that small business firms owned and controlled by socially and economically disadvantaged persons and other persons defined as eligible in Title 49 Code of Federal Regulations, Part 26 (49 CFR 26) shall have maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the requirements of 49 CFR 26 apply to this project.

13.2 The Sponsor or its contractor agrees to ensure that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR 26, have maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. The Sponsor or its contractor shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that such firms have maximum opportunity to compete for and perform contracts. The Sponsor or its contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract.

13.3 The preceding Policy and DBE Obligation shall apply to this project and shall be included in the requirements on any contract or subcontract. Failure to carry out the requirements set forth therein shall constitute a breach of this agreement and, after notification by DOTD, may result in termination of this agreement by DOTD, or other such remedy, as

DOTD deems appropriate.

13.4 The Sponsor or its contractor shall utilize the services of banks in the community, which are owned and controlled by minorities, when feasible and beneficial.

13.5 The above requirements shall be expressly included in and written in all subcontracts entered by the Sponsor or contractor.

ARTICLE XIV – FINAL INSPECTION, ACCEPTANCE, REIMBURSEMENT & SPONSOR
CERTIFICATION

14.1 FINAL INSPECTION: The Sponsor shall schedule and conduct an inspection of the project no later than ten (10) working days after substantial completion. The Sponsor shall give notification of the inspection, in writing, at least five (5) working days in advance of the inspection to DOTD, the contractor, FAA and other attendees as appropriate. If deficiencies are discovered during the inspection, the Sponsor shall document the deficiencies, determine a dollar value and coordinate completion dates with the contractor for correcting the deficiencies. Once all the deficiencies are corrected the Sponsor will conduct a final inspection and determine that they have been corrected. The Sponsor shall then prepare the Letter of Acceptance.

14.2 Forty-five (45) days after recording the final acceptance of the project, the contractor shall submit to the Sponsor a Clear Lien Certificate from the Recorder's office of the parish or parishes in which the work was performed. If the contractor is unable to obtain a Clear Lien Certificate, the Sponsor may deposit the retainage with the court of competent jurisdiction.

14.3 The Sponsor's Letter of Acceptance shall include the following:

1. The (Sponsor) is satisfied with and accepts the project as accomplished by the contractor, _____, who has satisfactorily completed all requirements of the contract.
2. The final Reimbursement Request of \$_____ is enclosed and verifies all amounts remaining due and the release of retainage.

14.4 The Sponsor shall also submit with the Letter of Acceptance the following:

1. An updated Airport Layout Plan (ALP), if applicable; and
2. Upon completion of the project, the consultant shall prepare as-built plans and specifications with final quantities for the project, to include any changes made to the original design during construction, on a CAD CD. These shall be labeled with the state project number, project description and airport name. Electronic files shall not be compressed for mailing; and
3. Sponsor Certification #3 incorporated by reference herein, and attached to and made a part of this agreement, which must be completed and signed.

14.5 DOTD will not approve the Sponsor's request for the final reimbursement until each of the above items are received and are satisfactorily completed.

Title to the project right-of-way shall be vested in the Sponsor and shall be subject to DOTD and FAA requirements and regulations concerning operations, maintenance, abandonment, disposal, and encroachments.

ARTICLE XV - OPERATION & MAINTENANCE RESPONSIBILITY

15.1 Upon final acceptance of the project, the Sponsor shall assume ownership of the improvements and assume all operations and maintenance costs of the facilities for a period of not less than twenty (20) years. Non-aviation activities shall require written approval from DOTD.

15.2 Should the Sponsor choose to begin operations prior to executing the Letter of Acceptance, the Sponsor then assumes full responsibility for such actions.

ARTICLE XVI – HOLD HARMLESS AND INDEMNITY

16.1 Sponsor agrees and obligates itself, its successors and assigns, to defend, indemnify, save, protect and hold forever harmless and provide a defense for DOTD, its officials, officers and employees against any and all claims that may be asserted by any persons or parties resulting from violation by the Sponsor, its employees, agents and/or representatives of the requirements of all State laws applicable to the project. Further, Sponsor agrees that it shall hold harmless and indemnify, and provide a defense for DOTD, its officials, officers and employees, against any and all claims, demands, suits, actions (ex contractu, ex delictu, quasi-contractual, statutory or otherwise), judgments of sums of money, attorney's fees and court costs, to any party or third person including, but not limited to, amounts for loss of life or injury or damage to persons, property or damages to contractors, subcontractors, suppliers, laborers or other agents or contractors of Sponsor or any of the above, growing out of, resulting from, or by reason of, any negligent act or omission, operation or work of the Sponsor, its employees, servants, contractors, or any person engaged in or in connection with the engineering services, construction and construction engineering required or performed by the Sponsor hereunder including, but not limited to, any omissions, defects or deficiencies in the plans, specifications or estimates or by virtue of any extra work, delays, disruptions, inefficiencies or nonpayment of any engineering, construction, or construction engineering cost incurred or any other claim of whatever kind or nature arising from, out of, or in any way connected with the project, to the extent permitted by law.

16.2 Nothing herein is intended, nor shall be deemed to create, a third party beneficiary to any obligation by DOTD herein, or to authorize any third person to have any action against DOTD arising out of the agreement.

ARTICLE XVII – CANCELLATION

17.1 The terms of this agreement shall be binding upon the parties hereto until the work has been completed and accepted, and all payments required to be made to the Sponsor have been made. This agreement may be terminated under any or all of the following conditions:

1. By mutual agreement and consent of the parties hereto.

2. By the Sponsor should it desire to cancel the project prior to the receipt of bids, provided any cost that has been incurred for the preparation of plans shall not be eligible for reimbursement by DOTD or FAA.
3. By DOTD due to the lack of available State or Federal funding for the project.

ARTICLE XVIII – AMENDMENT

18.1 The parties hereto agree that any change in the project shall be in writing and signed by both parties. DOTD funding participation increases will be approved via amendment to this agreement, executed by both parties.

18.2 IN WITNESS HEREOF, the parties hereto have caused these presents to be executed by their respective officers, who are authorized to execute any and all subsequent documents relative to this project, and whose authority is deemed to be continuing as of the day and year first above written. Certification of this document is by Sponsor's Resolution herein included.

WITNESSES:

ENGLAND ECONOMIC AND
INDUSTRIAL DEVELOPMENT
DISTRICT

(Witness for First Party)

BY: _____
(Signature)

(Witness for First Party)

Typed or Printed Name

Title

Sponsor's Federal Identification Number

WITNESSES:

STATE OF LOUISIANA
THROUGH THE DEPARTMENT OF
TRANSPORTATION AND
DEVELOPMENT

(Witness for Second Party)

By: _____
Multimodal Commissioner

(Witness for Second Party)



BOARD OF COMMISSIONERS MEETING

DATE: _____

TITLE:**EXPLANATION:****ATTACHMENTS INCLUDED:**

- ☐ Document/Proposal Attached
- ☐ Term Sheet Attached
- ☐ Financials Attached
- ☐ N/A

FINANCIAL/BUDGET INFORMATION:

Title: _____

Number: _____

Balance of Account: _____

Amount of Expense: _____

Amount Remaining: _____

SUBMITTED BY:

Executive Director	_____
Deputy Director, Airport & Capital Projects	_____
Deputy Director, England Airpark	_____
Director of Finance & Human Resources	_____
Commissioner	_____

COMMITTEE:

- ☐ Executive
- ☐ Admin/Legal
- ☐ Finance/Audit
- ☐ Economic Development
- ☐ Capital Projects



Management Plan

Structural/Aircraft Rescue and Fire Fighting (ARFF) Services Qualifications

September 5, 2025

SUBMITTED TO:

England Economic & Industrial Development District (EEIDD)
England Authority Administration Building
1611 Arnold Drive
Alexandria, LA 71303
ATTN: Kate Wells
Phone: (318) 427-6405
E-mail: kwells@englandairpark.org

SUBMITTED BY:

Centerra Group, LLC
13530 Dulles Technology Drive, Suite 500
Herndon, VA 20171
ATTN: Lisa Bellich, Contracts Manager
Phone: (703) 673-5106
E-mail: lisa.bellich@constellis.com

DUNS: 073891921
CAGE: 1D415

GOVERNMENT NOTICE FOR HANDLING PROPOSALS

This proposal shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate the proposal. If, however, a contract is awarded to as a result of – or in connection with the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction is contained in all of the following sheets. (Jan 2004) (FAR 52-215-1(e)). Notwithstanding the foregoing, Offeror does not waive and reserves all rights to assert any confidential data provided herein that is incorporated into a resulting contract is exempt from public disclosure pursuant to 5 U.S.C. § 552(b)(4).

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1 INTRODUCTION

The England Economic and Industrial Development District requires a highly qualified and experienced contractor to provide comprehensive Structural and Aircraft Rescue and Fire Fighting Services (ARFF) at Alexandria International Airport located in Alexandria, Louisiana. Services must be provided in accordance with all applicable Federal Aviation Administration (FAA), National Fire Protection Association (NFPA), Occupational Safety and Health Agency (OSHA), State of Louisiana and Statement of Work (SOW) standards and regulations for fire protection, prevention, rescue, and basic life support emergency medical services.

Centerra has been proudly serving as the incumbent contractor providing structural/ARFF services for over 14 years to EEIDD/England Airport. Combined with over 60 years successfully providing similar services, relevant in size in scope, to both the commercial sector as well as the U.S. Federal, State, and local governments, Centerra has the depth and breadth of experience to offer the precise ARFF and Structural and Emergency Management services required in this solicitation.



Centerra has demonstrated experience at managing the complex operations of an Index D airport and our firefighters know the critical role they play in ensuring a safe and successful operation. Our fire department also maintains a Property Insurance Association of Louisiana (PIAL/ISO) (ISO) Fire Rating of 2 based on a scale of 1 being the best and 10 the worst. We further detail our experience and ability to meet the RFP minimum qualification requirement in **Section D –Additional Information** that is included with our bid submission.

2 STAFFING PLAN

2.1 Key Personnel Assignments/Responsibilities: Include a one-page resume for each key personnel who would be assigned to provide services at the Airport as well as the Corporate Management Representative.

Under the existing work requirements for the England Airport program, Centerra Group is fully staffed with 1 full-time Fire Chief, 1, full-time A/Chief of Training, 3 Shift Captains, and 16 full-time/part-time Firefighter Driver/Operators. The resumes below reflect our assigned key personnel that include the Fire Chief, Assistant Chief/Training Officer, and 3 Shift Captains.

All contract proposed key personnel are performing on the current program and bring directly relevant and proven experience—ensuring continuity of operations and existing leadership providing structural/ARFF services at England Airport.

Corporate Management and Key Personnel	
Corporate Management Representative (Director of Fire and EMS Operations) – Chief Thomas Smith	
Chief Smith brings over 43 years of directly relevant experience in Aircraft Rescue and Fire Fighting Services (ARFF). He is well versed in Air Force Instruction 32-2001, DOD 60-6055, and AFOSH, as well NFPA and OSHA rules and regulations. He currently serves as the Director of the Fire & Emergency Services Division overseeing multiple ARFF and Emergency Services programs, including Structural/ARFF Services for Alexandria International Airpark and England Airpark today.	
Fire Chief – Chief Kevin Kees	
Chief Kees brings over 21 years of fire and emergency services experience to the England Airpark ARFF program. He has over 14 years of experience directly supporting England Airpark (FAA Index D airfield) with over 11 years in a supervisory capacity as the current Fire Chief and former Assistant Fire Chief and Shift Captain. He also has 7 years serving the Rapides Fire District 7/Ruby Kolin as Fire Chief and a Firefighter/ Driver Operator. He has completed coursework in Fire Science from LSU-E. Chief Kees resides in Pineville, LA and is able to respond when off duty from his primary residence, which is located 20 minutes (15 miles) normal drive time from EEIDD.	
Assistant Chief/Training Officer – Kevyn Martin	
Mr. Martin has 15 years of experience directly supporting England Airpark (FAA Index D airfield) with over 5 years of supervisory experience as the Assistant Fire Chief / Training Officer and Shift Captain. He has over 9 years of experience serving as a Firefighter / Driver Operator in support of the ARFF program at England Airpark. He also has over 5 years of experience as a Firefighter / Driver Operator for the Ruby Kolin Fire District 7, in Pineville, LA. Mr. Martin resides in Dry Prong, LA and is able to respond when off duty from their primary residence, which is located 24 minutes (16.2 miles) normal drive time from EEIDD.	
Shift Captain – Bradley Eubanks	
Mr. Eubanks has over 5 years of experience directly supporting England Airpark (FAA Index D airfield) as a Shift Captain and Firefighter / Driver Operator. He also has over 3 years of experience serving as Part-time Firefighter / Driver Operator for the Ball Fire Department in LA. He currently serves as a Shift Captain for England Airpark supervising daily ARFF operations and a team of firefighters as well as emergency operations.	
Shift Captain – Christopher Ward	
Mr. Ward has over 4 years of experience directly supporting England Airpark (FAA Index D airfield) as a Shift Captain and Firefighter / Driver Operator. Additionally, he has over 22 years of experience as a Firefighter for the Cotile Volunteer Fire Department in LA. He currently serves as a Shift Captain for England Airpark, overseeing a team of 5 firefighters and supervising daily ARFF and emergency operations.	
Shift Captain – Mitchell Schumacher	
Mr. Schumacher has 10 years of experience directly supporting England Airpark (FAA Index D airfield) as a Shift Captain and Firefighter/Driver Operator. He also has 11 years of experience as a Firefighter, Driver Operator, and EMT for the Ruby Kolin Fire District 7 in LA. He currently serves as a Shift Captain for England Airpark overseeing a team of 5 firefighters and supervising daily ARFF and emergency operations.	

Corporate Management Representative – Chief Thomas Smith

Director of Operations – Chief Thomas Smith	
Summary of Experience	
<p>Chief Smith brings over 43 years of directly relevant experience in Aircraft Rescue and Fire Fighting Services (ARFF). He is well versed in Air Force Instruction 32-2001, DOD 60-6055, and AFOSH, as well NFPA and OSHA rules and regulations. He currently serves as the Director of the Fire & Emergency Services Division overseeing multiple ARFF and Emergency Services programs, including Structural/ARFF Services for Alexandria International Airpark and England Airpark today.</p>	
Certifications	
<ul style="list-style-type: none"> • IFSAC Accredited: PRO BOARD; Fire Officer I, II, III, IV; Fire Instructor I, II, III; Plans Examiner I & II; Firefighter I, II; Airport Firefighter; ARFF Vehicle Technician; Haz Mat Technician; Haz Mat IC WMD; Rescue Technician; Public Telecommunicator I, II • Complete NIMS series • ALS Paramedic/EMT • National Certified Dive Rescue • MSA Certified Care Technician • Weapons of Mass Destruction (WMD) Incident Commander 	
Work Experience	
October 2023 – Present Centerra Group, LLC, Director Fire & Emergency Services Division	1 year, 11 months
<p>Chief Smith is responsible for overall direction and management of the Centerra Fire and Emergency services division. He oversees 11 ARFF and Emergency Services programs with 532 Firefighter and EMS personnel. These include the Structural/ARFF Services for Alexandria International Airpark and England Airpark, CIAA ARFF and EMS, Lockheed Martin Fire and EMS for USAF Plant #6, and Port of Moses Lake Aircraft Rescue and Firefighting. He manages and directs the emergency services staff and programs to implement a comprehensive strategy for efficient safe and effective Fire and Emergency Services. He provides leadership and communicates through regular meetings and annual site visits and audits.</p>	
May 2014 – October 2023 Centerra Group, LLC, Fire Chief, Cape Canaveral Space Force Station, FL	9 years, 5 months
<p>Chief Smith was responsible for all fire protection, emergency services, and Emergency Management at Cape Canaveral Space Force Station (CCSFS)/USAF Eastern Range. This included airfield, structural, space lift, and Military Port operations on the range. He ensured Fire Protection flight operated within, and corresponded to all USAF, NFPA, AFOSH, DOD, and FAA directives and guidelines. He ensured airfield ground support operations operate safely, passenger safety issues were resolved safely and efficiently, and that FES flights operated within budgetary confines efficiently and effectively. He also oversaw and provided Command and Control, Tactics and Strategies, Disaster Control, and procedures at CCSFS.</p>	
July 2013 – May 2014 CSR/45th Space Wing, Fire/Security Chief, Patrick AFB, FL	10 months
<p>Chief Smith managed all fire protection, emergency services, and security for a DOD USAF contract at Ascension Island Airfield/Monitoring Range. He oversaw all airfield, structural, and other FES incidents and security. He ensured Fire Protection flights operated/corresponded to all USAF, NFPA, AFOSH, DOD, and FAA directives and guidelines. He also ensured airfield ground support operations operated safely and FES flights operated within budgetary confines. He also oversaw and provided Command and Control, Tactics and Strategies, Disaster Control, and procedures at Ascension Island Air Force Station.</p>	
April 2012 – July 2013 Chugach/PACAF, Fire/Security Chief, Wake Island, HI	1 year, 3 months
<p>Chief Smith was responsible for all fire protection and emergency services of a multi-billion dollar DOD USAF contract for Wake Island Airfield/ Missile Range. He oversaw all airfield, structural, and other FES related incidents on the island. He ensured the Fire Protection flight operates within, and corresponds to all NFPA, AFOSH and DOD directives and guidelines. He also ensured the efficient and safe procedures of all airfield ground support operations and passenger safety issues.</p>	
Additional Relevant Work Experience	
<ul style="list-style-type: none"> • January 1982 – April 2012; U.S. Air Force – 22nd Air Force Command, Fire Chief – Deployed Base Operations, various locations (30 years, 4 months) 	
Educational Background	
<ul style="list-style-type: none"> • Fire Administration, West Virginia University, Morgantown, WV, 1993 • Paramedic, AAS Paramedic, West Virginia Northern Community College, Wheeling, WV, 1990 • Fire Science Administration, Community College of the Air Force, Maxwell, AL, 1987 • Fire Science, Central Texas University, Killeen, TX, 1985 	

