



MADISON *Indiana*

Board of Public Works and Safety Agenda

MEETING DATE: Monday, October 16, 2023, at 11:30 AM

MEETING PLACE: Madison City Hall- Council Chambers

- A. Calling of roll and notice of absentees
- B. Approval of minutes
- C. Claims
- D. Adjustments
- E. Unfinished business
- F. New business
 - Water Project SRF Disbursement Requests: 39-42 (*39-40 are revised from 10/3*)
 - Inflatable Contract with Dynamic Displays for Christmas Festival
 - Street Closure Resolution 44B: Mill & 2nd St. Block Party
 - Street Closure Resolution 45B: Get Out the Vote Block Party
 - Partial Parking Restriction Resolution 46B: Horror @ the Ohio Film Festival:
Request to block three parking spaces: 105-109 E. Main St.
 - 2024 Agreement with Salvation Army re. Winter Warming Shelter
 - Fire Department SOP Changes
 - PACE Application: 108 E. 3rd,
 - PACE Midpoint: 523-525 West Street, 912 and 914 W. 1st
 - PACE Finals: 510 W. Main, 217-219 E. Main
 - PACE Extension: 208 E. Main
- G. Mayor's comments
- H. Public comments
- I. Next Meeting: Monday, November 6, 2023
- J. Motion to adjourn.



MADISON *Indiana*

Board of Public Works and Safety Minutes

MEETING DATE: October 2, 2023, at 11:30 AM

MEETING PLACE: City Hall- Council Chambers

The Board of Public Works and Safety, City of Madison, Indiana, met at 11:30 AM in the Council Chamber, City Hall.

Calling of roll and notice of absentees: Eaglin and Carlow. Courtney had an excused absence (2-0).

Approval of Minutes: Eaglin moved to approve the September 18, 2023, minutes, seconded by Carlow. All in favor, motion carried (2-0).

Claims: Carlow moved to approve the claims as submitted, seconded by Eaglin. All in favor, motion carried (2-0).

Adjustments: 2022 Ridgewood: Mr. Mahoney had a leak on his service line at 2022 Ridgewood. The water leak at the meter is now repaired. The adjustment is in the amount of \$2,433.55.

Motion: Eaglin moved to approve the adjustment for 2022 Ridgewood, seconded by Carlow. All in favor, motion carried (2-0).

Unfinished business: None.

New business:

Water SRF Disbursement Summary and Requests - #40: Brian Jackson presented the SRF disbursement request 40. Request 40 is from SIRPC in the amount of \$8,250.00 for the Labor Standards Administration and Reporting Services as necessary and required to assure compliance with the Davis Bacon Act in accordance with the Indiana Finance Authority Guidelines. This amount is half of what the city owes them. The other half will be paid towards the end of the project.

Motion: Eaglin moved to approve SRF Disbursement Request #40, seconded by Carlow. All in favor, motion carried (2-0).

Water Utility Improvements Project Change Order #1: There is an addition for the rock removal during construction of \$59,433.15. There is another addition for rock drilling on Flint Street that was unanticipated at \$81,811.88. There was also rock drilling along Sunrise Golf Course for \$228,450.66. The city had a base drilling credit for \$108,000.00 and a credit for Hillcrest and East Street quantities that weren't used for nearly \$10,000.00. The city also has a credit for \$49,800.00 for quoted curb stops, but the city does not use curb stops. After the additions and credits are applied, the total change order is in the amount of \$202,003.93.

Motion: Eaglin moved to approve the Water Utility Improvements Project Change Order #1, seconded by Carlow. All in favor, motion carried (2-0).

Change Order to Gaines Park/Game Time: The change order is necessary due to the fact that there was rubble from the old school discovered when the contractors were digging at the site. The change order is in the amount of \$3,000.00.

Motion: Eaglin moved to approve the Change Order to Gaines Park/Game Time, seconded by Carlow. All in favor, motion carried (2-0).

Stormwater Ordinance RFP Submittals: In August, the city issued a request for proposals to update the stormwater ordinance and construction standards. The city is mandated by the state and federal government to oversee stormwater within the city limits as part of the MS4 program. With modifications to regulations at the state level, the city has to update the ordinance by April 2024. The city asked for proposals and received three proposals from engineering firms. The submittals were from OHM, WSP, and Commonwealth. The city is asking for approval of OHM and to enter into a contract with the Mayor's authority to sign for a maximum amount of \$17,040.00. Work will include updating the ordinance to the best practices and making sure the city follows all the regulatory standards, as well as creating up-to-date construction standards, which have not been done since 1997. They will go through the council for approval regarding the ordinance.

Motion: Eaglin moved to approve the contract for OHM giving the Mayor authority to sign the contract, seconded by Carlow. All in favor, motion carried (2-0).

Mayor's comments: None.

Public comment: None.

Next meeting: Monday, October 16, 2023, at 11:30 AM.

Adjourn: Eaglin moved to adjourn, seconded by Carlow. All in favor, motion carried (2-0).

Attested:

Kathleen M. Rampy, Clerk-Treasurer

Mayor Bob Courtney

Karl Eaglin

David Carlow



UTILITY MANAGER BPW

REPORT: October 16, 2023

Water Project – SRF Disbursement Requests 39 thru 42

1. *Original SRF Request No. 39 – Brackney, Inc. – Water Main Replacements*
 - *Dated 09/01/2023; Total Amount of Invoice = \$512,035*
 - *Total Retainage Amount = \$25,602*
 - *Amount of SRF Disbursement = \$486,433*
2. *Revised SRF Request No. 39 – Brackney, Inc. – Water Main Replacements*
 - *Dated 09/01/2023; Total Amount of Invoice = \$423,195*
 - *Total Retainage Amount = \$21,160*
 - *Amount of SRF Disbursement = \$402,035*
3. *SRF Request No. 40 – SIRPC – Approved at last BPW – will re-submit with revised totals*
4. *SRF Request No. 41 – Commonwealth Engineers*
 - *Three (3) Invoices dated 09/28/23*
 - a. *Invoice 57198 in the amount of \$18,906.83 for Construction Fees*
 - b. *Invoice 57200 in the amount of \$40,186.10 for Resident Project Representative (RPR) ongoing inspections*
 - c. *Invoice 57201 in the amount of \$293.69 for Water Modeling & Am. Iron & Steel*
 - d. *Total Amount of Invoices = \$59,386.62 – Amt. of SRF Disb. Req. 41 = \$59,387*
5. *SRF Request No. 42 – Dave O'Mara Contracting – Water Treatment Plants*
 - *Dated 07/31/2023; Total Amount of Invoice = 45,709*
 - *Total Retainage Amount = \$2,285*
 - *Amount of SRF Disbursement = \$43,424*

SRF Disbursement Request Form

Participant Information

Name:	City of Madison Municipal Water Works	SRF Loan Number:	DW22093903
DUNS #:	08-620-0326	Cage Code:	SHXEO
		Request Number:	39
Mailing Address:	101 West Main Street		
City:	Madison	State:	IN
		ZIP Code:	47250
Contact Person:	Kathleen Rampy, Clerk Treasurer	Contact Phone Number:	812-265-8316
Authorized Representative:	Bob Courtney, Mayor	Authorized Representative Phone Number:	812-265-8300

If requesting reimbursement to the Participant by wire transfer, please provide the following information:

Bank Name:	German American	Bank Routing	083904563
Account Name:	City of Madison Water & Sewer	Account Number:	1506676

Loan Information

Description of work for which claim is being made (services, fees, type of work, etc.):	Project W19120 – Water Utility System Water Main Replacements – Various Locations		
Is any part of this claim funded by an alternate funding source?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If yes, please identify the source and amount of the claim funded by the alternate source (OCRA, SAP, Local)	\$		
Is any part of this claim funded by the Indiana Brownfields Program?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Has the Participant paid the request and is now seeking reimbursement?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Is any part of this claim a result of a change order? If yes, please attach the SRF change order approval letter.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there Green Project Reserve components involved in this request? If yes, please describe:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there any Lead Line replacement components in this request?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	

Loan Financial Information

Original Loan Amount:		\$	12,000,000
Total Amount of Previous Disbursements:		\$	7,375,603
Balance Available After this Disbursement:		\$	4,222,362
Amount to Contractor for this Request:		\$	402035
Is any part of this request a partial or final release of retainage to the contractor?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	

Contractor Name:	BRACKNEY, INC.	DUNS #:	099026486
Mailing address:	2145 STATE ROAD 1		
City:	BROOKVILLE	State:	IN
		ZIP Code:	47012

Wiring Information:


Bank Name:	FIRST FINANCIAL BANK	Bank Routing Number:	042200910
Account Name:	BRACKNEY, INC.	Account Number:	5313192725

Retainage Amount for this Request:	\$	21160
Participant requests that the retainage amount be held by SRF:	<input checked="" type="checkbox"/>	
Participant requests that the retainage amount be sent to the Participant via check to the mailing address listed above:	<input type="checkbox"/>	
Participant requests that the retainage amount be sent to the following bank:	<input type="checkbox"/>	

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

Total Amount of this Request:	\$	402035
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The undersigned hereby certifies this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement(s), that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the Davis Bacon Act/ US Department of Labor requirements of 29 CFR 5.5(a)(1), and are in compliance with SRF incentive programs.

Authorized Representative Signature:		Date:	10-16-23
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For Internal Use Only:

Approved By:		Date:		GPR Amount:	\$	Lead Amount:	\$
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Contractor's Application for Payment

Owner: <u>City of Madison</u> Engineer: <u>Commonwealth Engineers, Inc.</u> Contractor: <u>Brackney, Inc.</u> Project: <u>Water Utility Improvements</u> Contract: <u>Division "C" - Water Main Replacements</u>	Owner's Project No.: _____ Engineer's Project No.: <u>W19120</u> Contractor's Project No.: <u>2240</u>																								
Application No.: <u>7</u> Application Date: <u>09/01/2023</u> Application Period: From <u>07/29/2023</u> to <u>08/25/2023</u>																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Original Contract Price</td> <td style="width: 30%; text-align: right;">\$ 4,837,175.00</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$ 4,837,175.00</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$ 4,063,260.08</td> </tr> <tr> <td>5. Retainage</td> <td></td> </tr> <tr> <td> a. <u>5%</u> X <u>\$ 3,989,765.80</u> Work Completed</td> <td style="text-align: right;">\$ 199,488.29</td> </tr> <tr> <td> b. <u>5%</u> X <u>\$ 73,494.28</u> Stored Materials</td> <td style="text-align: right;">\$ 3,674.71</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$ 203,163.00</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$ 3,860,097.08</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td style="text-align: right;">\$ 3,458,061.94</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$ 402,035.14</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$ 773,914.92</td> </tr> </table>		1. Original Contract Price	\$ 4,837,175.00	2. Net change by Change Orders	\$ -	3. Current Contract Price (Line 1 + Line 2)	\$ 4,837,175.00	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 4,063,260.08	5. Retainage		a. <u>5%</u> X <u>\$ 3,989,765.80</u> Work Completed	\$ 199,488.29	b. <u>5%</u> X <u>\$ 73,494.28</u> Stored Materials	\$ 3,674.71	c. Total Retainage (Line 5.a + Line 5.b)	\$ 203,163.00	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 3,860,097.08	7. Less previous payments (Line 6 from prior application)	\$ 3,458,061.94	8. Amount due this application	\$ 402,035.14	9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 773,914.92
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Contractor's Certification <p>The undersigned Contractor certifies, to the best of its knowledge, the following:</p> <p>(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; (4) all items and amounts on the face of this Contractor's Application for Payment are correct; (5) all Work has been performed and/or material supplied in full accordance with the requirements of the referenced Contract, and/or duly authorized deviations, substitutions, alterations, and/or additions; (6) the foregoing is a true and correct statement of the Contract account up to and including the last day of the period covered by this Periodic Estimate; (7) no part of the "Balance Due This Payment" has been received, and (8) the undersigned and his subcontractors have - (check applicable line):</p> <p>a. <input type="checkbox"/> Complied with all labor provisions of said Contract.</p> <p>b. <input checked="" type="checkbox"/> Complied with all labor provisions of said Contract except in those instances where an honest dispute exists with respect to said labor provisions (if (b) is checked, describe briefly nature of dispute on an attached sheet).</p>																									
Contractor: <u>Brackney, Inc.</u> Signature: <u>[Signature]</u> Date: <u>9/12/23</u>																									
Recommended by Engineer By: <u>[Signature]</u> Title: <u>E.I. II</u> Date: <u>10/12/23</u>	Approved by Owner By: <u>[Signature]</u> Title: <u>Owner</u> Date: <u>10-16-23</u>																								
Approved by Funding Agency By: _____ Title: _____ Date: _____																									

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Madison	Owner's Project No.:	W19120
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	2240
Contractor:	Brackney, Inc.	Contractor's Project No.:	
Project:	Water Utility Improvements		
Contract:	Division "C" - Water Main Replacements		

Application No.: 7			Application Period: From 07/29/23 to 08/25/23		Application Date: 09/01/23							
Bid Item No.	Description	C		Contract Information		G		H	I	J	K	Balance to Finish (F - J) (\$)
		Item Quantity	Units		E	F	Work Completed					
Original Contract												
01	MOBILIZATION, DEMOBILIZATION, BOND AND STARTUP	1.00	LS					200,000.00	200,000.00	190,000.00	95%	10,000.00
04	TEMPORARY EROSION CONTROL	1.00	LS					12,000.00	12,000.00	10,800.00	90%	1,200.00
06	UTILITY SERVICE LINE ADJUSTMENT (AS AUTHORIZED)	1.00	ALLW					50,000.00	50,000.00	10,345.00	21%	39,655.00
14	TRAFFIC CONTROL	1.00	LS					18,500.00	18,500.00	16,650.00	90%	1,850.00
FLINT STREET												
2A	6" WATER MAIN, OPEN CUT	2,000.00	LF					58.00	116,000.00	-	31%	80,200.00
2B	6" WATER MAIN, HDD	160.00	LF					150.00	24,000.00	-	0%	24,000.00
2G	RESTRAINED JOINTS	4.00	EA					230.00	920.00	-	0%	920.00
3A	6" GATE VALVE WITH VALVE BOX	1.00	EA					2,325.00	2,325.00	-	62%	877.90
3C	5 1/4" FIRE HYDRANT W/AUXILIARY W/6" GATE VALVE AND SERVICE RECONNECTION	4.00	EA					7,410.00	29,640.00	1,447.10	81%	5,779.60
5A	WATER SERVICE PIPING	27.00	EA					1,700.00	45,900.00	-	0%	45,900.00
5B	WATER SERVICE PIPING	800.00	LF					28.70	22,960.00	-	0%	22,960.00
7A	6" TYPE "A" CONNECTION	2.00	EA					6,155.00	12,310.00	-	54%	5,660.10
08	GRANULAR BACKFILL	2,000.00	LF					17.10	34,200.00	-	0%	34,200.00
10	CONCRETE SURFACE REPAIR	30.00	LF					100.00	3,000.00	-	0%	3,000.00
11	HOT MIX ASPHALT (HMA) PAVEMENT	1,900.00	LF					33.00	62,700.00	-	0%	62,700.00
12	FINAL GRADING, SEEDING, AND MULCHING	1.00	LS					16,000.00	16,000.00	-	0%	16,000.00
13A	CONCRETE CURB	10.00	LF					100.00	1,000.00	-	0%	1,000.00
FRANKS DRIVE												
2A-1	6" WATER MAIN, OPEN CUT	23.00	LF					125.00	2,875.00	2,875.00	100%	-
2C	8" WATER MAIN, OPEN CUT	6,500.00	LF					80.00	520,000.00	520,000.00	100%	-
2D	8" WATER MAIN, HDD	50.00	LF					305.00	15,250.00	18,300.00	120%	(3,050.00)
2G-1	RESTRAINED JOINTS	30.00	EA					430.00	12,900.00	12,900.00	100%	-
3B	8" GATE VALVE WITH VALVE BOX	6.00	EA					2,770.00	16,620.00	19,390.00	117%	(2,770.00)
3C-2	5 1/4" FIRE HYDRANT W/AUXILIARY W/6" GATE VALVE AND SERVICE RECONNECTION	12.00	EA					7,525.00	90,300.00	90,300.00	100%	-
3D	8" INSERTION VALVES	1.00	EA					14,100.00	14,100.00	-	0%	14,100.00
5A-1	WATER SERVICE PIPING	56.00	EA					1,700.00	95,200.00	-	0%	95,200.00
5B-1	WATER SERVICE PIPING	3,500.00	LF					28.70	100,450.00	-	0%	100,450.00
7A-1	6" TYPE "A" CONNECTION	1.00	EA					6,155.00	6,155.00	6,155.00	100%	-
7B	8" TYPE "A" CONNECTION	3.00	EA					8,000.00	24,000.00	24,000.00	100%	-
08-1	GRANULAR BACKFILL	6,500.00	LF					17.10	111,150.00	112,911.30	102%	(1,761.30)
10-1	CONCRETE SURFACE REPAIR	350.00	LF					80.00	28,000.00	-	0%	28,000.00
11-1	HOT MIX ASPHALT (HMA) PAVEMENT	4,400.00	LF					33.00	145,200.00	218,064.00	150%	(72,864.00)
12-1	FINAL GRADING, SEEDING, AND MULCHING	1.00	LS					31,000.00	31,000.00	15,500.00	50%	15,500.00
13A-2	CONCRETE CURB	10.00	LF					100.00	1,000.00	-	0%	1,000.00
HILLCREST DRIVE												
2A-2	6" WATER MAIN, OPEN CUT	50.00	LF					90.00	5,400.00	17,460.00	323%	(12,060.00)
2C-1	8" WATER MAIN, OPEN CUT	4,700.00	LF					80.00	376,000.00	372,176.44	99%	3,823.56
2G-2	RESTRAINED JOINTS	30.00	EA					430.00	12,900.00	12,900.00	100%	-
3A-2	6" GATE VALVE WITH VALVE BOX	1.00	EA					2,325.00	2,325.00	2,325.00	100%	-
3B-2	8" GATE VALVE WITH VALVE BOX	9.00	EA					2,770.00	24,930.00	24,930.00	100%	-
3C-3	5 1/4" FIRE HYDRANT W/AUXILIARY W/6" GATE VALVE AND SERVICE RECONNECTION	10.00	EA					7,525.00	75,250.00	82,775.00	110%	(7,525.00)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Madison	Owner's Project No.:	W19120
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	2240
Contractor:	Brackney, Inc.	Contractor's Project No.:	
Project:	Water Utility Improvements		
Contract:	Division "C" Water Main Replacements		

Application No.: 7			Application Period: From 07/29/23 to 08/25/23			Application Date: 09/01/23						
A Bid Item No.	B Description	C Contract Information			E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
		D Item Quantity	D Units	H Value of Work Completed to Date (E X G) (\$)			G Estimated Quantity Incorporated in the Work					
5A-2	SERVICE RECONNECTION	75.00	EA	1,700.00	127,500.00	77.00	130,900.00	103%	130,900.00	103%	(3,400.00)	
5B-2	WATER SERVICE PIPING	2,700.00	LF	28.70	77,490.00	2,882.00	82,713.40	107%	82,713.40	107%	(5,223.40)	
5C	WATER METER ASSEMBLY	1.00	ALLW	5,000.00	5,000.00	1.00	5,000.00	100%	5,000.00	100%	-	
7A-2	6" TYPE "A" CONNECTION	1.00	EA	6,155.00	6,155.00	2.00	12,310.00	200%	12,310.00	200%	(6,155.00)	
7B-1	8" TYPE "A" CONNECTION	1.00	EA	8,000.00	8,000.00	1.00	8,000.00	100%	8,000.00	100%	-	
0B-2	GRANULAR BACKFILL	4,800.00	LF	17.10	82,080.00	4,816.00	82,353.60	100%	82,353.60	100%	(273.60)	
10-2	CONCRETE SURFACE REPAIR	30.00	LF	80.00	2,400.00	30.00	2,400.00	100%	2,400.00	100%	-	
11-2	HOT MIX ASPHALT (HMA) PAVEMENT	4,700.00	LF	33.00	155,100.00	4,786.00	157,938.00	102%	157,938.00	102%	(2,838.00)	
12-2	FINAL GRADING, SEEDING, AND MULCHING	1.00	LS	31,000.00	31,000.00	1.00	31,000.00	100%	31,000.00	100%	-	
13A-3	CONCRETE CURB	100.00	LF	50.00	5,000.00	100.00	5,000.00	100%	5,000.00	100%	-	
13B	CONCRETE SIDEWALK	200.00	LF	50.00	10,000.00	236.00	11,800.00	118%	11,800.00	118%	(1,800.00)	
	SUNRISE DRIVE											
2A-3	6" WATER MAIN, OPEN CUT	7,000.00	LF	70.00	490,000.00	6,982.00	488,740.00	100%	488,740.00	100%	937.80	
2B-2	6" WATER MAIN, HDD	800.00	LF	105.00	84,000.00	-	-	0%	-	0%	84,000.00	
2E	4" WATER MAIN, OPEN CUT	20.00	LF	90.00	1,800.00	12.00	1,080.00	63%	1,142.64	63%	657.36	
2G-3	RESTRAINED JOINTS	32.00	EA	230.00	7,360.00	32.00	7,360.00	100%	7,360.00	100%	-	
3A-3	6" GATE VALVE WITH VALVE BOX	14.00	EA	2,325.00	32,550.00	18.00	41,850.00	129%	41,850.00	129%	(9,300.00)	
3C-4	5 1/4" FIRE HYDRANT W/AUXILIARY W/6" GATE VALVE AND	14.00	EA	7,525.00	105,350.00	14.00	105,350.00	100%	105,350.00	100%	-	
5A-3	SERVICE RECONNECTION	93.00	EA	1,700.00	158,100.00	101.00	171,700.00	109%	171,700.00	109%	(13,600.00)	
5B-3	WATER SERVICE PIPING	3,200.00	LF	28.70	91,840.00	3,481.00	99,904.70	109%	99,904.70	109%	(8,064.70)	
5C-2	WATER METER ASSEMBLY	1.00	ALLW	5,000.00	5,000.00	-	-	0%	-	0%	5,000.00	
7A-3	6" TYPE "A" CONNECTION	5.00	EA	6,155.00	30,775.00	6.00	36,930.00	100%	36,930.00	100%	-	
7C	4" TYPE "A" CONNECTION	1.00	EA	5,000.00	5,000.00	1.00	5,000.00	100%	5,000.00	100%	-	
0B-3	GRANULAR BACKFILL	7,000.00	LF	17.10	119,700.00	7,081.00	121,085.10	101%	121,085.10	101%	(1,385.10)	
10-3	CONCRETE SURFACE REPAIR	500.00	LF	50.00	25,000.00	-	-	0%	-	0%	25,000.00	
11-3	HOT MIX ASPHALT (HMA) PAVEMENT	5,100.00	LF	33.00	168,300.00	5,745.00	189,585.00	113%	189,585.00	113%	(21,285.00)	
12-3	FINAL GRADING, SEEDING, AND MULCHING	1.00	LS	31,000.00	31,000.00	0.75	23,250.00	75%	23,250.00	75%	7,750.00	
13A-4	CONCRETE CURB	10.00	LF	100.00	1,000.00	40.00	4,000.00	400%	4,000.00	400%	(3,000.00)	
	ALTERNATIVE NO. EAST STREET											
MA1-1A	MOBILIZATION, DEMOBILIZATION, BOND AND STARTUP	1.00	LS	10,000.00	10,000.00	0.95	9,500.00	95%	9,500.00	95%	500.00	
MA1-2A	6" WATER MAIN, OPEN CUT	2,000.00	LF	68.00	132,000.00	1,836.00	121,176.00	94%	121,176.00	94%	7,888.40	
MA1-2G	RESTRAINED JOINTS	18.00	EA	230.00	4,140.00	4.00	920.00	22%	920.00	22%	3,220.00	
MA1-2A	6" GATE VALVE WITH VALVE BOX	4.00	EA	2,325.00	9,300.00	6.00	13,950.00	150%	13,950.00	150%	(4,650.00)	
MA1-3C	5 1/4" FIRE HYDRANT W/AUXILIARY W/6" GATE VALVE AND	8.00	EA	7,525.00	60,200.00	6.00	45,150.00	100%	45,150.00	100%	-	
MA1-3D	8" INSERTION VALVES	2.00	EA	14,100.00	28,200.00	-	-	0%	-	0%	28,200.00	
MA1-5A	SERVICE RECONNECTION	1,700.00	LF	21.00	35,700.00	21.00	35,700.00	100%	35,700.00	100%	-	
MA1-5B	WATER SERVICE	1,200.00	LF	28.70	34,440.00	943.00	27,064.10	79%	27,064.10	79%	7,375.90	
MA1-7A	6" TYPE "A" CONNECTION	4.00	EA	6,155.00	24,620.00	4.00	24,620.00	100%	24,620.00	100%	-	
MA1-8	GRANULAR BACKFILL	2,000.00	LF	17.10	34,200.00	1,836.00	31,395.60	92%	31,395.60	92%	2,804.40	
MA1-10	CONCRETE SURFACE REPAIR	110.00	LF	50.00	5,500.00	110.00	5,500.00	100%	5,500.00	100%	-	
MA1-11	HOT MIX ASPHALT (HMA) PAVEMENT	1,900.00	LF	33.00	62,700.00	1,900.00	62,700.00	100%	62,700.00	100%	-	
MA1-12	FINAL GRADING, SEEDING, AND MULCHING	1.00	LS	8,500.00	8,500.00	1.00	8,500.00	100%	8,500.00	100%	-	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Madison Engineer: Commonwealth Engineers, Inc. Contractor: Backney, Inc. Project: Water Utility Improvements Contract: Division "C" - Water Main Replacements										Owner's Project No.: W19120 Engineer's Project No.: Contractor's Project No.: 2240									
Application No.: 7		From 07/29/23		to 08/25/23		Application Date: 09/01/23													
A	B	C	D	E	F	G	H	I	J	K	L								
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)								
			Units	Unit Price (\$)															
ALTERNATIVE NO. S.R. 62																			
MA3A-3A	8" WATER MAIN, OPEN CUT	1,000 LF		\$ 86.00	\$ 86,000.00	962.00													
MA3A-3B	GRANULAR BACKFILL	1,000 LF		\$ 17.10	\$ 17,100.00	962.00													
MA3A-3C	HOT MIX ASPHALT (HMA) PAVEMENT	170 LF		\$ 33.00	\$ 5,610.00	170.00													
MA3-3D	FINAL GRADING, SEEDING, AND MULCHING	1 LS		\$ 8,500.00	\$ 8,500.00	0.50													
Original Contract Totals					\$ 4,837,175.00		\$ 3,989,765.80	\$ 73,434.28	\$ 4,063,200.08	84%	\$ 773,914.92								

Contractor's Application for Payment

Owner:	City of Madison	Owner's Project No.:	
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	W19120
Contractor:	Brackney, Inc.	Contractor's Project No.:	2240
Project:	Water Utility Improvements		
Contract:	Division "C" - Water Main Replacements		

[illegible]

Contractor's Application for Payment

ECDC C-620 Contractor's Application for Payment
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 C-27

Contractor's Application for Payment

Owner:	City of Madison	Owner's Project No.:	
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	W19120
Contractor:	Brackney, Inc.	Contractor's Project No.:	2240
Project:	Water Utility Improvements		
Contract:	Division "C" - Water Main Replacements		
Application No.:	7	Application Period: From	07/29/23 to 08/25/23
		Application Date:	09/01/23

1.	Total Value of Original Contract Work Completed This Estimate Period:	\$	\$623,240.70
2.	Total Value of Change Order Work Completed This Estimate Period:	\$	\$0.00
3.	Total Net Contract Work Completed This Estimate Period:	\$	\$623,240.70
4.	Total Value of Stored Materials From <u>PREVIOUS</u> Pay Estimate:	\$	\$184,699.91
5.	Total Value of Stored Materials For <u>THIS</u> Pay Estimate Period:	\$	\$73,494.28
6.	Net Increase/Decrease For Stored Materials on This Pay Estimate:	\$	-\$111,205.63
7.	Total Value of ALL Work Completed & Stored Material This Estimate Period (Line 3 + Line 6):	\$	\$512,035.07
8.	Total Value of Retainage (ESCROW) Payment This Estimate Period @ 5%:	\$	\$25,601.75
9.	Total Amount Due to Contractor This Estimate Period:	\$	\$486,433.32

SRF Disbursement Request Form

Participant Information

Name:	City of Madison Municipal Water Works	SRF Loan Number:	DW22093903
DUNS #:	08-620-0326	Cage Code:	5HXEO
		Request Number:	40
Mailing Address:	101 West Main Street		
City:	Madison	State:	IN
		ZIP Code:	47250
Contact Person:	Kathleen Rampy, Clerk Treasurer	Contact Phone Number:	812-265-8316
Authorized Representative:	Bob Courtney, Mayor	Authorized Representative Phone Number:	812-265-8300
If requesting reimbursement to the Participant by wire transfer, please provide the following information:			
Bank Name:	German American	Bank Routing	083904563
Account Name:	City of Madison Water & Sewer	Account Number:	1506676

Loan Information

Description of work for which claim is being made (services, fees, type of work, etc.):	Water Utility System Improvement Project – Labor Standards Administrator – Provide labor standards administration and reporting services to comply with Davis-Bacon Act		
Is any part of this claim funded by an alternate funding source?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If yes, please identify the source and amount of the claim funded by the alternate source (OCRA, SAP, Local	\$		
Is any part of this claim funded by the Indiana Brownfields Program?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Has the Participant paid the request and is now seeking reimbursement?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Is any part of this claim a result of a change order? If yes, please attach the SRF change order approval letter.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there Green Project Reserve components involved in this request? If yes, please describe:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there any Lead Line replacement components in this request?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	

Loan Financial Information

Original Loan Amount:		\$	12,000,000
Total Amount of Previous Disbursements:		\$	7,777,638
Balance Available After this Disbursement:		\$	4,214,112
Amount to Contractor for this Request:		\$	8250

Is any part of this request a partial or final release of retainage to the contractor?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Contractor Name:	SIRPC	DUNS #:	026193412
Mailing address:	405 W US 50, P.O. BOX 765		
City:	VERSAILLES	State:	IN
		ZIP Code:	47042

Wiring Information:

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

Retainage Amount for this Request:	\$	0
Participant requests that the retainage amount be held by SRF:	<input checked="" type="checkbox"/>	
Participant requests that the retainage amount be sent to the Participant via check to the mailing address listed above:	<input type="checkbox"/>	
Participant requests that the retainage amount be sent to the following bank:	<input type="checkbox"/>	

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

Total Amount of this Request:	\$	8250
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The undersigned hereby certifies this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement(s), that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the **Davis Bacon Act/** US Department of Labor requirements of 29 CFR 5.5(a)(1), and are in compliance with SRF incentive programs.

Authorized Representative Signature:		Date:	10-16-23
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For Internal Use Only:

Approved By:		Date:		GPR Amount:	\$	Lead Amount:	\$
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INVOICE



Sept 12, 2023

SIRPC

405 W US 50
PO BOX 765

VERSAILLES, IN
47042

812.689.5505

www.sirpc.org

THANK YOU



City of Madison
RE: Water Dept. Project
Grant #:

According to the terms of the contract, we are requesting 50% labor standards services rendered to date.

Please remit payment
to the above address.

Contract date:	1/17/2023
Contract Amount:	\$16,500
Invoice #:	#1
Payments to date:	\$0.00
Balance on contract after this invoice:	\$8,250
Reimbursable expense:	\$0.00
Total Due this invoice:	\$8,250

SRF Disbursement Request Form

Participant Information

Name:	City of Madison Municipal Water Works	SRF Loan Number:	DW22093903
DUNS #:	08-620-0326	Cage Code:	SHXEO
Request Number:	41		
Mailing Address:	101 West Main Street		
City:	Madison	State:	IN
ZIP Code:	47250		
Contact Person:	Kathleen Rampy, Clerk Treasurer	Contact Phone Number:	812-265-8316
Authorized Representative:	Bob Courtney, Mayor	Authorized Representative Phone Number:	812-265-8300
If requesting reimbursement to the Participant by wire transfer, please provide the following information:			
Bank Name:	German American	Bank Routing	083904563
Account Name:	City of Madison Water & Sewer	Account Number:	1506676

Loan Information

Description of work for which claim is being made (services, fees, type of work, etc.):	Project W19120 – Water Utility Improvements Engineering Design (Construction Design, Resident Project Representative, Regulatory Assistance, Soil Borings, Erosion Control, Records Drawings, Am. Iron & Steel Compliance, Construction)		
Is any part of this claim funded by an alternate funding source?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If yes, please identify the source and amount of the claim funded by the alternate source (OCRA, SAP, Local			\$
Is any part of this claim funded by the Indiana Brownfields Program?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Has the Participant paid the request and is now seeking reimbursement?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Is any part of this claim a result of a change order? If yes, please attach the SRF change order approval letter.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there Green Project Reserve components involved in this request? If yes, please describe:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there any Lead Line replacement components in this request?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	

Loan Financial Information

Original Loan Amount:		\$	12,000,000
Total Amount of Previous Disbursements:		\$	7,785,888
Balance Available After this Disbursement:		\$	4,154,725
Amount to Contractor for this Request:		\$	59387
Is any part of this request a partial or final release of retainage to the contractor?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Contractor Name:	COMMONWEALTH ENGINEERS	DUNS #:	079578639
Mailing address:	7256 COMPANY DRIVE		
City:	INDIANAPOLIS	State:	IN
ZIP Code:	46237		

Wiring Information:

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

Retainage Amount for this Request:	\$	0
Participant requests that the retainage amount be held by SRF:	<input checked="" type="checkbox"/>	
Participant requests that the retainage amount be sent to the Participant via check to the mailing address listed above:	<input type="checkbox"/>	
Participant requests that the retainage amount be sent to the following bank:	<input type="checkbox"/>	

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

Total Amount of this Request:	\$	59387
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The undersigned hereby certifies this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement(s), that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the **Davis Bacon Act**/ US Department of Labor requirements of 29 CFR 5.5(a)(1), and are in compliance with SRF incentive programs.

Authorized Representative Signature:		Date:	10-16-23
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For Internal Use Only:

Approved By:		Date:		GPR Amount:	\$	Lead Amount:	\$
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COMMONWEALTH
ENGINEERS, INC.
A wealth of resources to master a common goal.

City of Madison
Attn: Brian Jackson, Utilities Manager
101 West Main Street
Madison, IN 47250

Invoice number 57198
Date 09/28/2023

Project W19120 Madison - Water Utility
Improvements

For Basic Engineering Services rendered through August 31, 2023

Amendment# 1 signed 07/19/2021 - Limited NTP dated 08/16/2021

Limited NTP 2 dated 03/07/2022

Limited NTP 3 dated 01/17/2023

Description	Contract Amount	% Work To Date	Previous Billed	Amount Billed	This Inv Billed
PRELIMINARY DESIGN	495,000.00	100.00	495,000.00	495,000.00	0.00
FINAL DESIGN	330,000.00	100.00	330,000.00	330,000.00	0.00
BIDDING AND NEGOTIATING	35,000.00	100.00	35,000.00	35,000.00	0.00
Total	860,000.00	100.00	860,000.00	860,000.00	0.00

Construction

Professional Fees

	Hours	Billed Amount
Designer IV	5.00	958.00
Project Manager III	33.00	9,894.40
Engineering Intern II	49.50	7,214.17
Clerical II	0.25	25.14
Senior Process Engineer	1.50	396.29
Professional Fees subtotal	89.25	18,488.00

Reimbursable Expenses

	Units	Billed Amount
Miles	556.00	418.83
Reimbursable Expenses subtotal		418.83
Construction subtotal		18,906.83

Invoice total **18,906.83**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
PRELIMINARY DESIGN	495,000.00	495,000.00	495,000.00	0.00	0.00
FINAL DESIGN	330,000.00	330,000.00	330,000.00	0.00	0.00

City of Madison
Project W19120 Madison - Water Utility Improvements

Invoice number 57198
Date 09/28/2023

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
BIDDING AND NEGOTIATING	35,000.00	35,000.00	35,000.00	0.00	0.00
CONSTRUCTION	175,000.00	110,275.11	129,181.94	45,818.06	18,906.83
POST CONSTRUCTION	10,000.00	0.00	0.00	10,000.00	0.00
Total	1,045,000.00	970,275.11	989,181.94	55,818.06	18,906.83



COMMONWEALTH
ENGINEERS, INC.
A wealth of resources to master a common goal.

City of Madison
Attn: Brian Jackson, Utilities Manager
101 West Main Street
Madison, IN 47250

Invoice number 57200
Date 09/28/2023
Project W19120 Madison - Water Utility
Improvements

For Basic Engineering Services rendered through August 31, 2023

Amendment# 1 signed 07/19/2021 - Limited NTP dated 08/16/2021

Limited NTP 3 dated 01/17/2023

Resident Project Representative

Professional Fees

	Hours	Billed Amount
Resident Project Representative II	266.00	32,071.62
Construction Manager	4.00	808.08
Professional Fees subtotal	270.00	32,879.70

Reimbursable Expenses

	Units	Billed Amount
Subsistence		1,575.50
Miles	2,639.00	1,988.08
Lodging & Travel		3,742.82
Reimbursable Expenses subtotal		7,306.40
Resident Project Representative subtotal		40,186.10

Invoice total **40,186.10**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
RESIDENT PROJECT REPRESENTATIVE	300,000.00	176,329.21	216,515.31	83,484.69	40,186.10
Total	300,000.00	176,329.21	216,515.31	83,484.69	40,186.10



City of Madison
Attn: Brian Jackson, Utilities Manager
101 West Main Street
Madison, IN 47250

Invoice number 57201
Date 09/28/2023
Project W19120 Madison - Water Utility Improvements

For Basic Engineering Services rendered through August 31, 2023

Amendment# 1 signed 07/19/2021 - Limited NTP dated 08/16/2021

Limited NTP 2 dated 03/07/2022

Limited NTP 3 dated 01/17/2023

Water Model Update

Professional Fees

	Hours	Billed Amount
Engineering Intern II	0.75	109.31
Professional Fees subtotal	0.75	109.31
Water Model Update subtotal		109.31

American Iron & Steel Compliance

Professional Fees

	Hours	Billed Amount
Reproduction Processor	2.00	184.38
Professional Fees subtotal	2.00	184.38
American Iron & Steel Compliance subtotal		184.38

Invoice total **293.69**

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Remaining	Current Billed
SOIL BORINGS	25,000.00	17,459.53	17,459.53	7,540.47	0.00
RECORD DRAWINGS	25,000.00	0.00	0.00	25,000.00	0.00
EROSION CONTROL	10,000.00	3,057.96	3,057.96	6,942.04	0.00
WATER MODEL UPDATE	15,000.00	1,129.60	1,238.91	13,761.09	109.31
LAND SURVEYING	50,000.00	50,000.00	50,000.00	0.00	0.00
FINANCIAL / LEGAL ASSISTANCE	20,000.00	1,767.40	1,767.40	18,232.60	0.00
START UP ASSISTANCE	10,000.00	0.00	0.00	10,000.00	0.00
AMERICAN IRON & STEEL COMPLIANCE	10,000.00	2,712.53	2,896.91	7,103.09	184.38
FISCAL SUSTAINABILITY PLAN	5,000.00	0.00	0.00	5,000.00	0.00
REGULATORY	30,000.00	4,661.18	4,661.18	25,338.82	0.00

City of Madison
Project W19120 Madison - Water Utility Improvements

Invoice number 57201
Date 09/28/2023

Total	200,000.00	80,788.20	81,081.89	118,918.11	293.69
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SRF Disbursement Request Form

Participant Information

Name:	City of Madison Municipal Water Works	SRF Loan Number:	DW22093903
DUNS #:	08-620-0326	Cage Code:	SHXEO
		Request Number:	42
Mailing Address:	101 West Main Street		
City:	Madison	State:	IN
		ZIP Code:	47250
Contact Person:	Kathleen Rampy, Clerk Treasurer	Contact Phone Number:	812-265-8316
Authorized Representative:	Bob Courtney, Mayor	Authorized Representative Phone Number:	812-265-8300

If requesting reimbursement to the Participant by wire transfer, please provide the following information:

Bank Name:	German American	Bank Routing	083904563
Account Name:	City of Madison Water & Sewer	Account Number:	1506676

Loan Information

Description of work for which claim is being made (services, fees, type of work, etc.):	Project W19120 – Water Utility Supply and Water Treatment Plant Improvements		
Is any part of this claim funded by an alternate funding source?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
If yes, please identify the source and amount of the claim funded by the alternate source (OCRA, SAP, Local			\$
Is any part of this claim funded by the Indiana Brownfields Program?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Has the Participant paid the request and is now seeking reimbursement?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Is any part of this claim a result of a change order? If yes, please attach the SRF change order approval letter.	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there Green Project Reserve components involved in this request? If yes, please describe:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Are there any Lead Line replacement components in this request?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	

Loan Financial Information

Original Loan Amount:		\$	12,000,000
Total Amount of Previous Disbursements:		\$	7,845,275
Balance Available After this Disbursement:		\$	4,111,301
Amount to Contractor for this Request:		\$	43424

Is any part of this request a partial or final release of retainage to the contractor? ☐ YES ☒ NO

Contractor Name:	DAVE O'MARA CONTRACTOR, INC.	DUNS #:	067899278
Mailing address:	1100 EASET O & M AVENUE, P.O. BOX 1139		
City:	NORTH VERNON	State:	IN
		ZIP Code:	47265

Wiring Information:

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

Retainage Amount for this Request: \$ 2285

Participant requests that the retainage amount be held by SRF:	<input checked="" type="checkbox"/>
Participant requests that the retainage amount be sent to the Participant via check to the mailing address listed above:	<input type="checkbox"/>
Participant requests that the retainage amount be sent to the following bank:	<input type="checkbox"/>

Bank Name:		Bank Routing Number:	
Account Name:		Account Number:	

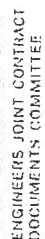
Total Amount of this Request: \$ 43424

The undersigned hereby certifies this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement(s), that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the **Davis Bacon Act**/ US Department of Labor requirements of 29 CFR 5.5(a)(1), and are in compliance with SRF incentive programs.

Authorized Representative Signature:		Date:	10-16-23
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For Internal Use Only:

Approved By:		Date:		GPR Amount:	\$	Lead Amount:	\$
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8

9.02.23 to 10.06.23

10.09.23

3

Dave Omara Contracting

Engineer's Project No.:

22-03760

Application For Payment
Change Order Summary[illegible]

- | | | |
|--|----|----------------|
| 1. ORIGINAL CONTRACT PRICE..... | \$ | \$4,543,000.00 |
| 2. Net change by Change Orders..... | \$ | |
| 3. Current Contract Price (Line 1 + 2)..... | \$ | \$4,543,000.00 |
| 4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... | \$ | \$1,423,334.78 |
| 5. RETAINAGE: | | |
| a. 5% X \$550,122.50 Work Completed..... | \$ | \$27,506.13 |
| b. 5% X 5873,212.28 Stored Material..... | \$ | \$43,660.61 |
| c. Total Retainage (Line 5.a + Line 5.b)..... | \$ | \$71,166.74 |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... | \$ | \$1,352,168.04 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ | \$1,308,744.04 |
| 8. AMOUNT DUE THIS APPLICATION..... | \$ | \$43,424.00 |
| 9. BALANCE TO FINISH, PLUS RETAINAGE..... | \$ | |
| (Column G total on Progress Estimates + Line 5.c above)..... | \$ | \$3,190,831.96 |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

Application for Payment, prior Applications for Payment, Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not Defective.

Contractor Signature _____

all over

REC-1101

Payment of:

Line 8 or other: 77,424.00 (attach explanation of the other amount)

is recommended by:

(Signature) _____ (Date) _____

Payment of:

43,424.00

s approved by:

(Line 8 or other - attach explanation of the other amount)

(Owner)

(Date)

Approved by:

Funding or Financing Entity (if applicable)

Date _____

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Madison Div A		Application Number: 8									
Application Period:		9.02.23 to 10.06.23		Application Date: 10.09.23									
A				B			C	D	E	F		Balance to Finish (B - F)	
Bid Item No	Item	Description	Contract Information			Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)			
			Item Quantity	Units	Unit Price						Total Value of Item (\$)		
1	West End Supply & Treatment												
1a	Mobilization		1	LS	\$2,089,000.00		0.6	\$62,670.00		\$62,670.00	60.0%	\$41,780.00	
1b	Equipment		1	LS	\$104,450.00	\$104,450.00			\$146,644.50	\$146,644.50	65.8%	\$76,105.50	
1c	Valves & Piping		1	LS	\$222,750.00	\$222,750.00			\$156,324.48	\$156,324.48	72.3%	\$1,112,775.52	
1d	Electrical/HVAC		1	LS	\$1,269,000.00	\$1,269,000.00			\$219,706.00	\$318,266.00	64.6%	\$174,534.00	
2	JPG Supply & Treatment		1	LS	\$492,800.00	\$492,800.00	0.2	\$98,560.00					
2a	Mobilization		1	LS	\$565,000.00								
2b	Equipment		1	LS	\$28,250.00	\$28,250.00	0.9	\$25,425.00		\$25,425.00	90.0%	\$2,825.00	
2c	Valves & Piping		1	LS	\$292,500.00	\$292,500.00	0.4	\$117,000.00	\$71,000.00	\$188,000.00	64.3%	\$104,500.00	
2d	Electrical/HVAC		1	LS	\$109,250.00	\$109,250.00	0.9	\$98,325.00	\$7,550.00	\$105,875.00	96.5%	\$3,375.00	
3	Hilltop Booster Station		1	LS	\$135,000.00	\$135,000.00	0.1	\$13,500.00	\$16,225.00	\$29,725.00	22.0%	\$105,275.00	
3a	Mobilization		1	LS	\$1,069,000.00								
3b	Equipment		1	LS	\$53,450.00	\$53,450.00	0.75	\$40,087.50		\$40,087.50	75.0%	\$13,362.50	
3c	Valves & Piping		1	LS	\$2,500.00	\$2,500.00						\$2,500.00	
3d	Electrical & HVAC		1	LS	\$213,050.00	\$213,050.00	0.1	\$21,305.00	\$49,982.00	\$71,287.00	33.5%	\$141,763.00	
4	SCADA		1	LS	\$800,000.00	\$800,000.00	0.06	\$48,000.00	\$48,320.00	\$96,320.00	12.0%	\$703,680.00	
5	MA 3 West End Pump Rewinding		1	LS	\$700,000.00	\$700,000.00	0.02	\$14,000.00	\$157,560.30	\$171,560.30	24.5%	\$528,439.70	
6	West End ATS & Remote Starter		1	LS	\$25,000.00	\$25,000.00	0.45	\$11,250.00		\$11,250.00	45.0%	\$13,750.00	
					\$95,000.00	\$95,000.00						\$95,000.00	

Stored Material Summary

Contract Sheet

Contractor's Application

1										8			
Application Period: 9.02.23 to 10.06.23										Application Number: 10.09.23			
C													
A		B		C		D		E		F		G	
Bid Item No.	Supplier Invoice No.	Submittal No (with Specification Section No.1)	Storage Location	Date Placed into Storage (Month/Year)	Amount (\$)	Amount Stored this Month (\$)	Subtotal Amount Completed and Stored to Date (D + E)	Incorporated in Work Date (Month/Year)	Amount (\$)	Materials Remaining in Storage (\$)			
										(D + E - F)			
1d	26941	3760-ADD #1	Maestrie	2/2023	\$63,168.00		\$63,168.00			\$63,168.00	(D + E - F)		
1d	1194-1	3760-ADD #1	Koch	4/2023	\$6,645.00		\$6,645.00			\$6,645.00	\$6,645.00		
2d	1194-1	3760-ADD #1	Koch	4/2023	\$5,615.00		\$5,615.00			\$5,615.00	\$5,615.00		
3c	233076-00	DS-04 Valves	Site	5/2023	\$10,978.00		\$10,978.00			\$10,978.00	\$10,978.00		
1d	1194-2	3760-ADD #1	Koch	5/2023	\$13,290.00		\$13,290.00			\$13,290.00	\$13,290.00		
2d	1194-2	3760-ADD #1	Koch	5/2023	\$7,230.00		\$7,230.00			\$7,230.00	\$7,230.00		
1d	1194-3	3760-ADD #1	Koch	6/2023	\$2,490.00		\$2,490.00			\$2,490.00	\$2,490.00		
3d	1194-3	3760-ADD #1	Koch	6/2023	\$19,935.00		\$19,935.00			\$19,935.00	\$19,935.00		
2d	1194-3	3760-ADD #1	Koch	6/2023	\$10,845.00		\$10,845.00			\$10,845.00	\$10,845.00		
2c	233076-04	DS-04 Valves	Site	6/2023	\$3,735.00		\$3,735.00			\$3,735.00	\$3,735.00		
3c	233076-03	DS-04 Valves	Site	6/2023	\$23,793.00		\$23,793.00	9/2023	\$11,896.50				
1c	233076-02	DS-04	Site	6/2023	\$27,445.00		\$27,445.00				\$27,445.00		
3c	233076-01	DS-04	Site	6/2023	\$10,758.00		\$10,758.00				\$10,758.00		
1c	315759	DS-04 Pipe	Site	6/2023	\$11,559.00		\$11,559.00				\$11,559.00		
3c	318244	DS-04 Pipe	Site	6/2023	\$21,906.60		\$21,906.60				\$21,906.60		
2c	318244	DS-04	Site	6/2023	\$8,375.60		\$8,375.60	9/2023	\$8,375.60				
4	7125	ADD #1	Reual	6/2023	\$38,292.85		\$38,292.85	9/2023	\$19,146.43				
2c	52827	Misc met	Site	7/2023	\$157,560.30		\$157,560.30				\$157,560.30		
1b	18163B14810	CL2	Reual	7/2023	\$3,935.00		\$3,935.00				\$3,935.00		
1b	18163B15021	Scrubbers	Reual	7/2023	\$75,644.50		\$75,644.50				\$75,644.50		
1c	318244	Pipe	Site	7/2023	\$71,000.00		\$71,000.00				\$71,000.00		
1c	315759	Pipe & fltes	Site	7/2023	\$46,668.45		\$46,668.45				\$46,668.45		
1c	316299	Hatch	Reual	7/2023	\$21,906.60		\$21,906.60				\$21,906.60		
1c	326037	Pipe & Flus	Site	7/2023	\$1,863.41		\$1,863.41				\$1,863.41		
1c	326925	Pipe & Flus	Site	7/2023	\$7,921.54		\$7,921.54				\$7,921.54		
1d	1194-4	3760-ADD #1	Koch	7/2023	\$5,346.51		\$5,346.51				\$5,346.51		
2d	1194-4	3760-ADD #1	Koch	7/2023	\$53,500.00		\$53,500.00				\$53,500.00		
2d	18163B14810	CL2	Koch	7/2023	\$29,000.00		\$29,000.00				\$29,000.00		
2b	18163B15021	Scrubbers	Reual	7/2023	\$10,000.00		\$10,000.00				\$10,000.00		
1c	332264	Fittings	Reual	7/2023	\$75,644.50		\$75,644.50	9/2023	\$75,644.50				
1c	318244	Fittings	Site	8/2023	\$14,905.35		\$14,905.35				\$14,905.35		
1c	331949	Fittings	Site	8/2023	\$3,162.13		\$3,162.13				\$3,162.13		
1d	5545	Pneumatic	Maestrie	8/2023	\$21,785.89		\$21,785.89				\$21,785.89		
				8/2023	\$63,168.00		\$63,168.00				\$63,168.00		
				Totals			\$1,019,318.23				\$1,019,318.23		
											\$148,105.95		
											\$873,212.28		

Stored Material Summary

Contractor's Application

For (Contract):		Application Number: 8											
Application Period:		Application Date: 10.09.23											
9.02.23 to 10.06.23													
A		B		C		D		E		F		G	
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Storage Location			Stored Previously		Amount Stored this Month (\$)		Subtotal Amount Completed and Stored to Date (D + E)	Incorporated in Work		Materials Remaining in Storage (\$ (D + E - F))
						Date Placed into Storage (Month/Year)	Amount (\$)				Date (Month/Year)	Amount (\$)	
1d	26941	3760-004	Majestic	BI Anderson ABB- VFD's		2/2023	\$63,168.00			\$63,168.00			\$63,168.00
1d	1194-1	3760-ADD #1	Koch	Koch Mechanical		4/2023	\$6,645.00			\$6,645.00			\$6,645.00
2d	1194-1	3760-ADD#1	Koch	Koch Mechanical		4/2023	\$3,615.00			\$3,615.00			\$3,615.00
3d	1194-1	3760-Add#1	Koch	Koch Mechanical		4/2023	\$1,245.00			\$1,245.00			\$1,245.00
3c	233076-00	DS-04 Valves	Site	Flourence		5/2023	\$10,978.00			\$10,978.00			\$10,978.00
1d	1194-2	3760ADD #1	Koch	Koch Mechanical		5/2023	\$13,290.00			\$13,290.00			\$13,290.00
3d	1194-2	3760 ADD#1	Koch	Koch Mechanical		5/2023	\$7,230.00			\$7,230.00			\$7,230.00
2d	1194-3	3760 Add #1	Koch	Koch Mechanical		6/2023	\$2,490.00			\$2,490.00			\$2,490.00
1d	1194-3	3760 Add#1	Koch	Koch Mechanical		6/2023	\$19,935.00			\$19,935.00			\$19,935.00
3d	1194-3	3760 Add#1	Koch	Koch Mechanical		6/2023	\$10,845.00			\$10,845.00			\$10,845.00
2c	233076-04	DS-04 Valves	Site	Flourence		6/2023	\$3,735.00			\$3,735.00			\$3,735.00
3c	233076-03	DS-04 Valves	Site	Flourence		6/2023	\$23,793.00			\$23,793.00	8/2023	\$23,793.00	
1c	233076-02	DS-04	Site	Flourence		6/2023	\$27,445.00			\$27,445.00			\$27,445.00
3c	233076-01	DS-04	Site	Flourence		6/2023	\$10,758.00			\$10,758.00			\$10,758.00
1c	315759	DS-04 Pipe	Site	Ferguson		6/2023	\$21,906.60			\$21,906.60			\$21,906.60
3c	318244	DS-04 Pipe	Site	Ferguson		6/2023	\$8,375.60			\$8,375.60	9/2023	\$8,375.60	
2c	318244	DS-04	Site	Ferguson		6/2023	\$38,292.85			\$38,292.85	8/2023	\$38,292.85	
4	7125	Addr#1	Retal	Tonic		7/2023	\$157,560.30			\$157,560.30			\$157,560.30
2c	22827	Misc metl	Site	Munich		7/2023	\$3,935.00			\$3,935.00			\$3,935.00
1b	18163B14810	CL2	Retal	HPT		7/2023	\$75,644.50			\$75,644.50			\$75,644.50
1b	18163B15021	Scrubbers	Retal	HPT		7/2023	\$71,000.00			\$71,000.00			\$71,000.00
1c	318244	pipe	Site	Ferguson		7/2023	\$46,668.45			\$46,668.45			\$46,668.45
1c	315759	Pipe & Ins	Site	Ferguson		7/2023	\$21,906.60			\$21,906.60			\$21,906.60
1c	316299	Hatch	Retal	Ferguson		7/2023	\$1,863.41			\$1,863.41			\$1,863.41
1c	326037	Pipe & Pipes	Site	Ferguson		7/2023	\$7,921.54			\$7,921.54			\$7,921.54
1c	326925	Pipe & Pipes	Site	Ferguson		7/2023	\$5,346.51			\$5,346.51			\$5,346.51
1d	1194-4	3760 Add#1	Koch	Koch Mechanical		7/2023	\$53,500.00			\$53,500.00			\$53,500.00
3d	1194-4	3760 Add #1	Koch	Koch Mechanical		7/2023	\$29,000.00			\$29,000.00			\$29,000.00
2d	1194-4	3760Add#1	Koch	Koch Mechanical		7/2023	\$75,644.50			\$75,644.50			\$75,644.50
2b	18163B14810	CL2	Retal	HPT		7/2023	\$71,000.00			\$71,000.00	9/2023	\$75,644.50	\$10,000.00
2b	18163B15021	Scrubbers	Retal	HPT		7/2023	\$71,000.00			\$71,000.00			\$71,000.00
1c	332264	Fittings	Site	Ferguson		8/2023	\$14,905.35			\$14,905.35			\$14,905.35
1c	318241	finings	Site	Ferguson		8/2023	\$3,162.13			\$3,162.13			\$3,162.13
1c	331949	Fittings	Site	Ferguson		8/2023	\$21,785.89			\$21,785.89			\$21,785.89
1d	5545	Electrical	Majestic			8/2023	\$63,168.00			\$63,168.00			\$63,168.00
							\$916,396.86			\$1,019,318.23			\$873,712.28

AIS Project's Total Cost of Materials

Prepared by (name & title):

Signature & date:

Contractor (name & title):

Signature & date:

Dave Omara Contracting

Lem Fottel 10/10/23

Project Name:

City of Madison

Total Cost of MATERIALS:

648,298

Item	Quantity	Cost per Item	Item's Total Cost
Munich Welding Pipe	3	1,311.67	3,935.00
waller Meters (Plumbing)	1	514.55	514.55
USA Blue Book (FRP Gaskets)	2	35.38	70.76
			0.00
		Total =	4,520.31

JC Detail - Roll Up Labor

Mth	Trans#	Posted Date	Actual Date	Src	Co	Vend# Craft/Class Equip#/Mat#	Description	Earn Fact	Reference	Units	Hours	Cost
22-03760 MADISON DIV A WATER IMPROVEMENTS												
2000-		Earthwork 3 M										
09/23	32886	09/28/23	09/18/23	AP	1	11034	HEIDELBERG MAT	42541086		0.000	0.00	347.44
							Total for Cost Type: 3			0.000	0.00	347.44
							Total For Phase: 2000-				0.00	347.44
6000-		Incidental Construction 3 M										
09/23	11027	09/14/23	09/01/23	AP	1	10825	FERGUSON ENTE	0326925-1		0.000	0.00	977.18
09/23	11028	09/14/23	09/01/23	AP	1	10825	FERGUSON ENTE	0332264-1		0.000	0.00	1,263.34
09/23	31940	09/25/23	09/05/23	AP	1	12683	USA BLUE BOOK	INV00123456		0.000	0.00	70.76
09/23	32896	09/28/23	08/10/23	AP	1	13570	MUNICH WELDING	52827		0.000	0.00	3,935.00
							Total for Cost Type: 3			0.000	0.00	6,246.28
							Total For Phase: 6000-				0.00	6,246.28
7000-		Structures 3 M										
09/23	19743	09/15/23	09/06/23	AP	1	13219	THE HENRY P. TH	18163B15636		0.000	0.00	54,926.00
							Total for Cost Type: 3			0.000	0.00	54,926.00
							Total For Phase: 7000-				0.00	54,926.00
							Total For Job: 22-03760				0.00	61,519.72
							Total For Company:1				0.00	61,519.72

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 3760-8

To Owner: CITY OF MADISON
101 WEST MAIN STREET
MADISON, IN 47250

Project: 22-03760 MADISON DIV A WATER
IMPROVEMENTS

Application No.: 8

Distribution to:
☐ Owner
☐ Architect
☐ Contractor

Period To: 10/6/13

From Contractor: Dave O'Mara Contractor, Inc. Via Architect:
PO Box 1139
North Vernon, IN 47265

Project Nos: 3760

Contract For: Water Utility Improvements Div A - Supply - Ventilation Contract Date: 1/17/12

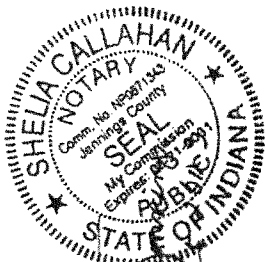
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$4,543,000.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$4,543,000.00
4. Total Completed and Stored To Date	\$1,423,334.77
5. Retainage:	
a. 5.00% of Completed Work	\$27,506.13
b. 5.00% of Stored Material	\$43,660.63
Total Retainage	\$71,166.76
6. Total Earned Less Retainage	\$1,352,168.01
7. Less Previous Certificates For Payments	\$1,308,744.02
8. Current Payment Due	\$43,423.99
9. Balance To Finish, Plus Retainage	\$3,190,831.99

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Dave O'Mara Contractor, Inc.



By: Dave O'Mara Date: 10/1/13
State of IN County of DEARBORN
Subscribed and sworn to before me this 11 day of October, 2013.
Notary Public Sheila Callahan
My Commission expires: 8/1/13

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 43,423.99

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application No.: 8
Application Date: 10/10/23
To:
Architect's Project No.:

Invoice #: 3760-8 Contract: 22-03760 MADISON DIV A WATER IMPROVEMENTS

A Item No.	B Description of Work	C Scheduled Value	D		E Work Completed This Period In Place	F Materials Presently Stored	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	Work Completed					
001	MOBILIZATION	104,450.00	62,670.00	0.00	0.00	0.00	62,670.00	41,780.00	
002	EQUIPMENT	222,750.00	0.00	0.00	0.00	146,644.50	146,644.50	76,105.50	
003	VALVES & PIPING	1,269,000.00	0.00	0.00	0.00	156,224.48	156,224.48	1,112,775.52	
004	ELECTRICAL/HVAC	492,800.00	98,560.00	0.00	0.00	219,706.00	318,266.00	174,534.00	
005	MOBILIZATION	28,250.00	25,425.00	0.00	0.00	0.00	25,425.00	2,825.00	
006	EQUIPMENT	292,500.00	29,250.00	87,750.00	0.00	71,000.00	188,000.00	104,500.00	
007	VALVES & PIPING	109,250.00	54,625.00	43,700.00	0.00	14,912.99	113,237.99	-3,987.99	
008	ELECTRICAL/HVAC	135,000.00	13,500.00	0.00	0.00	19,840.00	33,340.00	101,660.00	
009	MOB HILLTOP	53,450.00	32,070.00	8,017.50	0.00	0.00	40,087.50	13,362.50	
010	EQUIPMENT	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	
011	VALVES & PIPING	213,050.00	0.00	21,305.00	0.00	39,004.00	60,309.00	152,741.00	
012	ELECTRICAL/HVAC	800,000.00	48,000.00	0.00	0.00	48,320.00	96,320.00	703,680.00	
013	SCADA	700,000.00	14,000.00	0.00	0.00	157,560.30	171,560.30	528,439.70	
014	MA 3 WEST END PUMP REWIND	25,000.00	11,250.00	0.00	0.00	0.00	11,250.00	13,750.00	
015	WEST END ATS & RMV STARTER	95,000.00	0.00	0.00	0.00	0.00	0.00	95,000.00	
Grand Totals		4,543,000.00	389,350.00	160,772.50	873,212.27	1,423,334.77	31,333%	3,119,665.23	71,166.76



September 20, 2023

DYNAMIC DISPLAYS LTD.
INFLATABLE CONTRACT

Customer: City of Madison
Tanya Burnette
101 W. Main St., Madison, IN, 47250
(812) – 265 – 8300

Inflatable: The customer purchases the use of the following commercial equipment:
Snowflakes helium unit - 3 units
Christmas Light Bulbs helium unit - 3 units
Blue Snowman helium unit
Candy Cane helium unit
Costumes: Gingerbread Men 2 units, Toy Soldier 2 units, Tree 2 units

Event Date: **December 2, 2023** Event Time: **11:00AM**

Additional Responsibilities: See Addendum(s)

Customer will provide: One videotape copy of the Event telecast within 2 weeks following the event, a press kit, and any press releases and any printed articles covering the Event if available.

Price: **\$10,000.00 USD** (50% Rental, 50% Service Fees) + Applicable taxes, and freight

Total: **\$10,000.00 USD** (50% Due on Signing, Balance due before event)
Account due and payable as terms indicated on this contract. Accounts past due will be charged a service charge of \$5.00 per month, plus a finance charge of 1.5% per month will be charged to the outstanding balance.

Replacement Value: **\$100,000.00 USD**

Liability: Customer will indemnify and hold blameless Dynamic Displays, LTD., its owners, subcontractors, employees and volunteers from any and all claims, including legal expenses related thereto arising from the use of these products unless caused by the direct negligence of Dynamic Displays, LTD. Dynamic Displays will indemnify and hold blameless Customer, its owners, subcontractors, employees and volunteers from any and all claims, including legal expenses related thereto arising from the use of these products unless caused by the direct negligence of Customer.

DYNAMIC DISPLAYS, Ltd. shall not be liable to perform (or be responsible for consequential damages herein,) any obligation herein when prevented by strikes, accidents, act of God, or other causes beyond its control.

Any clause in this agreement that is un-enforced shall not affect the enforceability of the other clauses and does not alter the original terms of the contract.

Authorization: Customer is responsible for all event permits, state and/or licenses required. Dynamic Displays, Ltd. characters are all copyrighted and/or licensed. Dynamic Displays Ltd. and its licensors reserve the right to refuse any sponsorship association with their Characters that they deem to be in conflict with their purpose.

Signed:

Tanya Burnette

Date

Signed:

Stephen Thomson

Date

Authorized to sign for:

City of Madison/ Madison IN

Authorized to sign for:

Dynamic Displays/Windsor, Ont.

6470 Wyoming, Unit 2024, Dearborn, MI 48126 USA
1775 Sylvestre Dr, Unit B, Windsor, ON N8N2L9
Tel: (800) 411-6200 / Fax: (519) 735-5446

September 20, 2023

Addendum for Helium Balloons: Snowflakes helium unit - 3 units
Christmas Light Bulbs helium unit - 3 units
Blue Snowman helium unit
Candy Cane helium unit

Customer: City of Madison
Tanya Burnette
101 W. Main St., Madison, IN, 47250
(812) – 265 – 8300

Event Date: December 2, 2023 Event Time: 11:00AM

Dynamic Displays will provide:

- 1 Balloon trainer/s
- All hoses, regulators and other parade equipment required unless stated otherwise in this agreement.
- Any required electrical power.

Customer and Dynamic Displays will agree to a pre-selected substitute(s), to be used if any of the contracted inflatables has sustained major damage preventing its use prior to or at the time of inflation.

Customer will provide:

- Accommodations for 1 room 2 nights
- 50 Capable adult balloon handlers to arrive at least 2 hours before the event start.
- A clean inflation and deflation area that is free from Sharp objects and has a clear path to and from the parade route respectively.
- Helium: 5600 cuft

Customer agrees to exercise proper care and security of the inflatable(s) & accessories; and will be held responsible to insure for the full replacement costs of all property while in your possession and to pay for repair or replacement of any and all damaged or missing property. At the request of Dynamic Displays, customer will furnish Dynamic with a certificate of insurance evidencing this.

All property of Dynamic Displays must be returned the first business day following the event (3 day shipping or faster) or will be subject to a daily surcharge of 20% of the retail rental value of the missing property beginning the fourth day and continuing until the property is received.

Signed:

Tanya Burnette

Date

Signed:

Stephen Thomson

Date

Authorized to sign for:

City of Madison/ Madison IN

Authorized to sign for:

Dynamic Displays/Windsor, Ont.



Terms: 50% due on signing, balance due prior to event

INVOICE	6636
DATE	20-Sep-23

BILL TO:	OTHER CONTACT:	SHIP TO:
City of Madison Tanya Burnette 101 W. Main St Madison IN 47250 O: 812.265.8300 [tburnette@madison-in.gov]	Kealey White [kwhite@madison-in.gov]	TBD

	DESCRIPTION Item	UNIT	PER UNIT	AMOUNT
Rental/Service	Event Date: Saturday, December 2, 2023 @11:00AM Inflatables: Snowflakes helium unit - 3 units Christmas Light Bulbs helium unit - 3 units Snowman Blue helium unit Candy Cane helium unit Costumes: Gingerbread Men 2 units, Toy Soldier 2 units, Tree 2 units Included: 1 balloon trainer, travel cost and freight Provided by Customer - also see contract for more details Helium: 5600 cuft estimated Hotel: 1 room 2 nights 58 Adult volunteers			\$ 10,000.00

PAYMENT BY CHECK

Check payable to: Dynamic Displays Ltd
Mail/Overnight to: 6470 Wyoming Unit 2024, Dearborn MI 48126 USA

PAYMENT BY WIRE TRANSFER

Account name: Dynamic Displays Ltd
Account #: 7300463
Account address: 1775 Sylvestre Dr Unit B, Windsor ON N8N2L9 Canada
Swift code: TDOMCATTOR
ABA: 026009593
Bank: TD Canada Trust
Branch #: 01252
Bank address: 5990 Malden Rd, Windsor ON N9J1S8 Canada
Tel: 519.250.1446

Total	USD	\$ 10,000.00
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Account due and payable as terms indicated on this invoice. Accounts past due will be charged a service charge of \$5 per month, plus a finance charge of 1.5% per month will be charged to the outstanding balance.

6470 Wyoming, Unit 2024, Dearborn, MI 48126 USA / 1775 Sylvestre Dr. Unit B, Windsor, ON N8N2L9 Canada
Telephone: 800.411.6200 / Fax: 519.735.5446 / www.fabulousinflatables.com

September 20, 2023

Addendum for Costumes: Gingerbread Men 2 units, Toy Soldier 2 units, Tree 2 units

Customer: City of Madison
 Tanya Burnette
 101 W. Main St., Madison, IN, 47250
 (812) – 265 – 8300

Event Date: December 2, 2023 Event Time: 11:00AM

Dynamic Displays will provide:

- 12 Costume batteries.

Customer will provide:

- A clean dressing area (inflation and deflation) that is free from Sharp objects.
- 8 Capable adult volunteers to assist and/or wear the costumes

Customer agrees to exercise proper care and security of the inflatable(s) & accessories; and will be held responsible to insure for the full replacement costs of all property while in your possession and to pay for repair or replacement of any and all damaged or missing property. At the request of Dynamic Displays, customer will furnish Dynamic with a certificate of insurance evidencing this.

All property of Dynamic Displays must be returned the first business day following the event (3-day shipping or faster) or will be subject to a daily surcharge of 20% of the retail rental value of the missing equipment beginning the fourth day and continuing until the equipment is received.

Signed:

Tanya Burnette

Date

Signed:

Stephen Thomson

Date

Authorized to sign for:

City of Madison/ Madison IN

Authorized to sign for:

Dynamic Displays/Windsor, Ont.

RESOLUTION NO. 44B-2023

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND
SAFETY OF THE CITY OF MADISON, INDIANA
REGARDING CLOSING A CERTAIN PORTION OF
MILL STREET FOR ANNUAL BLOCK PARTY**

WHEREAS, there has been a request filed by Rusty Bladen for a street closing in conjunction with an annual block party for the neighbors living on or around Mill and Second Streets to be held on Sunday, October 22, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that Mill Street between First Street and Second Street shall be closed on Sunday, October 22, 2023, from 12:00 p.m. until 8:00 p.m.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that said street as closed shall be under the supervision and control of Rusty Bladen at the times noted above for the year 2023.

ADOPTED this 16th day of October, 2023.

Bob G. Courtney, Chairman

Karl Eaglin, Member

David Carlow, Member

(SEAL)

ATTEST:

Kathleen M. Rampy, Clerk-Treasurer

RESOLUTION NO. 45B-2023

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND
SAFETY OF THE CITY OF MADISON, INDIANA
REGARDING CLOSING A CERTAIN PORTION OF
VINE STREET FOR GET OUT THE VOTE BLOCK PARTY**

WHEREAS, there has been a request filed by Cara Fox on behalf of Little Golden Fox for a street closing in conjunction with the Get Out The Vote Block Party to be held on Friday, October 27, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that Vine Street north from Main Street to the north side of the alley running east and west between Mill Street and Elm Street shall be closed on Friday, October 27, 2023, from 3:00 p.m. until 10:00 p.m.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that said street as closed shall be under the supervision and control of Little Golden Fox at the times noted above for the year 2023.

ADOPTED this 16th day of October, 2023.

Bob G. Courtney, Chairman

Karl Eaglin, Member

David Carlow, Member

(SEAL)

ATTEST:

Kathleen M. Rampy, Clerk-Treasurer

RESOLUTION NO.46B -2023

**A RESOLUTION OF THE BOARD OF PUBLIC
WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA
REGARDING PARKING SPACE CLOSING FOR
FRIENDS OF THE OHIO THEATRE, INC.**

WHEREAS, there has been a request filed by Elizabeth Auxier on behalf of Friends of the Ohio Theatre, Inc. for the closing of three parking spaces directly in front of 105, 107, and 109 East Main Street for the organization's Horror at the Ohio Film Festival event to be held on October 20th and 21st, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that the three parking spaces located directly in front of 105, 107, and 109 East Main Street shall be closed from Friday, October 20, 2023, at 8:00 a.m. through Saturday, October 21, 2023, at 11:59 p.m.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that said parking spaces as closed shall be under the supervision and control of the Friends of the Ohio Theatre, Inc. at the times noted above for the year 2023.

ADOPTED this 16th day of October, 2023.