Fire Chief – Kevin Kees

Fire Chief – Kevin Kees	
Summary of Experience	
Chief Kees brings over 21 years of fire and emergency services experience to the England Airpark ARFF program. He has over 14 years of experience directly supporting England Airpark (FAA Index D airfield) with over 11 years in a supervisory capacity as the current Fire Chief and former Assistant Fire Chief and Shift Captain. He also has 7 years serving Rapides Fire District 7/Ruby Kolin as Fire Chief and a Firefighter/ Driver Operator. He has completed coursework in Fire Science at LSU-E.	
Certifications/Training	
<ul style="list-style-type: none"> • IFSAC Accredited: Hazardous Materials Awareness, Operations, and Hazardous Materials Incident Commander; Firefighter I and II; Airport Firefighter; Fire Instructor I, II, and III; Fire Officer I, II, III, and IV; Fire Service Inspector I and II • NIMS ICS 100, 200, 300, 400, 700, 706, 800 • G-0191 ICS /EOC Interface • Louisiana Fire and Emergency Training Academy Lead Skills Evaluator (IFSAC Testing) • NREMT / LBEMS EMT-Basic • American Heart Association Instructor - BLS Provider CPR/AED, HeartSaver First Aid CPR/AED, HeartSaver Pediatric First Aid CPR/AED • Qualified on all fire apparatus currently assigned at EEIDD/AEX 	
Work Experience	
July 2025 – Present	2 months
Centerra Group, LLC, England Airpark, Fire Chief, Alexandria, LA	
Chief Kees manages the England Airpark/AEX fire program, managing 1 Assistant Fire Chief, 2 Shift Captains and a staff of 12 personnel as well as all department operations. He responds to fire alarms and other emergency calls and deploys fire apparatus and personnel for control and extinguishment of fires and preservation of life and property. He supervises the training program and maintains training records. He also maintains a record of apparatus and equipment and coordinates with outside vendors for maintenance of equipment. He conducts quarterly inspections in accordance with FAA 139 of all fuel trucks, fuel farm, and self-serve station. He also coordinates with the Director of Operations regarding annual budget estimates and advises when Notice to Airmen (NOTAM) to FAA FAR 139 is required.	
January 2022 – July 2025	3 years, 6 months
Centerra Group, LLC, England Airpark, Assistant Fire Chief, Alexandria, LA	
Mr. Kees supervised the day-to-day activities of the Captains and Firefighters. He managed and oversaw FAA and PIAL fire training for 2 shifts, including 2 Shift Captains and 12 Firefighters. He developed operational programs and procedures to implement best practices and maintain compliance with established standards. He conducted quarterly inspections in accordance with FAA 139 of all fuel trucks, fuel farm, and self-serve station.	
April 2020 – January 2022	1 year, 9 months
Rapides Fire District 7/Ruby Kolin, Fire Chief, Pineville, LA	
Mr. Kees managed all operations and supervised 2 Assistant Fire Chiefs, 3 Shift Captains, and a staff of 20 personnel.	
September 2018 – April 2020	1 year, 7 months
Centerra Group, LLC, England Airpark, Shift Captain, Alexandria, LA	
Mr. Kees directed a team of 7 firefighters and supervised daily ARFF operations for the England Airpark Fire Department.	
June 2013 – September 2018	5 years, 3 months
Rapides Fire District 7/Ruby Kolin, Firefighter/Driver Operator, Pineville, LA	
Mr. Kees delivered structural fire suppression and emergency medical services to residents of the Ruby-Kolin community.	
July 2007 – June 2013	5 years, 11 months
Centerra Group, LLC, England Airpark, Shift Captain, Alexandria, LA	
As a Shift Captain, Mr. Kees directed a team of 7 firefighters and supervised daily ARFF operations at England Airpark.	
December 2003 – July 2007	3 years, 7 months
Centerra Group, LLC / Rural Metro, England Airpark, Firefighter/Driver Operator, Alexandria, LA	
Mr. Kees delivered structural and aircraft fire suppression and emergency medical services to the England Airpark community.	
Educational Background	
<ul style="list-style-type: none"> • Completed coursework, Fire Science, LSU-E, Enice, LA • High School Diploma, Pineville High School, Pineville, LA, 1999 	

Assistant Chief/Training Officer – Kevyn Martin

Assistant Chief/Training Officer – Kevyn Martin	
Summary of Experience	
<p>Mr. Martin has 15 years of experience directly supporting England Airpark (FAA Index D airfield) with over 5 years of supervisory experience as the Assistant Fire Chief / Training Officer and Shift Captain. He has over 9 years of experience serving as a Firefighter / Driver Operator in support of the ARFF program at England Airpark. He also has over 5 years of experience as a Firefighter / Driver Operator for the Ruby Kolin Fire District 7, in Pineville, LA.</p>	
Certifications/Training	
<ul style="list-style-type: none"> • IFSAAC Accredited: Hazardous Materials Awareness, Operations, and Hazardous Materials Incident Commander; Firefighter I and II; Airport Firefighter; Fire Instructor I, Fire Officer I, II, and III; Apparatus Driver/Operator-Pumper • NIMS ICS 100b, 200b, 300, 400, 700a, 800b • G-0191 ICS /EOC Interface • DFW Advanced ARDD Aviation Incidents • NREMT / LBEMS EMT-Basic • American Heart Association BLS CPR/AED • Qualified on all fire apparatus currently assigned at EEIDD/AEX 	
Work Experience	
July 2025 – Present Centerra Group, LLC England Airpark Assistant Fire Chief / Training Officer, Alexandria, LA <p>Mr. Martin serves as the Assistant Fire Chief/Training Officer where he supervises the day-to-day activities of the Captains and Firefighters. He manages and oversees FAA and PIAL fire training for 2 shifts, 2 Captains and 12 Firefighters. He coordinates with other departments at the Airpark and outside vendors. He also identifies departmental challenges, analyzes potential solutions, and implements strategic improvements aligned with department policies and goals. He develops operational programs and procedures to implement best practices and maintain compliance with established standards.</p>	2 months
April 2020 – July 2025 Centerra Group, LLC, England Airpark Shift Captain, Alexandria, LA <p>As a Shift Captain, Mr. Martin directed a team of 5 firefighters, providing decisive leadership during emergency operations. He clearly communicated expectations and assignments while fostering a supportive and approachable supervisory style. He enforced discipline, upheld ethical standards, and maintained a culture of professionalism and integrity within the department. He supervised daily ARFF functions, cultivating staff competency through training, guidance, and performance development.</p>	5 years, 3 months
August 2010 – April 2020 Centerra Group, LLC, England Airpark Firefighter / Driver Operator, Alexandria, LA <p>Mr. Martin delivered structural and aircraft fire suppression and emergency medical services to the England Airpark community. He conducted rescue operations and provided non-invasive emergency care, including Basic Life Support (BLS), CPR, and AED intervention, in accordance with established medical protocols. He responded to hazardous materials incidents and ensured public safety through risk containment and mitigation strategies. He operated and maintained firefighting equipment, EMS supplies, and emergency response vehicles to ensure mission readiness. He also trained firefighters on the safe operation of emergency vehicles and equipment, enhancing team capability and preparedness.</p>	9 years, 8 months
October 2014 – March 2020 Ruby Kolin Fire District 7, Part Time Firefighter/Driver Operator, Pineville, LA <p>Mr. Martin delivered structural fire suppression and emergency medical services to residents of the Ruby-Kolin community. He performed fire prevention inspections and risk assessments to detect and eliminate potential fire hazards. He operated and maintained firefighting equipment, EMS supplies, rescue tools, and emergency response vehicles. He also executed station and grounds maintenance responsibilities and completed additional duties assigned by the Fire Chief.</p>	5 years, 5 months
Educational Background	
<ul style="list-style-type: none"> • High School Diploma, Pineville High School, Pineville, LA, 2006 	

Shift Captain – Bradley Eubanks

Shift Captain – Bradley Eubanks	
Summary of Experience	
Mr. Eubanks has over 5 years of experience directly supporting England Airpark (FAA Index D airfield) as a Shift Captain and Firefighter / Driver Operator. He also has over 3 years of experience serving as Part-time Firefighter / Driver Operator for the Ball Fire Department in LA. He currently serves as a Shift Captain for England Airpark supervising daily ARFF operations and a team of firefighters as well as emergency operations.	
Certifications/Training	
<ul style="list-style-type: none"> • IFSAC Accredited: Hazardous Materials Awareness, Operations, Firefighter I and II; Airport Firefighter; Fire Instructor I, Fire Officer I, II, and III • NIMS ICS 100c, 200c, 300, 400, 700b, 800d • G-0191 ICS /EOC Interface • NREMT / LBEMS EMT-Basic • American Heart Association BLS CPR/AED • Qualified on all fire apparatus currently assigned at EEIDD/AEX 	
Work Experience	
January 2024 – Present Centerra Group, LLC, England Airpark Shift Captain, Alexandria, LA	1 year, 8 months
Mr. Eubanks serves as Shift Captain overseeing and directing a team of 5 firefighters, providing decisive leadership during emergency operations. He clearly communicates expectations and assignments while fostering a supportive and approachable supervisory style. He enforces discipline, upholds ethical standards, and maintains a culture of professionalism and integrity within the department. He supervises daily Aircraft Rescue and Firefighting (ARFF) functions, cultivating staff competency through training, guidance, and performance development.	
February 2020 – January 2024 Centerra Group, LLC, England Airpark Firefighter/Driver Operator, Alexandria, LA	3 years, 11 months
As a Firefighter / Driver Operator, Mr. Eubanks delivered structural and aircraft fire suppression and emergency medical services to the England Airpark community. He conducted rescue operations and provided non-invasive emergency care, including Basic Life Support (BLS), CPR, and AED intervention, in accordance with established medical protocols. He responded to hazardous materials incidents and ensured public safety through risk containment and mitigation strategies. He operated and maintained firefighting equipment, EMS supplies, and emergency response vehicles to ensure mission readiness. He also trained fellow firefighters on the safe operation of emergency vehicles and equipment, enhancing team capability and preparedness.	
January 2022 - Present Ball Fire Department, Part-time Firefighter/Driver Operator, Ball, LA	3 years, 8 months
Mr. Eubanks delivers structural fire suppression and emergency medical services to residents of the Ball community as a Part-time Firefighter / Driver Operator for the Ball Fire Department. He performs fire prevention inspections and risk assessments to detect and eliminate potential fire hazards. He operates and maintains firefighting equipment, EMS supplies, rescue tools, and emergency response vehicles. He executes station and grounds maintenance responsibilities and completes additional duties assigned by the Fire Chief.	
Educational Background	
<ul style="list-style-type: none"> • High School Diploma, Tioga High School, Ball, LA, 2008 	

Shift Captain – Christopher Ward

Shift Captain – Christopher Ward	
Summary of Experience	
<p>Mr. Ward has over 4 years of experience directly supporting England Airpark (FAA Index D airfield) as a Shift Captain and Firefighter / Driver Operator. Additionally, he has over 22 years of experience as a Firefighter for the Cotile Volunteer Fire Department in LA. He currently serves as a Shift Captain for England Airpark, overseeing a team of 5 firefighters and supervising daily ARFF and emergency operations.</p>	
Certifications/Training	
<ul style="list-style-type: none"> • IFSAC Accredited: Hazardous Materials Awareness, Operations, Firefighter I and II; Airport Firefighter; Fire Instructor I, Fire Officer I, II, and III • NIMS ICS 100b, 200b, 300, 400, 700a, 800b • G-0191 ICS /EOC Interface • NREMT / LBEMS EMT-Basic • American Heart Association BLS CPR/AED • Qualified on all fire apparatus currently assigned at EEIDD/AEX 	
Work Experience	
November 2024 – Present Centerra Group, LLC, England Airpark Shift Captain, Alexandria, LA	10 months
<p>As a Shift Captain at England Airpark, Mr. Ward directs a team of 5 firefighters, providing decisive leadership during emergency operations. He clearly communicates expectations and assignments while fostering a supportive and approachable supervisory style. He enforces discipline, upholds ethical standards, and maintains a culture of professionalism and integrity within the department. He supervises daily Aircraft Rescue and Firefighting (ARFF) functions, cultivating staff competency through training, guidance, and performance development.</p>	
June 2021 – November 2024 Centerra Group, LLC, England Airpark Firefighter/Driver Operator, Alexandria, LA	3 years, 5 months
<p>Mr. Ward served as Firefighter / Driver Operator delivering structural and aircraft fire suppression and emergency medical services to the England Airpark community. He conducted rescue operations and provided non-invasive emergency care, including Basic Life Support (BLS), CPR, and AED intervention, in accordance with established medical protocols. He responded to hazardous materials incidents and ensured public safety through risk containment and mitigation strategies. He operated and maintained firefighting equipment, EMS supplies, and emergency response vehicles to ensure mission readiness. He also trained fellow firefighters on the safe operation of emergency vehicles and equipment, enhancing team capability and preparedness.</p>	
January 2003 – Present Cotile Volunteer Fire Department, Firefighter, Boyce, LA	22 years, 8 months
<p>As a Firefighter for the Cotile Volunteer Fire Department, Mr. Ward delivers structural fire suppression and emergency medical services to residents of the Cotile community. He performs fire prevention inspections and risk assessments to detect and eliminate potential fire hazards. He operates and maintains firefighting equipment, EMS supplies, rescue tools, and emergency response vehicles. He executes station and grounds maintenance responsibilities and completes additional duties assigned by the Fire Chief.</p>	
Educational Background	
<ul style="list-style-type: none"> • GED, Alexandria, LA, 2013 	

Shift Captain – Mitchell Schumacher

Shift Captain – Mitchell Schumacher	
Summary of Experience	
Mr. Schumacher has 10 years of experience directly supporting England Airpark (FAA Index D airfield) as a Shift Captain and Firefighter/Driver Operator. He also has 11 years of experience as a Firefighter, Driver Operator, and EMT for the Ruby Kolin Fire District 7 in LA. He currently serves as a Shift Captain for England Airpark overseeing a team of 5 firefighters and supervising daily ARFF and emergency operations.	
Certifications/Training	
<ul style="list-style-type: none"> • IFSAC Accredited: Hazardous Materials Awareness, Operations, Firefighter I and II; Airport Firefighter; Fire Instructor I, Fire Officer I, II, and III • NIMS ICS 100b, 200, 300, 400, 700a, 800b • G-0191 ICS /EOC Interface • DFW Advanced ARDD Aviation Incidents • NREMT / LBEMS EMT-Basic • American Heart Association Instructor - BLS Provider CPR/AED, HeartSaver First Aid CPR/AED, HeartSaver Pediatric First Aid CPR/AED • Qualified on all fire apparatus currently assigned at EEIDD/AEX 	
Work Experience	
April 2020 – Present Centerra Group, LLC, England Airpark Shift Captain, Alexandria, LA	5 years, 5 months
<p>Mr. Schumacher currently serves as a Shift Captain where he assists in the direction and participates in all firefighting activities at England Airpark and its facilities. He directs a team of 5 firefighters, providing decisive leadership during emergency operations. He clearly communicates expectations and assignments while fostering a supportive and approachable supervisory style. He enforces discipline, upholds ethical standards, and maintains a culture of professionalism and integrity within the department. He supervises daily ARFF functions, cultivating staff competency through training, guidance, and performance development.</p> <p>Mr. Schumacher also provides maintenance of fire/safety equipment and facilities and assists in the provision of general security on the Airport/Airpark. His other duties performed include Structural and ARFF training, CPR and AED Instruction/Certification, and inventory control. He conducts and supervises fire drills and instructs Fire Department personnel in techniques, methods, and safety of firefighting. He also conducts apparatus training and curriculum development. He is qualified on all apparatus currently assigned at EEIDD/AEX.</p>	
January 2015 – April 2020 Centerra Group, LLC England Airpark Firefighter/Driver Operator, Alexandria, LA	5 years, 3 months
<p>As a Firefighter / Driver Operator, Mr. Schumacher delivered structural and aircraft fire suppression and emergency medical services to the England Airpark community. He conducted rescue operations and provided non-invasive emergency care, including BLS, CPR, and AED intervention, in accordance with established medical protocols. He responded to hazardous materials incidents and ensured public safety through risk containment and mitigation strategies. He operated and maintained firefighting equipment, EMS supplies, and emergency response vehicles to ensure mission readiness. He also trained fellow firefighters on the safe operation of emergency vehicles and equipment, enhancing team capability and preparedness.</p>	
August 2014 – Present Ruby Kolin Fire District 7, Firefighter/Driver Operator/EMT, Pineville, LA	11 years, 1 month
<p>Mr. Schumacher currently serves as a part-time Firefighter/Driver Operator/EMT for Ruby Kolin Fire District 7. He delivers structural fire suppression and emergency medical services to residents of the Ruby-Kolin community. He performs fire prevention inspections and risk assessments to detect and eliminate potential fire hazards. He operates and maintains firefighting equipment, EMS supplies, rescue tools, and emergency response vehicles. He executes station and grounds maintenance responsibilities and completes additional duties assigned by the Fire Chief.</p>	
Educational Background	
<ul style="list-style-type: none"> • High School Diploma, Manatee High School, Manatee, FL, 2009 	

2.2 Employment Standards: Describe the organization's process for hiring employees

Centerra conducts a phased hiring process consisting of recruiting, interviewing, and vetting to ensure the highest quality of candidates are identified and acquired for the England Airpark Structural/ARFF Services program. Centerra's Recruiting Specialists, in concert with the England Fire Chief and management team, conduct both active and passive recruiting campaigns to identify local candidates for consideration in accordance with the SOW criteria in **Figure 1**. Passive recruiting techniques utilize online job forums and job boards that are both generalized job search engines, and those specific to public safety and emergency management personnel. Active recruiting will take place with corporate Recruiting Specialists and the Fire Chief attending job fairs and industry Conferences and seminars to assist in identifying quality candidates.

All applicants complete an online application for the corresponding requisition to be employed at England Airpark as a Firefighter. A requisition for each category Recruit, Firefighter, Firefighter/EMT, Fire Captain, etc. is advertised to attract varying experience levels for current available opportunities. Applicants that pass the Applicant Tracking Systems automatic screening for qualifications, are forwarded to a Recruiting Specialist and the Fire Chief for review. This review identifies the highest qualified applicants that have been forwarded after automatic screening, which are then contacted for a thorough and extensive interview.

All candidates for employment receive a panel interview consisting of the Fire Chief, Assistant Chief, and at least one Shift Captain. Candidates selected from the interview process are sent contingent offer letter of employment and move the vetting phase of hiring. The first phase of vetting includes a comprehensive background check of criminal history, previous employment, and motor vehicle reports to meet the minimum requirements of Centerra, the SOW, and CFR. If no issues are pertained in the background check that would disqualify a candidate, they then complete a DOT pre-employment physical examination and 10 panel drug screen. The next step is for the candidate to take and pass the candidate physical agility test. Once the candidate successfully completes all requirements, they are given a start date and begin the process of NEOP (New Employee Orientation Program). Once NEOP is completed the employee is placed on the schedule.

SOW Qualifications	Centerra Requirement
Age	Must be 21 years of age or older
Citizenship	Must be a US Citizen
Education	Must have a high school diploma or equivalent
Driver's License	Must possess and maintain a valid driver license and driving history acceptable to the EEIDD
Criminal Record	Must not have prior felony convictions
English Proficiency	Must demonstrate both verbal and written English and ability to communicate with people
Physical	Must complete and pass pre-employment DOT physical
Drug Screening	Must complete and pass a 10-panel drug screening
CPAT	Must Complete and pass the Candidate Physical Agility Test
Other	Meet the requirements of 49 CFR 1542
<ul style="list-style-type: none"> As a condition of continued employment personnel are required to complete annual SCBA fit testing 	

Figure 1. Candidate Minimum Requirements in accordance with the SOW

2.3 Pay and Benefits: Demonstrate that the pay and benefit structure will enable Proposer to attract and retain highly qualified employees.

To attract and retain skilled and experienced personnel, Centerra will offer base pay rates and annual COLA adjustments identified in **Figure 2**, all of which meet or exceed RFP, **Exhibit B** suggested figures. Further enhancing our recruitment and retention efforts, Centerra will compensate all Firefighters/Driver Operators above the mandated minimum wage in the first year of the contract. All employees will be subject to an annual cost of living increase as identified in the table below, at the beginning of each contract year.

Position	Pay Rate	COLA Increase
Chief	\$90,896/annually	3.0%
Assistant Chief	\$77,584 annually	3.0%
Shift Captain/EMT	\$21.00/hour	3.0%
Firefighters/ Driver Operators	\$16.00/hour	3.0%
Recruit	\$15.00/hour	3.0%

Figure 2 Contract Pay Rate

Further enhancing our employment offer, Centerra will offer the following comprehensive medical benefits package to all employees. All incumbent employees will be eligible for benefits immediately. The costs borne by the employee for our benefits package, by plan, is detailed in **Figure 3** and the coverage details for each plan in **Appendix A – Centerra Benefits Plans and Coverage**.

Group Health – Centerra offers three medical benefit plans through Anthem for employees to choose from. There are two high-deductible plans in which Centerra contributes to an additional Health Savings Account annually, and one Preferred Provider Organization (PPO).

Dental – Centerra offers a comprehensive Dental PPO through MetLife. The plan provides 100% paid diagnostic and preventative services and covers large portions (50%-80%) for other restorative and major procedures.

Vision – Centerra’s vision plan, provided through VSP Vision Care, provides coverage for routine eye exams and pays for a portion of the cost of glasses and contact lenses.

Medical Benefit Plan	Employee Rate/Pay Period	Dental/Vision Benefit Plan	Employee Rate/Pay Period
Premier HDHP		Premier Dental PPO	
Employee Only (Single)	\$119.59	Employee Only (Single)	\$20.29
Employee & Spouse	\$360.45	Employee & Spouse	\$58.09
Employee & Child(ren)	\$239.21	Employee & Child(ren)	\$62.61
Employee & Family	\$450.62	Employee & Family	\$106.26
Standard HDHP		Standard Dental PPO	
Employee Only (Single)	\$0.00	Employee Only (Single)	\$16.16

Medical Benefit Plan	Employee Rate/Pay Period	Dental/Vision Benefit Plan	Employee Rate/Pay Period
Employee & Spouse	\$170.98	Employee & Spouse	\$49.57
Employee & Child(ren)	\$140.05	Employee & Child(ren)	\$53.22
Employee & Family	\$210.14	Employee & Family	\$92.43
Premier PPO		Premier Vision	
Employee Only (Single)	\$493.94	Employee Only (Single)	\$8.54
Employee & Spouse	\$1,448.86	Employee & Spouse	\$16.55
Employee & Child(ren)	\$1,020.18	Employee & Child(ren)	\$18.26
Employee & Family	\$1,878.16	Employee & Family	\$29.16
Standard PPO		Premier Vision	
Employee Only (Single)	\$302.12	Employee Only (Single)	\$4.90
Employee & Spouse	\$815.73	Employee & Spouse	\$9.50
Employee & Child(ren)	\$557.42	Employee & Child(ren)	\$10.48
Employee & Family	\$1,012.60	Employee & Family	\$16.73

Figure 3. Medical Benefits Plan Summary

Short-Term Disability – Centerra offers short term disability coverage at a rate of \$1.033/\$100 of covered weekly payroll.

Long-Term Disability – Centerra offers long term disability coverage at a rate of \$0.95/\$100 of covered monthly payroll.

Paid Time Off – All full-time employees will be provided with the following paid time off benefits. Vacation seniority is based on the employee's date of hire and earned on an annual basis. Sick leave is accrued monthly, regardless of seniority.

Vacation	Sick
Full time employees earn vacation based on the following seniority accruals: After 1 year - 96 hours After 5 years - 144 hours After 15 years - 192 hours After 20 years – 240 hours <i>*Vacation time that has been earned but not taken will be paid to the employee upon separation of employment.</i>	All full-time employees accrue sick leave at a rate of up to 8 hours per month

Holidays – Centerra recognizes 10 holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, and Christmas Day.

Employee Assistance Program (EAP) – Centerra provides unlimited, confidential assistance for employee personal matters through MetLife. Services include Legal, Financial, Childcare and Eldercare Assistance, Identity Theft, and Daily Living Service.

Life Insurance – Centerra offers a variety of Life/AD&D Insurance options for the employee and family. Plans for employees, spouses, and children are age rated with coverages between \$2,000 – \$500,000.

Other Benefits – Centerra offers a variety of non-sponsored, voluntary plans to its employees. Additional benefits plans include auto and home insurance plans, accident insurance, critical illness insurance, hospital indemnity insurance, and pet insurance.

2.4 Sample Work Schedule: Detail the number of personnel and shift assignments required to service the contract and cover for vacation and sick time.

Centerra will assign shift personnel to work a standard 48 hours on, 96 hours off schedule. This will require three shifts (Shift A, B, and C), as demonstrated in **Figure 4**. The 48/96 schedule will align personnel with most other departments in the area creating a consistent working relationship and training opportunities with counterparts from other jurisdictions.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Shift C	Shift A	Shift A	Shift B	Shift B	Shift C	Shift C
Week 2	Shift A	Shift A	Shift B	Shift B	Shift C	Shift C	Shift A
Week 3	Shift A	Shift B	Shift B	Shift B	Shift B	Shift B	Shift B
Week 4	Shift B	Shift B	Shift B	Shift B	Shift B	Shift B	Shift B

Figure 4. Sample Shift Work Schedule

The Fire Chief and Assistant Fire Chief/Training Officer will work a regularly scheduled shift Monday-Friday, however, will remain flexible to attend and direct training; attend client meetings; and other functions as required as shown in **Figure 5**. The Fire Chief and Assistant Chief will maintain communication and be available for call back staffing coverage or other emergency response as needed.

Centerra will staff 4 Firefighters/Driver Operators and one (1) Captain/EMT 24/7/365. In addition to the Fire Chief and Assistant Fire Chief, a minimum of 12 Firefighters/Driver Operators and 3 shift captains will be employed. In addition, Centerra will employ at minimum 4 part time/flex employees to ensure coverage for sick time, vacations time, etc.

Position	# of Personnel	Shift
Chief	1 full-time	Monday – Friday
Assistant Chief/Trainer	1 full-time	Monday – Friday
Shift Captain/EMT A	1 full-time	Shift A
Firefighters/ Driver Operators A	4 full-time	Shift A
Shift Captain/EMT B	1 full-time	Shift B
Firefighters/ Driver Operators B	4 full-time	Shift B

Position	# of Personnel	Shift
Shift Captain/EMT C	1 full-time	Shift C
Firefighters/ Driver Operators C	4 full-time	Shift C
Firefighters/ Driver Operators	4 part-time/flex personnel	As Needed

Figure 5. Staffing Matrix

3 OPERATIONS PLAN

3.1 Describe the Proposer's Structural/ARFF Training Curriculum and Recordkeeping

Centerra's structural and ARFF training curriculum was developed based on NFPA standards and uses a combination of coursework including: International Fire Service Training Association (IFSTA), Jones & Bartlett, NEMT/LBEMS Scope of Practice and Standards, FAA Guidelines, Circular, USAF T/O, and locally developed programs aligning with national and LSU -FETI standard for testing and certification through the IFSAC/Proboard. All curriculums meet or exceed the requirements of PIAL and the FAA standards. **Figure 6** demonstrates the curriculum standards for corresponding subject matter that Centerra uses to qualify personnel.

Training Subject Matter	Curriculum Standards
Aircraft Rescue and Firefighting (ARFF)	NFPA 1003/ARFF (IFSTA ARFF Curriculum 6th Edition, FAA Part 139 and associated Advisory Circulars)
Firefighter 1 / 2	NFPA Standard 1001 and PIAL guidelines
Driver/Operator	NFPA Standard 1002 and PIAL guidelines
Fire Officer	NFPA Standard 1041 and PIAL guidelines
Fire Instructor	NFPA Standard 1041 and PIAL guidelines
Fire Inspector	NFPA Standard 1031 and PIAL guidelines
Incident Safety Officer	NFPA Standard 1521
Public Fire Educator	NFPA Standards 1041, 1035, and PIAL guidelines
Cause & Origin	NFPA Standards 1033, 1021, and PIAL guidelines
Incident Management	FEMA (current requirements NIMS 100, 200, 300, 400, 700, 800)
CPR/AED	American Heart Association and Local Protocols
Medical (EMR)	Jones and Bartlett Emergency Responder, LBEMS Standard of Care and Local Protocols

Figure 6. Structural and ARFF Training Curriculum

Utilizing these standards Centerra has developed a comprehensive training plan customized specifically for England Airpark, incorporating all regulatory required courses in addition to locally specific training and employer specific training. ***The training plan is composed of five functional categories consisting of over 70 individual courses and drills.***

Training curriculum categories include FAA Training, Medical/CPR Training, Company Training/Structural Fire Training, Drills, and employer specific training. In addition to initial training and certification for new hire/Recruits, there are specified monthly, quarterly, semi-annual, and annual sustainment requirements that are completed for select courses and drills.

To provide a maximum level of readiness, and proficient and highly competent personnel, the training plan and sustainment exceeds that of a standard training plan for equivalent programs. All new hire personnel with partial or no certification are onboarded as Recruits. Recruit training consists of 366 hours of coursework, drills, and other requirements spanning over 70 individual action items in the five functional categories. Prior to assignment on a shift an individual must complete at minimum New Employee Orientation (NEOP), NFPA 1403 Qualification, and FAA ARFF Qualifications. All additional requirements must be completed in the first year of employment.

Recruit training requirements are accomplished using a combination of our in-house academy and a local municipal academy. All skills-based testing completed by a local qualified Lead Skill Evaluator with certification written exams being administered by LSU Fire & Emergency Training Institute (FETI) meeting NFPA and ISFAC Standards. Our in-house academy is led by Chief Hamner, who has extensive experience in developing training programs and delivering fire training curriculums. Chief Kees has provided instruction to Louisiana State University and various other college institutions and agencies, and previously served as a Training Officer and Approved Skills Examiner in the State of Texas. Supporting Chief Kees are 6 additional qualified instructors, providing instruction in various subject areas.

Once Recruit Training is completed our training program includes 16 hours of monthly, 55 hours of quarterly, 187 hours of semi-annual, and 464 hours of annual training and drills to meet both regulatory requirements and ensure the highest benchmark of staff knowledge and capabilities.

All recordkeeping for training delivered is archived electronically on Emergency Reporting and/or Firehouse Software, and in hard copy format locally as a back-up. FAA associated records additionally kept in electronic and hard copy spreadsheets, and individual logs as per FAA guidance and preference. All recordkeeping and files are internally audited on monthly, quarterly, and annual basis as part of our program quality control function. This internal audit further assures compliance and preparedness for external audits by associated regulatory bodies (FAA and PIAL).

3.2 Describe the safety and training programs the organization has for its employees to ensure compliance with Part 139 and PIAL Standards.

Centerra has developed a comprehensive safety and training program to ensure compliance with FAR Part 139, NAS 3306, NFPA, OSHA, and PIAL standards. The training program is comprised of four functional categories to meet various regulatory requirements and ***exceeds the FAA requirements by providing required training twice a year.***

Courses are delivered during initial employee training and depending on the requirement refresher training is conducted monthly, quarterly, semi-annual, and/or annually to meet the regulatory framework requirement. **Figure 7** details the training topics with corresponding regulatory requirement, as well as our schedule of training frequency and hours of training conducted, respective of each topic.

The training program is audited annually by the Fire Chief to ensure any new regulatory required topics are incorporated into our program, and if existing topics have curriculum, hours, or frequency adjustments that would change our corresponding schedule of training.