Bob G. Courtney, Chairman

Karl Eaglin, Member

David Carlow, Member

(SEAL)
ATTEST:

Kathleen M. Rampy, Clerk-Treasurer

**The Salvation Army
and
City of Madison
Bob Courtney, Mayor**

Memorandum of Understanding

**The City of Madison and The Salvation Army Winter Contingency/Emergency
Shelter Plan**

WHEREAS, the Parties herein desire to enter into a Memorandum of Understanding setting forth the basic provisions to be provided by the collaborative:

This agreement will be in effect from November 1, ~~2022~~2023, to October 31, ~~2023~~2024. The Madison Winter Shelter will be open for emergency shelter between the hours of 7:30 P.M. and 7:00 A.M. The Shelter is in the Dining room of the Madison Salvation Army Corps – located at 331 E. Main St. in Madison, Indiana. When overnight temperatures are forecasted to reach 32 degrees or less, contingent upon the availability of trained/certified staff/volunteers and resources. A decision will be made at 5pm. Both parties acknowledge that The Salvation Army is not designed to provide overnight shelter. Shower and laundry facilities will be available upon the completion of remodeling the shower and laundry rooms.

This agreement may **be renewed, subject to agreement by all parties.**
The Salvation Army agrees to:

On an ongoing basis, The Salvation Army will continue to:

1. Provide breakfast and lunch through its ongoing feeding program. Breakfast is served at 9:00 A.M. Monday through Friday. Coffee and donuts will be served on Saturday and Sunday 8:30 A.M. to 9:30 A.M.
2. Provide free blankets, coats, hats, gloves and warm layers based on funding and donations. Clients may come into the building during business hours Monday through Friday 8:30 A.M. to 3:00 P.M. and Sunday 8:30 A.M. to 12:00 P.M. (The Salvation Army will continue to accept donations and seek additional resources to provide cold weather gear.)
3. Provide a monthly draw request for Warming Center operational expenses as set forth in the budget provided to the City as funding permits. When funds are depleted, the emergency shelter **may not be able to open.**
4. When possible, notify the City of Madison 24 hours in advance if the Warming Center will not be open, despite weather forecasts predicting the need (if adequate volunteers fail to arrive for the time the emergency shelter is scheduled to be open, it will not open).

In the event the temperature is forecasted to drops below 32 degrees by 5:00 P.M., and sufficient volunteer and financial resources are available, The Salvation Army will open an overnight, emergency shelter providing the following:

1. The Dining Room is available for use from 7:30 P.M. – 7:00 A.M. If there are already other events or programs are already scheduled or the rooms are needed by The Salvation Army, then we will not be able to accommodate overnight guests. The Salvation Army's building will not be able to be used for Winter Shelter the week of December 13-17 as it will be occupied with The Salvation Army's Christmas Distribution.
2. Provide at least two opportunities for prospective volunteers to complete Safe from Harm training.
3. Provide Shelter bedding kits (ordered through Salvation Army EDS) for each client every night that the shelter is open as City funding permits.
4. Provide the City with the name and contact information of a contact person in the event of an emergency.

The Salvation Army also agrees to work with the community to ensure Safe from Harm Certified Volunteers are available (volunteers must meet all Salvation Army registration requirements, including passing background checks and be willing to fulfill the duties in the volunteer position description).

1. ***In the event at least two (2) volunteers or paid employees per room, and a floater are not available, the emergency shelter cannot open***
2. ***Volunteers will be required to read and sign the volunteer position description***

The City agrees to and/or acknowledges that it will:

1. Provide funding to purchase an adequate number of sleeping kits from The Salvation Army Emergency Disaster Services
2. Provide supplemental funding for the purchase of additional food necessary during the time the Warming Center is open and in use.
3. Endeavor to provide financial support and volunteer coordination to ensure Warming Center services are available to the community from The Salvation Army as described herein.
4. Ensure immediate police response and support in the event of an emergency
5. Provide intermittent police drop-in visits to elevate security and act as a deterrent to violence and other criminal activity

This Memorandum of Understanding (MOU) contains basic provisions that will guide the working relationship between both parties. Conditions of this MOU may be amended or terminated, in writing, at any time with concurrence of both parties. This MOU contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or bind either of the parties.

Contact information

The Salvation Army of Madison – corps officer , Captain Janelle Cleaveland

Address- 331 E. Main St. Madison, IN 47250

Phone Number: office – 812-265-2157 or Cell – 641-831-4430

Email: Janelle.cleaveland@usc.salvationarmy.org

The City of Madison

Contact: Mayor Bob Courtney or Mayor’s Assistant Tammy Acosta

Address: 101 W. Main St. Madison, IN 47250

Phone Number – 812-265-8300 . Mayors Cell phone – 812-801-7057

Email: mayorassistant@madison-in.gov and mayor@madison-in.gov

THE SALVATION ARMY, AN ILLINOIS CORPORATION	CITY OF MADISON BOB COURTNEY, MAYOR
By:	By:
Name:	Name:
Title:	Title:

**The Salvation Army
and
City of Madison
Bob Courtney, Mayor**

Memorandum of Understanding

**The City of Madison and The Salvation Army Winter Contingency/Emergency
Shelter Plan**

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This agreement may be renewed, subject to agreement by all parties.
The Salvation Army agrees to:

On an ongoing basis, The Salvation Army will continue to:

1. Provide breakfast and lunch through its ongoing feeding program. Breakfast is served at 9:00 A.M. Monday through Friday. Coffee and donuts will be served on Saturday and Sunday 8:30 A.M. to 9:30 A.M.
2. Provide free blankets, coats, hats, gloves and warm layers based on funding and donations. Clients may come into the building during business hours Monday through Friday 8:30 A.M. to 3:00 P.M. and Sunday 8:30 A.M. to 12:00 P.M. (The Salvation Army will continue to accept donations and seek additional resources to provide cold weather gear.)
3. Provide a monthly draw request for Warming Center operational expenses as set forth in the budget provided to the City as funding permits. When funds are depleted, the emergency shelter **may not be able to open.**
4. When possible, notify the City of Madison 24 hours in advance if the Warming Center will not be open, despite weather forecasts predicting the need (if adequate volunteers fail to arrive for the time the emergency shelter is scheduled to be open, it will not open).

Forecasted

In the event the temperature drops below 32 degrees by 5:00 P.M., and sufficient volunteer and financial resources are available, The Salvation Army will open an overnight, emergency shelter providing the following:

1. The Dining Room is available for use from 7:30 P.M. – 7:00 A.M. If there are already other events or programs are already scheduled or the rooms are needed by The Salvation Army, then we will not be able to accommodate overnight guests. The Salvation Army's building will not be able to be used for Winter Shelter the week of December 13-17 as it will be occupied with The Salvation Army's Christmas Distribution.
2. Provide at least two opportunities for prospective volunteers to complete Safe from Harm training.
3. Provide Shelter bedding kits (ordered through Salvation Army EDS) for each client every night that the shelter is open as City funding permits.
4. Provide the City with the name and contact information of a contact person in the event of an emergency.

The Salvation Army also agrees to work with the community to ensure Safe from Harm Certified Volunteers are available (volunteers must meet all Salvation Army registration requirements, including passing background checks and be willing to fulfill the duties in the volunteer position description).

1. *In the event at least two (2) volunteers or paid employees per room, and a floater are not available, the emergency shelter cannot open*
2. *Volunteers will be required to read and sign the volunteer position description*

The City agrees to and/or acknowledges that it will:

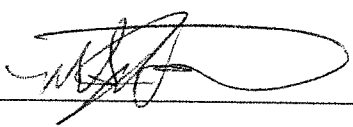
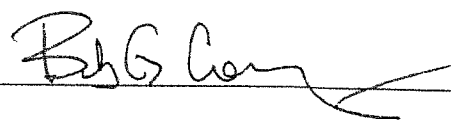
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2. Provide supplemental funding for the purchase of additional food necessary during the time the Warming Center is open and in use.
3. Endeavor to provide financial support and volunteer coordination to ensure Warming Center services are available to the community from The Salvation Army as described herein.
4. Ensure immediate police response and support in the event of an emergency
5. Provide intermittent police drop-in visits to elevate security and act as a deterrent to violence and other criminal activity

This Memorandum of Understanding (MOU) contains basic provisions that will guide the working relationship between both parties. Conditions of this MOU may be amended or terminated, in writing, at any time with concurrence of both parties. This MOU contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or bind either of the parties.

Contact information

The Salvation Army of Madison – corps officer, Captain Janelle Cleaveland
Address- 331 E. Main St. Madison, IN 47250
Phone Number: office – 812-265-2157 or Cell – 641-831-4430
Email: Janelle.cleaveland@usc.salvationarmy.org

The City of Madison
Contact: Mayor Bob Courtney or Mayor's Assistant Tammy Acosta
Address: 101 W. Main St. Madison, IN 47250
Phone Number – 812-265-8300, Mayors Cell phone – 812-801-7057
Email: mayorassistant@madison-in.gov and mayor@madison-in.gov

THE SALVATION ARMY, AN ILLINOIS CORPORATION	CITY OF MADISON BOB COURTNEY, MAYOR
By: 	By: 
Name: MARC S. JOHNSON	Name: Bob G. Courtney
Title: DIVISIONAL COMMANDER	Title: Mayor

Mayor Assistant

From: Madison Sanitation Dept
Sent: Friday, September 29, 2023 12:10 PM
To: Mayor Assistant
Subject: Fw: Approved SOPs to go to Board of Public Works
Attachments: MFD 1011 - Roll-N-Rack Signout Sheet.pdf; MFD 101 - Administrative Organization Structure Table.pdf; MFD 105 - Fire Fighter Qualifications Policy.pdf; MFD 121 - Volunteer Firefighter Compensation.pdf; MFD 132 - Fire Fighter Trainee.pdf; MFD 141 - Fire Company Reporting Duties and Guidelines.pdf; MFD 142 - Fire Company Administrative Duties.pdf; MFD 320 - Mobile Property (Vehicle) Fire Operations.pdf; MFD 350 - Hazardous Materials Release Response.pdf; MFD 353 - Natural Gas Response.pdf; MFD 601 - Annual Training Requirement Policy.pdf; MFD 1001 - Uniform Single Session Training Sign-in Sheet.pdf; MFD 1002 - Fire Fighter Trainee Completion Checklist.pdf

From: mfd1101 <mfd1101@madison-in.gov>
Sent: Monday, September 11, 2023 7:09 PM
To: Madison Sanitation Dept <Sanitation@madison-in.gov>; Madison Sanitation Dept <Sanitation@madison-in.gov>
Subject: Approved SOPs to go to Board of Public Works

Chief,

The following documents were reviewed and approved by the SOP committee (8/15/2023) and are ready to go to the Board of Public Works.

- MFD 101 - Administrative Organization
- MFD 105 - FF Qualifications
- MFD 121 - FF Compensation
- MFD 132 - FF Trainee
- MFD 141 - Fire Company Reporting
- MFD 142 - Fire Company Administrative
- MFD 320 - Mobile Vehicle Fire Operations
- MFD 350 - Hazardous Materials Response
- MFD 353 - Natural Gas Response
- MFD 601 - Annual Training Requirement
- MFD 1001 - Uniform Training Sign-In Sheet
- MFD 1002 - FF Trainee Completion
- MFD 1011 - Roll-N-Rack / Signo-out Sheet

Let me know when I can publish these to the fire companies.

Best Regards,

David Snodgrass - Captain



City of Madison Fire Department

STANDARD OPERATING GUIDELINE



Document Name: MFD – Administrative Organizational Structure

Document Number: MFD 101

Revision Number: 4.0

Revision Date: 01-Sep-2023

101.0 CITY OF MADISON FIRE DEPARTMENT – ADMINISTRATIVE ORGANIZATIONAL STRUCTURE

101.1 PURPOSE

- 101.1.1 The purpose of the following chart is to show the organizational structure of the City of Madison Fire Department. This organization structure is for the administration of the fire department and is not meant to be the organizational structure on the fire ground or for any other incident. In those situations, refer to MFD 303 – Incident Command

101.2 SCOPE

- 100.2.1 The scope of this document is to provide an organizational structure of the City of Madison Fire Department. This applies to the fire companies that have been contracted with the City of Madison, Indiana.

101.3 REQUIREMENTS

- 100.3.1 The term Guideline may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

101.4 STUFF

- 100.4.1 The following is the organizational structure of the City of Madison Fire Department.



City of Madison Fire Department

STANDARD OPERATING GUIDELINE



Document Name: MFD – Administrative Organizational Structure

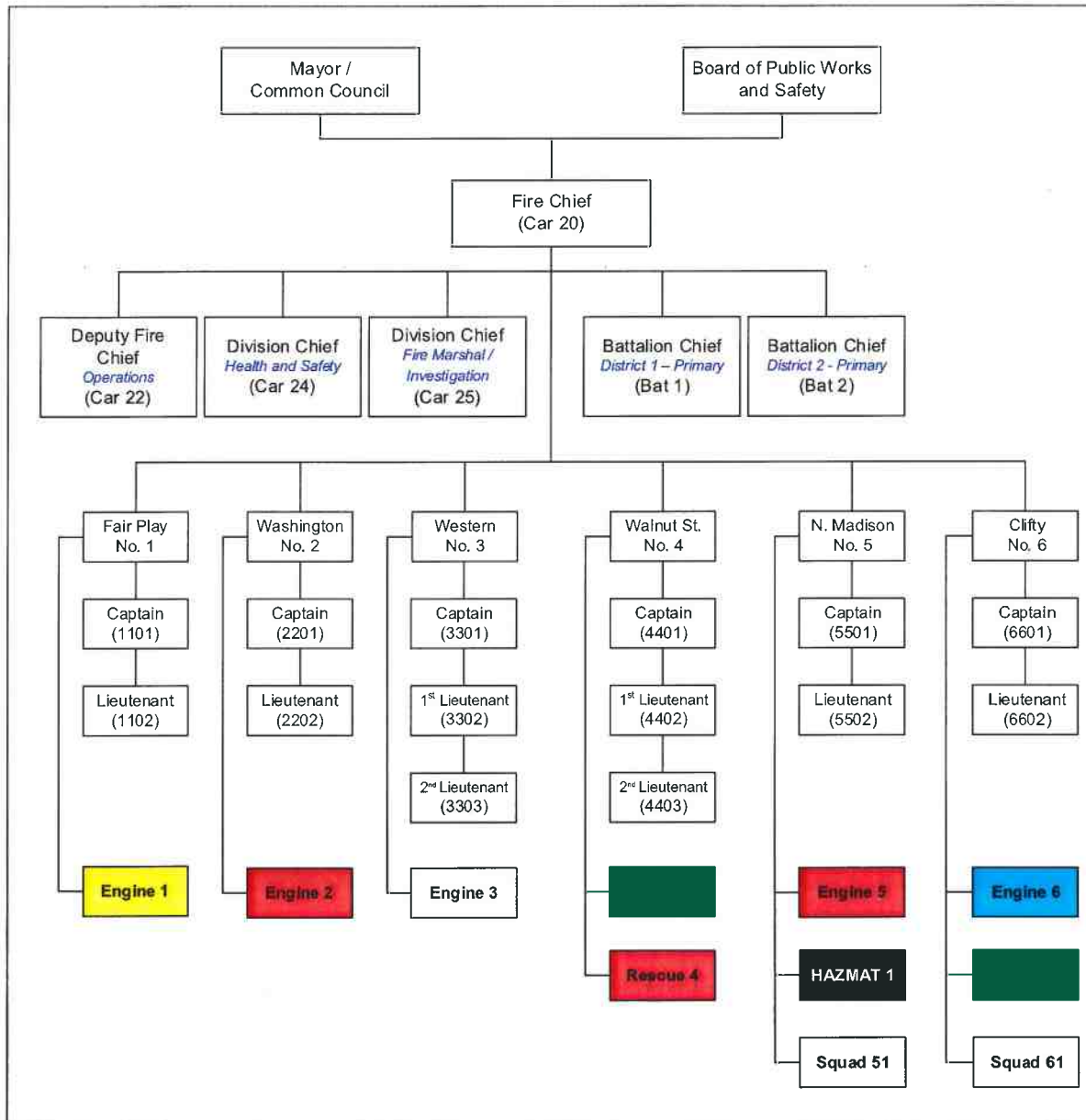
Document Number: MFD 101

Revision Number: 4.0

Revision Date:

01-Sep-2023

City of Madison Fire Department Organizational Structure





City of Madison Fire Department

STANDARD OPERATING GUIDELINE



Document Name: MFD – Administrative Organizational Structure

Document Number: MFD 101

Revision Number: 4.0

Revision Date: 01-Sep-2023

101.5 – 101.19 RESERVED

101.20 DEFINITIONS

101.20.1 Refer to MFD 102 – Definitions

101.21 REFERENCES

101.21.1 MFD 303 – Incident Command



City of Madison Fire Department

POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Sep-2023

105.0 FIREFIGHTER QUALIFICATIONS POLICY

105.1 PURPOSE

- 105.1.1 The City of Madison Fire Department strives to provide a safe operating environment for all fire fighters. This includes on the fireground and in training for various types of response. Although the City cannot tell a fire company who they can elect as members of their organization, the City reserves the right to set Fire Fire Qualifications for any individual operating on the fire ground, or any other incident that is under their jurisdiction.

105.2 SCOPE

- 105.2.1 This policy applies to the Firefighters and Fire Officers of the City of Madison, Indiana Fire Department (MFD).

105.3 REQUIREMENTS

- 105.3.1 Policies are governing statements of expected conduct or actions of an organization. They are 'what we believe.'

105.4 AGE REQUIREMENT

- 105.4.1 The minimum age for a firefighter to be on the fire ground, or any other incident, is eighteen (18) years or older. There is no maximum age set.
- 105.4.2 The minimum age for a firefighter to participate in training evolutions, such as live fire or other, is eighteen (18) years or older. There is no maximum age set.
- 105.4.3 Individuals participating in Cadet Fire Fighter program who are under eighteen (18) years of age are allowed to participate in classroom training only. They are NOT allowed to respond to incidents, participate on the fire ground, and are not allowed to participate in Hands-On Training regardless if live fire is involved or not.

NOTE: The statement above should be taken that a Cadet is not allowed to be stationed at the fire apparatus during a fire run / incident or training evolution.

105.5 FIRE DEPARTMENT ROLL REQUIREMENT

- 105.5.1 A Fire Fighter must show up on the City of Madison Fire Department Roll in order to participate on the fire ground, at any incident, or at any training event sponsored by the City of Madison Fire Department.



City of Madison Fire Department

POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Sep-2023

- 105.5.2 The name of the Fire Fighter must show up on the insurance provider roll for the City of Madison Fire Department in order to participate on the fire ground, at any incident, or at any training event sponsored by the City of Madison Fire Department.
- 105.5.3 An individual, newly elected into a fire company, should not be issued fire gear, nor should they respond to any incident until they have been added to the City of Madison Fire Department Roll and are properly insured.
- 105.5.4 An individual, newly elected into a fire company, should not respond to any incident until they have been issued Accountability Tag(s) by the City of Madison Fire Department.

105.6 FIRE SKILLS / CERTIFICATION REQUIREMENT

- 105.6.1 A Fire Fighter must possess certain skills prior to their involvement on the fire ground or any incident under the jurisdiction of the City of Madison Fire Department. The fire fighter qualifications have been grouped into the following categories. Each category has specific actions that can be done by individuals holding those qualifications.

- a. None or Fire Fighter Trainee (Newly Elected Member or Member with Limited Skills)
- b. Indiana Emergency Response Support
- c. MFD Trained Firefighter According to MFD-132
- d. Mandatory (or other Historical Certification)
- e. FF1 (or 2nd Class Firefighter)
- f. FF2 (or 1st Class or Master Firefighter)

- 105.6.2 External Operations – The following table identifies the tasks that can be done by individuals with various qualifications.

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
External Operations						
Hose Rolling	Yes	Yes	Yes	Yes	Yes	Yes
Hose Load	Yes	Yes	Yes	Yes	Yes	Yes
Wearing SCBA	No	No	Yes	Yes	Yes	Yes
Changing Air Cylinders	Yes	Yes	Yes	Yes	Yes	Yes
Exterior Attack (outside collapse zone)	No	Yes	Yes	Yes	Yes	Yes
Exterior Attack (within collapse zone)	No	Yes	Yes	Yes	Yes	Yes
Climbing Ladder	No	No	Yes	Yes	Yes	Yes
Heeling Ladder	No	Yes	Yes	Yes	Yes	Yes
Hot Zone Accountability Officer	No	Yes	Yes	Yes	Yes	Yes



City of Madison Fire Department

POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Sep-2023

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
HAZMAT Operations	No	No	Capable	Capable	Capable	Capable
Forcible Entry	No	Yes	Yes	Yes	Yes	Yes
Ventilation (Window / Door)	No	Yes	Yes	Yes	Yes	Yes
Ventilation (Roof)	No	No	Yes	Yes	Yes	Yes

105.6.3 Internal Operations – The following table identifies the tasks that can be done by individuals with various qualifications.

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
Internal Operations						
Wearing SCBA	No	No	Yes	Yes	Yes	Yes
Internal Attack	No	No	Yes	Yes	Yes	Yes
VEIS	No	No	Yes	Yes	Yes	Yes
Search and Rescue	No	No	Yes	Yes	Yes	Yes
Salvage / Overhaul (when SCBA is required)	No	No	Yes	Yes	Yes	Yes
Salvage / Overhaul (when SCBA is not required)	No	Yes	Yes	Yes	Yes	Yes

105.6.4 Miscellaneous – The following table identifies the miscellaneous items related to the fire fighter designations / qualifications

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
Miscellaneous						
Minimum Age	18	18	18	18	18	18
Insured	Yes	Yes	Yes	Yes	Yes	Yes
Acceptable to Display Blue Light in POV	No	Yes	Yes	Yes	Yes	Yes



City of Madison Fire Department

POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Sep-2023

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
Helmet Color	Blue	Note 1	Company Issued	Company Issued	Company Issued	Company Issued
Number of Accountability Tags Issued	1	2 Note 2	2	2	2	2
Points Awarded Per Run	10	10	15	20	25	25

NOTE 1: The Helmet Color of an individual with the qualification of Indiana ERS is designated as a Company issued helmet, but will include stickers supplied by the City of Madison Fire Department that say EXT. These stickers will be affixed to both sides and back of the helmet to designate that the Fire Fighter is an EXTERNAL Only fire fighter.

NOTE 2: An ERS member requires two (2) accountability tags as they could be working in the collapse zone of a structure such as when heeling a ladder or doing forcible entry. As such, their Accountability Tag requires designation as EXTERIOR ONLY and this can be accomplished by tag background color, symbol or text.

105.7 – 105.19 **RESERVED**

105.20 **DEFINITIONS**

105.20.1 Refer to MFD 102 – Definitions

105.21 **REFERENCES**

105.21.1 MFD 132 – Fire Fighter Trainee

105.21.2 MFD 121 – Volunteer Fire Fighter Compensation

105.21.3 MFD 142 – Fire Company Captain Duties



City of Madison Fire Department

STANDARD OPERATING PROCEDURE



Document Name: Volunteer Firefighter Compensation

Document Number: MFD 121

Revision Number: 3.0

Revision Date: 01-Sep-2023

121.0 CITY OF MADISON FIRE DEPARTMENT – VOLUNTEER FIREFIGHTER COMPENSATION

121.1 PURPOSE

- 121.1.1 The purpose of this procedure (hereinafter program) is to increase the number of qualified firefighting personnel responding to incidents
- 121.1.2 A secondary purpose is to increase the number of firefighters in other authorized department activities that support the City of Madison (as defined in Section 121.20).
- 121.1.3 This is accomplished by providing a nominal fee as limited compensation to responders.

121.2 SCOPE

- 121.2.1 This program applies individually to all members of the six volunteer fire companies that are under contract to the City who meet the eligibility requirements set out in Section 121.4 - Eligibility below and who wish to participate in the program. It also applies to all fire companies under contract to the City for the purpose of maintaining and reporting attendance records of participating members.

121.3 REQUIREMENTS

- 121.3.1 SOPs are relatively inflexible organizational directives that establish standard courses of action as to what is expected or required of fire service personnel in performing general operations or duties. They are appropriate for circumstances where conditions are predictable and do not provide detailed instructions for performing specific tasks.
- 121.3.2 It is intended that this program be in compliance with all applicable federal and state laws and regulations including, but not limited to, 29 CFR 553.106(e) and with the policies of the City of Madison (hereinafter City).

121.4 ELIGIBILITY

- 121.4.1 All members of the six fire companies under contract to the City shall be eligible to participate in the program at the levels established in Program Structure in Section 121.8.2.
- 121.4.2 City fire officers shall not be eligible for participation in the program.
- 121.4.3 Persons who are not members of a fire company under contract to the City shall not be eligible for participation in the program.



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Document Name: Volunteer Firefighter Compensation

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- 121.4.4 All those firefighters participating in the program must have met the City training requirements for the prior year to be eligible to participate in the program.
- 121.4.5 Individual firefighter participation in the program is not mandatory. Firefighters may opt out while continuing to respond in their usual manner.

121.5 FIREFIGHTER STATUS

- 121.5.1 For purposes of this program and while operating under it, individual firefighters shall be eligible to receive a nominal fee based upon points accumulated for participation in each incident or authorized activity as described in Section 121.8.2. Firefighters shall not be eligible for city benefits other than those mandated by the State of Indiana under IC-36-8-12-5 for clothing and automobile allowances or as otherwise provided for in the contract(s) running between fire companies and the City.

121.6 PROGRAM ADMINISTRATION

- 121.6.1 The City of Madison Fire Chief and / or his / her designees shall be responsible for administration of the program.
- 121.6.2 The Chief may modify, terminate, suspend or resume the program at any time.
- 121.6.3 The Chief may suspend or disqualify individual participants for misconduct, willful misreporting or other reasons upon approval from the Board of Public Works and Safety. Refer to MFD 110, Fire Fighter Discipline Policy for the General Actions that may be taken by the Chief.
- 121.6.4 Fire companies are be responsible for reporting attendance data at the end of each month on forms (paper, database or system) provided by the City Fire Chief's office for their members who are eligible to participate in the program. Willful misrepresentation of attendance may subject participating members and/or company officers to suspension or disqualification from the program as set out in 121.6.3 above.
- 121.6.5 At the end of each fiscal quarter, the City Fire Chief will provide program results for the quarter. The results shall be signed by the Fire Company Secretary and a Fire Company Officer (Captain) to verify the accuracy of the results.
- 121.6.6 Once approved by the Board of Public Works and Safety, the City Fire Chief will request checks for each fire company from the City Clerk-Treasurer. Fire companies shall be responsible for payments to individual participating members.

121.7 PROGRAM BUDGET



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- 121.7.1 The annual program budget, as established by the Common Council, shall be divided into a portion for Authorized Activities (if applicable) and the rest is divided equally into four quarterly increments.

121.8 PROGRAM STRUCTURE / POINT VALUES / NOMINAL FEE CALCULATIONS

- 121.8.1 The program is based upon point accumulations in which participants will be awarded points for responding to dispatched incidents and authorized activities during a given quarter excluding Emergency Medical Responder calls.

- 121.8.2 Points to be awarded per-incident or authorized activity shall be awarded using the schedule for roles as follows:

Function	Points / Incident
Qualified Interior FF I or II (or equivalent under former system)	25
Qualified Interior Mandatory FF (or equivalent under former system)	20
FF Meeting MFD Minimum Requirements as documented in MFD 132	15
Driver / Operator (including Senior Firefighters)	15
Emergency Response Support Personnel (including Senior Firefighters)	10
MFD Firefighter Trainee (Blue Helmet)	10

- 121.8.3 Points will be awarded to each eligible responding firefighter whose home station is dispatched to an incident or who is otherwise requested to respond including, but not limited to, requests for additional manpower or those with specialized training.

- 121.8.4 Responding firefighters shall be awarded points based upon the highest rating for which they are eligible regardless of the role they perform on the incident scene.

- 121.8.5 Qualified Interior Firefighters that do not meet policies, applicable standards or firefighter readiness will be considered as Emergency Response Support Personnel and points will be rewarded as such. The Firefighter will be given a verbal warning from a member of the Command Staff. If the Firefighter chooses to disregard the policy(s) then the Company Captain will be given a written notice of reduction in points for the Firefighter. The Firefighter can resume normal points upon compliance of the policy(s) in violation.

NOTE: Applicable standards include those such defined by OSHA such as 1910.134(g)(1)(i) which says, "Employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function."

- 121.8.6 One hundred (100) Bonus Points will be awarded during the fourth quarter to all eligible firefighters who have completed the minimum City annual training requirement.



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- 121.8.6 Points may also be awarded for participating in approved fire prevention activities. Those may include but not limited to, event coverage details, smoke detector installs and other approved fire prevention activities.
- 121.8.7 The total number of points accumulated by all participants during each quarter will be added together at the end of the quarter. The available budget amount for the quarter in which the points were earned will be divided by the total number of points to establish the value for each point. The per-point value will be multiplied by the number of points earned by each program participant during the period. Per-point values may differ from period to period depending upon the available budget and the total number of points.

121.9 PAYMENT TO PROGRAM PARTICIPANTS / TAXES

- 121.9.1 Nominal payments to program participants shall be accumulated and paid quarterly.
- 121.9.2 Payments are to be made to the Fire Companies as described in Sections 121.6 Program Administration after the second scheduled Boards of Public Works Meeting.
- 121.9.3 Nominal payments may be taxable income, but no taxes or other deductions will be withheld by the City. Individual fire companies shall be responsible for issuing the appropriate tax reporting forms to participating members.

121.10 – 121.19 RESERVED

121.20 DEFINITIONS

- 121.20.1 Refer to MFD 102 – Definitions
- 121.20.2 Authorized Activities – those activities other than incidents as defined below, including, but not limited to, training sessions, station duty, or other activities authorized in advance by the City Fire Chief
- 121.20.3 Driver – Operators - those firefighters who drive fire apparatus to incidents and authorized activities and operate them on-scene
- 121.20.4 Incidents – responses to alarms to which firefighters' companies were expected to respond including, but not limited to, structure fires, reports of smoke in the building, automatic alarms, vehicle extrications, rescues, HAZMAT incidents, etc.
- 121.20.5 Nominal Fee – the dollar amount paid to firefighters under the program on a per-incident basis as calculated using the formula set out in the Section 121.8 Program Structure
- 121.20.6 Support Personnel - responding firefighters who are not qualified interior firefighters who perform support activities on the incident scene



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- 121.20.7 Qualified Interior Firefighter I – firefighters who are rated at least Firefighter I by the State of Indiana and who are current on use of SCBA including fit testing
- 121.20.8 Qualified Interior Firefighter – Basic - firefighters who have completed Mandatory training and are certified by the State of Indiana to serve as an interior firefighter including use of SCBA including fit testing
- 121.20.9 FF Meeting MFD Minimum Requirements – This would be a fire fighter that has documented training consistent with MFD 132 and is capable to serve as an interior firefighter which includes the use of SCBA and regular fit testing. This person would not be certified by the State of Indiana
- 121.20.10 Emergency Response Support Personnel - "Emergency Response Support (ERS)" is a new term started in 2021 for a program developed by the State of Indiana. This program allows departments to begin utilizing new members after an approximate 30 hour in-house training that enables them to ride along, be involved, etc.

121.21 REFERENCES

- 121.21.1 OSHA such as 1910.134(g)(1)(i)



City of Madison Fire Department

POLICY



Document Name: **Fire Fighter Trainees**

Document Number: MFD 132

Revision Number: 4.0

Revision Date: 01-Sep-2023

132.0 CITY OF MADISON FIRE DEPARTMENT – **FIRE FIGHTER TRAINEES**

132.1 PURPOSE

- 132.1.1 New firefighters should be encouraged to participate in the fire company as soon as possible, but their activity needs to be **restricted** on the fire ground until they are trained. The purpose of this Policy is to define when and how a new fire fighter can participate on a fire ground or other incidents where there is an IDLH hazards (Immediately Dangerous to Life or Health) with the City of Madison Fire Department.

132.2 SCOPE

- 132.2.1 This policy applies to all fire fighters of the City of Madison Fire Department who are not fully trained according to the minimum standards set out by Indiana Code IC 36-8-10.5.

132.3 REQUIREMENTS

- 132.3.1 Policies are governing statements of expected conduct or actions of an organization. They are 'what we believe.'

132.4 OVERVIEW

- 132.4.1 Indiana Code IC 36-8-10.5 establishes the minimum training requirements a fire fighter (career or volunteer) should include the following and the Board of Firefighting Personnel Standards and Education goes on to clarify details regarding such (but not limited to):

- Orientation
 - Communication procedures
 - How alarms are received
 - Who, what, when, and where of local fire department
- Personal Safety
 - Reason for protective clothing usage (helmet, coat/trousers, boots and gloves)
 - Safe handling of tools
- Forcible Entry
 - Safety finding hidden fires
 - Safely entering structure or building when it is locked
 - Nomenclature of tools
- Ventilation
 - Safe letting of hot gases and smoke escape
 - Safe procedures
 - Where to properly ventilate
- Apparatus



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- Safely mounting and dismounting from apparatus
 - Riding on apparatus
 - Safe driving of apparatus
 - Basic traffic and firefighting liability laws
- Ladders
 - Safe setting positions for ground ladders
 - Safe climbing and getting off of ladders
 - Feeling for weakened floors on second floor or higher before getting off ladder
 - Different types of ladders used in fire service
- Self-Contained Breathing Apparatus
 - Critical needs for wearing self-contained breathing apparatus.
 - Safe practices in its use.
 - Nomenclatures of self-contained breathing apparatus.
 - Safely donning and doffing of self-contained breathing apparatus.
- Hose Loads
 - How to properly load hose.
 - Different types of hose loads.
 - Safely removing different hose loads.
 - Accessing water sources by drafting or hydrants.
- Streams
 - Safe fire stream velocity and gallons per minute.
 - Properly opening and closing of nozzles.
- Hazard Recognition
 - Recognition of special hazards.
 - DOT hazardous materials placarding recognition.
 - Structural hazards indicating imminent collapse or cave-in.
 - Recognition of suspicious fires.
 - Dangers of backdraft and flashover.
 - Overhead electrical wires.
 - Special safety procedures.
- Vehicle Emergency Response Driving Safety (IC 36-8-10.5.7 (d))
- Basic or In-service Course on Sudden Infant Death Syndrome (IC 36-8-10.5.7 (c))
- Basic or In-service Course on Autism (IC 36-8-10.5.7 (e))

The training requirements do not necessarily require a firefighter to be certified as a firefighter (Mandatory, FF1 or FF2) within the Indiana Board of Firefighting Personnel Standards and Education. However, meeting those requirements will fulfill the minimum training requirements set out by the Indiana Code.

- 132.4.2 Other governmental agencies add to the training requirements of fire fighters, such as OSHA, FEMA and the like.
- 132.4.3 The Authority Having Jurisdiction, City of Madison Fire Department, has authority to add requirements above and beyond that of the Indiana Code or other governmental requirements.
- 132.4.4 **Fire Fighter Trainees**, with respect to this policy, are individuals, elected to membership of any of the fire companies within the City of Madison, who have not completed the minimum training as outlined above.



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132.5 **FIRE FIGHTER TRAINEE STATUS**

132.5.1 A Fire Fighter Trainee (herein called Trainee) is a firefighter that has joined as a member of a fire company within the City of Madison and do not meet any of the certification or training levels as identified in MFD 105 – FireFighter Qualifications Policy. They will remain at a Trainee status until they have achieved the minimum training requirements set forth in this policy. There is no time period or date requirements associated with this status. It is qualification-based status.

132.5.2 The name of the Trainee must be on the Fire Company Roster which is submitted to the Fire Chief.

132.5.3 The Trainee must be insured as per other requirements imposed by the City of Madison for all volunteer firefighters.

132.5.4 The Trainee shall not be allowed to participate on the fire ground unless he or she have the approval of the fire company of which they are a member along with the City of Madison Indiana Fire Chief. Obtaining an accountability tag (or tags) is the mechanism in which the City of Madison Fire Department Chief has given their approval.

NOTE: If the member is attending the incident as a member of the public, then they will adhere to the same restrictions as a member of the public and may be asked to remain at a safe location from the incident including outside the operating area of the fire apparatus.

132.5.5 The status of the Trainee can be revoked by the Fire Chief at anytime. Causes for the revocation can include, but are not limited to the following:

- Disciplinary Actions
- Failure to follow the requirements of operating their POV when responding to incidents (i.e. Blue Light Law)
- Insubordination
- Not following SOP / SOG and Policies as set by the City of Madison Indiana Fire Department, such as the requirements set out below.

NOTE: In such situations, the Fire Chief will notify the Captain of the Fire Fighter Trainee and the Blue Helmet must be returned along with their accountability tag.

132.6 **FIRE FIGHTER TRAINEE REQUIREMENTS**

132.6.1 A Fire Fighter Trainee (i.e. Trainee) who has the authority to participate in “limited” activities on the fire scene (or any other incident) will be issued a Blue Helmet from the City of Madison Fire Department. The color Blue is reserved to designate Fire Fighter Trainee and this shall be the only helmet the Fire Fighter shall wear on scene until they have been fully trained to meet Local, State and Federal requirements.

NOTE: To maintain consistency and uniformity in color, the City of Madison Fire Department shall be the only entity to issue a blue helmet.



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132.6.2 A **Trainee** should only be given one accountability tag. This will be for the "On Scene" Accountability Board. The **Trainee** does not need a second tag for Hot Zone Accountability since they will not be allowed in a location that is IDLH.

132.6.3 A **Trainee** should wear their fire gear during an incident as the incident requires. If wearing bunker pants or bunker coat, they shall be wearing their blue helmet.

NOTE: If a **Trainee** is not wearing their blue helmet, they should not be wearing any other firefighter gear. An incident commander or operations chief will not necessarily know the status or capability of a **Fire Fighter Trainee** and they always need to have some designation that they are not to enter an IDLH atmosphere.

132.6.4 Only the City of Madison Fire Department should issue a Blue Helmet. The blue helmet is assigned to the Trainee. A blue helmet should not be procured from HQ's Equipment Room without the knowledge of the Fire Chief or his / her designee. Blue helmets should be returned to City of Madison Fire Department when no longer needed and should never be exchanged from one fire company to another or from Trainee to Trainee.

132.6.5 A Trainee should not be issued a blue light by their respective fire company nor should they use a blue light in a vehicle that they are driving to an incident until such time that they are no longer a Trainee.

132.7 **FIRE FIGHTER TRAINEE ALLOWED ACTIVITIES ON SCENE**

132.7.1 The following activities are things that can be done by a Fire Fighter Trainee during an incident. These are activities that may require a bit of training on scene and this can be accomplished by other firefighters. The Trainee must be in the appropriate level of PPE and wearing the probationary member Blue Helmet.

Note: All activities are outside the IDLH

1. Keeping track of the On-Scene Accountability (NOT Hot Zone Accountability)
2. Hose Rolling
3. Hose Loading
4. Changing Air Cylinders
5. Backup Fire Stream on Exterior Attack outside the collapse zone

132.7.2 The following activities are things that a **Fire Fighter Trainee** is not allowed to do:

1. Hot Zone Accountability
2. Entering the structure
3. Entering any IDLH environment
4. Climbing a Ladder
5. Any task that requires the use of SCBA
6. HAZMAT Operations.



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132.7.3 Observation / Special Circumstances – Additional activities can be added to the ability of a **Fire Fighter Trainee** at the discretion of the Incident Commander or Operations Officer during the incident. Such items include:

- When the fire is out such that suppression activities have ceased and air monitoring shows it is acceptable to enter without SCBA, a **Fire Fighter Trainee** can go up to the structure with a company officer.
- If control has been **acknowledged** by Incident Command, the Incident commander may allow a **Fire Fighter Trainee** to enter the structure with their company officer or senior firefighter while wearing an SCBA (providing that they have been trained and fit tested). They could observe activities and do minor overhaul, providing the structure is stable and deemed safe at such time.
- Hot Zone Accountability Assistant – in such a situation, a **Fire Fighter Trainee** could assist the accountability officer to manage the hot zone accountability board, however the person responsible for Hot Zone Accountability would be the Operations Chief or another firefighter that was named.

132.8 TRAINING IN LIEU OF CERTIFICATION

132.8.1 If a **Firefighter** achieves any of the following certifications, they are no longer considered a **Fire Fighter Trainee** within the City of Madison Fire Department. The following certifications from the State of Indiana and defined by the Board of Firefighter Standards and Education meets the intent of the minimum training requirement of the State.

NOTE: The firefighter may continue to be considered a **Fire Fighter Trainee** or Probationary Fire Fighter within their respective fire company as they may set additional requirements, such as time requirements.

- **Indiana Emergency Response Support (ERS)**
- **Indiana Mandatory**
- Indiana Module A Certification
- Firefighter 1 (or 2nd Class Firefighter)
- Firefighter 2 (or 1st Class Firefighter)

132.8.2 A firefighter which does not have any of the certifications above, may request the AHJ to issue a training exemption. An exemption would no longer consider them a **Fire Fighter Trainee** within the City of Madison Fire Department. The procedure to obtain such an exemption is as follows:

1. Obtain training in the skills outlined by the Indiana Code IC 36-8-10.5
2. Document the training for the skills outlined in the Indiana Code. **Refer to MFD 1002 – Fire Fighter Trainee Completion Checklist**
3. The Fire Fighter Trainee Completion Checklist must be agreed to and signed by the Captain of the individual's fire company.
4. The request must be made in writing and sent to the City of Madison Indiana Fire Chief for their review / approval. **Refer to MFD 1002 – Fire Fighter Trainee Completion Checklist**
5. The Fire Chief may request additional documentation or a demonstration of key skills at their discretion.



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NOTE: The exemption is not valid unless the signature of the Fire Chief is affixed.

6. Return the Blue Helmet, if previously issued, to the Fire Chief
7. At this point, the firefighter will be required to take additional training to meet the City of Madison Annual Training Requirements.
8. **In addition, the fire fighter should be encouraged, and / or required based upon circumstances, to take additional training to advance their skills as a fire fighter up to and including achieving FF1 certification as that training becomes available.** Becoming certified as a FF2 within the State of Indiana is highly encouraged. Fire Companies will usually take the lead to provide continuing education and are encouraged to continue to mentor such fire fighters.

132.8.2 The Fire Chief may revoke this Training in Lieu of Certification for a fire fighter at anytime. If this occurs, the firefighter may reapply to become a Fire Fighter Trainee for the City of Madison. Causes for the revocation can include, but are not limited to the following:

- Disciplinary Actions
- Failure to follow the requirements of operating their POV when responding to incidents (i.e. Blue Light Law)
- Insubordination
- Not following SOP / SOG and Policies as set by the City of Madison Indiana Fire Department.

132.9 – 132.19 RESERVED

132.20 DEFINITIONS

132.20.1 Refer to MFD 102 – Definitions

132.21 REFERENCES

132.21.1 Indiana Code IC 36-8-10.5 – Minimum Training Requirements for Firefighters

132.21.2 Indiana Administrative Code 655 – Board of Firefighting Personnel Standards and Education.

132.21.3 MFD 105 – Firefighter Qualification Policy

132.21.4 MFD 1002 – Fire Fighter Trainee Completion Checklist



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Appendix A

The following table identifies the various requirements of types of training that is imposed upon individuals who wish to be firefighters.

Firefighter Training – Subject Matter

Topic	City of Madison	Indiana Law	Federal / OSHA	NFPA FF1 / FF2
	<i>Reference City Contract</i>	<i>Reference IC 36-8-10.5</i>	<i>Includes NIMS</i>	<i>Required for Fulltime FF</i>
Orientation	X	X		X
Personal Safety	X	X	X	X
Self-Contained Breathing Apparatus (SCBA)	X	X	X	X
Incident Command System	X		X	
Fire Department Communication				X
Fire Behavior				X
Building Construction				X
Portable Fire Extinguishers				X
Forcible Entry	X	X		
Ventilation	X	X		X
Apparatus	X	X		
Ladders	X	X		X
Water Supply				X
Hose Loads	X	X		X
Streams	X	X		X
Hazard Recognition	X	X	X	X
Ropes and Knots				X
Rescue and Vehicle Extrication				X
Fire Control				X
Fire Detection, Alarm, Suppression				X
Loss Control				X
Protecting Fire Scene Evidence				X



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Topic	City of Madison	Indiana Law	Federal / OSHA	NFPA FF1 / FF2
	<i>Reference City Contract</i>	<i>Reference IC 36-8-10.5</i>	<i>Includes NIMS</i>	<i>Required for Fulltime FF</i>
Fire Prevention and Public Education				X
Basic Pre-hospital Emergency Medical Care				X
Introduction to HAZMAT materials (Awareness)	X		X	
Operations at HAZMAT Incidents	X		X	
Sudden Infant Death Syndrome	X	X		
Emergency Response Driving Safety	X	X		
Autism	X	X		
Continuing Education	12 hour/yr of Structural FF		X	



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Document Name: **Fire Fighter Trainees**

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Appendix B

A formal checklist and signature page form is found in MFD 1002. This is used to document the training of **Fire Fighter Trainee** in accordance to Section 132.8.2



City of Madison Fire Department

STANDARD OPERATING GUIDELINES



Document Name: Fire Company Reporting Policy

Document Number: MFD 141

Revision Number: 2.0

Revision Date: 01-Sep-2023

141.0 CITY OF MADISON FIRE DEPARTMENT – FIRE COMPANY REPORTING POLICY

141.1 PURPOSE

- 141.1.1 Records and reports are required to be maintained and the purpose of this standard is to ensure that all fire companies that operate as part of the City of Madison Fire Department complete department records and reports that are standardized and in the same format from one Fire Company to another.

141.2 SCOPE

- 141.2.1 Typical reports that are required as part of this standard include the following:

1. Fire Company Personnel Roster
2. Incident Summary Data / Logs / Reports (NFIRS)
3. Uniform Single Session Attendance Sheet
4. Annual Training Report
5. Annual Apparatus Pump Test
6. Annual Hose Test Certification
7. Aerial & Ground Ladder Test

141.3 REQUIREMENTS

- 141.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.
- 141.3.2 This policy defines the minimum reports to be generated by a fire company and the retention of those records / reports as required by the City of Madison. Other records / reports may be required and should be maintained as appropriate (i.e. Tax, etc.)

141.4 COMPANY FIREFIGHTER PERSONNEL ROSTER

- 141.4.1 Summary

Item	Result
Form Name	Fire Company Firefighter Personnel Roster
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually On or Before January 10 th AND Within 30 days of Changes AND when requested by the City of Madison Fire Chief



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Item	Result
Original Maintained By:	Fire Company
Report Retention	Until Superseded

141.4.2 The company firefighter roster shall be sent to the Chief of the City of Madison Fire Department at a minimum of annually, to be completed on or before the 10th of January.

141.4.3 The roster shall be maintained by the fire company and updated within 30 days of the addition or removal of a fire fighter from the fire company. The roster shall be sent to the Chief of the City of Madison Fire Department with a description of the changes that have occurred.

141.4.4 The roster should include the following information:

1. Last Name
2. First Name
3. Address
4. Phone Number
5. Email
6. Rank (Basic, FF1, FF2)
7. PSID Number
8. Birth Date
9. Date Joined
10. Member Status (Active, Senior, Probationary)

141.5 INCIDENT SUMMARY DATA / LOGS / REPORTS

141.5.1 Summary

Item	Result
Form Name	Incident Summary Report
Generated By:	Fire Company
Report Distribution	Used to generate NFIRS report.
Original Maintained By:	Fire Company
Report Retention	Based Upon Company Requirements

141.5.2 Incident Summary Reports shall be generated and maintained by the fire company. The report may take different forms from company to company. Examples would be paper forms that are filled out or logbook entries. Regardless of the format, the information kept should include at a minimum the following information:

1. Date
2. Incident Number (if available at time report is made)
3. Time of Alarm
4. Incident Location
5. Incident Type
6. All Responding Personnel



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- 141.5.3 Run summary information needs to be entered by a representative of the fire company into the Incident Reporting System that is used by the City of Madison Fire Department. This should be completed by the 10th of the month following the incident.

141.6 TRAINING REPORTS / DATA

141.6.1 Summary

Item	Result
Form Name	Uniform Single Session Training Report
Generated By:	Fire Company
Report Distribution	None – Used for Annual Training Report
Original Maintained By:	Fire Company
Report Retention	10 year (minimum) Individual Training Records shall be kept for 5 years after the FF leaves the fire company.

- 141.6.2 All training must use City of Madison FD - Uniform Single Session Training Report. Copies of any certificates or other documentation should be attached. This could include training objectives, lesson plans, etc.

- 141.6.3 A company officer should review the form to ensure that it has been completed in its entirety.

- 141.6.4 Not all of the training required by OSHA annual training requirements / mandates are applicable to ISO structural firefighting and as a result the typical annual total training hours for an individual firefighter will be more than that required by the contract with the City of Madison.

- 141.6.5 Utilize multiple Uniform Single Session Training Report for different topics / categories. This is especially useful for training that is occurring off site, such as at the fire fighter's place of employment (i.e. Industrial Fire Fighting Training) where subject matter can be broken down into SCBA, PPE, Hose Loads / Deployment, Fire Streams, etc. and separated from non-ISO structural fire fighting training.

NOTE: As an example, some industrial fire brigade training could be 8 hours in length and for the purpose of HAZMAT. Included in that training could be 1 hour of SCBA or PPE with the rest relating specifically to industrial HAZMAT Operations. Two training sheets could be generated, one for SCBA training for one hour and one training sheet for HAZMAT Operations for seven hours. In this example, all training is valuable and entered into the training reporting system.

- 141.6.6 The original record of training, including the completed Uniform Single Session Training Report shall be kept by the individual fire companies. These records shall be kept available for at least ten (10) years minimum and individual FF records shall be kept for at least five (5) years after the fire fighter has left the company.



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- 141.6.7 Training information, including attendance, should be entered by a representative of the fire company into the Reporting System that is used by the City of Madison Fire Department. This should be completed by the 10th of the month following the training.

141.7 ANNUAL TRAINING REPORT

141.7.1 Summary

Item	Result
Form Name	Annual Training Summary Report
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ – Report to be submitted by Jan 31 of the following year – Have Available for ISO Recertification
Original Maintained By:	Fire Company
Report Retention	10 year (minimum) 5 years after FF has left company

- 141.7.2 An annual summary of the attendance of the firefighters should be generated which breaks the training down into the following categories.

1. Personal Protective Equipment
2. SCBA
3. Alarms and Communication
4. Forcible Entry
5. Search and Rescue
6. Ventilation
7. Apparatus Familiarization
8. Ladders
9. Hose (Deploy, Rolls, Load, Test)
10. Hydraulics / Fire Streams
11. Hazard Recognition
12. HAZMAT
13. Structural – Other
14. Vehicle Emergency Driving
15. NIMS / ICS
16. Pre-Plan
17. Post Incident Review
18. Recruit Training Evolutions (i.e. ERS, FF1)
19. OSHA
20. ADV – Fire Officer
21. ADV – Driver/Pump Operator
22. ADV – Tech Rescue / Rope
23. ADV – Tech Rescue / Vehicle Extrication
24. ADV – Tech Rescue / Confined Space
25. ADV – Tech Rescue / Water



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141.7.3 The annual summary should be made available for inspection such as during an ISO audit.

141.7.4 A total of Fire Suppression Training for each firefighter should be included in the report to ensure compliance with the City of Madison Fire Department contract with the fire companies.

Note: Training completed outside the individual's fire company or the City of Madison FD, such as Industrial Fire Fighting Training at the individual's place of employment or other departments outside the City of Madison is encouraged.

141.7.5 Refer to section 10 for the definitions of the training categories.

141.8 ANNUAL APPARATUS PUMP TEST

141.8.1 Summary

Item	Result
Form Name	Annual Apparatus Pump Test
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually By October 10th
Original Maintained By:	Fire Company
Report Retention	Life of Apparatus

141.8.2 Each pump on an apparatus needs to be tested annually and a copy of the report needs to be sent to headquarter by December 31st each year.

141.9 ANNUAL HOSE TEST CERTIFICATION

141.9.1 Summary

Item	Result
Form Name	Annual Hose Test Certification
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually By October 10th
Original Maintained By:	Fire Company
Report Retention	Life of Hose

141.9.2 Each fire company shall test all supply and attack hose annually that may be placed in service. A copy of the report needs to be sent to headquarters by December 31st each year.

NOTE: The test records do not need to be transmitted to headquarters. A summary sheet to report that the testing has been completed is what needs to be sent to headquarters.



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The City of Madison Fire Chief reserves the right to ask to see and audit the actual test records.

141.10 ANNUAL AERIAL / GROUND LADDER TEST CERTIFICATION

141.10.1 Summary

Item	Result
Form Name	Annual Aerial / Ground Ladder Test Certification
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually By October 10th
Original Maintained By:	Fire Company
Report Retention	Life of Ladder (Owned by Fire Company) Plus 2 Years

141.10.2 Each fire company shall test all Aerial and Ground Ladders annually that may be placed in service.

NOTE: Attic ladders are exempt from annual testing.

141.10.3 A copy of the report needs to be sent to headquarters by December 31st each year.

141.11 GENERAL RECORDS / FORM INFORMATION

141.11.1 Records should be maintained as personal memory tends to fade over time.

141.11.2 Forms should be complete. Make sure that all items on a form have been entered. If an item doesn't apply, mark it with a N/A (not applicable) or other indication that it was not overlooked.

141.11.3 Signatures should be legible. When signing a form, such as an attendance sheet, the signature should be legible or include the name printed legibly next to it or under it.

141.11.4 It is acceptable for the training officer / instructor of a course to sign the name of a student who did not sign the attendance sheet, providing they place their initials next to the signature.

141.11.5 Avoid the use of "Pencil Whip". The term "pencil whip" implies that a signature (or other mark) is made at the top of the form and a line is drawn from the signature to the bottom of the section / page to indicate that signature applies to the rest of the section. It is more appropriate to sign (or other mark) each section individually.

141.11.6 Company records should be kept complete. The copies transmitted to City of Madison Fire Department Headquarters are not the originals and is not the primary storage location for such records, unless otherwise indicated (such as NFIRS data)



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- 141.11.7 Public Access – While individual personnel records are confidential, other organization records are not. Records that must be confidential include personnel files, individual training records and medical files. Other personal information that is regulated to ensure privacy includes Social Security numbers and test scores (based upon the Family Education and Privacy Act). As such, records that contain this information should be restricted to individuals within the fire company with a legal need to know.

141.12 – 141.19 RESERVED

141.20 DEFINITIONS

- 141.20.1 Refer to MFD 102 – Definitions
- 141.20.2 Blood Borne Pathogen (BBP) Training – Training in hazards associated with bodily fluid is required annually by OSHA, but is not included as fire suppression training as defined by ISO.
- 141.20.3 Emergency Management / Terrorism Response Training – Emergency management training, such as terrorism and weapons of mass destruction are not defined as fire suppression training. This type of training may be used to satisfy no more than one (1) hour of the annual training requirement provided that the training sheet is accompanied by documentation demonstrating that such training is fire suppression related. Exception: This type of training may be submitted as “advanced training” by fire officers subject to review.
- 141.20.4 EMS, First Responder and/or CPR – Training in this area is encouraged, however, it does not fit the definition of structural fire training as defined by ISO and should be maintained separately.
- 141.20.5 Hazard Materials (HAZMAT) Awareness Refresher Training – Hazard Materials awareness refresher training is required annually by OSHA. HAZMAT training, including Hazard Materials for the 1st Responder Awareness, Operations and/or Technician Level may be used to satisfy the OSHA requirements. HAZMAT related training may be used in conjunction with satisfying the structural fire training requirements of the City of Madison Fire Contract. This is especially true when the primary focus of such training is involving buildings either storing or processing hazardous materials.
- 141.20.6 Industrial Fire Training – Fire training conducted at a firefighter’s place of employment may be used to satisfy a maximum amount of training hours towards the annual City of Madison Fire Contract requirements. Refer to the note in 141.7.4. ISO encourages training at the fire company level as well as the fire department level.
- 141.20.7 National Incident Management System (NIMS) – NIMS training is acceptable for fire suppression training as defined by ISO. An on-line course is counted for no more than three (3) hours.



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141.20.8 On-The-Job Training – Training and instruction that occurs on the fire ground, including structural firefighting, may be submitted as training provided that all of the following conditions are met.

1. The affected firefighter shall be a probationary firefighter and/or one who is currently training to meet the State of Indiana training requirements in effect at the current time.
2. The firefighter shall not participate in any activities that would place them in an area that is IDLH (Immediately Dangerous to Life and Health) or in a situation which places them in danger, such as on a roof or holding a ladder. Various activities, skills that the fire fighter can learn and practice, in the presence of the instructor / designated firefighter includes, but is not limited to:
 - a. Cleaning and Rolling Hose
 - b. Loading Hose
 - c. Checking SCBA, Changing Bottles, Refilling Bottles
 - d. Taking hose, appliances, tools to the staging area
 - e. Stowing gear / equipment on the apparatus.
3. The firefighter shall, at all times, be supervised by a certified fire instructor OR by a designated, experienced firefighter whose duty is to instruct the probationary or firefighter in training.
4. The instructor or designated firefighter shall describe the various fire ground activities which occur at a fire scene and why.
5. The fire company, to which the affected firefighter belongs, shall verify that the individual is fully insured prior to this or any other training.
6. No item in this section shall knowingly be in conflict with any applicable State of Indiana firefighter training requirements or State Statutes.

On-The-Job Training does not fulfill the training requirements for active firefighters who are participating in the fire ground activities as this is part of their required duties.

As such, all training would be classified as Recruit Training when filling out the Uniform Single Session Training Form.

141.20.9 Records – Records are permanent accounts of known or recorded facts that are used to recall or related past events or actions taken by an individual, unit, or organization. The formats for records may include forms. Records may be handwritten, typed, or computer-generated and include information on training, budget, inventory, maintenance, and personnel.

141.20.10 Reports – Reports are the written or verbal accounting of events based on the facts surrounding an incident or response. This SOP deals with written reports. Records are used to provide raw data that is used to develop reports and show summarized results / analysis.

141.20.11 Rescue Training / Technical Rescue – Rescue training, unless that involving a structure fires (i.e. primary and secondary searches) will not satisfy the training requirements. Vehicle extrication, high-angle, confined space and elevator rescue training are examples of training that do not meet the fire suppression training requirements as defined by ISO.

141.20.12 Self-Contained Breathing Apparatus (SCBA) Training – Training regarding the use and operation of self-contained breathing apparatus will meet requirements for both OSHA and as fire suppression training as defined by ISO.



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141.20.11 Video Training Film / DVD – Uniform Training Rosters that include one or two attendees, who have viewed a videotape without an instructor, generally receive a negative review by the ISO inspector.

NOTE: Providing a quiz to validate the individuals understanding of the training is an effective way to ensure the training effectiveness.

141.21 REFERENCES

141.21.1 None



City of Madison Fire Department

GUIDELINE



Document Name: Fire Company Administrative Duties

Document Number: MFD 142

Revision Number: 2.0

Revision Date: 01-Sep-2023

142.0 FIRE COMPANY ADMINISTRATIVE DUTIES

142.1 PURPOSE

142.1.1 This document summarizes the administrative duties performed by a fire company with respect to the City of Madison Fire Department.

142.1.1 The fire company captain is the typical "Point of Contact" of the Fire Chief of the City of Madison Fire Department. Information is disseminated through the chain of command to the fire companies through the company's captain.

142.1.3 This document will not contain all items which the fire company is responsible for. Additional tasks / duties may be assigned as required either during or outside of an incident.

142.2 SCOPE

142.2.1 These guidelines apply to the fire companies that are under contract with the City of Madison Fire Department.

142.2.2 The individual fire company is responsible for the administrative actions and are performed as described by their own constitution, by-laws, etc. Nothing in this document is meant to circumvent the organization of a fire company.

142.3 REQUIREMENTS

142.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

142.3.2 Communication from the City of Madison Fire Chief, or his / her command staff, to the fire company is typically through the fire company captain as the "point of contact". However, the Fire Chief, or his command staff, may communicate to the fire company through other typical officers such as the fire company Secretary, Treasurer, President and/or Engineers depending upon the content being communicated.

142.3.3 Communication from the fire company to the City of Madison Fire Chief (or his designee) is typically done through the "chain of command", i.e. through and by the fire company captain. However, for simplicity, nothing should prohibit a member responsible for a specific aspect of the fire company from communicating directly with the Fire Chief (or his designee). As an example, the fire company engineer may need to communicate to the Command Staff regarding an upcoming pump test.

142.3.3 This document is not meant to circumvent any organizational principles set up by the various fire companies.



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- 142.3.4 Many of the items included in the Administration Tasks are required by contract between the City of Madison and the Fire Company.

142.4 FIRE COMPANY ADMINISTRATION

- 142.4.1 **Miscellaneous Administrative Tasks** - There are several administration type items, some of which identified in the contract with the City of Madison Indiana Fire Department, which are to be done on a predetermined schedule. They are:

- a. Communicate to members Fire Department information provided by the Fire Chief for general distribution.
- b. Enter INFIRS reporting data into the Fire Department database / system by the 10th of each month for incidents occurring during the prior month
- c. Make sure that EMR members are filling out the QR run form and enter their information into the Fire Department Repository of Runs.
- d. Audit and Approve Firefighter attendance for point award system on a quarterly basis.
- e. Provide the Fire Chief with a Company Roster twice a year. The report should be received on or before January 10th and June 10th each year. Reference MFD 141 – Fire Company Reporting Duties and Guidelines
- f. Provide the Fire Chief with changes to the Company Roster within 30 days of changes, such as the addition or deletion of membership.
- g. Ensure that the life insurance roll provided by the City of Madison is updated within 30 days of a person entering or leaving the fire company.
- h. Maintain a pager roster of the various members of the fire company to include the personnel name along with the pager model assigned to the personnel. The pager roster should be audited annually.
- i. Maintain a list of equipment assigned to individual firefighters from the City of Madison Fire Department. (i.e. PPE, flashlights, etc.)
- j. Maintain a list of City of Madison Fire Department items assigned to the fire company's apparatus and insure that they are in proper working order. This may include:
 - 1) SCBA and/or RIT Pack
 - 2) Pak Tracker
 - 3) Portable Radios (800 MHz)
 - 4) Mobile Radio
 - 5) Gas Detectors
 - 6) Landing Zone Beacons
 - 7) Pet Air Mask
 - 8) First Aid Kit
 - 9) Flotation Devices
 - 10) Chimney Fire Extinguisher
 - 11) Chain Saw
 - 12) Portable Light
- k. Report loss, destruction or maintenance requirements of any equipment / gear owned by the City of Madison Fire Department.
- l. Provide the Fire Chief with information to conduct ISO Audit as required by the auditing agency.



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- m. Work with the Fire Chief to handle discipline issues with personnel associated with their fire company. Reference MFD 110 – Fire Fighter Discipline Policy.

142.4.2 Response Readiness and Safety Tasks - There are several safety related type items which are to be completed for the good of the members and the department. They are:

- a. Ensure that all fire fighters in their fire company have appropriate personal protective equipment for the tasks that they are required to perform and are wearing it **correctly** on the fire scene.
- b. Ensure that all fire fighters, required to wear SCBA, have an annual FIT Test
- c. Ensure that all SCBA's clean and ready for service and that they are inspected weekly according to MFD 221
- d. Ensure that the fire company conduct an annual pump test for its apparatus and provide copies of the test results to the Fire Chief prior to December 31 of said year. Ensure that any deficiency found is resolved.
- e. Ensure that the fire company conduct an annual hose test and provide copies of the test results to the Fire Chief prior to December 31 of said year. Ensure that any deficiency found is resolved.
- f. Ensure that the fire company conduct an annual ladder test and provide copies of the test results to the Fire Chief prior to December 31 of said year. Ensure that any deficiency found is resolved.
- g. Ensure that the SCBAs assigned to the fire company are tested annually (flow test), are within their hydro test and that they are ready for service after each incident.
- h. Ensure that all equipment identified in the contract with the City of Madison Indiana to be on the apparatus is available and in proper working order.
- i. Ensure that the fire company apparatus is in proper working order, such as by ensuring that it undergoes periodic checks as defined by the fire company and after each incident.
- j. Ensure that the gas detectors assigned to the fire company are ready for use and have been calibrated within 30 days.
- k. Ensure that all fire extinguishers that could be into service are capable and meet various testing and check requirements.
- l. Ensure that the gear of each firefighter in the fire company has been formally cleaned and inspected at least annually. Additional inspections / cleaning might be required after each run.

142.4.3 Firefighter Training – The fire company should ensure that all members who would respond are properly trained for that actions that they are responsible for on the fire ground. This includes the following:

- a. Ensure that each fire fighter is maintaining a level of proficiency to the task that they will encounter on the fire ground.
- b. Enter the fire fighter training attendance into the Fire Department Repository by the 15th of the month for that which occurred in the prior month.
- c. Periodic audit the training of the firefighters in their company to ensure that they are on track to meet requirements set out in MFD 601 – Annual Training Requirement Policy.
- d. Establish training opportunities (working within the fire company or external) to deal with training deficiencies within their fire company organization.



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142.4.4 **Specific New Member Activities** – The fire company will be required to work through the system to ensure that following gets accomplished for new members:

- a. Update Roster and send to the Fire Chief
- b. Insurance Paperwork is filled out by new member
- c. The new firefighter should obtain a State of Indiana PSID if they do not have one already.
- d. Obtain digital photo of firefighter for their accountability tags and City of Madison Fire Department ID.
- e. Obtain a Pager for the firefighter
- f. Obtain cell phone information of the fire fighter (name, phone number, carrier, phone type) for the various backup methods of pagers.
- g. Obtain "Blue" helmet for firefighter if they do not meet Indiana State Minimum Requirements
- h. Start a Training Checklist for the firefighter if they do not meet Indiana State Minimum Requirements. Refer to MFD 132 – Fire Fighter Trainee
- i. Add member to INFIRS Database / Repository used by the City of Madison Fire Department
- j. Add member to the Training Database / Repository used by the City of Madison Fire Department

142.5 – 142.19 **RESERVED**

142.20 **DEFINITIONS**

142.20.1 Refer to MFD 102 – Definitions

142.21 **REFERENCES**

142.21.1 Refer to the documents below for reference

- a. MFD 101 – Administrative Organization Structure Table
- b. MFD 110 – Fire Fighter Discipline Policy
- c. MFD121 – Volunteer Firefighter Compensation
- d. MFD 132 – Fire Fighter Trainee
- e. MFD 140 – Reporting Incident
- f. MFD 141 – Fire Company Reporting Duties and Guidelines
- g. MFD 221 – SCBA Information-Maintenance-Inspection-Records-Cleaning
- h. MFD 601 – Annual Training Requirement Policy



City of Madison Fire Department

GUIDELINE



Document Name: Mobile Property (Vehicle) Fire Operations

Document Number: MFD 320

Revision Number: 1.0

Revision Date: 01-Sep-2023

320.0 MOBILE PROPERTY (VEHICLE) FIRE OPERATIONS

320.1 PURPOSE

320.1.1 The purpose of this operating procedure is to assure firefighter safety and effectiveness when performing operations at fires involving mobile property.

320.2 SCOPE

320.2.1 This SOG applies to all fire companies, fire officers and firefighters.

320.3 REQUIREMENTS

320.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

320.3.2 Refer to MFD 301, First Alarm Assignments, for apparatus response to Mobile Property (Vehicle) Fires.

320.3.3 Not In Jurisdiction (NIJ) – Requests for assistance outside of the corporate limits of the City of Madison shall be handled as per the terms of established mutual-aid agreements. If the area of request is not within an area covered by a mutual-aid agreement, then the response shall be at the discretion of a City Fire Officer

320.4 RESPONSE / INITIAL ACTIONS

320.4.1 Unless command has already been established, the first arriving apparatus shall announce its arrival on-scene, give a size-up, and assume command. All other arriving companies shall announce arrival, stage at the nearest uncommitted position, and await instructions.

320.4.2 The first arriving apparatus shall position uphill and upwind from the involved mobile property, if possible, and park at an angle for firefighter protection from other traffic.

320.4.3 All responding apparatus should position no closer than within seventy-five (75) feet of the involved mobile property, avoiding positions directly in front of or behind, if possible.

320.4.4 Keep bystanders and all non-essential personnel upwind and uphill from the danger area.

320.4.5 Identify the type of vehicle involved. This could be:

- Standard Vehicle (Gasoline, Diesel)
- Alternative Fuel (CNG, LPG, etc.)
- Electric Vehicle (EV)



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- Hybrid Electric Vehicle (HVEV)
- Fuel Cell (HF)

Most manufacturers place an emblem on the trunk and sides of the vehicle that indicates if it is powered by something other than gasoline.

320.5 GENERAL FIRE OPERATIONS

320.5.1 Fire Fighter Safety

- All firefighters in the operations zone shall wear complete personal protective equipment including bunker gear and using their SCBA. Copious amounts of toxic byproducts are given off in a vehicle fire. Inhalation should be avoided.
- Reflective Vests – All Firefighters, regardless of wearing bunker gear or not, will need to be wearing a reflective vest, especially on a State Highway.

EXCEPTION: Fire Suppression personnel working in the operational zone should NOT wear a reflective vest while doing suppression activities.

- Personnel shall be alert for and avoid potentially unsafe situations and locations such as directly in front or behind the mobile property or locations near the drive or propeller shaft areas.
- Suppression crews shall check for the presence of hazardous materials and / or cargo.
- Suppression crews shall check for the presence of alternative fuels (CNG, LP, Hydrogen, Electric / Lithium Halide Batteries) and for multiple fuel tanks.
- Secure the wheels to prevent unexpected movement.
- Utilize a thermal imaging camera (TIC) to help with 360 size-up. This is especially useful to see if the battery is overheating or burning.
- Power Down, if possible. Electric and hybrid vehicles can generate an electric shock on the order of 600 Volts or more.
- Report any significant hazardous conditions to the Incident Commander (IC) or Operations Chief, if established.

320.5.2 Establish Area of Operations Zone

- The operations zone shall be fifty (50) ft radius encircling the involved mobile property.
- All non-emergency personnel shall be cleared from this area
- No vehicular traffic shall be permitted to travel through this area.

320.5.3 Fire Attack

- The degree of involvement will dictate the suppression method
- Portable fire extinguishers should only be used for very small, localized fires and the extinguisher suppressant agent should be approved for the use on the materials burning.
- Attack hose lines shall be a minimum of 1 ½-inch diameter
- The fire attack should start with a straight stream which is widened as closer advancement is made



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- e. The fire attack should be made from the unburned area, advancing towards the involved area.
- f. Cool fuel tanks and sealed containers if threatened by or exposed to fire.
- g. Apply water through radiator and fender wells into engine compartment fires until hood can be safely raised.
- h. Avoid possible evidence destruction

320.5.4 Leaking or Escaping Fuels or Liquids

- a. Contain the spill with adsorbent (Personnel must be trained to the Hazardous Materials First Responder Operations Level)
- b. Apply foam or other suffocating material if burning
- c. Shut off sources of gaseous fuels.
- d. If the fluid escaping is a pressurized flammable gas, allow it to burn if already burning; cool container to prevent BLEVE

320.6 ELECTRIC / HYBRID VEHICLES CONSIDERATIONS

- 320.6.1 High Voltage Lithium-Ion batteries are located in a watertight, fire-resistant box that could be made out of steel, aluminum or composite materials. Typically designed to be watertight under normal operation of a vehicle, natural disasters / flood can wreak havoc on these compartments. Water intrusion into the box can cause corrosion on the battery cells, leading to failure and a thermal runaway reaction. It could take days, weeks or even months for the cells to fail.
- 320.6.2 When it is safe to do so, follow normal shutdown procedures as much as possible.
- 320.6.3 DO NOT pry, cut, or remove any part of the battery case to gain access to the fire.
- 320.6.4 Do not use equipment (like a Halligan bar) to blindly pierce the hood as the fire fighter could penetrate the high voltage component or capacitors.
- 320.6.5 NEVER cut or damage the orange cable of an electric vehicle.
- 320.6.6 Be sure to secure a large, continuous sustainable water supply. Some Electric Vehicles with Lithium-Ion batteries have been known to require 40,000 gallons of water to cool the thermal run-away reaction of the batteries if the compartment is breached.
- 320.6.7 Use a large volume of water such as from a master stream, 2 ½-inch or multiple smaller lines to suppress and cool the fire and the battery.
- 320.6.8 If the EV batteries have fractured, there can be considerable amount of hazardous material from battery fragments and lithium-ion cells that are strewn about the scene.
- 320.6.9 Monitor the battery compartment, such as with a TIC for possible continued run-away reaction and possible re-ignition.
- 320.6.10 Although not ideal, sometimes the best strategy is to move the vehicle away from exposures and allow it to burn itself out, which may take about an hour.



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Document Name: Mobile Property (Vehicle) Fire Operations

Document Number: MFD 320

Revision Number: 1.0

Revision Date: 01-Sep-2023

320.7 INCIDENTS INVOLVING ELECTRICAL CHARGING STATIONS

- 320.7.1 Level I and II charging stations are commonly used. Treat as any energized electrical fire. Shutdown power to charging station before entering vehicle.
- 320.7.2 If the charging station is damaged, such as being struck by a collision, shutdown the charging station power source.
- 320.7.3 If a vehicle is struck while at a charging station, turn off power to the charging unit before attempting any operations.