Topic	Recruit Initial Training Hours	Monthly Training Hours	Quarterly Training Hours	Semi-Annual Training Hours	Annual Training Hours	Regulatory Requirement
FAA TRAINING						
Airport Familiarization	2			1	2	FAR 139.319
Aircraft Familiarization Boeing 737	1			1	2	FAR 139.319
Personal Safety	2			1	2	FAR 139.319
Communications	2			1	2	FAR 139.319
Hose, Nozzle, Turrets	2			1	2	FAR 139.319
Extinguishing Agents	2			1	2	FAR 139.319
Aircraft Evacuation	2			1	2	FAR 139.319
Adapting Structural Equipment to ARFF	2			1	2	FAR 139.319
Aircraft Cargo Hazards	2			1	2	FAR 139.319
Airport Emergency Plan	2			1	2	FAR 139.319
HRET Annual Recert (HRET certified only)	0				2	FAR 139.327
FAA Self Inspection Including Lighting, FOD, and Wildlife Management	4				2	FAR 139.321
FAA Fuel Inspection	2				2	FAR 139.319
SAM Flight Line Operations	4				2	FAR 139.319
COMPANY TRAINING / STRUCTURAL FIRE TRAINING						
Firefighter Safety & Health	2	1	3	6	12	PIAL
Fire Behavior	2				2	PIAL
Building Construction	2				2	PIAL
Personal Protective Equip	2	1	6	6	2	PIAL
Portable Fire Extinguishers	2		8	8	2	PIAL
Ropes & Knots	2				2	PIAL
Rescue & Extrication	2				2	PIAL
Forcible Entry	2				2	PIAL
Ground Ladders	2				2	PIAL
Ventilation	2				2	PIAL
Water Supply	2				2	PIAL
Fire Hose	2				2	PIAL
Fire Streams	2				2	PIAL
Fire Control and Tactics	2				2	PIAL
Fire Detection, Alarms & Suppression Systems	4				2	PIAL
Loss Control	2				2	PIAL
Protecting Fire Scene Evidence	2				2	PIAL
FD Communications	2				2	PIAL
Water Supply Including Fire Hydrant Inspection, Flow Testing, and Preventive Maintenance	4				4	PIAL

Topic	Recruit Initial Training Hours	Monthly Training Hours	Quarterly Training Hours	Semi-Annual Training Hours	Annual Training Hours	Regulatory Requirement
Fire Prevention Inspection & Education	40	2	1	1	2	PIAL
SCBA care, use, maintenance	8		2	4	8	PIAL
SOP, SOG, ERG, Local Policies and Procedures	12		3	6	12	PIAL
NIMS / ICS (100/200/700/800)	12				4	PIAL
Haz Mat Awareness	2				2	PIAL
Haz Mat Operations	2				2	PIAL
WMD	2				2	PIAL
Driver Operator Training	40		3	6	12	PIAL
Pump Operations	40		3	6	12	PIAL
DRILLS						
Multi Company Structure Drill	3		3	6	18	PIAL
Single Company Structure Drill	3		3	6	18	PIAL
Night Structure Drill	3				9	PIAL
ARFF Day Drill	3		2	12	24	FAR 139.319
ARFF Night Drill	3		2	12	24	FAR 139.319
Automatic Aid Training/Drill	3		3	6	12	PIAL
ADDITIONAL TRAINING (CAPTAIN AND ABOVE)						
Officer Development	0	2		6	12	PIAL
Public Educator	0				10	PIAL
ADDITIONAL TRAINING (CHIEF AND ASSISTANT CHIEF)						
Fire Cause & Origin	0				10	NFPA 1033/PIAL

Figure 7. Safety and Training Programs

In addition to our regular schedule of training courses and drills, all personnel complete Self-Contained Breathing Apparatus (SCBA) fit testing and a DOT 10-panel drug screen annually to meet regulatory requirements.

FAA/NFPA/OSHA Compliance Mechanisms. Centerra maintains compliance with NFPA/FAA/OSHA/DODI through the implementation of our FESAP and compliance plan. Responsibilities are clearly assigned to our Fire Chief/Safety Officer, FES Director, and Risk Management Staff Analyst, who oversee the compliance plan. The plan includes regular audits to identify and address any deviations from or new requirements set forth by the NFPA, FAA, OSHA, and DoD. We keep ourselves informed by subscribing to different newsletters and publications, attending various conferences and seminars, and maintaining membership in relevant agencies such as FES and Safety Forums. We regularly update our training and awareness programs to ensure that all employees are knowledgeable about the applicable requirements and regulations set forth by NFPA, FAA, OSHA, and DODI.

3.3 Provide copies of Incident and Report writing forms to be used by Proposer

Centerra uses the National Fire Incident Reporting Systems (NFIRS) Incident Reports (#1-11). The standardized reports are available on Emergency Reporting software, and electronically forwarded to the State Fire Marshalls office and National Fire Administration. Copies of the reports are archived and can be accessed for reference at any time.

Please see attached **Appendix B** for samples of these reports.

3.4 Provide list of additional services for the EEIDD's consideration, which shall be provided at no additional cost to enhance current services.

The following services will be provided by Centerra in addition to the SOW required services, at no additional cost, to further enhance the program and value added to EEID.

1. Perform field level maintenance on Self Contained Breathing Apparatus (cost savings)
2. Perform field maintenance and air sample monitor on SCBA compressor (cost savings)
3. Perform monthly foam refractometer testing and dry chemical agent fluffing as well as refractometer testing prior to any transfer of foam from storage to apparatus
4. Pre-Fire Planning and Safety Inspections of all EEIDD buildings annually as well as develop building evacuation plans
5. Monthly Fire Safety Inspections of AEX Terminal and other buildings as requested (including fire extinguishers and AEDs).
6. Weekly and Monthly Inspection and Run up of fire pumps as applicable including the AEX Terminal
7. Assist with scheduling, development, planning, presenting, and execution of the annual Airport Emergency Plan Review and Tabletop Exercise and Triennial Exercise
8. Coordinate, develop and track Flightline/SAM class training for all tenants, contractors, and employees of the airpark, as required
9. Provide Fire Extinguisher Training for the FBO and other tenants, contractors, and employees of the airpark as requested
10. Provide CPR and AED training for tenants, contractors, and employees as requested
11. Provide escort and tracking for fire extinguisher inspections, hood system inspections, and fire system inspections. Personnel also provide replacement of fire system batteries in lieu of using an outside vendor (cost savings)
12. Install smoke alarms in residential buildings as request. Administer and track the residential Smoke Detector Program on behalf of the Fire Marshalls Office
13. Provide tours and fire prevention programs for various school, organizations, and businesses

14. Participate in monthly dinners with residents of England Oaks (as COVID rules allow)
15. Submit Purchase Order requests on behalf of the fire department operations and other departments (i.e. AED pads for terminal, fire extinguisher maintain) includes finding/recommending vendors, pricing, quotes, and follow up
16. Provide outreach to other area fire departments including training relating to airport and aircraft operations
17. Provide a Subject Matter Expert (SME) when required for all things Fire, ARFF, Safety, Medical, Rescue, and Haz Mat
18. Participate in the NFIR/LFIR fire reporting system
19. Assist with building plan reviews and provide guidance for fire and safety systems
20. Develop and maintain a fire system impairment plan IAW Factory Mutual (FM)
21. Develop and Maintain a "Hot Work Permit" system IAW Factory Mutual (FM)

4 PERSONNEL POLICIES

4.1 Equal Employment Opportunity Practices: Describe the organization's efforts to have a work force that is ethnically and culturally representative of the local population.

Centerra is an Equal Opportunity/Affirmative Action employer. We uphold all federal and state civil rights laws. Our policy is to recruit, employ, promote, and ensure that all personnel actions are made without regard to race, religion, color, sex, age, national origin, disability, veteran status, ancestry, medical condition, marital status or other factors protected by law. Each year we prepare an Affirmative Action Plan that reasserts our continuing commitment to equal treatment for all.

Centerra is committed to:

- Recruiting, hiring, training, and promoting in accordance with the principles of equal employment opportunity
- Ensuring all personnel actions, including compensation, benefits, promotions, demotions, transfers, terminations, training, social and recreational programs, and other privileges associated with employment are administered with the principles of equal employment
- Respecting others and providing a safe environment free from discrimination, harassment, threats, and violence
- Fostering a "Speak-Up" culture where all personnel should feel free to discuss concerns and raise questions about the work, they are performing without fear of reprisal

Our England Airpark management team has developed a network of recruiting resources to identify local candidates, many with years of experience as a firefighter in the region.

4.2 Sexual Harassment Policy: Describe the organization's policy for responding to instances of sexual harassment by members of its organization.

At the corporate level, Constellis, LLC and its affiliated entities (Centerra) are committed to maintaining a workplace that is free from the types of harassment or violence that decrease any employee's sense of safety or well-being. All employees have a right to work in a climate that is predicated on mutual respect and trust that recognizes and embraces diversity, that prevents violence, and that values the contributions of all of its members while upholding their dignity, decency, and respect. Centerra maintains an **Anti-Harassment and Violence Policy (HR-003)** that details our organizations' policy for responding to instances of sexual harassment.

With regards to sexual harassment, the Company complies with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, as amended, and all applicable federal, state and local statutes. In conjunction with the Company's Code of Business Ethics and Conduct, Equal Employment Opportunity (EEO) Policy, and Social Media Policy it is the policy of the Company that any form of harassment stemming from employees, supervisors, coworkers, vendors, clients, customers, or other non-employees, is expressly prohibited. Religious, ethnic, racial, or sexist jokes, offensive remarks, and inappropriate symbols or gestures all demonstrate a lack of respect. Derogatory references to religious, racial or ethnic characteristics, gender, sexual orientation, disability, or any other protected characteristic have absolutely no place in the interactions of Company personnel.

The Company is committed ensuring that all personnel, clients, and third parties are treated with dignity and respect. The Company expects an atmosphere of civility among all personnel towards others all the time. For those instances where behaviors create a disrespectful, intimidating or threatening workplace, such behaviors will carry disciplinary consequences, up to and including termination.

Definition. We define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Reporting. Violations of the Policy are not tolerated. All employees of the Company are responsible for ensuring that no forms of harassment or violence occur by conducting themselves in accordance with this Policy and by reporting any prohibited conduct they observe being committed by other employees. The Company requires prompt reporting of all incidents of alleged discrimination, harassment, inappropriate behaviors that are clearly questionable and offensive in a professional environment, violence, threats of violence, or bullying.

If an employee believes they or someone else has been the victim of any such incident, report the problem immediately to either their supervisor, the Human Resources Department, the Legal Department, or to the Ethics Hotline by calling 1-844-637-6751 or via the web at constellis.ethicspoint.com. Any Company manager, supervisor, or employee who knows or suspects that an employee is being subjected to such treatment or incidents must report the matter immediately to the Human Resources Department or the Legal Department. Failure to report a violation of this Policy may result in disciplinary action, up to and including termination.

Investigations. When a report is made as outlined above, the Company will undertake a prompt investigation as appropriate under the circumstances. During an investigation, involved individuals are required to cooperate and provide truthful and complete information. The Company will preserve the confidentiality of individuals that make a report under the Policy to the best of its ability as the needs of the situation permit.

Consequences. Confirmed violations of the Policy will result in disciplinary action, up to and including termination, regardless of the position or level of the employee. Managers, supervisors, or others who fail to report an actual or suspected violation of the Policy may also be subject to discipline, up to and including termination. Discrimination or harassment by a non-employee of the Company will result in action reasonably calculated to stop the discrimination or harassment.

No Retaliation. The Company will not tolerate retaliation against any person who makes a good faith complaint of a violation of this Policy. It is a violation of the Policy for any person to engage in any form of retaliation. Retaliation is considered a very serious violation of the Policy that should be reported immediately, consistent with the Policy.

Other Misconduct. This Policy does not limit the Company's authority to correct workplace conduct which the Company decides is unprofessional or otherwise unacceptable, regardless of whether that conduct meets the definition of prohibited conduct as outlined in the Policy or otherwise meets the legal definition of discrimination or harassment.

5 PROJECT APPROACH & TRANSITION PLAN

As the incumbent provider for 14 years, Centerra provides EEIDD the **lowest risk solution** to operational readiness, providing an immediate **risk-free** transition of services. Our plan below demonstrates our continued operational readiness; a detailed handoff strategy to support a smooth transition of responsibilities; an emergency response integration framework to ensure alignment with EEIDD protocols; and a clear implementation timeline to maintain uninterrupted coverage. By leveraging its existing knowledge of the site, personnel, and mission requirements, Centerra minimizes disruption and reinforces confidence in sustained operational effectiveness.

Operational Readiness. We initiate our operational readiness promptly upon receiving notification of the award. On day 1, we initiate our operational checklist, encompassing facilities, apparatus, fire tools and equipment, personal protective equipment, communication equipment, staff certifications and training requirements, current installation maps, facilities pre-fire plans, water supply systems, EMS equipment, EMS protocols, department standard operating guidelines, and department standard operating procedures. As the incumbent, we expect this operation to be brief and efficient. ***We are a risk-free transition prepared to commence operations on Day 1.***

Handoff Strategy. Centerra is committed to ensuring a cohesive, seamless transition of services ensuring all operational knowledge, training curriculums, SOPs, talent acquisition, employee training data, etc. is transitioned to a new service provider. Centerra's Chief Kees and Director, Chief Tom Smith provide leadership during this phase and receive support from other corporate resources as needed.

We ensure any new vendor is provided with access to all necessary computers and software, along with a comprehensive understanding of their functionality. We conduct joint inventory to ensure accountability and serviceability of all existing uniforms, PPE, and station facilities and properly transitioned to the new vendor.

An overview of this approach and milestones that shall be conducted are shown in the following transition timeline. For this plan, Centerra assumed a 42-day handoff to mirror the onboarding plan, however, will scale our exit milestones according to the timeline afforded.

Emergency Response Integration. As the current provider, our emergency response integration will be seamless and immediate due to our streamlined workflows and optimal resource allocations already in place. We also already have in place improved collaboration and real-time access to all stakeholders and airport customers, as needed.

Transition Timeline. As shown in the following transition timeline, we will begin our operational readiness checklist on Day 1. By Day 2, the checklist will be completed and reviewed for any potential revisions or additions that could improve our current operational readiness. The timeline is brief, as we are the current incumbent and have an effective management plan and operational rhythm that functions efficiently, safely, and comprehensively.

Transition Out Timeline	Day	5		10			20			30			40
Activity	NTP												
Activate Phase Out team	N+0	◆											
Meet with incoming Contractor	N+3												
Submit transition Plan to EAP Authority	N+3	◆											
Weekly report of phase-out-activities submitted to EAP Authority	N+7												
Weekly Transition Meetings with incoming contractor	N+7												
Transition any new hire pipeline candidates to incoming contractor	N+7												
Provide incumbent employee training files/records	N+15												
Provide incoming contractor operational files(working/historical files)	N+15												
Provide site level operational details to incoming contractor	N+20												
Transfer site specific training curriculum and SOPS to incoming contractor	N+15												
Conduct joint inspection of airport provided vehicles with new contractor	N+15												
Support new contractor access to airport computers system and software	N+30												
Conduct Joint inventory airport auth provided equip with new contractor	N+20												
Retrieve Centerra owned equipment and uniforms	N+42												◆

◆ Milestone

Note: Transition timeline is 42 days. Timeline is based on the agreement being executed on November 20, 2025 with commencement on Jan 1, 2026 per RFQ Page 8

APPENDIX A: CENTERRA BENEFITS PLANS AND COVERAGE



Medical and Prescription Drug Plan Summary

Anthem | anthem.com | 833.814.2559

SIDE BY SIDE

MEDICAL	PREMIER PPO		STANDARD PPO		PREMIER HDHP		STANDARD HDHP	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Company contribution to HSA								
Individual	N/A		N/A		\$1,000		\$500	
Family					\$1,500		\$1,000	
Annual Deductible								
Individual	\$750	\$2,000	\$2,000	\$4,000	\$2,500	\$4,000	\$4,000	Not Covered
Family	\$1,500	\$4,000	\$4,000	\$8,000	\$5,000	\$8,000	\$8,000	Not Covered
Deductible Type	Embedded		Embedded		Aggregate		Embedded	
Out-of-pocket maximum (Includes deductible)								
Individual	\$2,000	\$6,000	\$4,000	\$6,000	\$4,000	\$6,000	\$6,650	Not Covered
Family	\$4,000	\$12,000	\$8,000	\$12,000	\$6,850	\$12,000	\$13,300	Not Covered
Lifetime Maximum	Unlimited		Unlimited		Unlimited		Unlimited	
Preventive care	Covered at 100%	70%*	Covered at 100%	60%*	Covered at 100%	60%*	Covered at 100%	Not Covered
Office Visit								
Primary Care Provider	\$30 copay	70%*	\$40 copay	60%*	80%*	60%*	80%*	Not Covered
Specialist	\$40 copay	70%*	\$50 copay	60%*	80%*	60%*	80%*	Not Covered
X-Ray and Lab	100%*	70%*	100%*	60%*	80%*	60%*	80%*	Not Covered
Inpatient Hospital Services	90%* after \$125 copay	70%* after \$125 copay	80%* after \$125 copay	60%* after \$125 copay	80%*	60%*	80%*	Not Covered
Outpatient Hospital Services	90%*	70%*	80%*	60%*	80%*	60%*	80%*	Not Covered
Urgent care	\$50 copay	70%*	\$75 copay	60%*	80%*	60%*	80%*	Not Covered
Emergency Room	90% after \$200 copay		80% after \$250 copay		80%*		80%*	
PRESCRIPTION DRUGS	PREMIER PPO		STANDARD PPO		PREMIER HDHP		STANDARD HDHP	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Prescription Drug Deductible (Individual/Family)	None		None		Included with the Medical Deductible		Included with the Medical Deductible	N/A
RETAIL PHARMACY (UP TO A 31-DAY SUPPLY)								
Generic	\$10 copay		\$15 copay		\$10 copay*		\$10 copay*	Not covered
Brand Preferred	\$30 copay		\$35 copay		\$30 copay*		\$30 copay*	Not covered
Brand Non-Preferred	\$50 copay		\$60 copay		\$50 copay*		\$50 copay*	Not covered
MAIL ORDER PHARMACY (90-DAY SUPPLY)								
Generic	\$25 copay	Not covered	\$37.50 copay	Not covered	\$25 copay*	Not covered	\$25 copay*	Not covered
Brand Preferred	\$75 copay	Not covered	\$87.50 copay	Not covered	\$75 copay*	Not covered	\$75 copay*	Not covered
Brand Non-Preferred	\$125 copay	Not covered	\$150 copay	Not covered	\$125 copay*	Not covered	\$125 copay*	Not covered

*After deductible is met

Note: This is a summary only of your coverage. In-network services are based on negotiated charges; out-of-network services are based on reasonable and customary (R&C) charges.