320.8 POST-INCIDENT ELECTRIC VEHICLE HANDLING

- 320.8.1 Avoid all HV components and treat them as energized during overhaul, storage and investigation.
- 320.8.2 Consider ventilating the passenger and cargo compartments to prevent the possible buildup of toxic or flammable gases from undetected HV batter damage.
- 320.8.3 Notify authorized service center or dealer ASAP that you have a potentially damaged HV battery. They may be able to assist by de-energizing battery or otherwise rendering it safe.
- 320.8.4 The vehicle should be monitored for leaking fluids, sparks, smoke, fire or gurgling sounds coming from the HV battery. These could be signs of thermal runaway and risk of fire. If detected, prepare for a possible fire.
- 320.8.5 After extinguishment, determine any high voltage battery involvement. Use a TIC to check battery compartment / cell.
- 320.8.6 In the event of a severely damaged vehicle with a Lithium-Ion battery inside or with a breach of the main battery compartment, the Incident Commander (IC) shall:
 - a. Tag the vehicle as a potential HAZMAT Safety concern
 - b. Advise Dispatch and the Towing Agency to move the vehicle to an outdoor secured holding area 50 feet away from any additional exposures, vehicles, or combustible materials.
- 320.8.7 Manufacturers recommend the use of flatbed trucks for transportation of Electric and Hybrid Electric Vehicles due to the risk of damage or fire if the drive wheels are turning during towing (from the regenerative braking system).

320.9 – 320.19 RESERVED

320.20 DEFINITIONS

- 320.20.1 Refer to MFD 102 – Definitions



City of Madison Fire Department

GUIDELINE



Document Name: Mobile Property (Vehicle) Fire Operations

Document Number: MFD 320

Revision Number: 1.0

Revision Date: 01-Sep-2023

320.21 REFERENCES

- 320.21.1 Electric Vehicle Safety for Emergency Responders, Fire / Rescue, Student Manual, First Edition, Version 1.3, National Fire Protection Association



City of Madison Fire Department

STANDARD OPERATING GUIDELINE



Document Name: Hazardous Materials Release Response

Document Number: MFD 350

Revision Number: 1.0

Revision Date: 01-Sep-2023

350.0 CITY OF MADISON FIRE DEPARTMENT – HAZARDOUS MATERIALS RELEASE RESPONSE

350.1 PURPOSE

350.1.1 This procedure establishes the general guidelines for members of the City of Madison Fire Department when responding to a Hazardous Materials Release.

350.2 SCOPE

350.2.1 The subject matter found in this guideline applies to all personnel of the City of Madison Fire Department, including all fire companies, fire officers, and firefighters.

302.3 REQUIREMENTS

302.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

302.3.2 The words “shall” or “will” indicate a mandatory requirement. The words “should” or “may” indicate a suggested course of action.

350.4 GENERAL INFORMATION

350.4.1 An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident.

350.4.2 Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

350.4.3 The Madison Fire Department functions at the Operations level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials.

350.4.4 Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness and operations levels.

350.4.5 Examples of activities and functions appropriate at the Awareness / Operations Level includes:

- a. Recognition of a Hazmat incident
- b. Recognition of hazards
- c. Identifying resource needs and product research



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- d. Initiating response of operations and/or technician level personnel
- e. Establishing scene control and management
- f. Make notifications, EMA other Necessary Agencies
- g. Defensive Actions
- h. Decontamination
- i. Rescue if needed
- j. Limited product interaction

350.5 SCENE SAFETY

- 350.5.1 It is rarely known at the time of the page on if the incident is HAZMAT related or not. All fire fighters should proceed with caution to all incidents, listening to the reports from Dispatch along with communications from other fire fighters on scene.
- 350.5.2 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- 350.5.3 Ensure that unauthorized/untrained personnel do not enter the hazardous area
- 350.5.4 Utilize Law Enforcement to assist in setting up zones.

350.6 ARRIVAL ON SCENE

The following are general procedures / guidelines when the fire company first arrives on scene.

- 350.5.1 The Emergency Response Guidebook (ERG) and other resources such as WISER shall be used to identify containers, chemicals involved, staging, and isolation zones.
- 350.5.2 All Fire Department apparatus / units shall stage a safe distance away from the incident in accordance to research recommendations and current conditions. When selecting a staging area take into consideration the following:
- a. Wind direction
 - b. Topography
 - c. Accessibility
 - d. Proximity to the incident
 - e. Overhead obstacles
 - f. Potential for fire.
- 350.5.3 The first arriving officer should establish command and complete an initial size-up
- 350.5.4 Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area.
- NOTE: In some situations, sheltering-in-place may be the most viable option.
- 350.5.5 All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if



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necessary. Consider the need for medical treatment and evaluation for responders and anyone that is exposed to the product.

- 350.5.6 Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- 350.5.7 Make contact with any company representatives and notify the appropriate agencies including a HAZMAT Technician team if necessary.
- 350.5.8 Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.
- 350.5.9 Inform EMA of the situation and advise them of any additional resource needs.

350.7 INCIDENT ACTIONS

The following are general procedures / guidelines for the actions that might be taken.

- 350.7.1 All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- 350.7.2 An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- 350.7.3 Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- 350.7.4 Remove all ignition sources if materials are combustible or flammable in nature.
- 350.7.5 Collaborate with the EMS, EMA, DNR, EPA, County Officials, company representatives, specialists / technicians, and additional HAZMAT resources as needed.
- 350.7.6 Communications and accountability of all incident personnel shall be maintained at all times.

350.8 REPORTS AND DOCUMENTATION

- 350.8.1 The release of information regarding the incident shall be controlled by the Officer In Charge, OIC (Incident Commander) and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- 350.8.2 The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.



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- 350.8.3 A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- 350.8.4 A record of all other agencies and their corresponding personnel who responded shall also be kept.
- 350.8.5 A record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports

350.9 CLEAN-UP

- 350.9.1 Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident.
- 350.9.2 All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

350.10 – 350.19 RESERVED

350.20 DEFINITIONS

- 350.20.1 DNR – Department of Natural Resources
- 350.20.2 EMA – Jefferson County Emergency Management Agency
- 350.20.3 EMS – Emergency Medical Services
- 350.20.4 EPA – Environmental Protection Agency

350.21 REFERENCES

- 350.21.1 None



City of Madison Fire Department

STANDARD OPERATING GUIDELINE



Document Name: Natural Gas Release Response

Document Number: MFD 353

Revision Number: 2.0

Revision Date: 01-Sep-2023

353.0 CITY OF MADISON FIRE DEPARTMENT – NATURAL GAS RELEASE RESPONSE

353.1 PURPOSE

353.1.1 This procedure is established to ensure proper detection and mitigation of a release of natural gas emergencies, and to provide a standard of response to the same.

353.2 SCOPE

353.2.1 The City of Madison Fire Department has established the following procedure regarding the response to and identification of natural gas emergencies. This procedure shall apply to all personnel operating at the scene of the incident.

302.3 REQUIREMENTS

302.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

302.3.2 The words “shall” or “will” indicate a mandatory requirement. The words “should” or “may” indicate a suggested course of action.

353.4 NATURAL GAS ALARM RESPONSE

353.4.1 SMELL OF NATURAL GAS IN THE AREA - INCIDENT:

1. Fire Units shall respond Non-Emergency to the incident scene where the smell of natural gas was reported.
2. Once units have arrived on the scene and evaluate the situation, additional equipment may be requested. The response type (emergency vs. non-emergency) of any additional equipment shall be determined by the Incident Commander (IC).

353.4.2 LINE STRUCK – NATURAL GAS RELEASE – INCIDENT:

1. Fire Units shall respond immediately in emergency mode to a known release of natural gas, such as a line struck.
2. Once units have arrived on the scene and evaluate the situation, additional equipment may be requested. The response type (emergency vs. non-emergency) of any additional equipment shall be determined by the Incident Commander (IC).



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353.5 CONDUCTING A NATURAL GAS ASSESSMENT – GENERAL OPERATIONS

The following procedures shall be followed for all Natural Gas Release alarms regardless of whether or not occupants are experiencing symptoms:

353.5.1 The following are the operational procedures when arriving and/or on scene.

1. When arriving at the scene, use apparatus to block traffic to the entire block area keeping in mind the possible response of additional equipment. The apparatus should be clear of the collapse zone and far enough away so that it doesn't become an ignition source to any leaking gas.

Warning: Also, be sure not to park over manhole covers because if the leak made its way into the sewer system and an explosion occurs, this manhole could damage the underside of the apparatus or injure the operator.

Note: Natural gas is a flammable vapor and is lighter than air which allows it to readily dissipate in the atmosphere. If possible, approach from upwind.

2. An interview shall be conducted by the Incident Commander, or their designee, with the occupant or person who reported the gas release, preferably outside the structure to determine the level of risk to personnel.

NOTE: The general public may not be capable to distinguish between natural gas, propane or carbon monoxide. Central Dispatch has received reports of a gas release while the fire department find out on scene that they are reporting a release of gasoline (liquid). When interviewing residents or the person who made the call, be sure to take the time to understand why they called for emergency services. What did they see, hear or smell?

3. While monitoring for gas, give very specific directives to bystanders and occupants to extinguish any possible ignition sources such as cigarettes, running cars, appliances that have an open flame, or anything capable of producing enough heat to ignite.
4. If anyone is experiencing signs or symptoms of exposure to natural gas (or any other toxic gas), appropriate actions shall be taken to treat any victims. Refer to Appendix A for effects of natural gas in humans.

WARNING!

If any of the occupants being interviewed are suffering from exposure to toxic gas (carbon monoxide or natural gas), all fire fighting personnel entering the structure shall be in full Personal Protective Equipment (PPE) and shall be utilizing their SCBA (breathing air)

5. The gas detector shall be turned on and "zeroed" outside and away from the origin of the alarm and away from any responding equipment.



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NOTE: Use a gas detector that is capable in measuring explosive gas in the air in the ppm level as this will greatly help in locating the source of the leak. **HOWEVER**, consider also using or having a multi gas detector if possible. This ensures that if the report of natural gas is incorrect, that the area is analyzed for potential flammable vapors, or other toxic gases (H₂S, carbon monoxide) including low oxygen concentrations.

6. Utilize the gas detector by taking samples on the as soon as possible, such as you are getting off the apparatus, and work their way toward the reported leak, trying to locate the source of the leak. Prior to entering the structure, obtain a reading just inside using a gas detector. Insure the reading just inside the structure is less than 10% LEL (5,000 ppm Methane).
7. Personnel should test "open-air" throughout the structure at eye level preferentially, but since natural gas is lighter than air, firefighters should also test at ceiling elevations if possible.
8. Avoid ignition sources - Do not to touch anything such as light switches, plastic supply pipe or door bells. Avoid static electricity by not dragging your feet and using all intrinsically safe equipment.
9. If an immediate open-air reading of 10% LEL (5,000 ppm methane) or greater is measured, the following shall be immediately initiated:
 - All occupants shall be evacuated.
 - All fire fighting personnel who do not have SCBA shall leave immediately
 - All fire fighter personnel who are in, or entering, the structure shall be in full Personal Protective Equipment (PPE) and shall be utilizing their SCBA (breathing air)
 - Ventilation shall be initiated until the occupants are evacuated. Ventilation may be stopped once occupants have been evacuated (to assist in finding source of natural gas), unless levels are above 25% LEL (12,500 ppm).
 - The Incident Commander shall determine if further resources are needed to stabilize the incident.

WARNING!

If at any time the methane concentration as measured by the gas detector goes above 25% LEL (12,500 ppm Methane), personnel should immediately leave the structure until a specific Incident Action Plan is generated for this incident

10. Check locations / rooms that contain the following potential natural gas systems:
 - a. Furnace
 - b. Stove
 - c. Fireplace (gas logs)
 - d. Clothes Dryer
 - e. Water Heater
 - f. Space heater
 - g. Grills
 - h. Garage



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- i. Any area that might have a pipeline for natural gas or propane.

11. Move at a slow walking pace towards the most likely source. Systematically assess the structure while documenting readings along the way.

12. If an Appliance is FOUND to be the source:

- a. The appliance and its fuel source shall be shut off upstream from the source of the leak.
- b. Ventilate the structure until the "open-air" in the structure returns to a safe level.
- c. Incident Commander shall notify the gas company and advise the homeowner of problem and suggest a corrective action.

NOTE: No member shall attempt to re-light a pilot or restart / repair any appliance or device.

13. If the Source cannot be found,

- a. The Incident Commander may contact the homeowner's gas / LP Company to assist personnel in locating the source.
- b. The Incident Commander should consider evacuating exposures (360 degrees) around the premises if natural gas is detected and the source cannot be found.

14. Readings should be taken in and around the originating structure and exposures on either side of the structure, if they are attached. Check both sides of the street to make sure the leaking gas doesn't follow water or sewer lines into the other homes.

15. Once the "open-air" spaces in the structure have returned to a safe level, the structure may be re-entered at the discretion of the Incident Commander, utility representative and the occupants.

16. Advise the owner/occupant of any actions taken, and repairs/problems that need corrected.

353.6 SPECIFIC OPERATIONS – APPLIANCES / AREAS

353.6.1 For Structures with a Gas Furnace and/or Water Heater

1. Use a gas detector to check ambient air around the appliance.
2. Visually inspect venting pipes and draft hoods for gaps, leaks or clogs which could prevent exhaust products from venting properly.
3. With the gas detector, check the same area taking samples at each elbow and around draft hood.
4. Visually inspect the combustion chamber, checking for an access panel and a pure blue flame, without any discoloration or damage to this area. Test around this area with a gas detector.

353.6.2 For Structures with a Gas Clothes Dryer

1. Use the gas detector to check ambient air around the appliance.



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2. Visually inspect vent piping for crimping and observe whether the appliance is too close to the wall.
3. Sample around the door with the gas detector to check the seal and at the access panel or combustion chamber.
4. Check for a pure blue flame and confirm no natural gas is escaping from an inadequate pilot.

353.6.3 For Structures with Space Heaters or Gas Logs

1. Use the gas detector to check ambient air around the appliance.
2. Visually check the area around the pilot and combustion chamber. Repeat this process with the gas detector.
3. Check prior to and during operation for any escaping natural gas.

353.6.4 For Structures with a Fireplace

1. Check for a damaged, inadequate, clogged or obstructed chimney and flue.
2. If in use, check with the gas detector for proper venting and possible back drafting.

353.6.5 For Structures with a Gas Range or Oven

1. Use the gas detector to check ambient air around the appliance.
2. Visually inspect access panels and vent piping for soot build-up or clogs.
3. Check for a pure blue pilot light and utilize the gas detector to sample for any escaping CO from the combustion chamber.
4. Use the gas detector to check inside of oven for any natural gas.
5. Use the gas detector to check around burners for natural gas.

353.6.6 For Structures with an Attached Garage

1. Use the gas detector to check ambient air in the garage.
2. Check around autos and other fuel powered equipment and heaters.

353.7 – 353.19 RESERVED

353.20 DEFINITIONS

- 353.20.1 Non-Emergency Response – Emergency Vehicles that are responding Non-Emergency should not be using warning lights or sirens. Fire fighters utilizing their own personal vehicle (POV) should not be using their blue lights, if equipped, at this time until they are close to or on scene to assist law enforcement who may be assisting via traffic control. In all situations, Emergency Vehicles and POV should obey all speed limits and traffic lights / signs. As always, Emergency Vehicles / Apparatus should turn on their warning lights when on scene.

353.21 REFERENCES



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353.21.1 MFD 354 – Carbon Monoxide Alarm Response

353.21.2 Metering for the First Responder, Oxygen and LEL, Firehouse, August 2022 / Vol 47, No 8, pp 50 – 53

353.21.3 OSHA 1910.120 10% LEL is an IDLH atmosphere.



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APPENDIX A – CHARACTERISTICS OF NATURAL GAS

1. Natural gas is a fossil fuel. It is formed when layers of buried plants and animals are exposed to pressure and heat for thousands of years.
2. Natural gas is primarily composed of methane. Methane is a highly flammable compound.
3. In its purest form, natural gas is colorless and odorless. Gas manufacturing companies add a tinge of warning smell (mercaptan, such as methyl mercaptan) to it that helps in the detection of any natural gas leakage.
4. Exposure to natural gas through gas leaks can be harmful. It may lead to explosions and pose serious health hazards that are sometimes even fatal. Small gas leaks accumulate over a period of time and add a significant amount of pollutants that stress the immune system and other bodily functions. Symptoms of prolonged exposure to natural gas includes the following:
 - a. Pneumonia
 - b. Nausea
 - c. Vomiting
 - d. Irregular Breathing
 - e. Memory Loss
 - f. Fatigue
 - g. Sinus Pain
 - h. Headache (at low concentrations)
5. The Lower Explosive Limit (LEL) of methane is 5% in air by volume. This is equivalent to 50,000 ppm concentration (by volume)



City of Madison Fire Department

POLICY



Document Name: Annual Training Requirement Policy

Document Number: MFD 601

Revision Number: 2.0

Revision Date: 01-Sep-2023

601.0 ANNUAL TRAINING REQUIREMENT POLICY

601.1 PURPOSE

601.1.1 This policy establishes the minimum continuing education / annual training requirements for fire fighters that are part of the City of Madison Fire Department.

601.2 SCOPE

601.2.1 The training requirements established within this document are for all fire fighters that respond as part of the City of Madison Indiana Fire Department. It is the minimum training (annual or other) for:

- a. Fire Fighters
- b. Fire Company Officers
- c. Department Fire Officers

601.2.2 Annual training requirements come from a variety of sources.

- a. OSHA – Although the fire fighters are volunteers, they still operate under the regulations set out by OSHA.
- b. ISO – The Insurance Service Office generates a rating of the City of Madison Fire Department capability to put out fires. The rating is used by home owner insurance firms and the like to set premiums for the properties they represent. ISO will not generate a rating for the City of Madison Fire Department unless fire fighters complete a MINIMUM of 3 hours every 3 months (12 hours of structural firefighting annually).

601.2.3 Senior Firefighters are exempt from annual training requirements (refer to MFD 130 – Senior Firefighter Status Policy)

601.3 REQUIREMENTS

601.3.1 Policies are governing statements of expected conduct or actions of an organization. They are 'what we believe.'

601.3.2 Refer to the Chart Below for the following MINIMUM continuing education / annual training requirements for all Fire Fighters.



City of Madison Fire Department

POLICY



Document Name: Annual Training Requirement Policy

Document Number: MFD 601

Revision Number: 2.0

Revision Date: 01-Sep-2023

Table 1 - Minimum Continuing Education for All Firefighters

Required Topic	Frequency	OSHA	NFPA	Training Requirement
Incident Management / Accountability	Annual	1910.120	1500	No set hour requirement – maintain proficiency
Blood Borne Pathogens	Annual	1910.103 (g) (2) (iv)	1581	No set hour requirement
Employee Right to Know / HAZCOM	Annual	1910.1200	1500	No set hour requirement
Confined Space Awareness	Annual	1910.146		No set hour requirement
Respiratory Protection (Fit Test)	Annual	1910.134	1404, 1500	No set hour requirement
Respiratory Protection / SCBA	Annual	1910.134	1500	No set hour requirement
Lock out / Tag out (LOTO) Awareness	Annual	1910.147		No set hour requirement
HAZMAT Awareness	Annual	1910.120		No set hour requirement
Portable Fire Extinguisher	Annual	1910.157(g)	1001	No set hour requirement. Can also apply to ISO Structural Firefighting
Structural Firefighting (including Fire ground operations)	Annual	1910.156		Twelve (12) hours Annually required by MFD

601.3.3 Annual training hours associated with Structural Firefighting required by MFD shall include training subjects from various different subjects, see list below. However, no more than 25% of the required hours shall come from any one of the categories below.

- Personal Protective Equipment
- Self-Contained Breathing Apparatus (SCBA)
- Alarms and Communication
- Forcible Entry
- Search and Rescue
- Ventilation
- Apparatus
- Ladders
- Hose (Deployment, Rolls, Loading, Testing)
- Hydraulics / Fire Streams
- Hazard Recognition
- HAZMAT (Approved)
- Vehicle Emergency Response Driving
- Incident Command / National Incident Management System
- Pre-Plan
- Post Incident Review
- Recruit Training Evolutions (i.e. ERS, FF1)



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NOTE: The exception to the limitation of less than 25% of the required hours is those hours classified under RECRUIT EVOLUTION Training as this would typically encompass multiple categories during the practical skill evaluations.

NOTE: Approved HAZMAT associated with Structural Firefighting would include hazardous chemicals found in structures (homes, business, industry) and including gas detection (carbon monoxide, natural gas, etc.)

Example 1: A fire fighter may participate in the fire company's annual testing of hose which takes 6 hours to complete. Although all hours should be entered as training, only an allotment of 3 hours (25% of the minimum 12 hours) of this training session will be allocated towards the fire fighters 12 hour minimum.

Example 2: A firefighter trains for 6 hours on vehicle extrication. Although this training is appropriate and needed, none of these hours can be used against "Structural Fire Fighting" unless the training is divided into relevant categories such as PPE, SCBA, Vehicle Fire Operations, Cribbing, Use of Extrication Tools, etc. and entered into the database as such.

601.3.4 In addition to Table 1 - Minimum Continuing Education for All Firefighters, above, refer to the Chart Below for the MINIMUM continuing education / annual training requirements for Firefighters performing other duties within the City of Madison, Indiana Fire Department.

Table 2 - Minimum Continuing Education for Advanced Firefighters Skills

Required Topic	Firefighter Type	Frequency	OSHA	NFPA	Training Requirement
Emergency Vehicle Operation	Driver	Annual		1451	Maintain Skills
Pump Operations	Pump Operator	Annual		1002	Maintain Skills
HAZMAT Operations	HAZMAT Team	Annual	1910.120 (e) (8)	1500	Eight (8) hours Annually
Fire Officer	Fire Officer / Line Officers	Annual		1021	Two (2) hours Annually - MFD
Technical Rescue - Confined Space Rescue	Confined Space Team	Annual	1910.146	1670	Train to Proficiency
Technical Rescue – Vehicle Extrication	Auto Extrication Team	Annual	1910.156	1500	Maintain Skills
Technical Rescue – Rope Rescue	Rope Rescue Team	Annual	1910.156	1500	Maintain Skills
Technical Rescue – Water Rescue	Water Rescue Team	Annual	1910.156	1500	Maintain Skills



City of Madison Fire Department

POLICY



Document Name: Annual Training Requirement Policy

Document Number: MFD 601

Revision Number: 2.0

Revision Date: 01-Sep-2023

Required Topic	Firefighter Type	Frequency	OSHA	NFPA	Training Requirement
Emergency Medical Responder – State of Indiana Requirement	EMR	2 years			16 hours (General) 4 hours (Defibrillation and Airway Management)

601.3.5 Training received as part of employment (i.e. Industrial Fire Brigade) is allowed where that trained is applicable to the City of Madison Fire Department. This may include training in PPE, SCBA, Hose Loading, Deployment, Streams / Nozzles, ladders and in some situations HAZMAT related. All training is good and can be documented in the training reporting system, but not all will apply to ISO Structural Fire Fighting requirements.

NOTE: It is appropriate when generating training sheets / narratives, that separate sheets be used to break down the items that are related to ISO Structural and that which is not.

601.4 REPORTING / TRACKING

601.4.1 Refer to MFD 141 – Fire Company Reporting Policy to ensure that training records (data) are maintained and kept for the appropriate time along with annual reporting requirements.

601.5 – 601.19 RESERVED

601.20 DEFINITIONS

601.20.1 Refer to MFD 102 – Definitions

601.21 REFERENCES

601.21.1 MFD 141 – Fire Company Reporting Policy

601.21.2 MFD 130 – Senior Firefighter Status Policy



City of Madison Fire Department

UNIFORM SINGLE SESSION TRAINING REPORT



Document Number: MFD 1001

Revision Number: 3.0

Revision Date: 01-Sep-2023

Date (mm/dd/yyyy): _____ Fire Company: _____ Page: _____

Single Topic: _____ NFPA Reference: _____

Start Time (24-hr): _____ Finish Time (24-hr): _____ Total Hours: _____ Offering Entity: _____

ISO TRAINING CODE:	<input type="checkbox"/> T1-Training for Using Facilities	<input type="checkbox"/> T2-Company Training	<input type="checkbox"/> T3-Officer Training	<input type="checkbox"/> T4-New Driver/Operator Training
	<input type="checkbox"/> T5-Existing Driver/Operator Training	<input type="checkbox"/> T6-HAZMAT Training	<input type="checkbox"/> T7-Recruit Training	<input type="checkbox"/> T8-Building Familiarization
MFD TRAINING CODE:	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> SCBA	<input type="checkbox"/> Alarms / Communication	<input type="checkbox"/> Forcible Entry
	<input type="checkbox"/> Search & Rescue	<input type="checkbox"/> Ventilation	<input type="checkbox"/> Apparatus Familiarization	<input type="checkbox"/> Ladders
	<input type="checkbox"/> Hose (Deploy, Rolls, Load, Test)	<input type="checkbox"/> Hydraulics / Fire Streams	<input type="checkbox"/> Hazard Recognition	<input type="checkbox"/> HAZMAT
	<input type="checkbox"/> Vehicle Emergency Driving	<input type="checkbox"/> NIMS / ICS	<input type="checkbox"/> Pre-Plan	<input type="checkbox"/> Post Incident Review
	<input type="checkbox"/> Recruit Evolution	<input type="checkbox"/> Structural - Other	<input type="checkbox"/> OSHA	<input type="checkbox"/> ADV-Tech Rescue/Vehicle Extrication
	<input type="checkbox"/> ADV-Fire Officer	<input type="checkbox"/> ADV-Driver/Pump Operator	<input type="checkbox"/> ADV-Tech Rescue/Rope	
	<input type="checkbox"/> ADV-Tech Rescue/Confined Space	<input type="checkbox"/> ADV-Tech Rescue/Water		

Lead Instructor _____ Assistant Instructor _____ Evaluator _____

ATTENDEE PRINTED NAME (Last, First, MI)	ATTENDEE SIGNATURE (Required)	EVALUATOR SIGNATURE (If Applicable and Attendee PASSES)
01. _____	_____	_____
02. _____	_____	_____
03. _____	_____	_____
04. _____	_____	_____
05. _____	_____	_____
06. _____	_____	_____
07. _____	_____	_____
08. _____	_____	_____
09. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____



City of Madison Fire Department



MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)

Document Number: MFD 1002

Revision Number: 2.0

Revision Date: 01-Sep-2023

Fire Fighter Trainee - Training Completion Checklist

Firefighter Name	
Firefighter PSID #	
Fire Company Name	

Training Type	Description	Date	Trainer or Evaluator Signature
Orientation	<ul style="list-style-type: none">• Communication procedures• How alarms are received• Who, what, when, and where of local fire department <i>FireRescue1 Academy – FF: History and Orientation of the Fire Service</i>		
Personal Safety	<ul style="list-style-type: none">• Reason for protective clothing usage (helmet, coat/trousers, boots and gloves)• Safe handling of tools <i>FireRescue1 Academy – FF: Firefighter Safety</i> <i>FireRescue1 Academy – FF: Firefighter Tools</i>		
MFD Accountability System	<ul style="list-style-type: none">• Accountability Tags Assigned• Completion of class on the MFD Accountability System (FireRescue1 Academy and/or instructor taught) <i>FireRescue1 Academy – MFD Accountability for Firefighter</i>		
SCBA	<ul style="list-style-type: none">• Critical needs for wearing self-contained breathing apparatus.• Safe practices in its use.• Nomenclatures of self-contained breathing apparatus.• Safely donning and doffing of self-contained breathing apparatus. <i>FireRescue1 Academy – Personal Protective Equipment</i>		



City of Madison Fire Department



MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)

Document Number: MFD 1002

Revision Number: 2.0

Revision Date: 01-Sep-2023

Training Type	Description	Date	Trainer or Evaluator Signature
Apparatus	<ul style="list-style-type: none">• Safely mounting and dismounting from apparatus• Riding on apparatus• Safe driving of POV / Blue Light Law• Basic traffic and firefighting liability laws		
Forcible Entry	<ul style="list-style-type: none">• Safety finding hidden fires• Safely entering structure or building when it is locked• Nomenclature of tools <p><i>FireRescue1 Academy – FF: Forcible Entry</i></p>		
Ventilation	<ul style="list-style-type: none">• Safe letting of hot gases and smoke escape• Safe procedures• Where to properly ventilate <p><i>FireRescue1 Academy – FF: Ventilation</i></p>		
Ladders	<ul style="list-style-type: none">• Safe setting positions for ground ladders• Safe climbing and getting off of ladders• Feeling for weakened floors on second floor or higher before getting off ladder• Different types of ladders used in fire service <p><i>FireRescue1 Academy – FF: Ladders</i></p>		
Hose Loads	<ul style="list-style-type: none">• How to properly load hose.• Different types of hose loads.• Safely removing different hose loads.• Accessing water sources by drafting or hydrants. <p><i>FireRescue1 Academy – Hydrant Connection for Water Supply</i></p>		



City of Madison Fire Department



MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)

Document Number: MFD 1002

Revision Number: 2.0

Revision Date: 01-Sep-2023

Training Type	Description	Date	Trainer or Evaluator Signature
Streams / Nozzles	<ul style="list-style-type: none">• Nozzle Types (Fog, Straight Combination, Smooth bore)• Safe fire stream velocity and gallons per minute.• Properly opening and closing of nozzles. <i>FireRescue1 Academy – FF: Fire Streams</i>		
Hazard Recognition	<ul style="list-style-type: none">• Recognition of special hazards.• DOT hazardous materials placarding recognition.• Structural hazards indicating imminent collapse or cave-in.• Recognition of suspicious fires.• Dangers of backdraft and flashover.• Overhead electrical wires.• Special safety procedures. <i>FireRescue1 Academy – FF: Recognizing and Identifying the Hazards</i>		
Vehicle Emergency Response Driving Safety IC 36-8-10.5.7 (d)	<i>FireRescue1 Academy – Driving Safety for First Responders</i> Or Instructor taught		
Basic or Inservice Course on Sudden Infant Death Syndrome IC 36-8-10.5.7 (c)	Example: <i>FireRescue1 Academy – Sudden Infant Death Syndrome</i> Or Instructor taught		
Basic or Inservice Course on Autism IC 36-8-10.5.7 (e)	Example: <i>FireRescue1 Academy – Understanding Autism Spectrum Disorder</i> Or Instructor taught		
NIMS100	https://training.fema.gov/nims/		
NIMS 700	https://training.fema.gov/nims/		



City of Madison Fire Department

MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)



Document Number: MFD 1002

Revision Number: 2.0

Revision Date: 01-Sep-2023

Signature Section

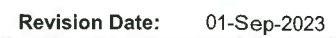
Fire Company:	
Fire Company Captain (<i>Print</i>):	
Fire Company Captain (<i>Signature</i>):	
Date:	

City of Madison Fire Department Signature(s)

	<i>Date Passed</i>	<i>Signature of Examiner</i>
Written or Oral Test:		
Practical Skills Evaluation:		

Training Dept Chief or Designee (<i>Signature</i>):	
Date:	

City of Madison Fire Department Fire Chief (<i>Signature</i>):	
Date:	

Page 1 of 1



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

Application for P.A.C.E. Preservation & Community Enhancement Grant Program

Application Fee: \$10.00

Purpose: Application is hereby made to request funding from the PACE Program. This application must be filed prior to work beginning on a property located within the City of Madison. This application does not replace the need for approval from the HDBR for properties located downtown.

APPLICANT INFORMATION

Date: June 4, 2023

Property Owner Name: William and Stacy Barnes

Mailing Street Address: 108 E. Third St.

City: Madison

State: IN Zip: 47250

Phone (Preferred): 812-801-3172

Phone (Alternate): 812-801-1694

Email: bill@cfmjc.org

PROJECT INFORMATION

Street Address: 108 E. Third St.

Total Cost of Project (include all costs to complete the entire project): \$16,125 (includes \$635 garage door opener not covered by grant)

Estimated Date of Completion of Work: March 31, 2024

☐ Hilltop

☒ Downtown

GRANT INFORMATION

☒ Rehabilitation
(Downtown) Grant

☐ Curb Appeal
(Hilltop) Grant

☐ Dilapidated
Structures Grant

☐ Dangerous
Buildings Grant

Amount of Grant Requested (can be obtained from the office): \$7,500

A PACE grant application must include the following documents:

- ☒ Complete application
- ☒ Photographs of existing conditions of Property
- ☐ Project Plans (required if altering footprint or openings)
- ☒ Copies of Construction Quotes for the project
- ☐ Certificate of Appropriateness (COA) (if applicable)
- ☒ Proof of Property Insurance
- ☒ Proof of Ownership (Deed)
- ☐ Certificate of Incorporation (if organization/business)
- ☐ Unsafe Letter (Required for Dangerous Structures Grant)



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

DESCRIPTION OF THE PROJECT

Please describe the project and the property's current condition.

~~Project is to repair elements of two historic structures and a historic wall shown on the 1886 Sanborn Map, and eliminate blight in a high traffic area 1/2 block North of Main Street. Exact age of buildings and wall are unknown but we have read that the smaller building was used as a donkey barn.~~

~~Structures are in poor condition with rotted wood, one missing door, missing bricks, tuck pointing needed, missing downspout, and a garage door which is very difficult to open. The 21' x 8' wall spanning the buildings is leaning against the utility pole and needs to be partially rebuilt and tuck pointed.~~

~~Project includes replacing all openings with a new carriage house garage door, new wooden window coverings and frames, and new wooden doors using 1"x8" composite boards. All fascia boards on both buildings will be replaced and painted. Concrete thresholds will be installed for the garage door and for the door in Fountain Alley. Both buildings will be tuck pointed and bricks will be replaced as needed. As mentioned above, the wall will be repaired as well. Existing gutter will need to be reinstalled and a round downspout will be installed.~~

~~Contractor is Omar Zanabria 812-599-0543~~

☐ Additional pages are attached.

DETAILED PROJECT SCHEDULE

Show how the project will be completed within a 12-month time period. If the project will take longer than 12 months, please explain.

~~Mid-September 2023 - install concrete threshold for garage and frame for new garage door.~~

~~October 2023 - garage door installed~~

~~October - November 2023 - replace and paint fascia boards, window coverings, repair glass window and frame, reinstall gutter and drainpipe, install concrete threshold for door on Fountain Alley.~~

~~January - March 2024 - tuckpoint brick on both buildings, replace bricks where needed, and complete wall between the two buildings.~~

☐ Additional pages are attached.



DETAILED PROJECT BUDGET WORKSHEET

List all major tasks necessary to complete the proposed Project, the total budget, and the matching grant amount requested. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor. The Detailed Project Budget Worksheet does not replace the need to include copies of construction quotes from a registered contractor. If a copy of quote from a registered contractor is not provided, the application will be deemed incomplete.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1	Stamped Carriage House garage door from Mid Cities Overhead Door includes installation	\$4,125	\$1,745
2	lumber and hardware to replace and paint fascia boards, doors, window coverings, and build new frame	\$3,500	\$1,750
3	for garage door. Concrete for thresholds and lime and sand for tuck pointing		
4	Labor for exterior work described above not including tuck pointing, brick replacement,	\$4,000	\$2,000
5	and partially rebuilding the 21' x 8' brick wall along Fountain Alley		
6	Labor for tuck pointing, brick replacement, and partially rebuilding all along Fountain Alley	\$4,500	\$2,005
7			
8	We have two pallets of historic brick and do not expect to need more unless much brick is damaged		
9	when they are removed in order to rebuild the leaning brick wall in the alley.		
10			
11			
12			
13			
14			
15			
	Totals	\$16,125	\$7,500

☐ Additional pages are attached.



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

DETAILED REBUILDING PLAN (ONLY FOR DANGEROUS BUILDINGS GRANT APPLICATIONS)

Please explain what you will be rebuilding after the building is demolished. You must include a timeline for the rebuilding plan.

NOT APPLICABLE

☐ Additional pages are attached.

Applicant must read and initial the following:

web I understand that the grant funds must be used only for the project described in this application. The work must be completed within twelve (12) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Madison Board of Works and Safety.

web I understand that I must receive all required permits from the Office of Planning, Preservation, and Design and from the State of Indiana prior to beginning work on my project or I will forfeit any awarded grant monies.

web I understand that a failure to complete any project may result in the City of Madison placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s).

web I understand that if any plans to the project change or if the contractor changes, I must notify the Director of Planning prior to the project construction continuing.

web I understand that all property taxes must be current and that there cannot be any current tax liens against the property or current litigation between the City of Madison and the applicant. I understand that if one of these is not true, my application will not be considered for funds.

I certify that I have read the P.A.C.E. Program Guidelines and that all required documents are included in my final application packet.

Applicant(s) Signature

6/4/2023

Date

Documentation Review (Completed by Planning Office)

- ☐ Complete application
- ☐ Photographs of Property
- ☐ Project Plans (If required)
- ☐ Copies of Construction Quotes
- ☐ COA application filed (If applicable)
- ☐ Proof of Property Insurance
- ☐ Proof of Ownership (Deed)
- ☐ Certificate of Incorporation (If required)
- ☐ Unsafe Letter (If required)

Staff Notes

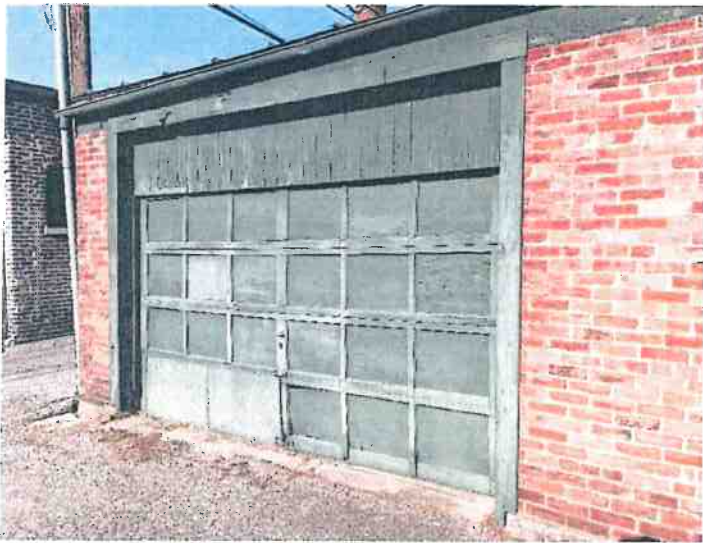
MAP

Image 4 of Sanborn Fire Insurance Map from Madison, Jefferson County, Indiana.

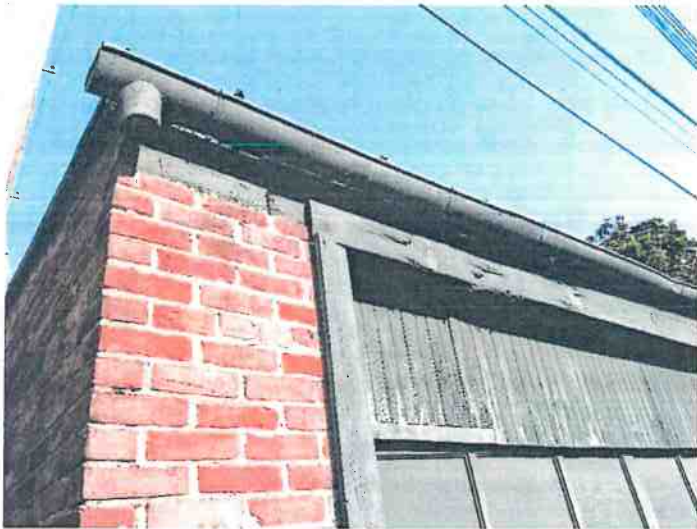
Image provided by: Library of Congress, Washington, DC

Link to the full image: https://www.loc.gov/resource/g4094mm.g4094mm_g024041886/?sp=4

 Share



Garage door in poor shape with rotted wood frame



Missing downspout and rotted wood on corner of garage



Rotted fascia boards on both buildings



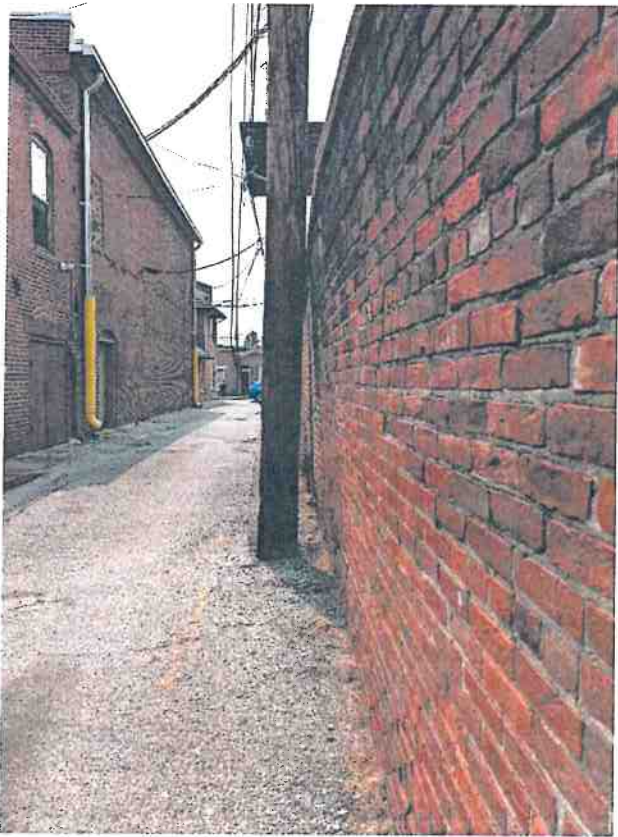
Water damaged door in Fountain Alley on Donkey Barn



Window cover doesn't close on Donkey barn, rotted fascia board, and brick work needed



Window on North side of garage needs repair



Wall leaning along Fountain Alley



Evidence of leaning wall along alley



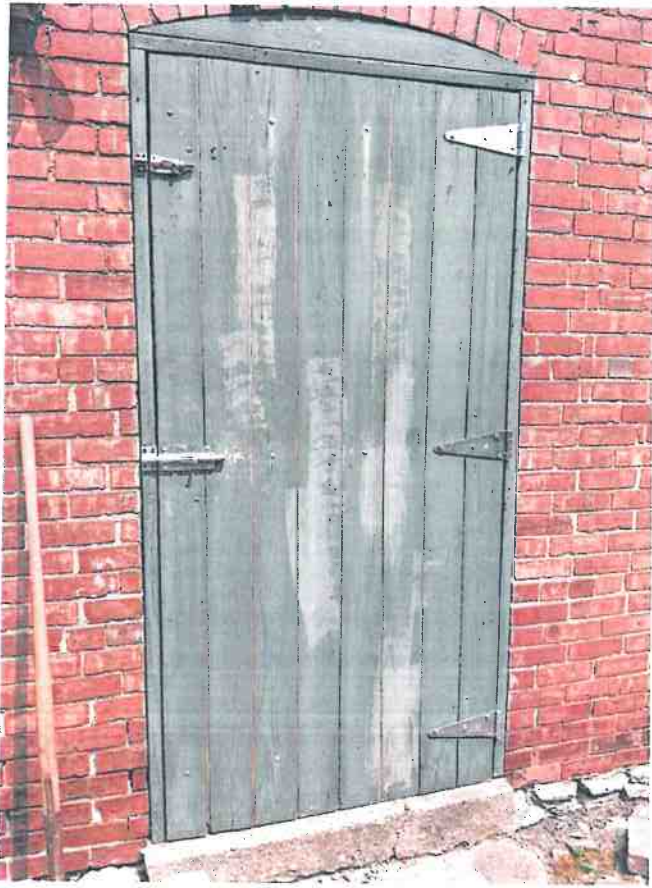
Water damaged door North side of Donkey barn



Door missing Southeast corner of Donkey Barn, more evidence of rotted fascia board



Rotted frame and window covering on North side of garage



Door on West side of garage is difficult to bolt shut



Mid Cities Overhead Door

508 East Lagrange Road | Hanover, Indiana 47243
(812) 866-6466 | britt.midcitiesohd@gmail.com | www.midcitiesdoor.com

RECIPIENT:

BILL BARNES

108 East 3rd Street
Madison, Indiana 47250

Quote #458

Sent on

Apr 18, 2023

Total

\$4,125.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
CHI 5283	CHI 5283; SHORT STAMPED CARRIAGE HOUSE SANDWICH DOORS; 2" THICK SECTIONS; TONGUE & GROOVE SECTION JOINTS; POLYSTYRENE INSULATION BONDED TO INTERIOR & EXTERIOR STEEL SKINS; R-VALUE = 9.65; BRACKET MOUNT TRACKS; SPADE DECORATIVE HARDWARE W/SCREWS (ALTERNATE DECORATIVE HARDWARE OPTIONS AVAILABLE FOR AN UPCHARGE - 4 STRAPS & 2 HANDLES) 12x8; 12R; TORSION; DARK OAK; NO WINDOWS; SPADE DECORATIVE HARDWARE SECURED WITH SCREWS; SEAL; ANGLE; INSTALLED	1	\$3,490.00	\$3,490.00
SOMMER EVO+ 8'	SOMMER EVO+ 2060; 8' RAIL; 1-REMOTE; 1-WALL BUTTON; 600 N (3/4 HP); INSTALLED	1	\$635.00	\$635.00

A deposit of \$2,062.50 will be required to begin.

1/2 DOWN REQUIRED; BALANCE DUE TIME OF INSTALLATION

2-4 WEEK LEAD TIME

(THIS MODEL/DOOR IS AVAILABLE IN DARK OAK, NATURAL OAK, WALNUT, CARBON OAK, DRIFTWOOD, & CEDAR AS WELL)

This quote is valid for the next 30 days, after which values may be subject to change.

Total

\$4,125.00

39-13-02-214-034.000-007
Parcel Number
39-13-02-214-034.000-007
Parent Parcel Number
0110371700

General Information
Barnes William Ernest Jr & Barnes Stacy
108 E 3rd St
Madison, IN 47250

Ownership
Barnes William Ernest Jr & Barnes Stacy Lee
108 E 3rd St
Madison, IN 47250

108 E THIRD St
510, 1 Family Dwell - Platted Lot

MADISON HISTORIC DISTRICT 2/
3906992-007
1/2

Notes

Transfer Of Ownership
Date Owner Doc ID Code Book/Page Sale Price
06/26/2017 Barnes William Ernes 2017/02333 \$200,000
08/26/2003 Stogner Douglas E & 2003/7043 \$122,500
01/01/1900 HINES, OPAL \$000

Legal
011-03717-00 37 FT E SIDE LOT 41 O
T
11-126-59

Property Class 510
1 Family Dwell - Platted Lot

Location Information
County Jefferson
Township MADISON TOWNSHIP
District 007 (Local)

School Corp
MADISON CONSOLIDATED
Neighborhood 3906992-007
MADISON HISTORIC DISTRICT 2

Location Address
108 E THIRD St
MADISON

Zoning
IN 47250

Characteristics
Topography Level
Public Utilities All
Streets or Roads Paved, Sidewalk

Printed Wednesday, May 31, 2023

RESIDENTIAL

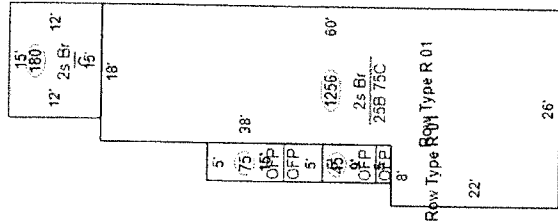
County	Jefferson	As Of Date	06/28/2022	06/28/2021	06/30/2020	06/26/2019	01/01/2018
Township	MADISON TOWNSHIP	Valuation Method	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod
		Equalization Factor					
		Notice Required					
District 007 (Local)		Land	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900
		Land Res(1)	\$8,900	\$8,900	\$8,900	\$8,900	\$8,900
		Land Non Res(2)	\$00	\$00	\$00	\$00	\$00
		Land Non Res(3)	\$00	\$00	\$00	\$00	\$00
School Corp		Improvement	\$155,400	\$147,100	\$142,500	\$142,500	\$152,700
		Imp Res(1)	\$155,400	\$147,100	\$142,500	\$142,500	\$152,700
		Imp Non Res(2)	\$00	\$00	\$00	\$00	\$00
		Imp Non Res(3)	\$00	\$00	\$00	\$00	\$00
		Total	\$164,300	\$156,000	\$151,400	\$151,400	\$161,600
		Total Res(1)	\$164,300	\$156,000	\$151,400	\$151,400	\$161,600
		Total Non Res(2)	\$00	\$00	\$00	\$00	\$00
		Total Non Res(3)	\$00	\$00	\$00	\$00	\$00
Location Address	108 E THIRD St						

General Information		Plumbing
Occupancy	Row Type R 01	
Description	Row Type R 01	
Story Height	2.00	Full Bath
Style	1 Federal	Half Bath
Finished Area	2872 sqft	Kitchen Sinks
		Water Heaters
		Add Fixtures
		Total
Floor Finish		

Floor Finish		Total
Bedrooms	4	4
Living Rooms	0	0
Dining Rooms	1	1
Family Rooms	0	0
Total Rooms	8	8

Heat Type	Wall Finish
Central Warm Air	

Roofing	
	7500
Exterior Features	
Description	Area
Porch, Open Frame	45
Porch, Open Frame	45
Porch, Open Frame	75
Porch, Open Frame	75



Cost Ladder		
Floor	Constr	Base Finish
1	Brick	1436
2	Brick	1436
3		
4		
1/4		
1/2		
3/4		
Attic		
Bsmt		314
Crawl		1122
Slab		0

Specialty Plumbing	
Description	Count Value

Summary Of Improvements						
Description	Year	Eff	Co	nd	Size	PC
Row Type R 01	1837	1837	1837	1837	1837	100%
	C 1837	1837	A			

Property Record Page (General)

printed 5/31/2023 (page 1 of 6)

Owner and General Parcel Information

Owner Name	Barnes William Ernest Jr & Barnes Stacy Lee
State Parcel Number	39-13-02-214-034.000-007
Parcel Number	39-13-02-214-034.000-007
Map Number	
Routing Number	34.000
Legal Description	011-03717-00 37 FT E SIDE LOT 41 O T 11-126-59
Acreage	0.0000
Location Address	108 E THIRD St MADISON,IN 47250-0000
Owner Address	108 E 3RD ST MADISON,IN 47250-3444



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

P.A.C.E.

Preservation & Community Enhancement Grant Program Midpoint Report

Purpose: Application is hereby made to request 50% of the funding from the PACE Program. Forms must be accompanied by at least two photos showing the progress and one photo of the front of the building.

APPLICANT INFORMATION

Date: 6/4/23
Property Owner Name: MARILYN HANCO
Mailing Street Address: 10791 S US 421
City: MADISON State: IN Zip: 47250
Phone (Preferred): (812) 621-7816 Phone (Alternate): _____
Email: MEMCHANCE19@gmail.com

PROJECT INFORMATION

Street Address: 523/525 West Street
Total Cost of Project (include all costs to complete the entire project): 79,000⁰⁰
Estimated Date of Completion of Work: _____
☐ Hilltop ☒ Downtown

GRANT INFORMATION

☒ Rehabilitation (Downtown) Grant ☐ Curb Appeal (Hilltop) Grant ☐ Dilapidated Structures Grant ☐ Dangerous Buildings Grant

Total Amount of Grant Awarded (can be obtained from the office): _____

DESCRIPTION OF THE PROJECT

Please describe the project elements that have been completed so far.

Truck Painting
Prep + Paint outside
Plaster Removal

☐ Additional pages are attached.



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

DETAILED PROJECT BUDGET WORKSHEET

List all major tasks that have been complete of the Project. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1	Trick pointing	38,000	
2	Paint	16,000	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	Totals		

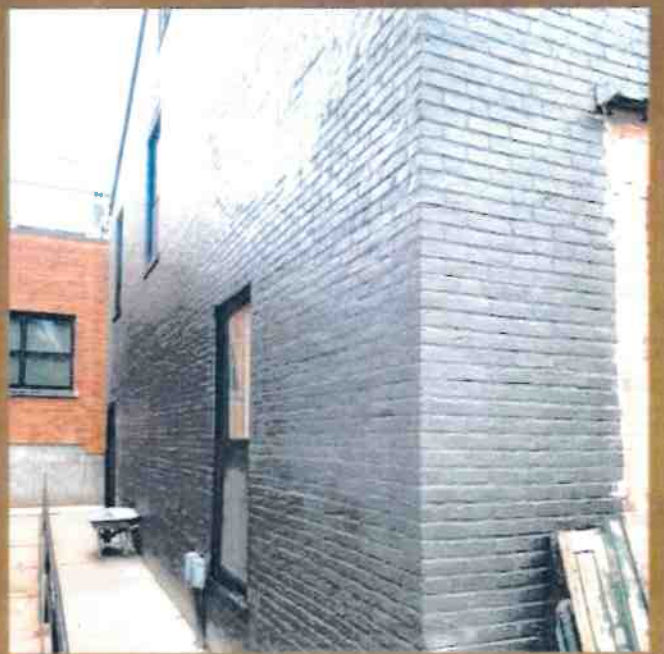
☐ Additional pages are attached.

I understand that the grant funds must be used only for the project described in this application. The work must be completed within twelve (12) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Madison Board of Works and Safety. I understand that a failure to complete any project may result in the City of Madison placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s). I understand that if any plans to the project change, I must notify the Director of Planning.

Marilyn Henne
Applicant(s) Signature

6/05/2023
Date







MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

P.A.C.E. Preservation & Community Enhancement Grant Program Midpoint Report

Purpose: Application is hereby made to request 50% of the funding from the PACE Program. Forms must be accompanied by at least two photos showing the progress and one photo of the front of the building.

APPLICANT INFORMATION

Date: ~~proposed date~~ 27 Sept 2023
Property Owner Name: Trevor and Van Crafton
Mailing Street Address: 304 Broadway St
City: Madison State: IN Zip: 47250
Phone (Preferred): 812 801 1007 Phone (Alternate): 812 801 1480
Email: Jvcrafton@yahoo.com / Trevorcrafton123@gmail.com

PROJECT INFORMATION

Street Address: 912 W 1st St
Total Cost of Project (include all costs to complete the entire project): \$125,000
Estimated Date of Completion of Work: April 1, 2024
☐ Hilltop ☒ Downtown

GRANT INFORMATION

☐ Rehabilitation (Downtown) Grant ☐ Curb Appeal (Hilltop) Grant ☒ Dilapidated Structures Grant ☐ Dangerous Buildings Grant
Total Amount of Grant Awarded (can be obtained from the office): \$25,000

DESCRIPTION OF THE PROJECT

Please describe the project elements that have been completed so far.

912 W 1st St is deemed unsafe and dilapidated. We have completely gutted the inside, siding, windows, doors, reinforced weak areas, designated property lines for each property, and rebuild with like kind materials approved by HBDR.

☐ Additional pages are attached.



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

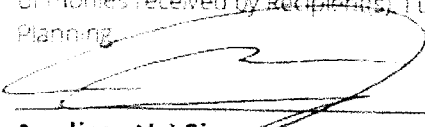
DETAILED PROJECT BUDGET WORKSHEET

List all major tasks that have been complete of the Project. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1	Aluminum Clad Sun Brand Windows	\$8,000	
2	New wooden doors	\$4,500	
3	Shingle Roof	\$12,000	
4	demolition	\$16,000	
5			
6			
7			
8			
9			
10			
11			
12			
	Totals	\$40,500	\$25,000

☐ Additional pages are attached.

I understand that the grant funds must be used only for the project described in this application. The work must be completed within twelve (12) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Madison Board of Works and Safety. I understand that a failure to complete any project may result in the City of Madison placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s). I understand that if any plans to the project change, I must notify the Director of Planning.


Applicant(s) Signature

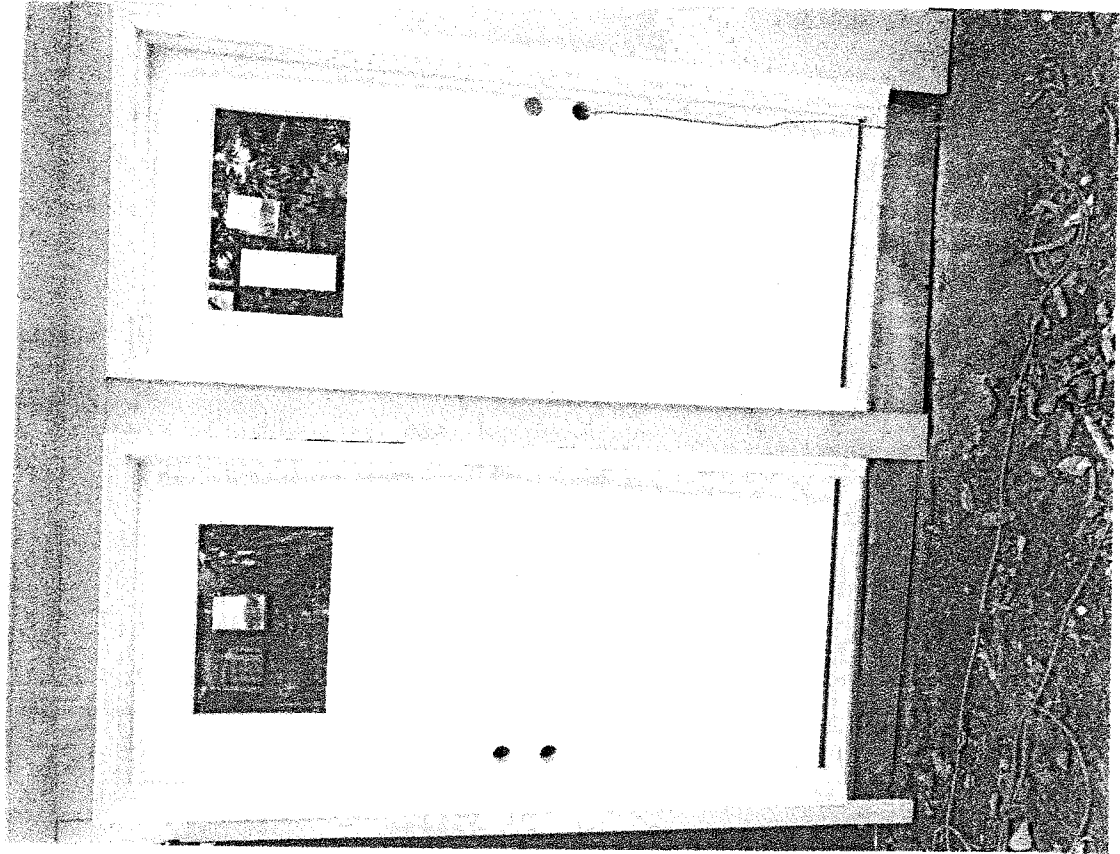
27 Sept 2023
Date

From: [Trevor B. Crafton](#)
To: [Nicole Schell](#); [Nicole Schell](#); [Jonathan Crafton](#)
Subject: 912 & 914 W 1st 1/2 finished
Date: Tuesday, September 26, 2023 5:42:36 PM

Nicole

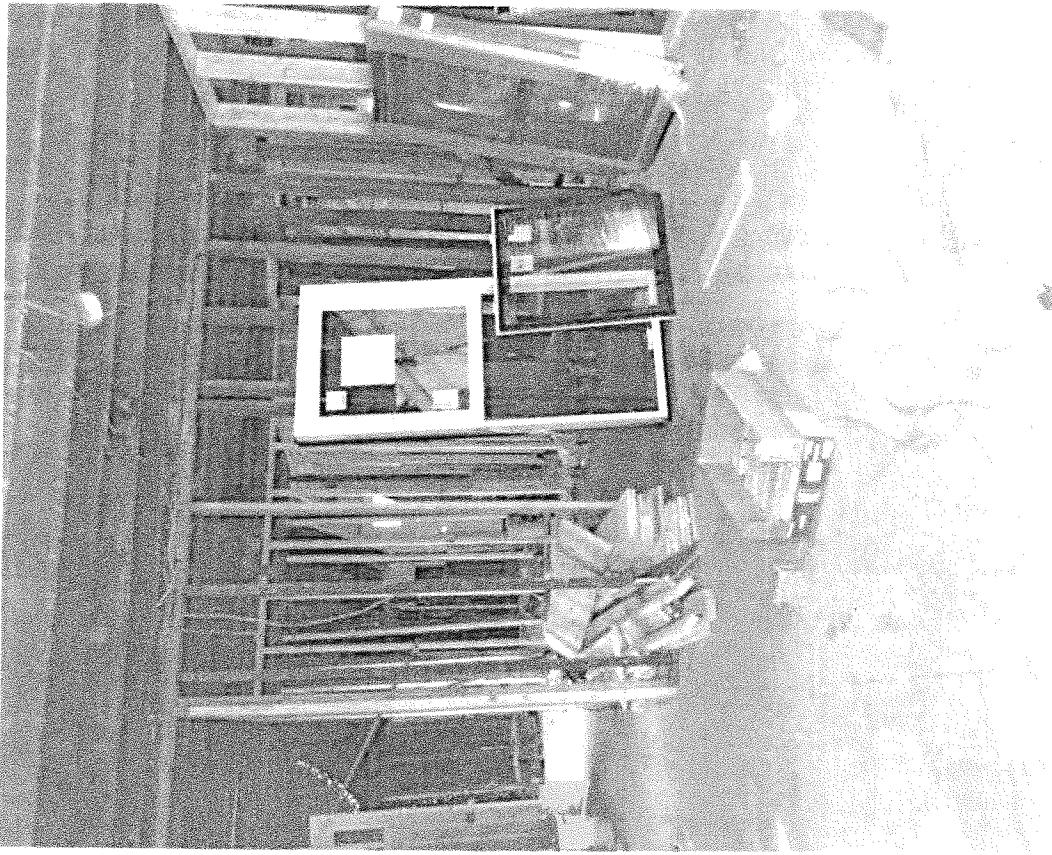
Would you be so kind to send me the continuing application for these two homes? We are halfway through. The inspection came back 52% completed. Please find attached all photos that are updated.













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Planning, Preservation and Design

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Madison, IN 47250
(812) 265-8324

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Phone (Preferred): 812 801 1007 Phone (Alternate): 812 801 1480
Email: JVCrafton@yahoo.com / Trevorcrafton123@gmail.com

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☐ Hilltop ☒ Downtown

GRANT INFORMATION

☐ Rehabilitation (Downtown) Grant ☐ Curb Appeal (Hilltop) Grant ☒ Dilapidated Structures Grant ☐ Dangerous Buildings Grant

Total Amount of Grant Awarded (can be obtained from the office): \$25,000

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Please describe the project elements that have been completed so far.

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☐ Additional pages are attached.



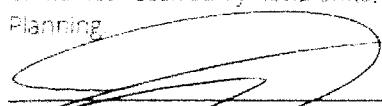
DETAILED PROJECT BUDGET WORKSHEET

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11			
12			
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Applicant(s) Signature

27 Sept 23
Date

From: [Trevor B. Crafton](#)
To: [Nicole Schell](#); [Nicole Schell](#); [Johnathan Crafton](#)
Subject: 912 & 914 W 1st 1/2 finished
Date: Tuesday, September 26, 2023 5:42:36 PM

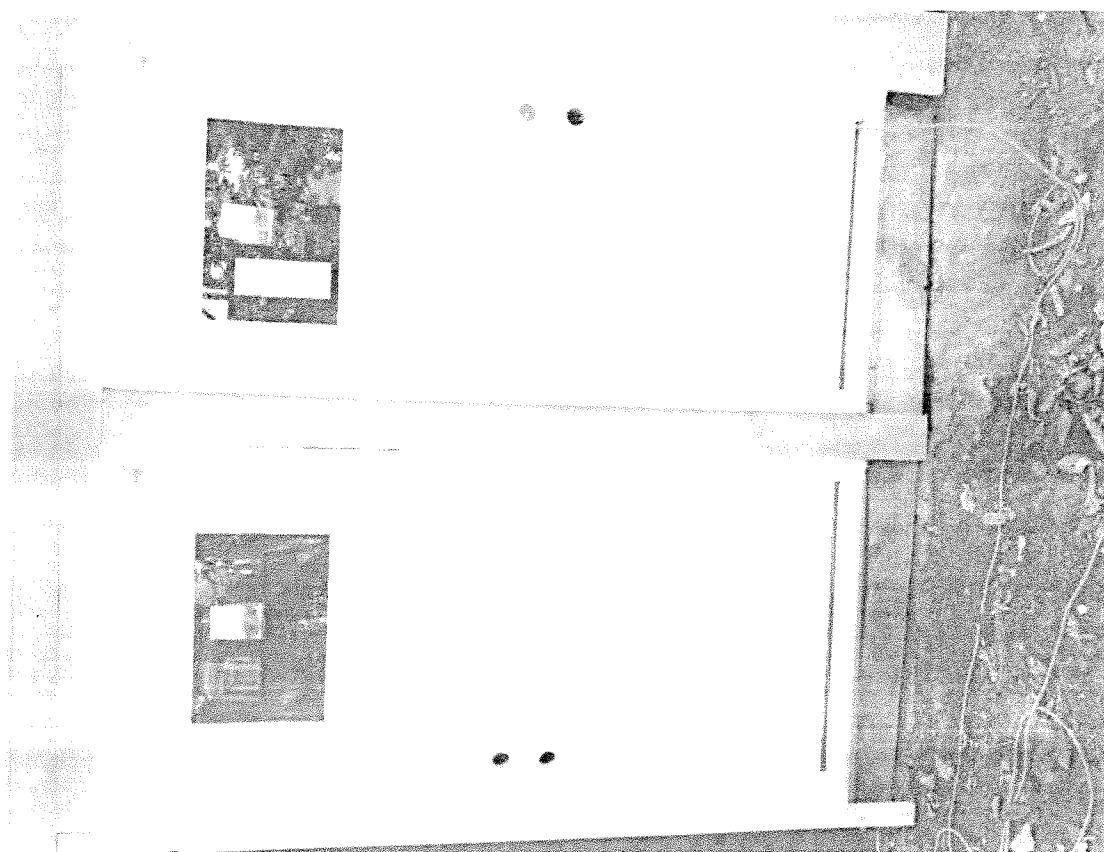
Nicole

Would you be so kind to send me the continuing application for these two homes? We are halfway through. The inspection came back 52% completed. Please find attached all photos that are updated.













P.A.C.E. Preservation & Community Enhancement Grant Program Final Report

Purpose: Application is hereby made to request the funding from the PACE Program. Forms must be accompanied by at least four photos showing the progress and one photo of the front of the building. Copies of all invoices and receipts must also be submitted.

APPLICANT INFORMATION

Date: 9-21-2023
Property Owner Name: Shirley Smalley
Mailing Street Address: 510 W. Main St
City: Madison State: IN Zip: 47250
Phone (Preferred): 812-274-4059 Phone (Alternate): 317-653-0095
Email: chiefsmalley@aol.com

PROJECT INFORMATION

Street Address: 510 W. Main St
Total Cost of Project (include all costs to complete the entire project): _____
Estimated Date of Completion of Work: 9-20-2023
☐ Hilltop ☒ Downtown

GRANT INFORMATION

☒ Rehabilitation (Downtown) Grant ☐ Curb Appeal (Hilltop) Grant ☐ Dilapidated Structures Grant ☐ Dangerous Buildings Grant

Total Amount of Grant Awarded (can be obtained from the office): \$7500.00
Was a midpoint report submitted for this project? ☐ Yes ☒ No Told I didn't need

DESCRIPTION OF THE PROJECT

Please describe the project elements that have been completed. If a midpoint report was submitted, only include the list of project elements completed since that report was submitted.

1. home foundation was repaired & sealer applied
2. some rotten wood was replaced at base of porch columns and on porch floor
3. all exterior wood in home was repainted, new lattice-work
4. new exterior awnings

☒ Additional pages are attached.



DETAILED PROJECT BUDGET WORKSHEET

List all major tasks that have been complete of the Project. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor. If a midpoint report was submitted, only include the tasks completed since that report was submitted.

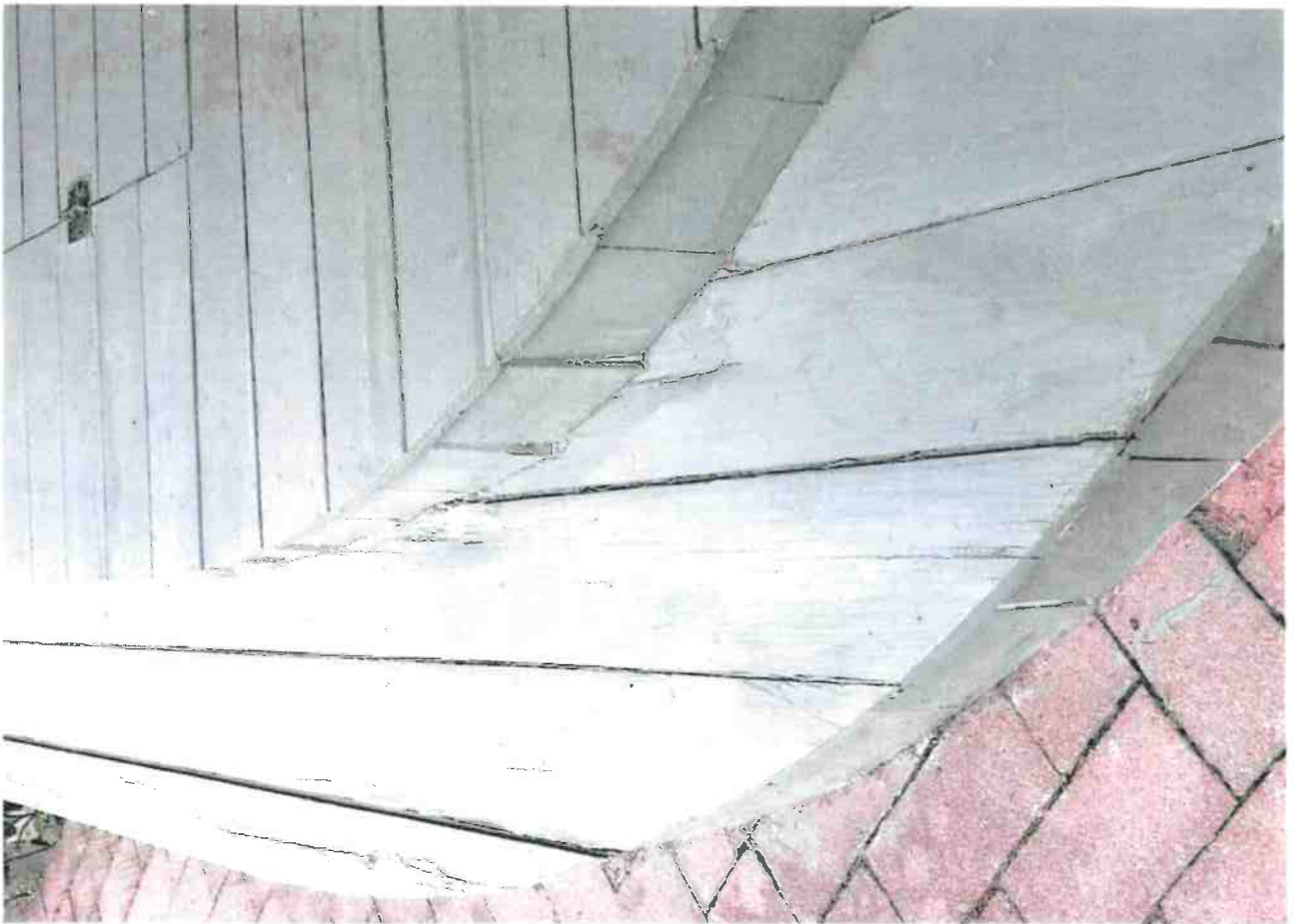
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	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	Totals		