The difference between aggregate and embedded deductibles and out-of-pocket maximums

- Under an aggregate approach, there is one family limit that applies to all of you. When one or a combination of family members has expenses that meet the family deductible or out-of-pocket maximum, it is considered to be met for all of you. Then the plan will begin paying its share of eligible expenses for the whole family for the rest of the year. The Constellis Premier HDHP has aggregate deductibles and out-of-pocket maximums.
- Under an embedded approach, each person only needs to meet the individual deductible and out-of-pocket maximum before the plan begins paying its share for that individual. (And, once two or more family members meet the family limits, the plan begins paying its share for all covered family members.) The Premier PPO, Standard PPO and Standard HDHP plans have embedded deductibles and out-of-pocket maximums.



DENTAL PLAN

MetLife | [metlife.com/dental](https://www.metlife.com/dental) | 800.GET.MET8

It's important to have regular dental exams and cleanings so problems are detected before they become painful — and expensive. Keeping your teeth and gums clean and healthy will help prevent most tooth decay and is an important part of maintaining your overall health. Constellis offers two dental Plans through MetLife, using their Preferred Provider Organization (PPO) network of dentists.

USING IN-NETWORK DENTAL PROVIDERS

While you have the option of choosing any provider, you will save money when you use in-network dentists. When using an out-of-network dental provider, you will pay more because the provider has not agreed to charge you a negotiated rate.



DENTAL	STANDARD DPPO		PREMIER DPPO	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
DEDUCTIBLE				
Individual		\$50		\$50
Family		\$150		\$150
Annual plan maximum (per individual)		\$1,750		\$2,750
DIAGNOSTIC AND PREVENTIVE				
Oral exams, X-rays, cleanings, fluoride, space maintainers, sealants	100%	100% of maximum allowable charge	100%	100% of maximum allowable charge
BASIC & RESTORATIVE				
Oral surgery, fillings, endodontic treatment, periodontic treatment, repairs of dentures and crowns	70%*	70% of maximum allowable charge*	80%*	80% of maximum allowable charge*
MAJOR				
Crowns, jackets, dentures, bridge implants	40%*	40% of maximum allowable charge*	50%*	50% of maximum allowable charge*
ORTHODONTIA				
Orthodontia Coverage	50% (Dependent children up to age 19 only)		50%	
Lifetime orthodontia plan maximum (per individual)		\$1,500		\$2,000

*After deductible is met

Please note that you will not receive a Dental Card but can download a generic card from the MetLife website by going to www.metlife.com/dental and signing into MyBenefits. When you use an in-network dentist, you will not be billed for any amount above the set fees negotiated with the dentist. If you go to an out of network provider, you may be responsible for any amounts above the reasonable and customary charges. The chart above shows what the plan pays.

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benefits@constellis.com | 252.435.1326

2025 CONSTELLIS BENEFITS GUIDE


VISION PLAN

VSP | constellis.vspforme.com | 800.877.7195

The vision plan options provide coverage for routine eye exams and pays for all or a portion of the cost of glasses or contact lenses. You can choose any provider; however, you always save money if you see in-network providers. Our vision plans are provided through VSP.

VISION	STANDARD VISION		PREMIER VISION	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Eye exam (once every 12 months)	\$10 copay	Up to \$45	\$10 copay	Up to \$45
Hardware	\$15 copay	N/A	\$15 copay	N/A
Frames	\$15 copay, \$150 allowance (once every 24 months)	Up to \$70	\$15 copay, \$200 allowance (once every 12 months)	Up to \$70
STANDARD LENSES (ONCE EVERY 12 MONTHS)				
Single vision	Covered 100%	Up to \$45	Covered 100%	Up to \$45
Bifocal	Covered 100%	Up to \$65	Covered 100%	Up to \$65
Trifocal	Covered 100%	Up to \$85	Covered 100%	Up to \$85
Progressive	\$80-\$160 (depending on type)	Up to \$85	\$80-\$160 (depending on type)	Up to \$85
CONTACT LENSES (ONCE EVERY 12 MONTHS)				
Medically necessary	Covered 100%	Up to \$210	Covered 100%	Up to \$210
Elective (in lieu of glasses)	\$150 allowance (fitting and evaluation: maximum copay of \$60)	Up to \$105	\$200 allowance (fitting and evaluation: maximum copay of \$60)	Up to \$105

You can receive benefits in two ways. Use the network to pay set copayments for most expenses or go to a doctor outside the network and receive a reimbursement for part of the cost of your exams, glasses, and/or contacts.

To locate an in-network VSP doctor, **visit constellis.vspforme.com**. Click on "Find a Network Provider" and enter your address or zip code. Members can also call 800-877-7195 for information on doctors, reimbursement, benefits, etc.

Please note that you will not receive a vision card from VSP. However, if you would like a card you can log into **constellis.vspforme.com** and navigate to the member portal to view or print a card.

benefits@constellis.com | 252.435.1326

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APPENDIX B: SAMPLE COPIES OF INCIDENT REPORT FORMS

A FDID <input type="text"/> State <input type="text"/> Incident Date <input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/> Station <input type="text"/> Incident Number <input type="text"/> Exposure <input type="text"/>		<input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> No Activity		NFIRS-1 Basic <small>OMB 1660-0069 Expires 04/30/2019 *Paperwork Burden Notice on Back</small>	
B Location Type <input type="checkbox"/> <input type="checkbox"/> Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B, "Alternative Location Specification." Use only for wildland fires.					
Census Tract <input type="text"/> - <input type="text"/> <input type="checkbox"/> Street address <input type="checkbox"/> Intersection <input type="checkbox"/> In front of <input type="checkbox"/> Rear of <input type="checkbox"/> Adjacent to <input type="checkbox"/> Directions <input type="checkbox"/> U.S. National Grid Number/Milepost <input type="text"/> Prefix <input type="text"/> Street or Highway <input type="text"/> Street Type <input type="text"/> Suffix <input type="text"/> Apt./Suite/Room <input type="text"/> City <input type="text"/> State <input type="text"/> ZIP Code <input type="text"/> - <input type="text"/> Cross Street, Directions or National Grid, as applicable					
C Incident Type <input type="text"/>		E1 Dates and Times Check boxes if dates are the same as Alarm Date. Alarm <input type="checkbox"/> Arrival <input type="checkbox"/> Controlled <input type="checkbox"/> Last Unit Cleared <input type="checkbox"/> Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Hour <input type="text"/> Min <input type="text"/> ARRIVAL required, unless canceled or did not arrive CONTROLLED optional, except for wildland fires LAST UNIT CLEARED, required except for wildland fires		E2 Shifts and Alarms Local Option Shift or Platoon <input type="text"/> Alarms <input type="text"/> District <input type="text"/>	
D Aid Given or Received <input type="checkbox"/> None 1 <input type="checkbox"/> Mutual aid received 2 <input type="checkbox"/> Auto. aid received 3 <input type="checkbox"/> Mutual aid given 4 <input type="checkbox"/> Auto. aid given 5 <input type="checkbox"/> Other aid given Their FDID <input type="text"/> Their State <input type="text"/> Their Incident Number <input type="text"/>		E3 Special Studies Local Option Special Study ID# <input type="text"/> Special Study Value <input type="text"/>			
F Actions Taken <input type="checkbox"/> Primary Action Taken (1) <input type="text"/> Additional Action Taken (2) <input type="text"/> Additional Action Taken (3) <input type="text"/>		G1 Resources <input type="checkbox"/> Check this box and skip this block if an Apparatus or Personnel Module is used. Apparatus <input type="text"/> Personnel <input type="text"/> Suppression <input type="text"/> EMS <input type="text"/> Other <input type="text"/> <input type="checkbox"/> Check box if resource counts include aid received resources.		G2 Estimated Dollar Losses and Values LOSSES: Required for all fires if known. Optional for non-fires. None Property \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/> Contents \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/> PRE-INCIDENT VALUE: Optional Property \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/> Contents \$ <input type="text"/> , <input type="text"/> , <input type="text"/> <input type="checkbox"/>	
Completed Modules <input type="checkbox"/> Fire-2 <input type="checkbox"/> Structure Fire-3 <input type="checkbox"/> Civilian Fire Cas.-4 <input type="checkbox"/> Fire Service Cas.-5 <input type="checkbox"/> EMS-6 <input type="checkbox"/> HazMat-7 <input type="checkbox"/> Wildland Fire-8 <input type="checkbox"/> Apparatus-9 <input type="checkbox"/> Personnel-10 <input type="checkbox"/> Arson-11		H1 Casualties <input type="checkbox"/> None Fire Deaths <input type="text"/> Injuries <input type="text"/> Service <input type="text"/> Civilian <input type="text"/> H2 Detector Required for confined fires. 1 <input type="checkbox"/> Detector alerted occupants 2 <input type="checkbox"/> Detector did not alert them U <input type="checkbox"/> Unknown		H3 Hazardous Materials Release <input type="checkbox"/> None 1 <input type="checkbox"/> Natural gas: slow leak, no evacuation or HazMat actions 2 <input type="checkbox"/> Propane gas: <21-lb tank (as in home BBQ grill) 3 <input type="checkbox"/> Gasoline: vehicle fuel tank or portable container 4 <input type="checkbox"/> Kerosene: fuel burning equipment or portable storage 5 <input type="checkbox"/> Diesel fuel/fuel oil: vehicle fuel tank or portable storage 6 <input type="checkbox"/> Household solvents: home/office spill, cleanup only 7 <input type="checkbox"/> Motor oil: from engine or portable container 8 <input type="checkbox"/> Paint: from paint cans totaling <55 gallons 0 <input type="checkbox"/> Other: special HazMat actions required or spill > 55 gal (Please complete the HazMat form.)	
I Mixed Use Property <input type="checkbox"/> Not mixed 10 <input type="checkbox"/> Assembly use 20 <input type="checkbox"/> Education use 33 <input type="checkbox"/> Medical use 40 <input type="checkbox"/> Residential use 51 <input type="checkbox"/> Row of stores 53 <input type="checkbox"/> Enclosed mall 58 <input type="checkbox"/> Business & residential 59 <input type="checkbox"/> Office use 60 <input type="checkbox"/> Industrial use 63 <input type="checkbox"/> Military use 65 <input type="checkbox"/> Farm use 00 <input type="checkbox"/> Other mixed use		J Property Use <input type="checkbox"/> None Structures 131 <input type="checkbox"/> Church, place of worship 161 <input type="checkbox"/> Restaurant or cafeteria 162 <input type="checkbox"/> Bar/Tavern or nightclub 213 <input type="checkbox"/> Elementary school, kindergarten 215 <input type="checkbox"/> High school, junior high 241 <input type="checkbox"/> College, adult education 311 <input type="checkbox"/> Nursing home 331 <input type="checkbox"/> Hospital 341 <input type="checkbox"/> Clinic, clinic-type infirmary 342 <input type="checkbox"/> Doctor/Dentist office 361 <input type="checkbox"/> Prison or jail, not juvenile 419 <input type="checkbox"/> 1- or 2-family dwelling 429 <input type="checkbox"/> Multifamily dwelling 439 <input type="checkbox"/> Rooming/Boarding house 449 <input type="checkbox"/> Commercial hotel or motel 459 <input type="checkbox"/> Residential, board and care 464 <input type="checkbox"/> Dormitory/Barracks 519 <input type="checkbox"/> Food and beverage sales 539 <input type="checkbox"/> Household goods, sales, repairs 571 <input type="checkbox"/> Gas or service station 579 <input type="checkbox"/> Motor vehicle/boat sales/repairs 599 <input type="checkbox"/> Business office 615 <input type="checkbox"/> Electric-generating plant 629 <input type="checkbox"/> Laboratory/Science laboratory 700 <input type="checkbox"/> Manufacturing plant 819 <input type="checkbox"/> Livestock/Poultry storage (barn) 882 <input type="checkbox"/> Non-residential parking garage 891 <input type="checkbox"/> Warehouse Outside 124 <input type="checkbox"/> Playground or park 655 <input type="checkbox"/> Crops or orchard 669 <input type="checkbox"/> Forest (timberland) 807 <input type="checkbox"/> Outdoor storage area 919 <input type="checkbox"/> Dump or sanitary landfill 931 <input type="checkbox"/> Open land or field 936 <input type="checkbox"/> Vacant lot 938 <input type="checkbox"/> Graded/Cared for plot of land 946 <input type="checkbox"/> Lake, river, stream 951 <input type="checkbox"/> Railroad right-of-way 960 <input type="checkbox"/> Other street 961 <input type="checkbox"/> Highway/Divided highway 962 <input type="checkbox"/> Residential street/driveway 981 <input type="checkbox"/> Construction site 984 <input type="checkbox"/> Industrial plant yard			
Look up and enter a Property Use code and description only if you have NOT checked a Property Use box. Property Use <input type="text"/> Code <input type="text"/> Property Use Description <input type="text"/> NFIRS-1 Revision 01/01/07					

***PAPERWORK BURDEN DISCLOSURE NOTICE
NFIRS-1**

Paperwork burden for this form (NFIRS Version 5.0 Modules 1-12 (Electronic)) is estimated to average 27 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collection Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. Paperwork Reduction Project (1660-0069)

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Authorization									
Check box if same as Officer in charge: <input type="checkbox"/>	Officer in charge ID	Signature	Position or rank	Assignment	Month	Day	Year		
	Member making report ID	Signature	Position or rank	Assignment	Month	Day	Year		

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NFIRS-1**

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A	FDID <input type="text"/>	State <input type="text"/>	MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>	Station <input type="text"/>	Incident Number <input type="text"/>	Exposure <input type="text"/>	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS-1S Supplemental <small>OMB 1660-0069 Expires 04/30/2019 *Paperwork Burden Notice on Back</small>
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K1	Person/Entity Involved	Business Name (if applicable) <input type="text"/>	Area Code <input type="text"/>	Phone Number <input type="text"/>																				
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NFIRS-1S Revision 01/01/07

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NFIRS-1S
Supplemental

E3

Supplemental Special Studies

Local Option

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Remarks:

Local Option

NFIRS-1S Revision 01/01/07

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A <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div>FDID <input style="width: 100px;" type="text"/></div> <div>State <input style="width: 100px;" type="text"/></div> <div>Incident Date <input style="width: 100px;" type="text"/></div> <div>Station <input style="width: 100px;" type="text"/></div> <div>Incident Number <input style="width: 100px;" type="text"/></div> <div>Exposure <input style="width: 100px;" type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div>MM <input style="width: 20px;" type="text"/> DD <input style="width: 20px;" type="text"/> YYYY <input style="width: 60px;" type="text"/></div> </div> </div> <div style="width: 35%; text-align: right;"> <input type="checkbox"/> Delete <input type="checkbox"/> Change </div> </div> <div style="text-align: right; font-size: small; margin-top: 5px;"> NFIRS-2 Fire OMB 1660-0069 Expires 04/30/2019 <i>*Paperwork Burden Notice on Back</i> </div>		
B Property Details <div style="margin-top: 10px;"> B1 <input style="width: 100px;" type="text"/> <input type="checkbox"/> Not Residential <small>Estimated number of residential living units in building of origin whether or not all units became involved.</small> </div> <div style="margin-top: 10px;"> B2 <input style="width: 100px;" type="text"/> <input type="checkbox"/> Buildings not involved <small>Number of buildings involved</small> </div> <div style="margin-top: 10px;"> B3 <input style="width: 100px;" type="text"/> <input type="checkbox"/> None <input type="checkbox"/> Less than one acre <small>Acres burned (outside fires)</small> </div>	C On-Site Materials or Products <input type="checkbox"/> None <div style="font-size: small; margin-top: 5px;"> Complete if there were any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, whether or not they became involved. </div> <div style="margin-top: 5px;"> On-Site Materials Storage Use <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Enter up to three codes. Check one box for each code entered. <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> </div> <small>On-site material (1)</small> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> </div> <small>On-site material (2)</small> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> </div> <small>On-site material (3)</small> </div> <div style="width: 35%; font-size: x-small;"> <div>1 <input type="checkbox"/> Bulk storage or warehousing</div> <div>2 <input type="checkbox"/> Processing or manufacturing</div> <div>3 <input type="checkbox"/> Packaged goods for sale</div> <div>4 <input type="checkbox"/> Repair or service</div> <div>U <input type="checkbox"/> Undetermined</div> </div> </div> </div>	
D Ignition <div style="margin-top: 10px;"> D1 <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="checkbox"/> <small>Area of fire origin</small> </div> <div style="margin-top: 10px;"> D2 <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="checkbox"/> <small>Heat source</small> </div> <div style="margin-top: 10px;"> D3 <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="checkbox"/> <input type="checkbox"/> Check box if fire spread was confined to object of origin. <small>Item first ignited</small> </div> <div style="margin-top: 10px;"> D4 <input style="width: 100px;" type="text"/> <input style="margin-left: 10px;" type="checkbox"/> <small>Type of material first ignited</small> </div>	E1 Cause of Ignition <input style="margin-left: 10px;" type="checkbox"/> Check box if this is an exposure report. <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> 1 <input type="checkbox"/> Intentional 2 <input type="checkbox"/> Unintentional 3 <input type="checkbox"/> Failure of equipment or heat source 4 <input type="checkbox"/> Act of nature 5 <input type="checkbox"/> Cause under investigation U <input type="checkbox"/> Cause undetermined after investigation </div> <div style="text-align: right; font-size: small;"> <input style="width: 30px;" type="text"/> Skip to Section G </div> </div> </div>	E3 Human Factors <input style="margin-left: 10px;" type="checkbox"/> Contributing to Ignition <div style="margin-top: 5px;"> <input type="checkbox"/> Check all applicable boxes <input type="checkbox"/> None </div> <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Possibly impaired by alcohol or drugs 3 <input type="checkbox"/> Unattended person 4 <input type="checkbox"/> Possibly mentally disabled 5 <input type="checkbox"/> Physically disabled 6 <input type="checkbox"/> Multiple persons involved 7 <input type="checkbox"/> Age was a factor </div> <div style="margin-top: 5px;"> <small>Estimated age of person involved</small> <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female </div>
F1 Equipment Involved in Ignition <div style="margin-top: 5px;"> <input type="checkbox"/> None <input style="margin-left: 10px;" type="checkbox"/> If equipment was not involved, skip to Section G. </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Equipment Involved</small> </div> <div style="margin-top: 5px;"> <small>Brand</small> <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 5px;"> <small>Model</small> <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 5px;"> <small>Serial #</small> <input style="width: 100px;" type="text"/> </div> <div style="margin-top: 5px;"> <small>Year</small> <input style="width: 100px;" type="text"/> </div>	F2 Equipment Power Source <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Equipment Power Source</small> </div>	G Fire Suppression Factors <input type="checkbox"/> None <div style="margin-top: 5px;"> Enter up to three codes. </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Fire suppression factor (1)</small> </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Fire suppression factor (2)</small> </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Fire suppression factor (3)</small> </div>
H1 Mobile Property Involved <input type="checkbox"/> None <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Not involved in ignition, but burned 2 <input type="checkbox"/> Involved in ignition, but did not burn 3 <input type="checkbox"/> Involved in ignition and burned </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Mobile property model</small> </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <small>License Plate Number State VIN</small> </div>	H2 Mobile Property Type and Make <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Mobile property type</small> </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <small>Mobile property make</small> </div> <div style="margin-top: 5px;"> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <small>Year</small> </div>	Local Use <div style="margin-top: 5px;"> <input type="checkbox"/> Pre-Fire Plan Available <small>Some of the information presented in this report may be based upon reports from other agencies:</small> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Arson report attached <input type="checkbox"/> Police report attached <input type="checkbox"/> Coroner report attached <input type="checkbox"/> Other reports attached </div>
Structure fire? Please be sure to complete the Structure Fire form (NFIRS-3).		

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NFIRS-2**

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I1 Structure Type ☆ <small>If fire was in an enclosed building or a portable/mobile structure, complete the rest of this form.</small> 1 <input type="checkbox"/> Enclosed building 2 <input type="checkbox"/> Portable/Mobile structure 3 <input type="checkbox"/> Open structure 4 <input type="checkbox"/> Air-supported structure 5 <input type="checkbox"/> Tent 6 <input type="checkbox"/> Open platform (e.g., piers) 7 <input type="checkbox"/> Underground structure (work areas) 8 <input type="checkbox"/> Connective structure (e.g., fences) 0 <input type="checkbox"/> Other type of structure	I2 Building Status ☆ 1 <input type="checkbox"/> Under construction 2 <input type="checkbox"/> In normal use 3 <input type="checkbox"/> Idle, not routinely used 4 <input type="checkbox"/> Under major renovation 5 <input type="checkbox"/> Vacant and secured 6 <input type="checkbox"/> Vacant and unsecured 7 <input type="checkbox"/> Being demolished 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	I3 Building Height ☆ <small>Count the roof as part of the highest story.</small> _____ <small>Total number of stories at or above grade.</small> _____ <small>Total number of stories below grade.</small>	I4 Main Floor Size ☆ <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;"> NFIRS-3 Structure Fire <small>OM3 1050-0009 Expires 04/30/2019 *Paperwork Burden Notice on Back</small> </div> _____ , _____ , _____ <small>Total square feet</small> <p align="center">OR</p> _____ , _____ BY _____ , _____ <small>Length in feet Width in feet</small>
J1 Fire Origin ☆ _____ <small>Story of fire origin</small> <input type="checkbox"/> Below grade	J3 Number of Stories Damaged by Flame ☆ <small>Count the roof as part of the highest story.</small> _____ Number of stories w/minor damage (1 to 24% flame damage) _____ Number of stories w/significant damage (25 to 49% flame damage) _____ Number of stories w/heavy damage (50 to 74% flame damage) _____ Number of stories w/extreme damage (75 to 100% flame damage)		K Type of Material Contributing Most to Flame Spread <input type="checkbox"/> Check if no flame spread OR if same as Material First Ignited (Block D4, Fire Module) OR if unable to determine. ➔ Skip to Section L K1 _____ <small>Item contributing most to flame spread</small> K2 _____ <small>Type of material contributing most to flame spread Required only if item contributing code is 00 or < 70.</small>
J2 Fire Spread ☆ <small>If fire spread was confined to object of origin, do not check a box (Ref. Block D3, Fire Module).</small> 2 <input type="checkbox"/> Confined to room of origin 3 <input type="checkbox"/> Confined to floor of origin 4 <input type="checkbox"/> Confined to building of origin 5 <input type="checkbox"/> Beyond building of origin	L1 Presence of Detectors ☆ <small>(In area of the fire)</small> N <input type="checkbox"/> None Present ➔ Skip to Section M 1 <input type="checkbox"/> Present U <input type="checkbox"/> Undetermined	L3 Detector Power Supply 1 <input type="checkbox"/> Battery only 2 <input type="checkbox"/> Hardwire only 3 <input type="checkbox"/> Plug-in 4 <input type="checkbox"/> Hardwire with battery 5 <input type="checkbox"/> Plug-in with battery 6 <input type="checkbox"/> Mechanical 7 <input type="checkbox"/> Multiple detectors & power supplies 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	L5 Detector Effectiveness <small>Required if detector operated.</small> 1 <input type="checkbox"/> Alerted occupants, occupants responded 2 <input type="checkbox"/> Alerted occupants, occupants failed to respond 3 <input type="checkbox"/> There were no occupants 4 <input type="checkbox"/> Failed to alert occupants U <input type="checkbox"/> Undetermined
L2 Detector Type 1 <input type="checkbox"/> Smoke 2 <input type="checkbox"/> Heat 3 <input type="checkbox"/> Combination smoke and heat 4 <input type="checkbox"/> Sprinkler, water flow detection 5 <input type="checkbox"/> More than one type present 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	L4 Detector Operation 1 <input type="checkbox"/> Fire too small to activate 2 <input type="checkbox"/> Operated ➔ Complete Block L5 3 <input type="checkbox"/> Failed to operate ➔ Complete Block L6 U <input type="checkbox"/> Undetermined		L6 Detector Failure Reason <small>Required if detector failed to operate.</small> 1 <input type="checkbox"/> Power failure, shutoff, or disconnect 2 <input type="checkbox"/> Improper installation or placement 3 <input type="checkbox"/> Defective 4 <input type="checkbox"/> Lack of maintenance, includes not cleaning 5 <input type="checkbox"/> Battery missing or disconnected 6 <input type="checkbox"/> Battery discharged or dead 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined
M1 Presence of Automatic Extinguishing System ☆ N <input type="checkbox"/> None Present ➔ Complete rest of Section M 1 <input type="checkbox"/> Present 2 <input type="checkbox"/> Partial System Present U <input type="checkbox"/> Undetermined	M3 Operation of Automatic Extinguishing System <small>Required if fire was within designed range.</small> 1 <input type="checkbox"/> Operated/effective (go to M4) 2 <input type="checkbox"/> Operated/Not effective (go to M4) 3 <input type="checkbox"/> Fire too small to activate 4 <input type="checkbox"/> Failed to operate (go to M5) 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	M5 Reason for Automatic Extinguishing System Failure <small>Required if system failed or not effective.</small> 1 <input type="checkbox"/> System shut off 2 <input type="checkbox"/> Not enough agent discharged 3 <input type="checkbox"/> Agent discharged but did not reach fire 4 <input type="checkbox"/> Wrong type of system 5 <input type="checkbox"/> Fire not in area protected 6 <input type="checkbox"/> System components damaged 7 <input type="checkbox"/> Lack of maintenance 8 <input type="checkbox"/> Manual intervention 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined	
M2 Type of Automatic Extinguishing System <small>Required if fire was within designed range of AES.</small> 1 <input type="checkbox"/> Wet-pipe sprinkler 2 <input type="checkbox"/> Dry-pipe sprinkler 3 <input type="checkbox"/> Other sprinkler system 4 <input type="checkbox"/> Dry chemical system 5 <input type="checkbox"/> Foam system 6 <input type="checkbox"/> Halogen-type system 7 <input type="checkbox"/> Carbon dioxide (CO ₂) system 0 <input type="checkbox"/> Other special hazard system U <input type="checkbox"/> Undetermined		M4 Number of Sprinkler Heads Operating <small>Required if system operated.</small> _____ <small>Number of sprinkler heads operating</small>	

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A FDID <input type="text"/> State <input type="text"/> Incident Date <input type="text"/> Station <input type="text"/> Incident Number <input type="text"/> Exposure <input type="text"/> <input type="checkbox"/> Delete <input type="checkbox"/> Change				NFIRS-4 Civilian Fire Casualty <small>OMB 1660-0069 Expires 04/30/2019 *Paperwork Burden Notice on Back</small>	
B Injured Person First Name <input type="text"/> MI <input type="text"/> Last Name <input type="text"/> Suffix <input type="text"/>			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		C Casualty Number <input type="text"/>
D Age or Date of Birth Age <input type="text"/> Months (for infants) <input type="text"/> OR Date of Birth Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>		E1 Race 1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black, African American 3 <input type="checkbox"/> Am. Indian, Alaska Native 4 <input type="checkbox"/> Asian 5 <input type="checkbox"/> Native Hawaiian, Other Pacific Islander 0 <input type="checkbox"/> Other, multiracial U <input type="checkbox"/> Undetermined		F Affiliation 1 <input type="checkbox"/> Civilian 2 <input type="checkbox"/> EMS, not fire department 3 <input type="checkbox"/> Police 0 <input type="checkbox"/> Other	
E2 Ethnicity 1 <input type="checkbox"/> Hispanic or Latino 0 <input type="checkbox"/> Non Hispanic or Latino		G Date and Time of Injury Date of Injury: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Time of Injury: Hour <input type="text"/> Minute <input type="text"/> (Midnight is 0000)		H Severity 1 <input type="checkbox"/> Minor 2 <input type="checkbox"/> Moderate 3 <input type="checkbox"/> Severe 4 <input type="checkbox"/> Life threatening 5 <input type="checkbox"/> Death U <input type="checkbox"/> Undetermined	
I Cause of Injury 1 <input type="checkbox"/> Exposed to fire products including flame heat, smoke, and gas 2 <input type="checkbox"/> Exposed to toxic fumes other than smoke 3 <input type="checkbox"/> Jumped in escape attempt 4 <input type="checkbox"/> Fell, slipped, or tripped 5 <input type="checkbox"/> Caught or trapped 6 <input type="checkbox"/> Structural collapse 7 <input type="checkbox"/> Struck by or contact with object 8 <input type="checkbox"/> Overexertion or strain 9 <input type="checkbox"/> Multiple causes 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined			J Human Factors Contributing to Injury <input type="checkbox"/> None Check all applicable boxes 1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Unconscious 3 <input type="checkbox"/> Possibly impaired by alcohol 4 <input type="checkbox"/> Possibly impaired by other drug 5 <input type="checkbox"/> Possibly mentally disabled 6 <input type="checkbox"/> Physically disabled 7 <input type="checkbox"/> Physically restrained 8 <input type="checkbox"/> Unattended person		
K Factors Contributing to Injury <input type="checkbox"/> None Enter up to three contributing factors Contributing factor (1) <input type="text"/> Contributing factor (2) <input type="text"/> Contributing factor (3) <input type="text"/>			L Activity When Injured 1 <input type="checkbox"/> Escaping 2 <input type="checkbox"/> Rescue attempt 3 <input type="checkbox"/> Fire control 4 <input type="checkbox"/> Return to fire before control 5 <input type="checkbox"/> Return to fire after control 6 <input type="checkbox"/> Sleeping 7 <input type="checkbox"/> Unable to act 8 <input type="checkbox"/> Irrational act 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined		
M1 Location at Time of Incident 1 <input type="checkbox"/> In area of origin and not involved 2 <input type="checkbox"/> Not in area of origin and not involved 3 <input type="checkbox"/> Not in area of origin, but involved 4 <input type="checkbox"/> In area of origin and involved 0 <input type="checkbox"/> Other location U <input type="checkbox"/> Undetermined			M3 Story at Start of Incident Complete ONLY if injury occurred INSIDE Story at start of incident <input type="text"/> <input type="checkbox"/> Below grade		
M2 General Location at Time of Injury 1 <input type="checkbox"/> In area of fire origin → Skip to Section N 2 <input type="checkbox"/> In building, but not in area → Skip to Block Ms 3 <input type="checkbox"/> Outside, but not in area U <input type="checkbox"/> Undetermined			M4 Story Where Injury Occurred Story where injury occurred, if different from M3 <input type="text"/> <input type="checkbox"/> Below grade		
M5 Specific Location at Time of Injury Complete ONLY if casualty NOT in area of origin Specific location at time of injury <input type="text"/>			N Primary Apparent Symptom 01 <input type="checkbox"/> Smoke only, asphyxiation 11 <input type="checkbox"/> Burns and smoke inhalation 12 <input type="checkbox"/> Burns only 21 <input type="checkbox"/> Cut, laceration 33 <input type="checkbox"/> Strain or sprain 96 <input type="checkbox"/> Shock 98 <input type="checkbox"/> Pain only Look up a code only if the symptom is NOT found above Primary apparent symptom <input type="text"/>		
O Primary Area of Body Injured 1 <input type="checkbox"/> Head 2 <input type="checkbox"/> Neck and shoulder 3 <input type="checkbox"/> Thorax 4 <input type="checkbox"/> Abdomen 5 <input type="checkbox"/> Spine 6 <input type="checkbox"/> Upper extremities 7 <input type="checkbox"/> Lower extremities 8 <input type="checkbox"/> Internal 9 <input type="checkbox"/> Multiple body parts			P Disposition <input type="checkbox"/> Transported to emergency care facility Remarks <input type="text"/> Local option <input type="text"/>		