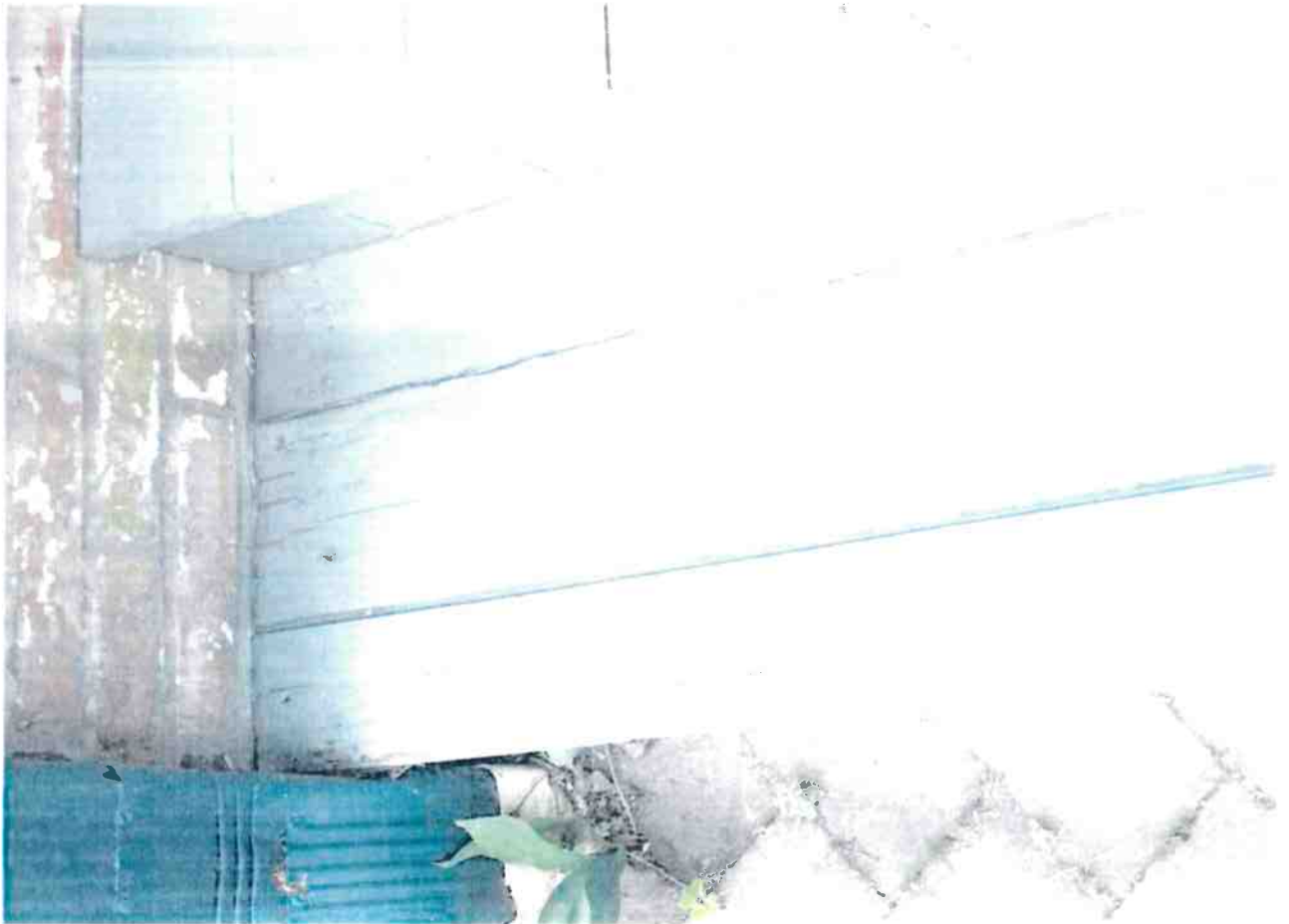
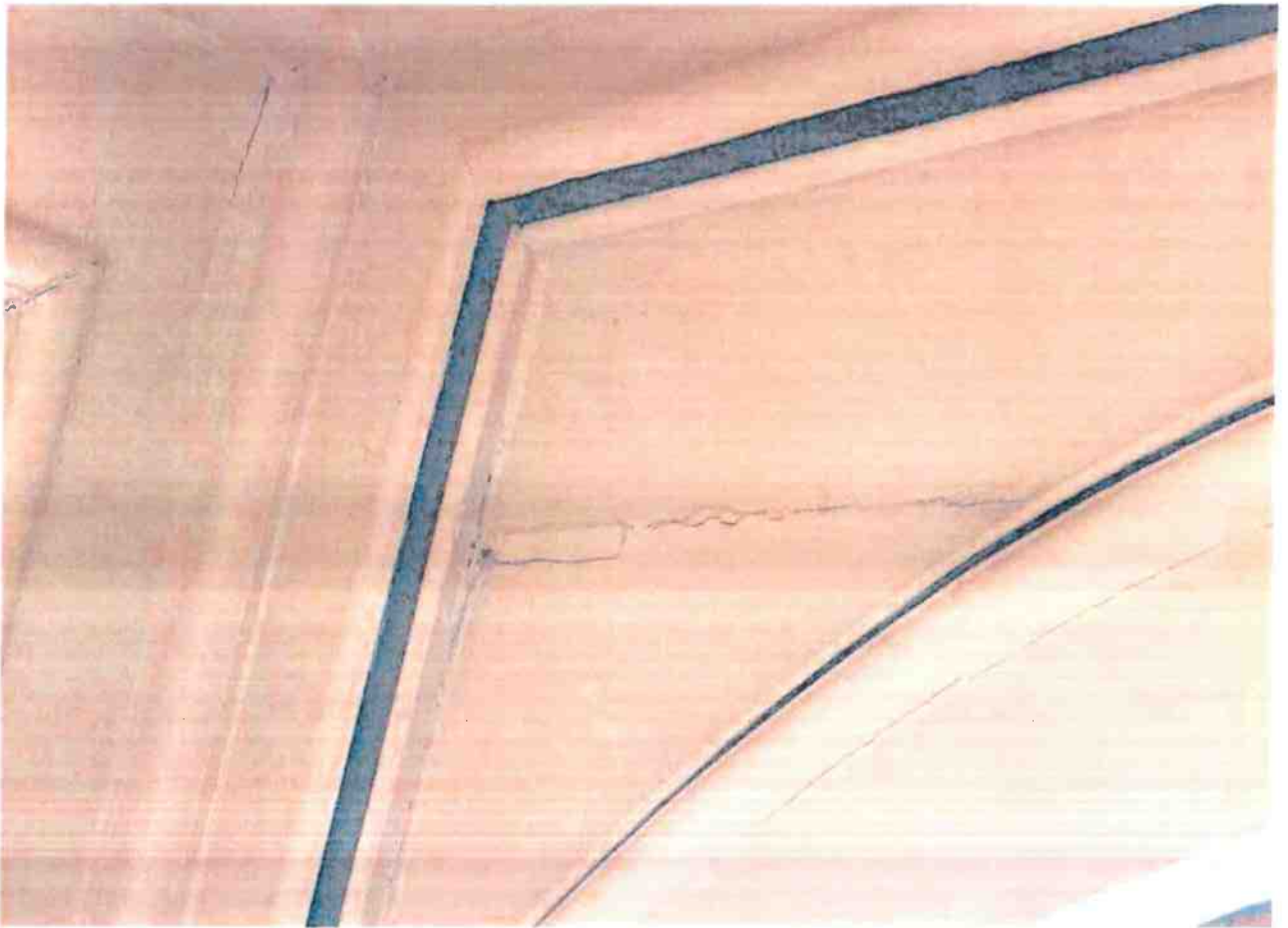
☐ Additional pages are attached

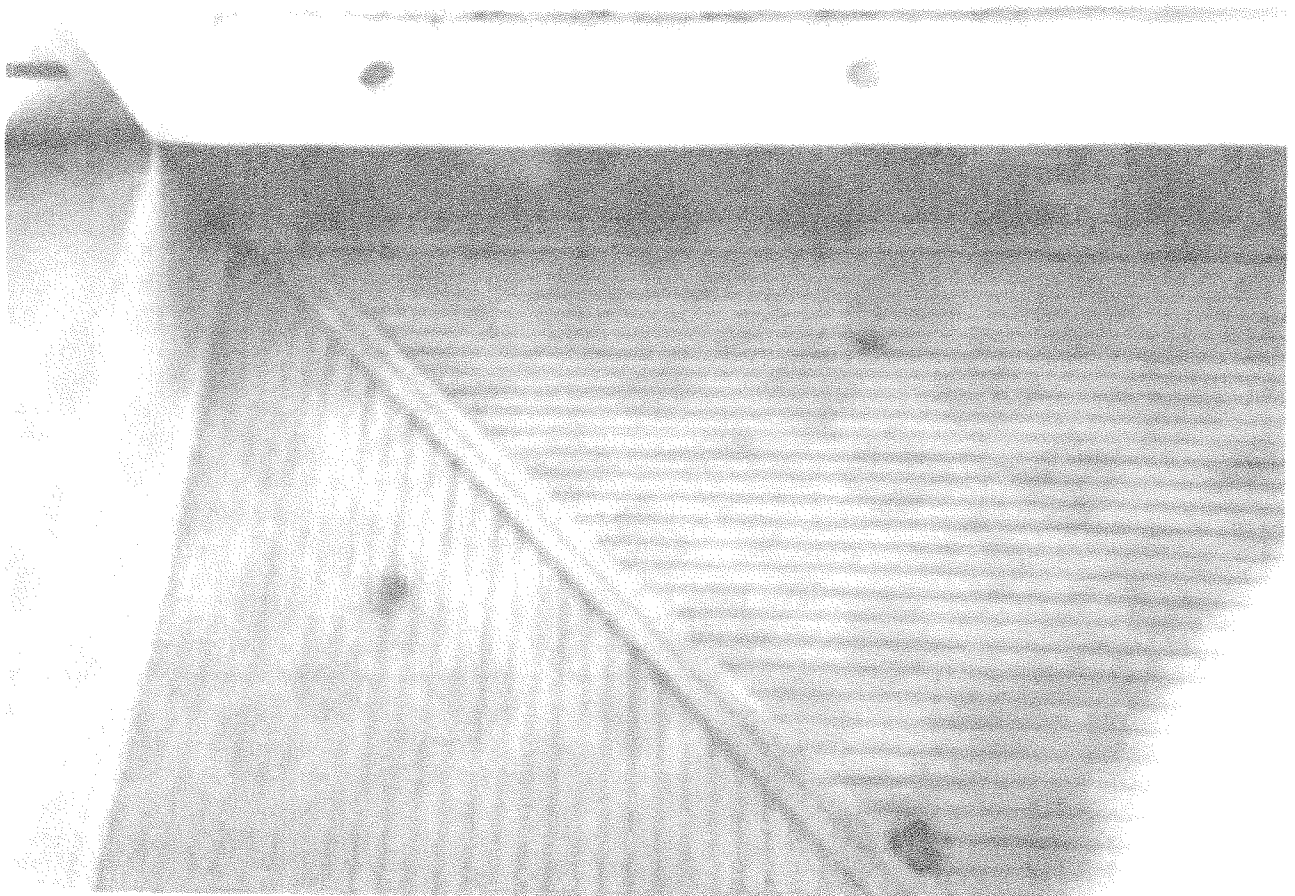
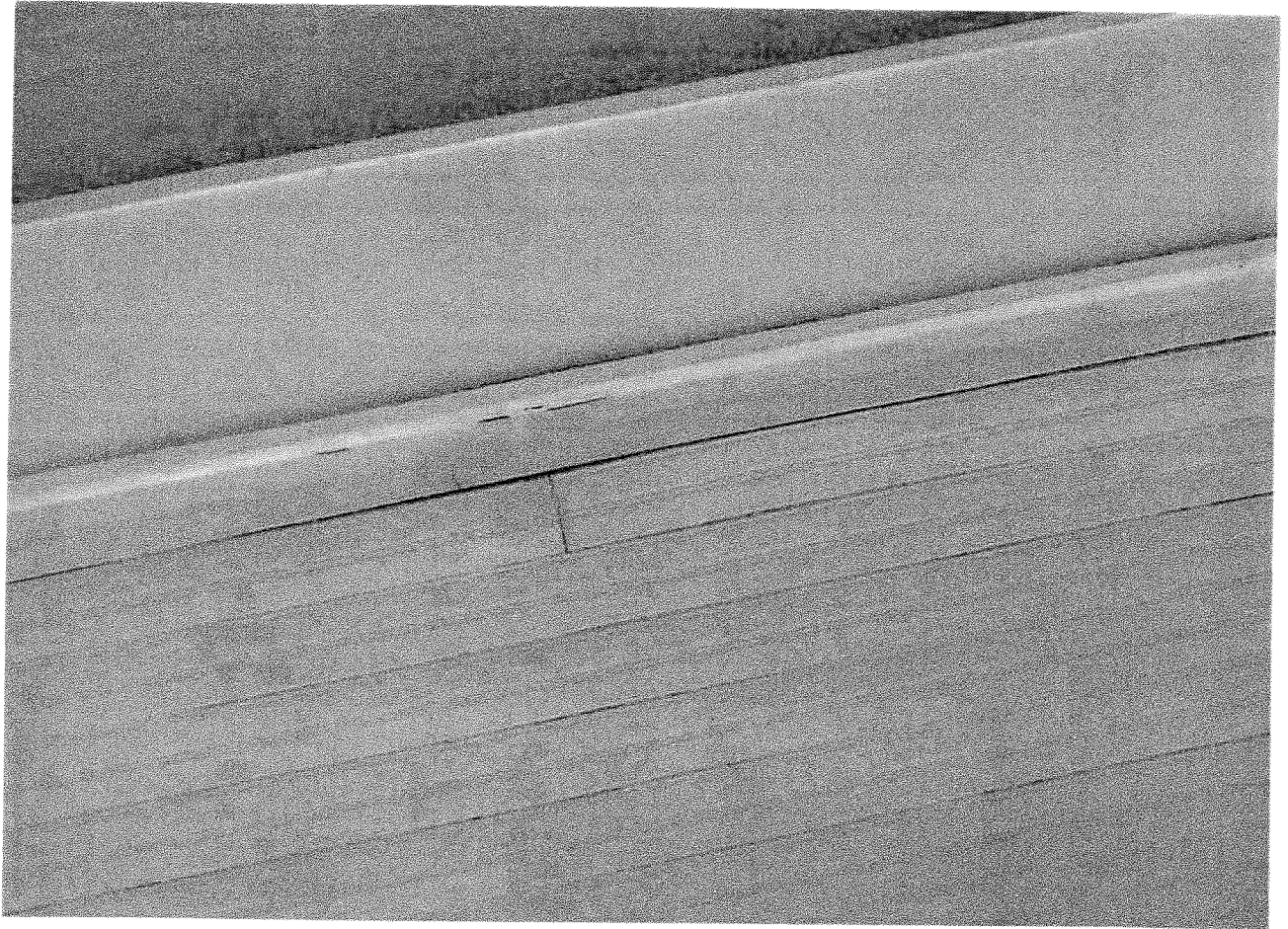
I certify that the project was completed and that all required documents are included in my final report packet.

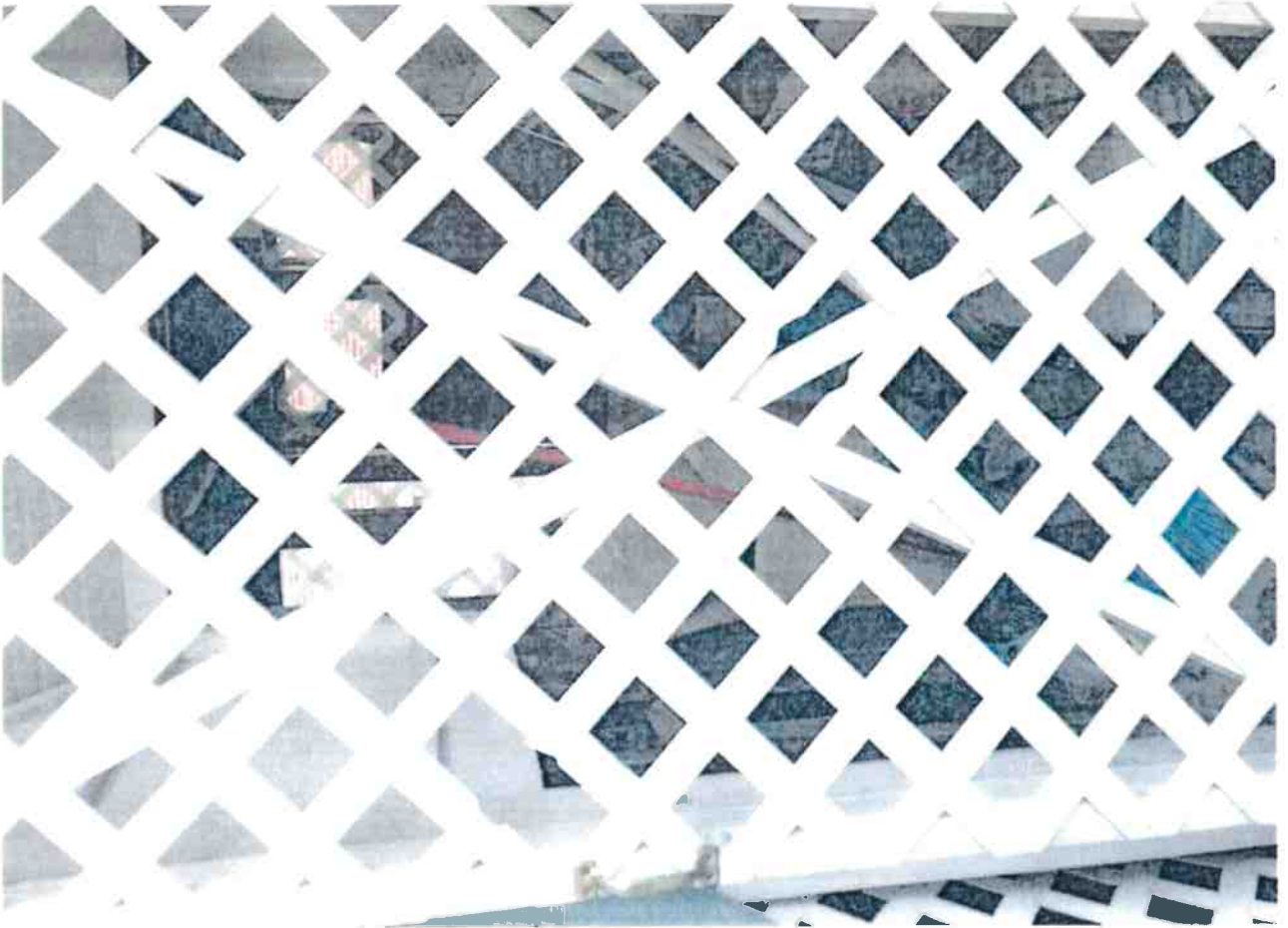
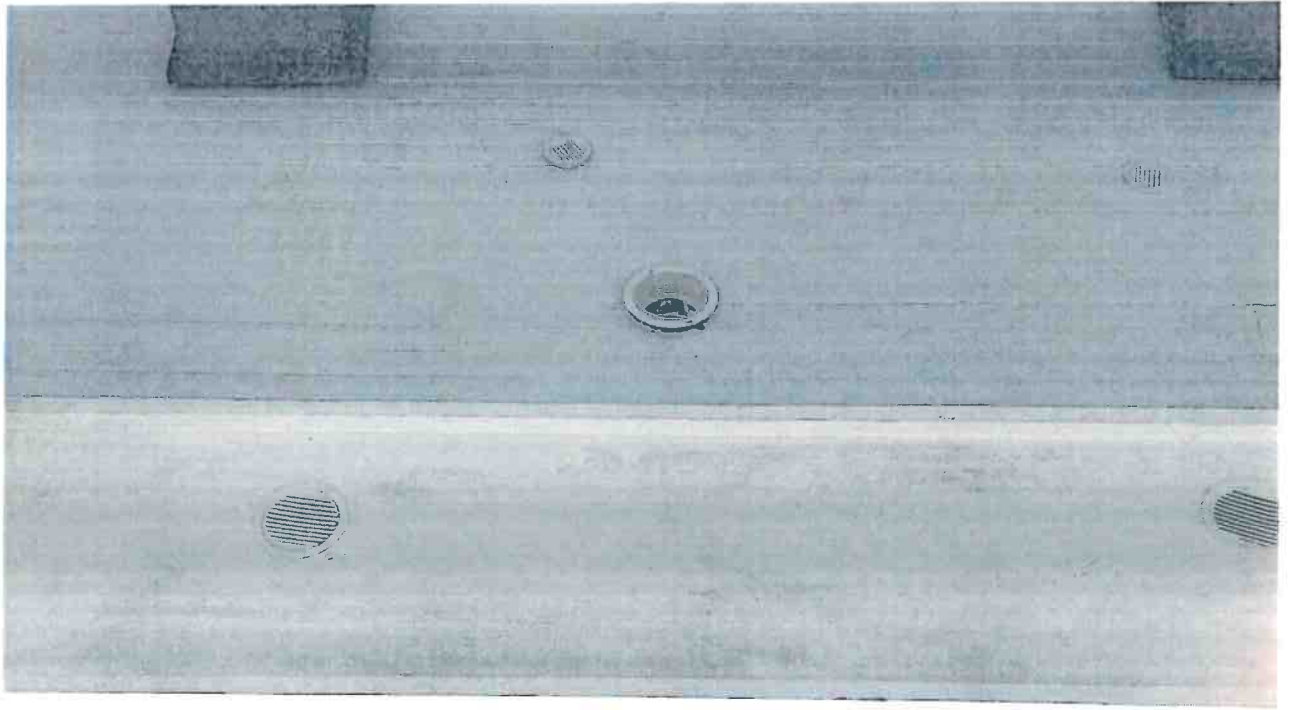
Applicant(s) Signature

Date

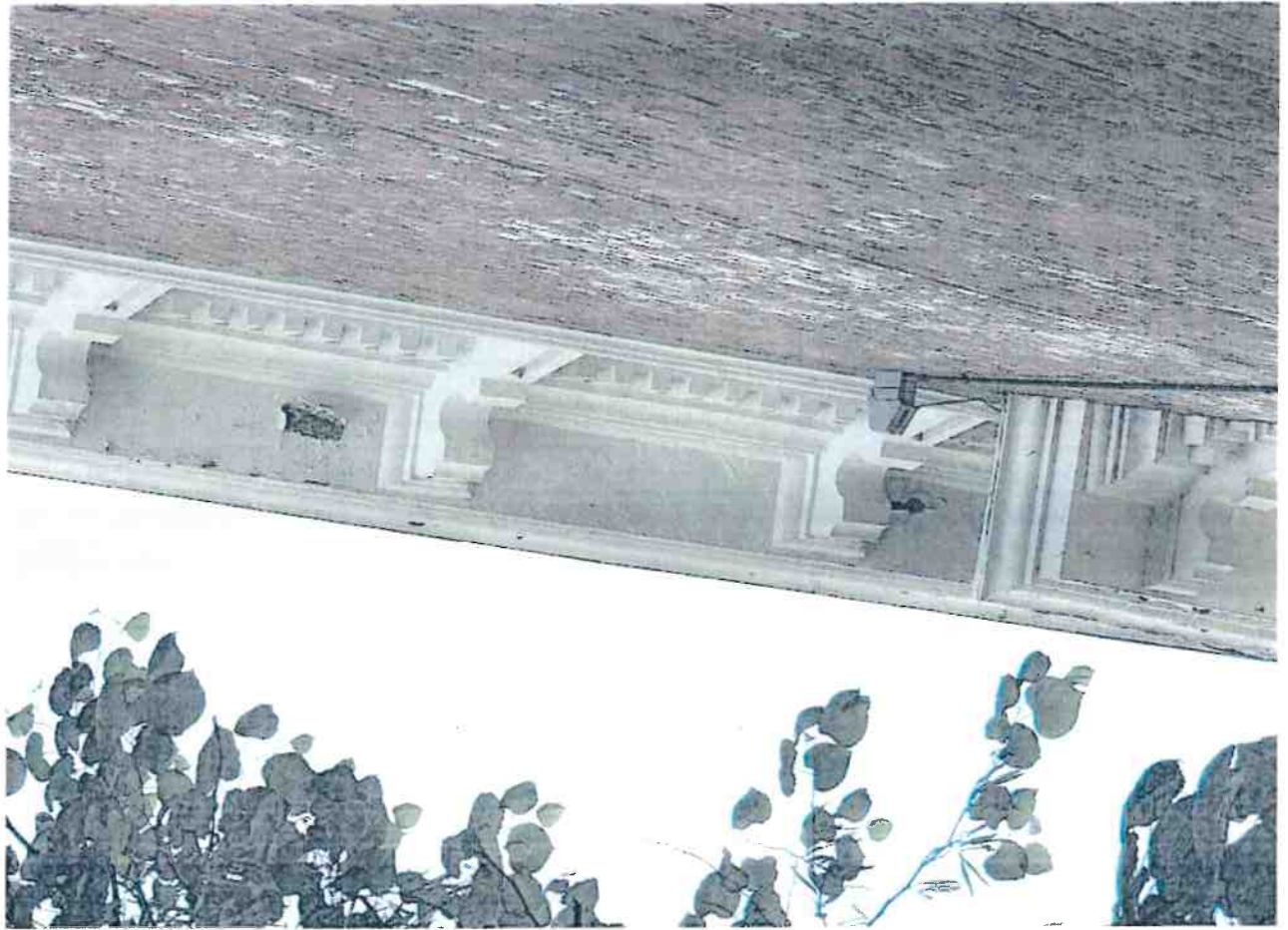


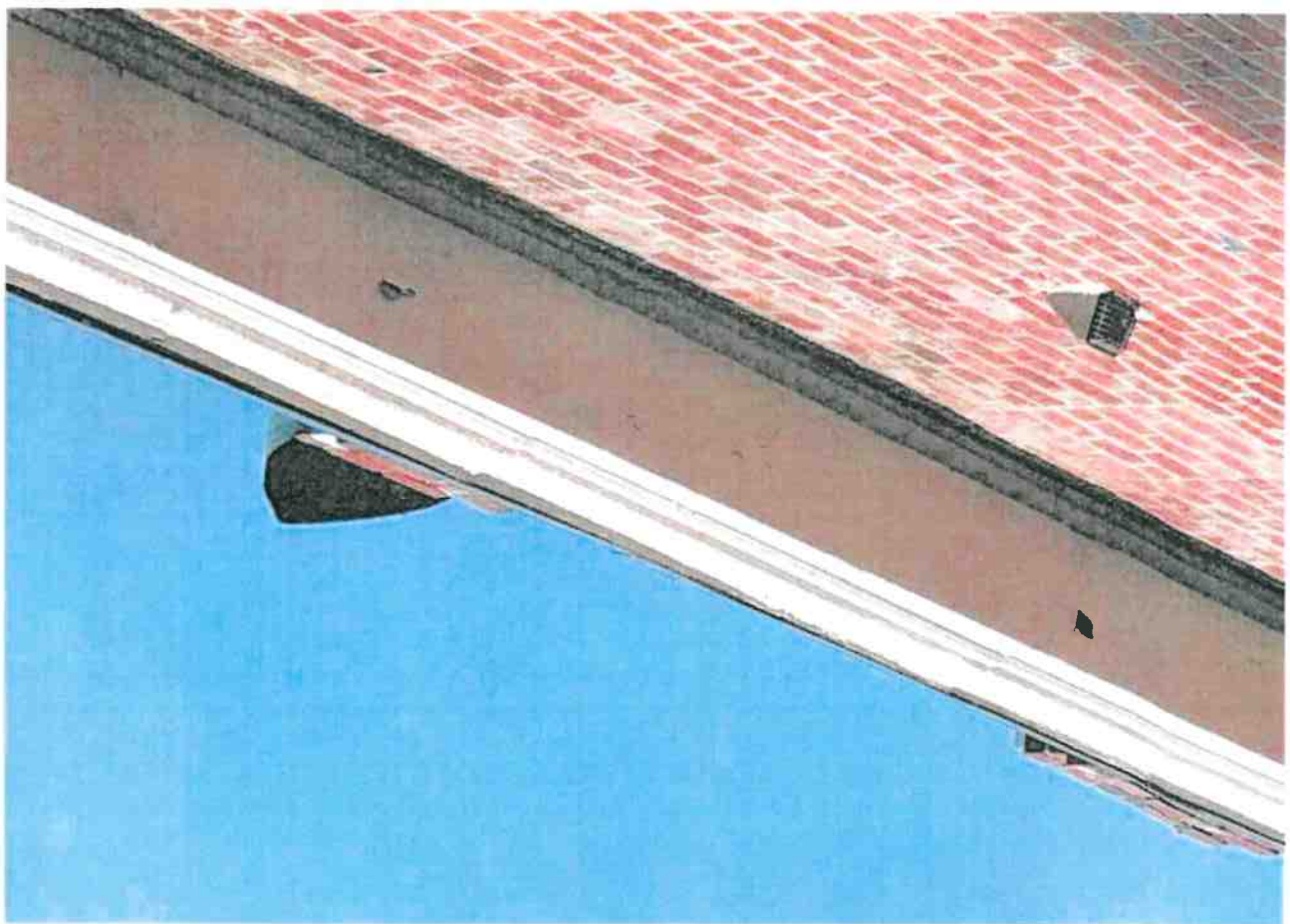
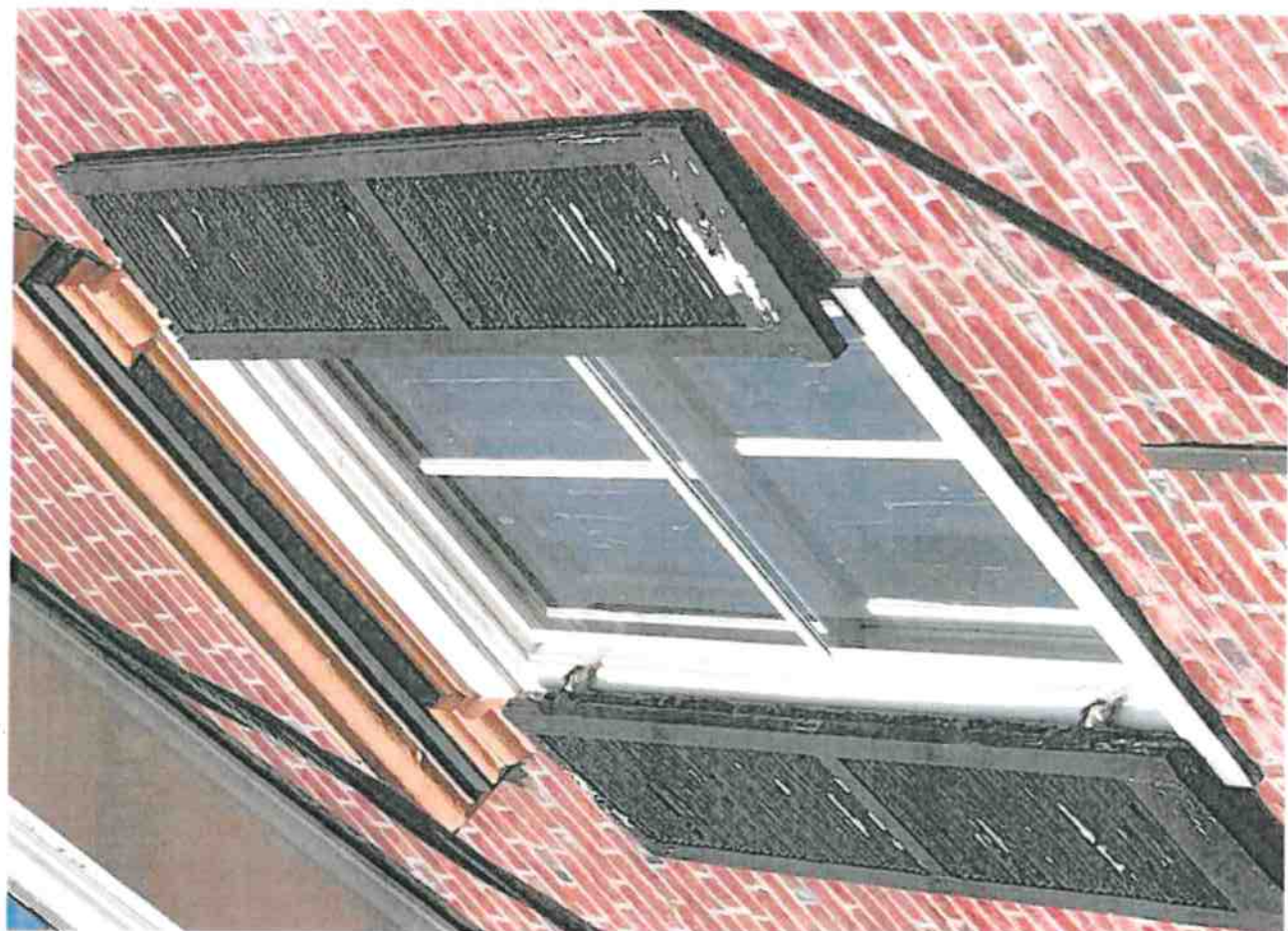


















510 W. Main St. Shirley Smalley

Details of costs
See attached receipts + checks

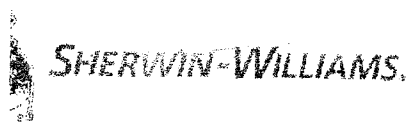
contractor		
Charles Maple	8-11-23	\$ 48 46.00
	7-28-23	4000.
	9-6-23	1000.
	9-10-23	4300.
	9-20-23	600
		<hr/> 14,746

paint + materials		
I purchased	8-9	87.61
that was supposed	8-31	3.77
to be provided	9-02	164.52
by Charles Maple	9-5	100.86
	9-7	69.34
		<hr/> 426.10

Martin Cortez is
hired to touch up paint
on porches where
paint was applied
poorly + did not
cover. Charles never
got around to fix
these areas.

80.00
75.00
<hr/> 155.00

total cost of project
\$1,5327.10



SHERWIN-WILLIAMS



SHERWIN-WILLI

MADISON Store 701982

MADISON Store 701982

MADISON Store 701982

742 CLIFTY DR
MADISON IN 47250 1613
(812)265-2834
Fax (812) 273-5965
www.sherwin-williams.com

742 CLIFTY DR
MADISON IN 47250 1613
(812)265-2834
Fax (812) 273-5965
www.sherwin-williams.com

742 CLIFTY DR
MADISON IN 47250 1613
(812)265-2834
Fax (812) 273-5965
www.sherwin-williams.com

11:26am
09/02/23
10
PO# SMALLEY

Order # OE0141801Q701982
PAINT PRO'S
Account XXXX-1634-5
Job 1 PAINT PRO'S

898 GALLON A32W253
P&F EN SATIN DEEP
4.00 @ 38.44 153.76

Color: SW6467 KENDAL GREEN

Location: 160-C6

CCE*Color Cast 02 32 64 128

B1 Black 2 20 - -

B2 New Green 6 10 - 1

H1 Raw Umber - 10 - 1

V3 Deep Gold 2 23 - 1

Sher-Color Formula

IL BEFORE TAX 153.76

IX SALES TAX:1-154725002 10.76
\$164.52

CARD -164.52

Shirley Smalley

XXXXXXXXXXXX5268

01207Z

ead

0000041010

008000

587001220000A350000000000000FF

STORE HOURS

10:00 AM - 4:00 PM

- FRIDAY 7:00 AM - 7:00 PM

IV 8:00 AM - 5:00 PM

are subject to Sherwin-Williams

SALE 10:11am
Tran # 7341-7 08/09/23
E18/11294 10
COURTNEY

Order # OE0141190Q701982
C&M PAINTING
Account XXXX-7267-9
Job 1 C&M PAINTING

6512-67252 GALLON A87W1351
SPR INT SA EXTRA
2.00 @ 40.94 81.88
Color: Custom LIGHT YELLOW COLOR MATCH

CCE*Color Cast 02 32 64 128

H1 Raw Umber - 10 1 -

V1 Yellow - 3 - -

V3 Deep Gold - 16 - -

Custom Sher-Color Formula Match

SUBTOTAL BEFORE TAX 81.88

7.000% SALES TAX:1-154725002 5.73
TOTAL \$87.61

MASTER CARD -87.61

Shirley Smalley

C/C# XXXXXXXXXXXX5268

Auth # 90903Z

Chip Read

No PIN

ATD:00000000041010

TVR:0000000000

IRD:01106070012200000000000000FF

TSI:E800

STORE HOURS

SUNDAY 10:00 AM - 4:00 PM

MONDAY - FRIDAY 7:00 AM - 7:00 PM

SATURDAY 8:00 AM - 5:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

SALE
Tran # 8892-6
E99/14415
Ruth

Order # OE0141859Q701982
PAINT PRO'S
Account XXXX-1634-5
Job 1 PAINT PRO'S

6500-47632 GALLON A84T154
SPR EXT GL ULTRA
2.00 @ 47.11
Color: SW6383 GOLDEN RULE

CCE*Color Cast 02 32 64 128

V1 White 2 1 -

B1 Black - 2 -

R2 Maroon - 1 1

V3 Deep Gold 6 58 1

Sher-Color Formula

SUBTOTAL BEFORE TAX

7.000% SALES TAX:1-154725002 6.61
TOTAL 100.86

MASTER CARD

Shirley Smalley

C/C# XXXXXXXXXXXX5268

Auth # 31508Z

Chip Read

No PIN

ATD:00000000041010

TVR:0000000000

IRD:01106070012200000000000000FF

TSI:E800

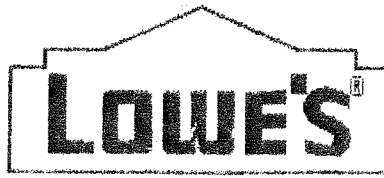
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SUNDAY 10:00 AM - 4:00 PM

MONDAY - FRIDAY 7:00 AM - 7:00 PM

SATURDAY 8:00 AM - 5:00 PM

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LOWE'S HOME CENTERS, LLC
511 IVY TECH DRIVE
NADISON, IN 47250 (812) 801-2000

- SALE -

SALES#: S1735HRU 4412864 TRANS#: 24066769 09-07-23

858815 1-INX6-1INX12-FT #2 SPF 12	12.15
13.48 DISCOUNT EACH	-1.35
954434 5-GAL LOWES BUCKET-UNITED	4.48
4.98 DISCOUNT EACH	-0.50
217181 10.1-02 ALEX FAST DRY WHI	14.25
5.28 DISCOUNT EACH	-0.53
3 @ 4.75	
68118 HM 29CT NO6 A 1-5/8IN PH	4.48
4.98 DISCOUNT EACH	-0.50
728360 PURDY 9 1/2-IN WD ROLLER	12.40
13.78 DISCOUNT EACH	-1.38
23531 QUIKRETE 10-FL 02 CONCRETE	4.48
4.98 DISCOUNT EACH	-0.50
2660871 DV F1 2-IN PH #1 TR BITS	6.28
6.98 DISCOUNT EACH	-0.70
136975 1/2X.194X1/2 NYLN SPCK CT	3.52
0.98 DISCOUNT EACH	-0.10
4 @ 0.88	
137022 5/8X1/4X3/8 NYLN SPCK CT	2.78
1.54 DISCOUNT EACH	-0.15
2 @ 1.39	

SUBTOTAL:	64.80
TAX:	4.54
INVOICE 23094 TOTAL:	69.34
CASH:	70.00
CHANGE:	0.66

TOTAL DISCOUNT: 7.22
STORE: 1735 TERMINAL: 23 09/07/23 08:12:49
OF ITEMS PURCHASED: 15
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
FOR DETAILS ON OUR RETURN POLICY, VISIT
LOWES.COM/RETURNS
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE
AT OUR CUSTOMER SERVICE DESK

STORE MANAGER: SHONTY M BROWN

LOWE'S PRICE PROMISE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEPROMISE

* SHARE YOUR FEEDBACK! *
* ENTER FOR A CHANCE TO BE *
* ONE OF FIVE \$500 WINNERS DRAWN MONTHLY *
* VISIT LOWES.COM/SHAREYOURFEEDBACK *
* PARA SER UNO DE LOS CINCO GANADORES DE \$500 *

*Replacement of
speakers for new stall
window gates*



LOWE'S HOME CENTERS, LLC
511 IVY TECH DRIVE
NADISON, IN 47250 (812) 801-2000

- MILITARY - PERSONAL USE SALE -

- SALE -

SALES#: S17351JK 4909749 TRANS#: 160999026 08-31-23

136975 1/2X.194X1/2 NYLN SPCK CT	3.52
0.98 DISCOUNT EACH	-0.10
4 @ 0.88	

SUBTOTAL:	3.52
TOTAL TAX:	0.25
INVOICE 85524 TOTAL:	3.77
M/C:	3.77

TOTAL DISCOUNT: 0.40

THANK YOU FOR YOUR
MILITARY SERVICE

MC: XXXXXXXXXXXX5268 AMOUNT: 3.77 AUTHCD: 611362
CH/P REFID: 173510524154 08/31/23 17:08:19
TUR : 0000008800
TSI : E800 AID : A0000000041010

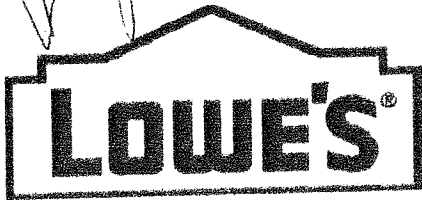
STORE: 1735 TERMINAL: 10 08/31/23 17:08:26
OF ITEMS PURCHASED: 4
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
FOR DETAILS ON OUR RETURN POLICY, VISIT
LOWES.COM/RETURNS
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE
AT OUR CUSTOMER SERVICE DESK

LOWE'S PRICE PROMISE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEPROMISE

replacement (lost)
of hooks for
pouch



LOWE'S HOME CENTERS, LLC
511 IVY TECH DRIVE
MADISON, IN 47250 (812) 801-2000

- MILITARY - PERSONAL USE SALE -
- SALE -

SALES#: S1735HML 3804625 TRANS#: 275691941 09-12-23

785038 HM 1-1/4-IN ANTIQUE BRASS 2.14
2.38 DISCOUNT EACH -0.24
44606 LOW E ULTR PLTNN GRAY 4-IN 0.02

SUBTOTAL: 2.16
TOTAL TAX: 0.15
INVOICE 76248 TOTAL: 2.31
M/C: 2.31

TOTAL DISCOUNT: 0.24

THANK YOU FOR YOUR
MILITARY SERVICE

MC: XXXXXXXXXXXX5266 AMOUNT: 2.31 AUTHCD: 902162
CHIP REFID: 173507248370 09/12/23 10:06:10
TVR: 0000008800
TSI: E800 AID: A0000000041010

STORE: 1735 TERMINAL: 07 09/12/23 10:06:20
OF ITEMS PURCHASED: 2
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



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FOR DETAILS ON OUR RETURN POLICY, VISIT
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AT OUR CUSTOMER SERVICE DESK

LOWE'S PRICE PROMISE
FOR MORE DETAILS, VISIT LOWES.COM/PRICEPROMISE

812-406-0411

Ticket: 9528 Cashier: 836275
Date: 9/1/23 Time: 4:26 PM
Store: 2569
Register: 14

Item	Qty	Price	Amount
RICH SOLARIUM COLSEN SONOMA			
18378620	7.000	21.99	46.18
DB Sale 70% off			(107.75)
RICH MCHUSK LAGOON			
17286675	1.500	21.99	9.90
DB Sale 70% off			(23.09)
COAT DD XP A P 250 YD CRUISE BLUE			
09233982	1	3.99	3.99

Subtotal 60.07
State 4.19
Total 64.26

Mastercard

*****5382
Auth #: 00118B
Transaction Type: Sale
Auth Time: 4:26 PM
***** PURCHASE *****
APPROVED

Total: \$64.26

Card Type: MASTERCARD
Card Entry: CHIP
Acct #: *****5382
Approval Code: 00118B

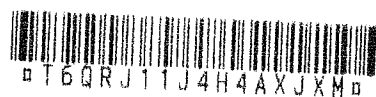
***** EMV PURCHASE *****
App Label: Mastercard
Mode: Issuer

AID: A0000000041010
TVR: 0000008000
IAD: 151060700122000067DA00000000000000FF
TSI: E800
ARC: 00
AC: 2A691914FEEFB1C8
CVM: 1E0300
Change 0.00

You have saved 130.84

Sold Item Count = 9.5

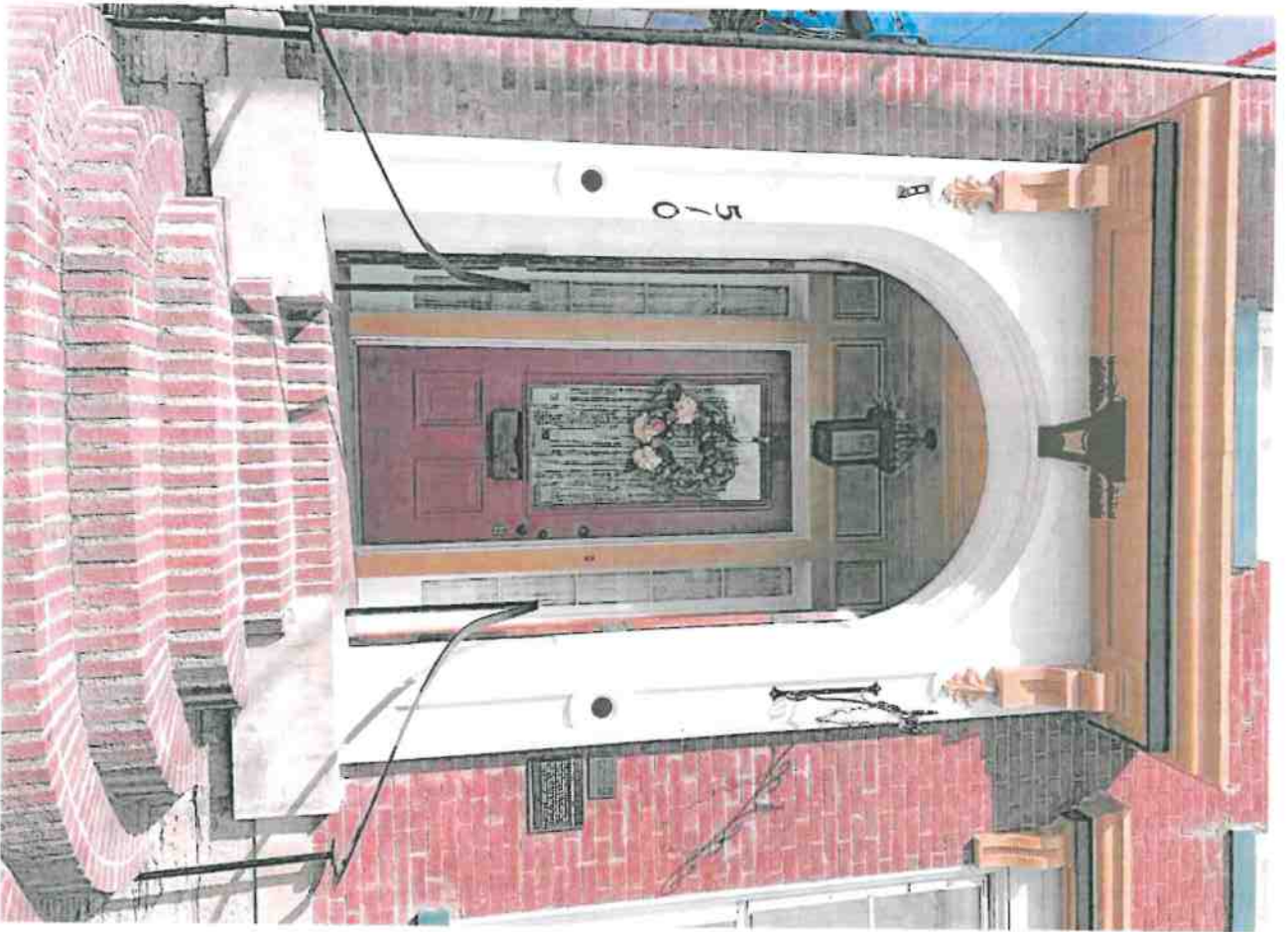
Did our service measure up? Tell us!
joann.com/storesurvey



Customer Copy

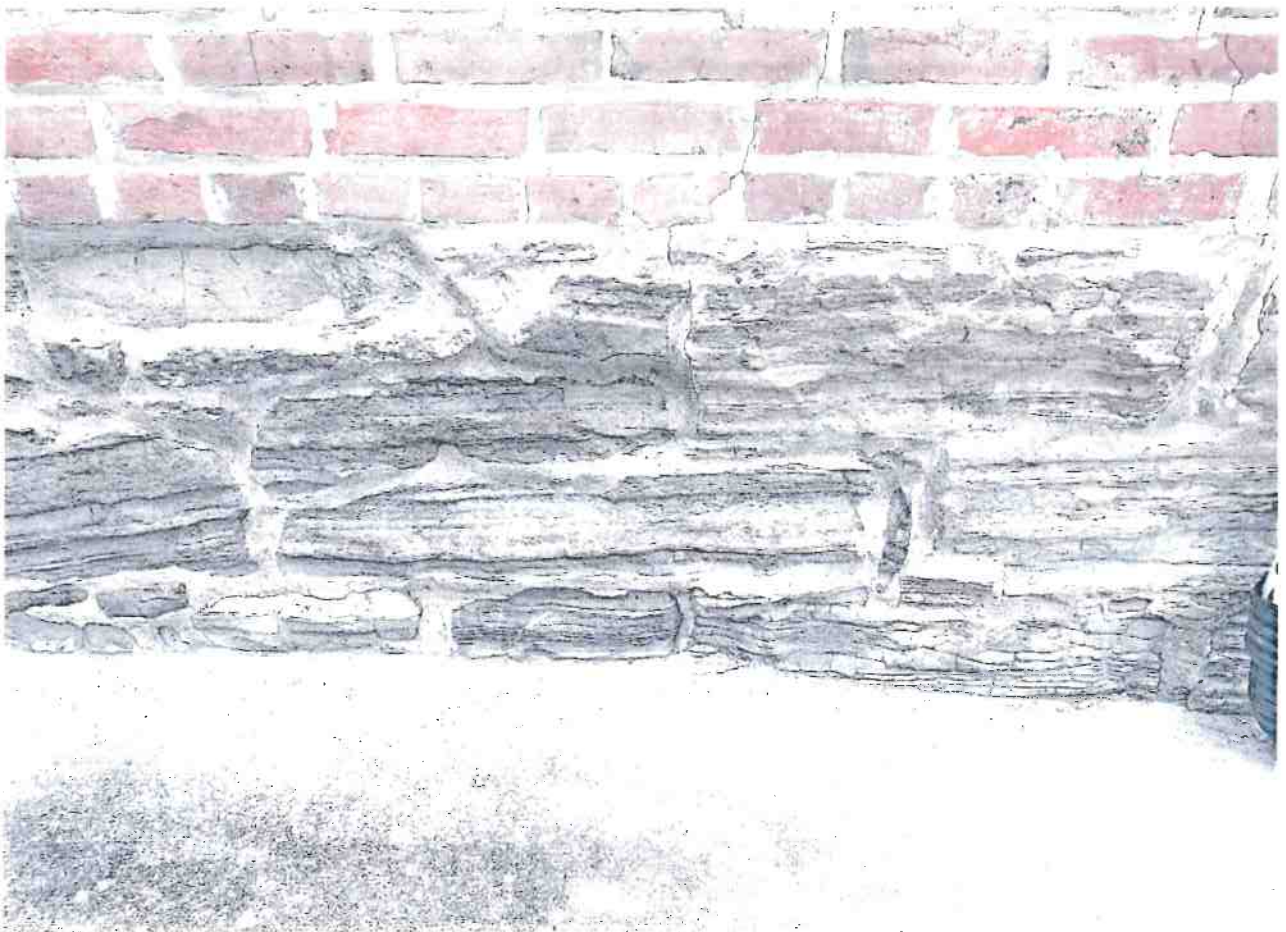
2nd receipt
10.00

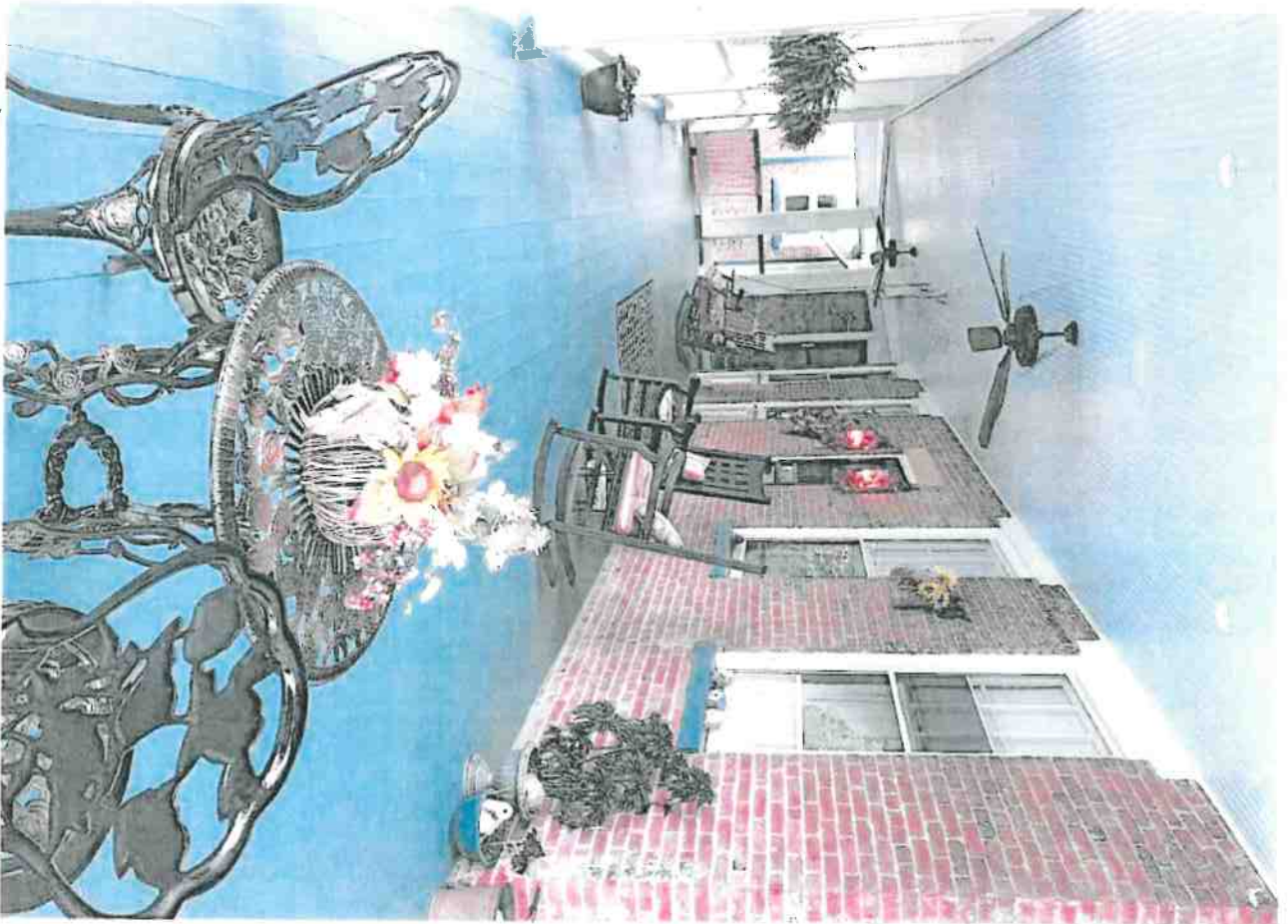
fabrics for new outdoor awning

















MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

P.A.C.E.

Preservation & Community Enhancement Grant Program Final Report

Purpose: Application is hereby made to request the funding from the PACE Program. Forms must be accompanied by at least four photos showing the progress and one photo of the front of the building. Copies of all invoices and receipts must also be submitted.

APPLICANT INFORMATION

Date: 10/6/23

Property Owner Name: 4-H Acquisitions, LLC

Mailing Street Address: 419 S Zoar Church Road

City: Madison

State: IN

Zip: 47250

Phone (Preferred): 630-854-8726

Phone (Alternate): _____

Email: 4jmsa@gmail.com or shannon@firemanagementinc.com

PROJECT INFORMATION

Street Address: 217-219 E Main Street

Total Cost of Project (include all costs to complete the entire project): 21,081.61

Estimated Date of Completion of Work: 8/21/23

☐ Hilltop

☒ Downtown

GRANT INFORMATION

☐ Rehabilitation
(Downtown) Grant

☐ Curb Appeal
(Hilltop) Grant

☐ Dilapidated
Structures Grant

☐ Dangerous
Buildings Grant

Total Amount of Grant Awarded (can be obtained from the office): _____

Was a midpoint report submitted for this project?

☐ Yes

☒ No

DESCRIPTION OF THE PROJECT

Please describe the project elements that have been completed. If a midpoint report was submitted, only include the list of project elements completed since that report was submitted.

Painted and repaired all windows and doors facing the alley and the rear of the building. Cleaned and painted the 3 story fire escape. Repaired and painted the foundation a the front of the building.

☐ Additional pages are attached.



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

DETAILED PROJECT BUDGET WORKSHEET

List all major tasks that have been complete of the Project. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor. If a midpoint report was submitted, only include the tasks completed since that report was submitted.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1	Paint from Sherwin Williams	257.18	
2	Paint Pro's Invoice for Windows, doors and fire escape	15,000.00	
3	Invoice for lift rental from RCS	4,098.77	
4	Materials from Lowe's	225.66	
5	Paint Pro's Invoice for foundation paint	1,500.00	
6			
7			
8			
9			
10			
11			
12			
	Totals	21,081.61	

☐ Additional pages are attached.

I certify that the project was completed and that all required documents are included in my final report packet.

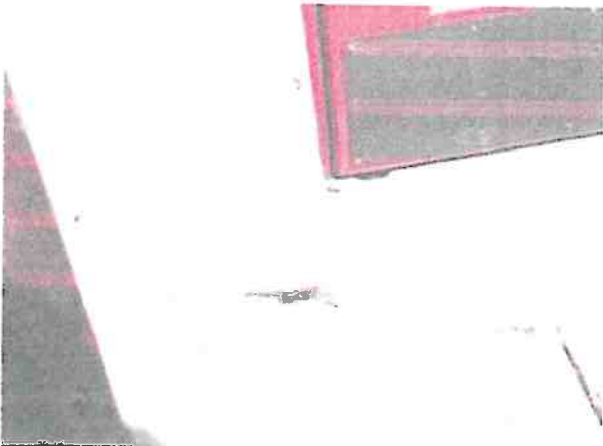
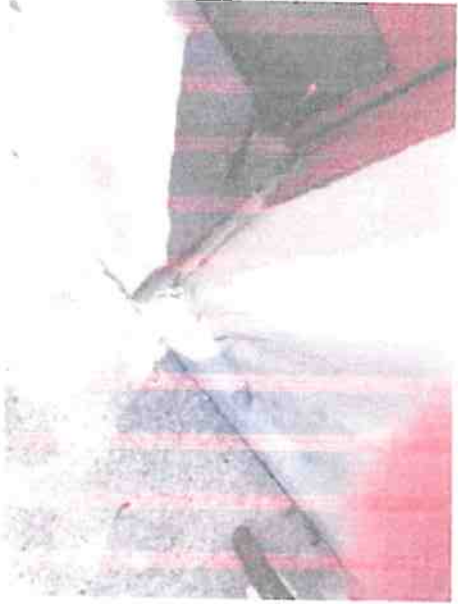
Shannon Romozi
Applicant(s) Signature

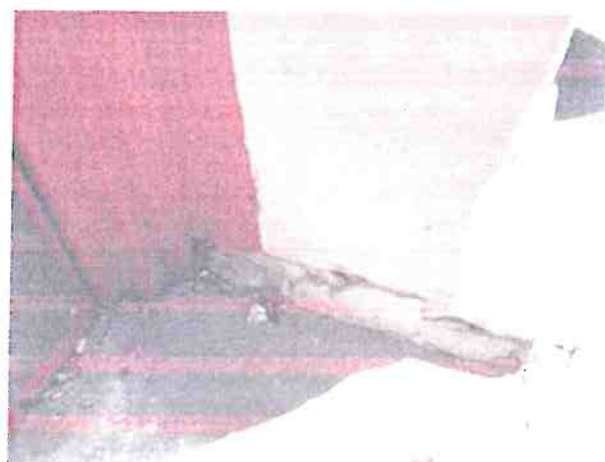
10/06/23
Date

Shannon Romozzi

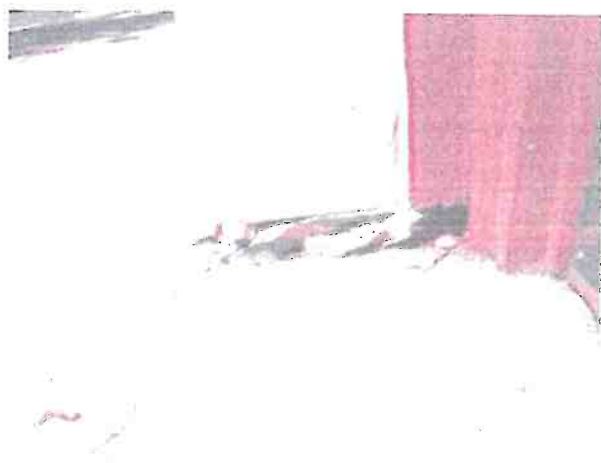
From: ~~Shannon Spence <westwindshannon@gmail.com>~~
Sent: Thursday, September 22, 2022 11:22 AM
To: Shannon Romozzi
Subject: Main Foundation

Foundation Repair

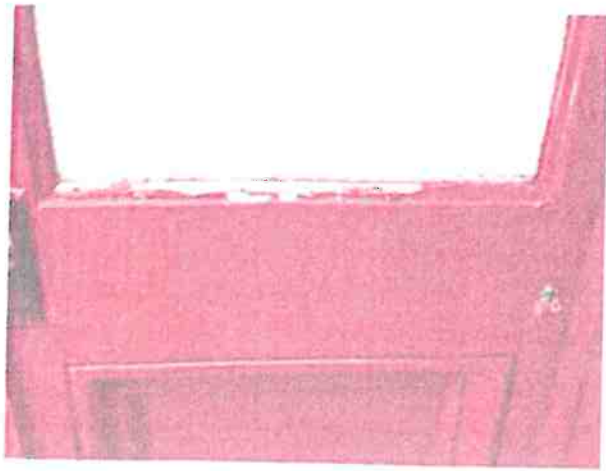




Foundation Repair



Shannon



Shannon

Door & Window Repair & Paint
I couldn't get more pictures
because of the height.

Shannon

D + W Repair



Shannon Romozzi

From: ~~Shannon Spence <shannon@red.com>~~
Sent: Thursday, September 22, 2022 11:20 AM
To: Shannon Romozzi
Subject: Main Paint

D + W Repair





Transaction Details: #64482233
Placed April 14, 2023 | \$225.66

Order Details

Completed

Completed Date: Friday, Apr 14, 2023

Madison Lowe's

511 Ivy Tech Drive,

Madison, IN, 47250

~~\$222.00~~ \$210.90

Saved \$11.10 with Laripctoff

Pro Series Fall Protection Kit
Item #1336052 Model #20815
\$111.00 /ea. QTY 2

Payment Method

LAR
***** 0001

Order Summary (2 items)

PO / Job Name	MASONIC LODGE
Subtotal	\$210.90
Tax	\$14.76
Total Billed	\$225.66



SHERWIN-WILLIAMS.

MADISON Store 701982

742 CLIFTY DR
MADISON IN 47250 1613
(812)265-2834
Fax (812) 273-5985
www.sherwin-williams.com

SALE 11:01am
Tran # 4459-0 04/04/23
E13/11294 10
Bobbie PO# MASONIC BLOG

Order # 0E0138445Q701982
PAINT PRO'S
Account XXXX-1634-5
Job 1 PAINT PRO'S

6512-01600 GALLON K62T654
LATITUDE EXT SA UD
1.00 @ 57.74 57.74
Color: Custom MATCH DARK RED

CCE*Color Cast 02 32 64 128
B1 Black - 25 - 1
R2 Maroon 4 23 1 1
R3 Magenta 4 14 - -

Custom Sher-Color Formula Match

6504-26604 140624052 EACH
4.5 JUMBO-UF 3-B 2PK
1.00 @ 6.79 6.79
Discount (X15.00) -1.02
916-1753 1620-12 EACH
HANDY ROLLER CUP LIN
1.00 @ 3.99 3.99
Discount (X15.00) -0.60
916-1720 1600-6 EACH
HANDY ROLLER CUP
1.00 @ 4.99 4.99
Discount (X15.00) -0.75

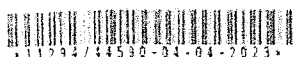
SUBTOTAL BEFORE TAX 71.14
7.000% SALES TAX:1-154725002 4.98
TOTAL \$76.12
CASH TENDERED -77.00
CHANGE DUE 0.88

STORE HOURS

SUNDAY 10:00 AM - 4:00 PM
MONDAY - FRIDAY 7:00 AM - 7:00 PM
SATURDAY 8:00 AM - 5:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

Thank You
receipt required for refund



REPRINT
04/10/2023



SHERWIN-WILLIAMS.

MADISON Store 701982

742 CLIFTY DR
MADISON IN 47250 1613
(812)265-2834
Fax (812) 273-5985
www.sherwin-williams.com

SALE 9:52am
Tran # 6031-3 03/28/23
E13/14415 10
Bobbie PO# MASONIC LODGE

PAINT PRO'S
Account XXXX-1634-5
Job 1 PAINT PRO'S

6512-01600 GALLON K62T654
LATITUDE EXT SA UD
1.00 @ 57.74 57.74
Color: Custom MATCH DARK RED

CCE*Color Cast 02 32 64 128
B1 Black - 26 - 1
R2 Maroon 4 23 1 1
R3 Magenta 4 14 - -

Custom Sher-Color Formula Match

Comments: MATCH

6512-01436 GALLON K60W651
LATITUDE EXT FL EW
1.00 @ 53.74 53.74
Color: Custom MANUAL POLISHED CONCRETE

CCE*Color Cast 02 32 64 128
B1 Black 2 20 - -
R2 Maroon - 16 - -
V3 Deep Gold - 39 - -

Custom Manual Formula Match

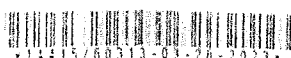
Order # 0E0138269Q701982
SUBTOTAL BEFORE TAX 111.48
7.000% SALES TAX:1-154725002 7.80
TOTAL \$119.28
CASH TENDERED -120.00
CHANGE DUE 0.72

STORE HOURS

SUNDAY 10:00 AM - 4:00 PM
MONDAY - FRIDAY 7:00 AM - 7:00 PM
SATURDAY 8:00 AM - 5:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

Thank You
receipt required for refund



REPRINT
04/10/2023



SHERWIN-WILLIAMS.

MADISON Store 701982

742 CLIFTY DR
MADISON IN 47250 1613
(812)265-2834
Fax (812) 273-5985
www.sherwin-williams.com

SALE 10:49am
Tran # 4516-7 04/07/23
E18/11294 10
COURTNEY PO# MASONIC BUILDING

Order # 0E0138485Q701982
PAINT PRO'S
Account XXXX-1634-5
Job 1 PAINT PRO'S

6504-05333 GALLON K33T254
DURATION SA ULTRA
1.00 @ 60.26 60.26
Discount (\$) -2.52
Color: Custom MATCH DARK RED

CCE*Color Cast 02 32 64 128
U1 White - 4 1 -
B1 Black - 28 - -
R2 Maroon 4 43 - -
R3 Magenta 2 52 1 -

Custom Sher-Color Formula Match

Comments: Substitution-Temporary Price

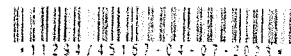
SUBTOTAL BEFORE TAX 57.74
7.000% SALES TAX:1-154725002 4.04
TOTAL \$61.78
CASH TENDERED -100.00
CHANGE DUE 38.22

STORE HOURS

SUNDAY 10:00 AM - 4:00 PM
MONDAY - FRIDAY 7:00 AM - 7:00 PM
SATURDAY 8:00 AM - 5:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

Thank You
receipt required for refund



REPRINT
04/10/2023

3-21-23

Check # 1020

Paint Pro's

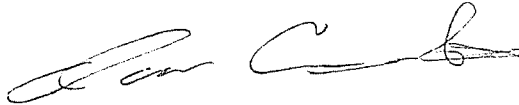
\$3,750.00

25% Payment

Project: 217-219 Main Street, Madison, IN 47250

Full project: painting windows on rear and alley side of building, 4 exterior doors on rear of building, fire escape. Eaves and

lan to purchase supplies.

A handwritten signature in black ink, appearing to read "Dan C. [unclear]", is written over the text "lan to purchase supplies."

MASONIC BUILDING



PROJECT INFO

Name

4-H Acquisitions LLC

Email

Shannon@tiremanageme...

Phone

630-854-8726

Address

Madison, IN 47043

Project Notes:

Scrape, caulk, prime and paint 23 windows and 4 doors in the rear and west alley facing side.
Clean and paint over hang facing alley and rear of building with top grade acrylic paint.
Fire escape will need to be pressure washed, scraped and sanded in areas then spot primed
and painted with industrial epoxy. This job will require a boom lift rental for 4 weeks. All
paint and materials to complete this job are included. Payment to be made weekly as job
progresses and clients are satisfied.

Estimated Project Duration:

4 Weeks

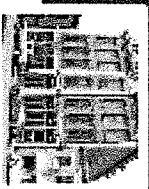
PAINT PRO'S

Created by	Ian Coombs
Pro email	paintproscontracting1@gmail.com
Pro Phone Number	812-493-6007
Invoice	54ZDS-1032
Date	6/16/2023

Project Sub-Total	15,000.00
Tax	-
Project Total	15,000.00

Payments received:	Check #	
3/22/2023	1020	3,750.00
4/10/2023	1022	3,750.00
4/21/2023	1026	2,000.00
4/28/2023 Money Order		2,500.00
5/3/2023	1027	2,500.00
6/16/2023	1030	500.00
		<hr/> 15,000.00

MIKE ROMOZZI



PROJECT INFO

Name

Mike Romozzi

Email

Shannon@tiremanageme...

Phone

630-625-2106

Address

217-219 East Main Street
Madison, IN 47043

PROJECT NOTES

Repainted all columns and windows and doors to blend after pillar repair w
is a labor bid and all equipment and materials are provided by the owners.
8/21/23

ESTIMATED PROJECT DURATION

1 Weeks

PAINT PRO'S

Created By

Pro Email

Pro Phone Number

Bid No.

Created On

Last Modified

PROJECT SUBTOTAL

TAX

ESTIMATED TOTAL

Romozzi Construction Services

419 S Zoar Church Road
Madison, IN 47250

Invoice

Date	Invoice #
5/10/2023	195

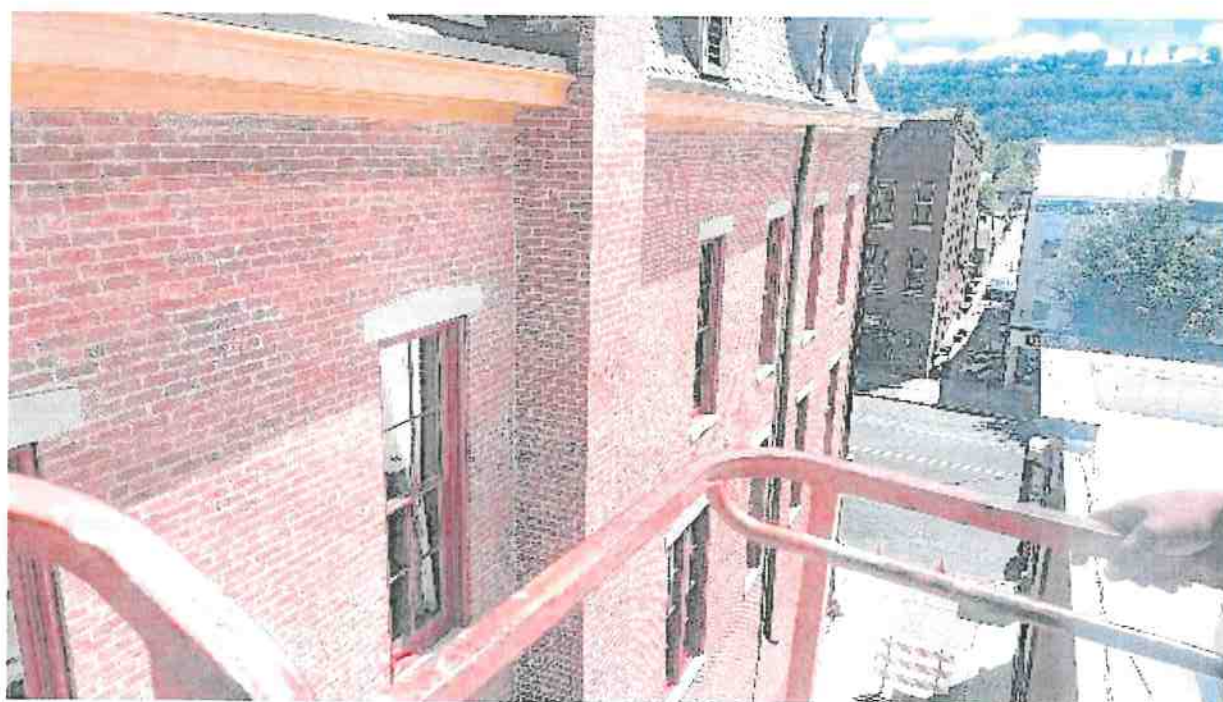
Bill To
4-H Acquisitions, LLC 217-219 E Main Street Madison, IN 47250

PAID
05/30/2023

P.O. No.	Terms	Project
	Net 60	

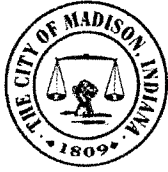
Quantity	Description	Rate	Amount
	Masonic Lodge	38.11	38.11
	Masonic Lodge Lumber for pass through and windows	225.66	225.66
	Total Reimbursable Expenses		263.77
5	Weekly Rental including mobilization -JLG Manlift at the Masonic building for West & North painting	637.00	3,185.00
6	Windows & Trim repairing windows Hourly Labor	25.00	150.00
1	Pick up and Delivery 217 E Main Street, Madison	500.00	500.00
		Total	\$4,098.77











MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
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PACE
Completion Date Extension Request

Katlin Beck at Swell Stay LLC (Name of Applicant), has requested an extension for a period of
4 (12 months max) on the PACE Grant for 208 E Main St (Address).
The new deadline is Jan 13, 2024. The grant amount they were approved for was \$25,000.00.
They (have/haven't) received a midpoint disbursement.

Signature (Director of Planning)

Date

Signature (Mayor)

Date

Signature (Board of Public Works and Safety)

Date

Signature (Board of Public Works and Safety)

Date

Katlin Beck