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K1 Did protective equipment fail and contribute to the injury? Please complete the remainder of this form ONLY if you answer YES.	Yes <input type="checkbox"/> Y No <input type="checkbox"/> N	Equipment Sequence Number	NFIRS-5 Fire Service Casualty
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K2 Protective Equipment Item	K3 Protective Equipment Problem Check one box to indicate the main problem that occurred.
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Head or Face Protection </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 11 <input type="checkbox"/> Helmet 12 <input type="checkbox"/> Full face protector 13 <input type="checkbox"/> Partial face protector 14 <input type="checkbox"/> Goggles/eye protection 15 <input type="checkbox"/> Hood 16 <input type="checkbox"/> Ear protector 17 <input type="checkbox"/> Neck protector 10 <input type="checkbox"/> Other </div> <div style="width: 48%;"> Coat, Shirt, or Trousers 21 <input type="checkbox"/> Protective coat 22 <input type="checkbox"/> Protective trousers 23 <input type="checkbox"/> Uniform shirt 24 <input type="checkbox"/> Uniform T-shirt 25 <input type="checkbox"/> Uniform trousers 26 <input type="checkbox"/> Uniform coat or jacket 27 <input type="checkbox"/> Coveralls 28 <input type="checkbox"/> Apron or gown 20 <input type="checkbox"/> Other </div> </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Boots or Shoes </div> <div> 31 <input type="checkbox"/> Knee length boots with steel baseplate and steel toes 32 <input type="checkbox"/> Knee length boots with steel toes only 33 <input type="checkbox"/> 3/4 length boots with steel baseplate and steel toes 34 <input type="checkbox"/> 3/4 length boots with steel toes only 35 <input type="checkbox"/> Boots without steel baseplate and steel toes 36 <input type="checkbox"/> Safety shoes with steel baseplate and steel toes 37 <input type="checkbox"/> Safety shoes with steel toes only 38 <input type="checkbox"/> Non-safety shoes 30 <input type="checkbox"/> Other </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Respiratory Protection </div> <div> 41 <input type="checkbox"/> SCBA (demand) open circuit 42 <input type="checkbox"/> SCBA (positive pressure) open circuit 43 <input type="checkbox"/> SCBA closed circuit 44 <input type="checkbox"/> Not self-contained 45 <input type="checkbox"/> Cartridge respirator 46 <input type="checkbox"/> Dust or particle mask 40 <input type="checkbox"/> Other </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Hand Protection </div> <div> 51 <input type="checkbox"/> Firefighter gloves with wristlets 52 <input type="checkbox"/> Firefighter gloves without wristlets 53 <input type="checkbox"/> Work gloves 54 <input type="checkbox"/> HazMat gloves 55 <input type="checkbox"/> Medical gloves 50 <input type="checkbox"/> Other </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Special Equipment </div> <div> 61 <input type="checkbox"/> Proximity suit for entry 62 <input type="checkbox"/> Proximity suit for non-entry 63 <input type="checkbox"/> Totally encapsulated, reusable chemical suit 64 <input type="checkbox"/> Totally encapsulated, disposable chemical suit 65 <input type="checkbox"/> Partially encapsulated, reusable chemical suit 66 <input type="checkbox"/> Partially encapsulated, disposable chemical suit 67 <input type="checkbox"/> Flash protection suit 68 <input type="checkbox"/> Flight or jump suit 69 <input type="checkbox"/> Brush suit 71 <input type="checkbox"/> Exposure suit 72 <input type="checkbox"/> Self-contained underwater breathing apparatus (SCUBA) 73 <input type="checkbox"/> Life preserver 74 <input type="checkbox"/> Life belt or ladder belt 75 <input type="checkbox"/> Personal alert safety system (PASS) 76 <input type="checkbox"/> Radio distress device 77 <input type="checkbox"/> Personal lighting 78 <input type="checkbox"/> Fire shelter or tent 79 <input type="checkbox"/> Vehicle safety belt 70 <input type="checkbox"/> Special equipment, other 00 <input type="checkbox"/> Protective equipment, other </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> 11 <input type="checkbox"/> Burned 12 <input type="checkbox"/> Melted 21 <input type="checkbox"/> Fractured, cracked or broken 22 <input type="checkbox"/> Punctured 23 <input type="checkbox"/> Scratched 24 <input type="checkbox"/> Knocked off 25 <input type="checkbox"/> Cut or ripped 31 <input type="checkbox"/> Trapped steam or hazardous gas 32 <input type="checkbox"/> Insufficient insulation 33 <input type="checkbox"/> Object fell in or onto equipment item 41 <input type="checkbox"/> Failed under impact 42 <input type="checkbox"/> Face piece or hose detached 43 <input type="checkbox"/> Exhalation valve inoperative or damaged 44 <input type="checkbox"/> Harness detached or separated 45 <input type="checkbox"/> Regulator failed to operate 46 <input type="checkbox"/> Regulator damaged by contact 47 <input type="checkbox"/> Problem with admissions valve 48 <input type="checkbox"/> Alarm failed to operate 49 <input type="checkbox"/> Alarm damaged by contact 51 <input type="checkbox"/> Supply cylinder or valve failed to operate 52 <input type="checkbox"/> Supply cylinder/valve damaged by contact 53 <input type="checkbox"/> Supply cylinder—insufficient air/oxygen 94 <input type="checkbox"/> Did not fit properly 95 <input type="checkbox"/> Not properly serviced or stored prior to use 96 <input type="checkbox"/> Not used for designed purpose 97 <input type="checkbox"/> Not used as recommended by manufacturer 00 <input type="checkbox"/> Other equipment problem UU <input type="checkbox"/> Undetermined </div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> K4 Equipment Manufacturer, Model and Serial Number </div> <div style="padding: 5px;"> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="font-size: small; margin-bottom: 5px;">Manufacturer</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="font-size: small; margin-bottom: 5px;">Model</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="font-size: small; margin-bottom: 5px;">Serial Number</div> </div>

Was the failure of more than one item of protective equipment a factor in the injury? If so, complete an additional page of this form for each piece of failed equipment.

NFIRS-5 Revision 05/01/03

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A FDID <input type="text"/> State <input type="text"/> Incident Date <input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/> Station <input type="text"/> Incident Number <input type="text"/> Exposure <input type="text"/> Haz No. <input type="text"/> <input type="checkbox"/> Delete <input type="checkbox"/> Change NFIRS-7 HazMat <small>OMB 1660-0069 Expires 04/30/2019 *Paperwork Burden Notice on Back</small>			
B HazMat ID UN Number <input type="text"/> DOT Hazard Classification <input type="text"/> CAS Registration Number <input type="text"/> Chemical Name <input type="text"/>			
C1 Container Type <input type="checkbox"/> None <input type="text"/> <small>Container Type</small> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> More hazardous materials? Use additional sheets. </div>	C2 Estimated Container Capacity <input type="text"/> , <input type="text"/> , <input type="text"/> <small>Capacity: by volume or weight</small> C3 Units: Capacity Check one box <div style="display: flex; justify-content: space-between;"> <div> VOLUME 11 <input type="checkbox"/> Ounces 12 <input type="checkbox"/> Gallons 13 <input type="checkbox"/> Barrels: 42 gal. 14 <input type="checkbox"/> Liters 15 <input type="checkbox"/> Cubic feet 16 <input type="checkbox"/> Cubic meters </div> <div> WEIGHT 21 <input type="checkbox"/> Ounces 22 <input type="checkbox"/> Pounds 23 <input type="checkbox"/> Grams 24 <input type="checkbox"/> Kilograms MICRO UNITS <input type="text"/> Enter Code </div> </div>	D1 Estimated Amount Released <input type="text"/> <input type="text"/> <input type="text"/> <small>Amount released: by volume or weight</small> D2 Units: Released Check one box <div style="display: flex; justify-content: space-between;"> <div> VOLUME 11 <input type="checkbox"/> Ounces 12 <input type="checkbox"/> Gallons 13 <input type="checkbox"/> Barrels: 42 gal. 14 <input type="checkbox"/> Liters 15 <input type="checkbox"/> Cubic feet 16 <input type="checkbox"/> Cubic meters </div> <div> WEIGHT 21 <input type="checkbox"/> Ounces 22 <input type="checkbox"/> Pounds 23 <input type="checkbox"/> Grams 24 <input type="checkbox"/> Kilograms MICRO UNITS <input type="text"/> Enter Code </div> </div>	E1 Physical State When Released 1 <input type="checkbox"/> Solid 2 <input type="checkbox"/> Liquid 3 <input type="checkbox"/> Gas U <input type="checkbox"/> Undetermined E2 Released Into <input type="text"/> <small>Released into</small>
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> Complete the remainder of this form only for the first hazardous material involved in this incident. </div> F1 Released From <small>Check all applicable boxes</small> <input type="checkbox"/> Below grade 1 <input type="checkbox"/> Inside/on structure <input type="text"/> Story of release 2 <input type="checkbox"/> Outside of structure	F2 Population Density 1 <input type="checkbox"/> Urban 2 <input type="checkbox"/> Suburban 3 <input type="checkbox"/> Rural G1 Area Affected 1 <input type="checkbox"/> Square feet 2 <input type="checkbox"/> Blocks 3 <input type="checkbox"/> Square miles <input type="text"/> , <input type="text"/> <small>Enter measurement</small>	G2 Area Evacuated <input type="checkbox"/> None 1 <input type="checkbox"/> Square feet <input type="text"/> , <input type="text"/> 2 <input type="checkbox"/> Blocks <small>Enter measurement</small> 3 <input type="checkbox"/> Square miles G3 Estimated Number of People Evacuated <input type="text"/> , <input type="text"/> G4 Estimated Number of Buildings Evacuated <input type="text"/> , <input type="text"/> <input type="checkbox"/> None	H HazMat Actions Taken <small>Enter up to three actions taken</small> <input type="text"/> <input type="text"/> <small>Primary action taken (1)</small> <input type="text"/> <input type="text"/> <small>Additional action taken (2)</small> <input type="text"/> <input type="text"/> <small>Additional action taken (3)</small> I If fire or explosion is involved with a release, which occurred first? 1 <input type="checkbox"/> Ignition U <input type="checkbox"/> Undetermined 2 <input type="checkbox"/> Release
J Cause of Release <input type="text"/> <input type="text"/> 1 <input type="checkbox"/> Intentional 2 <input type="checkbox"/> Unintentional release 3 <input type="checkbox"/> Container/Containment failure 4 <input type="checkbox"/> Act of nature 5 <input type="checkbox"/> Cause under investigation U <input type="checkbox"/> Cause undetermined after investigation	K Factors Contributing to Release <small>Enter up to three contributing factors</small> <input type="text"/> <input type="text"/> <small>Factor contributing to release (1)</small> <input type="text"/> <input type="text"/> <small>Factor contributing to release (2)</small> <input type="text"/> <input type="text"/> <small>Factor contributing to release (3)</small>	L Factors Affecting Mitigation <input type="checkbox"/> None <small>Enter up to three factors or impediments that affected the mitigation of the incident.</small> <input type="text"/> <input type="text"/> <small>Factor or impediment (1)</small> <input type="text"/> <input type="text"/> <small>Factor or impediment (2)</small> <input type="text"/> <input type="text"/> <small>Factor or impediment (3)</small>	
M Equipment Involved in Release <input type="checkbox"/> None <input type="text"/> <small>Equipment involved in release</small> Brand <input type="text"/> Model <input type="text"/> Serial # <input type="text"/> Year <input type="text"/>	N Mobile Property Involved in Release <input type="checkbox"/> None <input type="text"/> <small>Mobile property type</small> <input type="text"/> <small>Mobile property make</small> Model <input type="text"/> Year <input type="text"/> License plate number <input type="text"/> State <input type="text"/> DOT number/ ICC number <input type="text"/>	O HazMat Disposition <input type="text"/> <input type="text"/> 1 <input type="checkbox"/> Completed by fire service only 2 <input type="checkbox"/> Completed w/fire service present 3 <input type="checkbox"/> Released to local agency 4 <input type="checkbox"/> Released to county agency 5 <input type="checkbox"/> Released to State agency 6 <input type="checkbox"/> Released to Federal agency 7 <input type="checkbox"/> Released to private agency 8 <input type="checkbox"/> Released to property owner or manager P HazMat Civilian Casualties Deaths <input type="text"/> Injuries <input type="text"/> <small>NFIRS-7 Revision 01/01/07</small>	

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A <div style="display: flex; justify-content: space-between;"> <div> FDID <input type="text"/> State <input type="text"/> Incident Date <input type="text"/> Station <input type="text"/> Incident Number <input type="text"/> Exposure <input type="text"/> </div> <div> <input type="checkbox"/> Delete <input type="checkbox"/> Change </div> </div>		NFIRS-8 Wildland Fire <small>OMB 1665-0065 Expires 04/01/2019 *Paperwork Burden Notice on Back</small>	
B Alternate Location Specification <small>Enter Latitude/Longitude OR Township/Range/Section/Subsection Meridian if Section B on the Basic Module is not completed.</small> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> Latitude <input type="text"/> Longitude <input type="text"/> </div> <div> Township <input type="text"/> Range <input type="text"/> Section <input type="text"/> Subsection <input type="text"/> Meridian <input type="text"/> </div> </div> <p align="center">OR</p> <div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> North <input type="checkbox"/> South </div> <div> <input type="checkbox"/> East <input type="checkbox"/> West </div> </div>		D1 Wildland Fire Cause <div style="display: flex; justify-content: space-between;"> <div> 1 <input type="checkbox"/> Natural source 2 <input type="checkbox"/> Equipment 3 <input type="checkbox"/> Smoking 4 <input type="checkbox"/> Open/Outdoor fire 5 <input type="checkbox"/> Debris/Vegetation burn 6 <input type="checkbox"/> Structure (exposure) 7 <input type="checkbox"/> Incendiary </div> <div> 8 <input type="checkbox"/> Misuse of fire 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div> </div>	
C Area Type <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Rural, farms >50 acres 2 <input type="checkbox"/> Urban (heavily populated) 3 <input type="checkbox"/> Rural/Urban or suburban 4 <input type="checkbox"/> Urban-wildland interface area </div>		D2 Human Factors Contributing to Ignition <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Asleep 2 <input type="checkbox"/> Possibly impaired by alcohol or drugs 3 <input type="checkbox"/> Unattended person 4 <input type="checkbox"/> Possibly mentally disabled 5 <input type="checkbox"/> Physically disabled 6 <input type="checkbox"/> Multiple persons involved 7 <input type="checkbox"/> Age was a factor </div>	
D3 Factors Contributing to Ignition <div style="display: flex; justify-content: space-between;"> <div> #1 <input type="text"/> #2 <input type="text"/> </div> <div> <input type="checkbox"/> None </div> </div>		D4 Fire Suppression Factors <div style="display: flex; justify-content: space-between;"> <div> #1 <input type="text"/> #2 <input type="text"/> #3 <input type="text"/> </div> <div> <input type="checkbox"/> None </div> </div>	
E Heat Source <div style="margin-top: 5px;"> <input type="text"/> </div>		F Mobile Property Type <div style="margin-top: 5px;"> <input type="text"/> </div>	
G Equipment Involved in Ignition <div style="margin-top: 5px;"> <input type="text"/> </div>		<input type="checkbox"/> None	
H Weather Information <div style="margin-top: 10px;"> NFDRS Weather Station ID <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Weather Type <input type="text"/> Wind Direction <input type="text"/> </div> <div> Wind Speed (mph) <input type="text"/> Air Temperature <input type="text"/> F° </div> <div> <input type="checkbox"/> Check if negative </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Relative Humidity <input type="text"/> % </div> <div> Fuel Moisture <input type="text"/> % </div> <div> Fire Danger Rating <input type="text"/> </div> </div>		I1 Number of Buildings Ignited <div style="margin-top: 5px;"> <input type="text"/> <input type="checkbox"/> None </div>	
I2 Number of Buildings Threatened <div style="margin-top: 5px;"> <input type="text"/> <input type="checkbox"/> None </div>		I4 Primary Crops Burned <div style="margin-top: 5px;"> Identify up to 3 crops if any crops were burned. Crop 1 <input type="text"/> Crop 2 <input type="text"/> Crop 3 <input type="text"/> </div>	
I3 Total Acres Burned <div style="margin-top: 5px;"> <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> </div>			
J Property Management <div style="margin-top: 10px;"> Indicate the percent of the total acres burned for each ownership type then check the ONE box to identify the property ownership at the origin of the fire. If the ownership at origin is Federal, enter the Federal Agency Code. </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Ownership U <input type="checkbox"/> Undetermined </div> <div> % Total Acres Burned <input type="text"/> % </div> </div> <div style="margin-top: 10px;"> Private 1 <input type="checkbox"/> Tax paying <input type="text"/> % 2 <input type="checkbox"/> Non-tax paying <input type="text"/> % </div> <div style="margin-top: 10px;"> Public 3 <input type="checkbox"/> City, town, village, local <input type="text"/> % 4 <input type="checkbox"/> County or parish <input type="text"/> % 5 <input type="checkbox"/> State or province <input type="text"/> % 6 <input type="checkbox"/> Federal <input type="text"/> % <small>Federal Agency Code</small> </div> <div style="margin-top: 10px;"> 7 <input type="checkbox"/> Foreign <input type="text"/> % 8 <input type="checkbox"/> Military <input type="text"/> % 0 <input type="checkbox"/> Other <input type="text"/> % </div>		K NFDRS Fuel Model at Origin <div style="margin-top: 10px;"> Enter the code and the descriptor corresponding to the NFDRS Fuel Model at Origin. <input type="text"/> </div>	
L1 Person Responsible for Fire <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Identified person caused fire 2 <input type="checkbox"/> Unidentified person caused fire 3 <input type="checkbox"/> Fire not caused by person </div>		M Type of Right-of-Way <div style="margin-top: 5px;"> <input type="checkbox"/> None Required if less than 100 feet. Horizontal distance from right-of-way <input type="text"/> Feet Type of right-of-way <input type="text"/> </div>	
L2 Gender of Person Involved <div style="margin-top: 5px;"> 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female </div>		N Fire Behavior <div style="margin-top: 10px;"> These optional descriptors refer to observations made at the point of initial attack. </div>	
L3 Age or Date of Birth <div style="margin-top: 5px;"> Age in Years <input type="text"/> OR Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> </div>		<div style="margin-top: 10px;"> <input type="text"/> Feet Elevation </div> <div style="margin-top: 10px;"> <input type="text"/> Relative position on slope </div> <div style="margin-top: 10px;"> <input type="text"/> Aspect </div>	
L4 Activity of Person Involved <div style="margin-top: 5px;"> <input type="text"/> Activity of Person Involved </div>		<div style="margin-top: 10px;"> <input type="text"/> Feet Flame length </div> <div style="margin-top: 10px;"> <input type="text"/> Chains per Hour Rate of spread </div>	

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NOTE: Do not send your completed form to this address.

A	FDID <input type="text"/>	State <input type="text"/>	Incident Date <input type="text"/>	Station <input type="text"/>	Incident Number <input type="text"/>	Exposure <input type="text"/>	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS-9 Apparatus or Resources <small>OMB 1680-0069 Expires 04/30/2019 *Paperwork Burden Notice on Back</small>
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B Apparatus or Resources <small>Use codes listed below</small>	Dates and Times <small>Check if same date as Alarm date on the Basic Module (Block E1).</small> <div style="display: flex; justify-content: space-between;"> Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Hour/Min <input type="text"/> </div>	Sent <input checked="" type="checkbox"/>	Number of People <input type="text"/>	Apparatus Use <input type="checkbox"/> <small>Check ONE box for each apparatus to indicate its main use at the incident.</small>	Actions Taken <small>List up to 4 actions for each apparatus.</small>
1 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
2 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
3 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
4 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
5 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
6 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
7 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
8 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>
9 ID <input type="text"/> ★ Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/>

Apparatus or Resource Type Ground Fire Suppression 11 Engine 12 Truck or aerial 13 Quint 14 Tanker and pumper combination 16 Brush truck 17 ARFF (aircraft rescue and firefighting) 10 Ground fire suppression, other Heavy Ground Equipment 21 Dozer or plow 22 Tractor 24 Tanker or tender 20 Heavy ground equipment, other	Aircraft 41 Aircraft: fixed-wing tanker 42 Helitanker 43 Helicopter 40 Aircraft, other Marine Equipment 51 Fire boat with pump 52 Boat, no pump 50 Marine equipment, other Support Equipment 61 Breathing apparatus support 62 Light and air unit 60 Support apparatus, other	Medical and Rescue 71 Rescue unit 72 Urban search and rescue unit 73 High-angle rescue unit 75 BLS unit 76 ALS unit 70 Medical and rescue unit, other Other 91 Mobile command post 92 Chief officer car 93 HazMat unit 94 Type I hand crew 95 Type II hand crew 99 Privately owned vehicle 00 Other apparatus/resources	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> More apparatus? Use additional sheets. </div> NN None UU Undetermined
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NFIRS-9 Revision 01/01/07

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A	FDID <input type="text"/>	State <input type="text"/>	Incident Date <input type="text"/>	Station <input type="text"/>	Incident Number <input type="text"/>	Exposure <input type="text"/>	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS-10 Personnel <small>OMB 1660-0069 Expires 04/30/2019 *Paperwork Burden Notice on Back</small>
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B Apparatus or Resources	Dates and Times	Sent	Number of People	Apparatus Use	Actions Taken
	<small>Midnight is 0000</small> <input type="checkbox"/> Check if same date as Alarm date on the Basic Module (Block E1). Month Day Year Hour/Min	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Check ONE box for each apparatus to indicate its main use at the incident. <input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	List up to 4 actions for each apparatus and each personnel. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
1 ID <input type="text"/> ☆Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	Sent <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Personnel ID ☆	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
<input type="text"/>			<input checked="" type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				

2 ID <input type="text"/> ☆Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	Sent <input type="checkbox"/>	Number of People <input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Personnel ID ☆	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
<input type="text"/>			<input checked="" type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				

3 ID <input type="text"/> ☆Type <input type="text"/>	Dispatch <input type="checkbox"/> <input type="text"/> Arrival <input type="checkbox"/> <input type="text"/> Clear <input type="checkbox"/> <input type="text"/>	Sent <input type="checkbox"/>	Number of People <input type="text"/>	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Personnel ID ☆	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
<input type="text"/>			<input checked="" type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				
<input type="text"/>			<input type="checkbox"/>				

NFIRS-10 Revision 01/01/07

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NOTE: Do not send your completed form to this address.

A FDID <input type="text"/> State <input type="text"/> Incident Date <input type="text"/> MM <input type="text"/> DD <input type="text"/> Station <input type="text"/> Incident Number <input type="text"/> Exposure <input type="text"/> <div style="float: right; text-align: right;"> <input type="checkbox"/> Delete NFIRS-11 Arson <small>OMB 1560-0069 Expires 04/30/2019 Paperwork Burden Notice on Back</small> </div>																													
B Agency Referred To <input type="checkbox"/> None Agency Name <input type="text"/> Their case number <input type="text"/> Number <input type="text"/> Prefix <input type="text"/> Street or Highway <input type="text"/> Street Type <input type="text"/> Suffix <input type="text"/> Their ORI <input type="text"/> Post Office Box <input type="text"/> Apt./Suite/Room <input type="text"/> City <input type="text"/> Their Federal Identifier (FID) <input type="text"/> State <input type="text"/> ZIP Code <input type="text"/> Agency phone number <input type="text"/> Their FDID <input type="text"/>																													
C Case Status 1 <input type="checkbox"/> Investigation open 4 <input type="checkbox"/> Closed with arrest 2 <input type="checkbox"/> Investigation closed 5 <input type="checkbox"/> Closed with exceptional clearance 3 <input type="checkbox"/> Investigation inactive	D Availability of Material First Ignited 1 <input type="checkbox"/> Transported to scene 2 <input type="checkbox"/> Available at scene U <input type="checkbox"/> Unknown																												
E Suspected Motivation Factors <small>Check up to three factors</small> <table style="width:100%; font-size: small;"> <tr> <td>11 <input type="checkbox"/> Extortion</td> <td>21 <input type="checkbox"/> Personal</td> <td>42 <input type="checkbox"/> Vanity/Recognition</td> <td>54 <input type="checkbox"/> Burglary</td> </tr> <tr> <td>12 <input type="checkbox"/> Labor unrest</td> <td>22 <input type="checkbox"/> Hate crime</td> <td>43 <input type="checkbox"/> Thrills</td> <td>61 <input type="checkbox"/> Homicide concealment</td> </tr> <tr> <td>13 <input type="checkbox"/> Insurance fraud</td> <td>23 <input type="checkbox"/> Institutional</td> <td>44 <input type="checkbox"/> Attention/Sympathy</td> <td>62 <input type="checkbox"/> Burglary concealment</td> </tr> <tr> <td>14 <input type="checkbox"/> Intimidation</td> <td>24 <input type="checkbox"/> Societal</td> <td>45 <input type="checkbox"/> Sexual excitement</td> <td>63 <input type="checkbox"/> Auto theft concealment</td> </tr> <tr> <td>15 <input type="checkbox"/> Void contract/lease</td> <td>31 <input type="checkbox"/> Protest</td> <td>51 <input type="checkbox"/> Homicide</td> <td>64 <input type="checkbox"/> Destroy records/evidence</td> </tr> <tr> <td>16 <input type="checkbox"/> Foreclosed property</td> <td>32 <input type="checkbox"/> Civil unrest</td> <td>52 <input type="checkbox"/> Suicide</td> <td>00 <input type="checkbox"/> Other suspected motivation</td> </tr> <tr> <td></td> <td>41 <input type="checkbox"/> Fireplay/Curiosity</td> <td>53 <input type="checkbox"/> Domestic violence</td> <td>UU <input type="checkbox"/> Unknown motivation</td> </tr> </table>		11 <input type="checkbox"/> Extortion	21 <input type="checkbox"/> Personal	42 <input type="checkbox"/> Vanity/Recognition	54 <input type="checkbox"/> Burglary	12 <input type="checkbox"/> Labor unrest	22 <input type="checkbox"/> Hate crime	43 <input type="checkbox"/> Thrills	61 <input type="checkbox"/> Homicide concealment	13 <input type="checkbox"/> Insurance fraud	23 <input type="checkbox"/> Institutional	44 <input type="checkbox"/> Attention/Sympathy	62 <input type="checkbox"/> Burglary concealment	14 <input type="checkbox"/> Intimidation	24 <input type="checkbox"/> Societal	45 <input type="checkbox"/> Sexual excitement	63 <input type="checkbox"/> Auto theft concealment	15 <input type="checkbox"/> Void contract/lease	31 <input type="checkbox"/> Protest	51 <input type="checkbox"/> Homicide	64 <input type="checkbox"/> Destroy records/evidence	16 <input type="checkbox"/> Foreclosed property	32 <input type="checkbox"/> Civil unrest	52 <input type="checkbox"/> Suicide	00 <input type="checkbox"/> Other suspected motivation		41 <input type="checkbox"/> Fireplay/Curiosity	53 <input type="checkbox"/> Domestic violence	UU <input type="checkbox"/> Unknown motivation
11 <input type="checkbox"/> Extortion	21 <input type="checkbox"/> Personal	42 <input type="checkbox"/> Vanity/Recognition	54 <input type="checkbox"/> Burglary																										
12 <input type="checkbox"/> Labor unrest	22 <input type="checkbox"/> Hate crime	43 <input type="checkbox"/> Thrills	61 <input type="checkbox"/> Homicide concealment																										
13 <input type="checkbox"/> Insurance fraud	23 <input type="checkbox"/> Institutional	44 <input type="checkbox"/> Attention/Sympathy	62 <input type="checkbox"/> Burglary concealment																										
14 <input type="checkbox"/> Intimidation	24 <input type="checkbox"/> Societal	45 <input type="checkbox"/> Sexual excitement	63 <input type="checkbox"/> Auto theft concealment																										
15 <input type="checkbox"/> Void contract/lease	31 <input type="checkbox"/> Protest	51 <input type="checkbox"/> Homicide	64 <input type="checkbox"/> Destroy records/evidence																										
16 <input type="checkbox"/> Foreclosed property	32 <input type="checkbox"/> Civil unrest	52 <input type="checkbox"/> Suicide	00 <input type="checkbox"/> Other suspected motivation																										
	41 <input type="checkbox"/> Fireplay/Curiosity	53 <input type="checkbox"/> Domestic violence	UU <input type="checkbox"/> Unknown motivation																										
F Apparent Group Involvement <input type="checkbox"/> None <small>Check up to three factors</small> 1 <input type="checkbox"/> Terrorist group 2 <input type="checkbox"/> Gang 3 <input type="checkbox"/> Anti-government group 4 <input type="checkbox"/> Outlaw motorcycle organization 5 <input type="checkbox"/> Organized crime 6 <input type="checkbox"/> Racial/Ethnic hate group 7 <input type="checkbox"/> Religious hate group 8 <input type="checkbox"/> Sexual preference hate group 0 <input type="checkbox"/> Other group U <input type="checkbox"/> Unknown	H Incendiary Devices <small>Select one from each category</small> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> CONTAINER <input type="checkbox"/> No container 11 <input type="checkbox"/> Bottle (glass) 14 <input type="checkbox"/> Pressurized container 17 <input type="checkbox"/> Box 12 <input type="checkbox"/> Bottle (plastic) 15 <input type="checkbox"/> Can (not gas or fuel) 00 <input type="checkbox"/> Other Container 13 <input type="checkbox"/> Jug 16 <input type="checkbox"/> Gasoline or fuel can UU <input type="checkbox"/> Unknown </div> <div style="width: 48%;"> IGNITION/DELAY DEVICE <input type="checkbox"/> No device 11 <input type="checkbox"/> Wick or fuse 17 <input type="checkbox"/> Road flare/fuse 12 <input type="checkbox"/> Candle 18 <input type="checkbox"/> Chemical component 13 <input type="checkbox"/> Cigarette and matchbook 19 <input type="checkbox"/> Trailer/Streamer 14 <input type="checkbox"/> Electronic component 20 <input type="checkbox"/> Open flame source 15 <input type="checkbox"/> Mechanical device 00 <input type="checkbox"/> Other delay device 16 <input type="checkbox"/> Remote control UU <input type="checkbox"/> Unknown </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> FUEL <input type="checkbox"/> None 11 <input type="checkbox"/> Ordinary combustibles 16 <input type="checkbox"/> Pyrotechnic material 12 <input type="checkbox"/> Flammable gas 17 <input type="checkbox"/> Explosive material 14 <input type="checkbox"/> Ignitable liquid 00 <input type="checkbox"/> Other material 15 <input type="checkbox"/> Ignitable solid UU <input type="checkbox"/> Unknown </div> </div>																												
G1 Entry Method <input type="text"/> Entry Method	G2 Extent of Fire Involvement on Arrival <input type="text"/> Extent of Fire Involvement																												
I Other Investigative Information <small>Check all that apply</small> 1 <input type="checkbox"/> Code violations 2 <input type="checkbox"/> Structure for sale 3 <input type="checkbox"/> Structure vacant 4 <input type="checkbox"/> Other crimes involved 5 <input type="checkbox"/> Illicit drug activity 6 <input type="checkbox"/> Change in insurance 7 <input type="checkbox"/> Financial problem 8 <input type="checkbox"/> Criminal/Civil actions pending																													
J Property Ownership 1 <input type="checkbox"/> Private 2 <input type="checkbox"/> City, town, village, local 3 <input type="checkbox"/> County or parish 4 <input type="checkbox"/> State or province 5 <input type="checkbox"/> Federal 6 <input type="checkbox"/> Foreign 7 <input type="checkbox"/> Military 0 <input type="checkbox"/> Other	K Initial Observations <small>Check all that apply</small> 1 <input type="checkbox"/> Windows ajar 5 <input type="checkbox"/> Fire department forced entry 2 <input type="checkbox"/> Doors ajar 6 <input type="checkbox"/> Entry forced prior to FD arrival 3 <input type="checkbox"/> Doors locked 7 <input type="checkbox"/> Security system activated 4 <input type="checkbox"/> Doors unlocked 8 <input type="checkbox"/> Security system present (not activated)																												
L Laboratory Used <small>Check all that apply</small> <input type="checkbox"/> None 1 <input type="checkbox"/> Local 3 <input type="checkbox"/> ATF 5 <input type="checkbox"/> Other 6 <input type="checkbox"/> Private 2 <input type="checkbox"/> State 4 <input type="checkbox"/> FBI Federal																													

NFIRS-11 Revision 01/01/07

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BOARD OF COMMISSIONERS MEETING

DATE: _____

TITLE:**EXPLANATION:****ATTACHMENTS INCLUDED:**

- ☐ Document/Proposal Attached
- ☐ Term Sheet Attached
- ☐ Financials Attached
- ☐ N/A

FINANCIAL/BUDGET INFORMATION:

Title: _____

Number: _____

Balance of Account: _____

Amount of Expense: _____

Amount Remaining: _____

SUBMITTED BY:

Executive Director	_____
Deputy Director, Airport & Capital Projects	_____
Deputy Director, England Airpark	_____
Director of Finance & Human Resources	_____
Commissioner	_____

COMMITTEE:

- ☐ Executive
- ☐ Admin/Legal
- ☐ Finance/Audit
- ☐ Economic Development
- ☐ Capital Projects



BOARD OF COMMISSIONERS MEETING

DATE: _____

TITLE:**EXPLANATION:****ATTACHMENTS INCLUDED:**

- ☐ Document/Proposal Attached
- ☐ Term Sheet Attached
- ☐ Financials Attached
- ☐ N/A

FINANCIAL/BUDGET INFORMATION:

Title: _____

Number: _____

Balance of Account: _____

Amount of Expense: _____

Amount Remaining: _____

SUBMITTED BY:

Executive Director	_____
Deputy Director, Airport & Capital Projects	_____
Deputy Director, England Airpark	_____
Director of Finance & Human Resources	_____
Commissioner	_____

COMMITTEE:

- ☐ Executive
- ☐ Admin/Legal
- ☐ Finance/Audit
- ☐ Economic Development
- ☐ Capital Projects