



LCARTA

Site Reservation Procedures

The purpose of this guideline is to establish procedures for the scheduling and supervision of fire service training at the Lake County Advanced Response Training Academy (LCARTA) facilities on Russell Road. Procedures contained herein are designed to be user-friendly and to a great extent, paperless. To facilitate safe, efficient and quality fire service related training, and meet contractual responsibilities, the following procedures are hereby established:

1. TRAINING REQUESTS:

All fire service related requests to use the LCARTA facility must be sent to Director Robert Grum at lffd204@ameritech.net or call at 847-309-9460.

Training requests must be submitted at least ten (10) calendar days prior to the requested training date. The request must include the following information:

Department/Agency Requesting the Facility
Date(s) and Time(s) Requested*
Name & Contact Information
Nature of Training to be Conducted
Name of Certified Instructor In-Charge
Approximate Number of Trainees Anticipated
Any preparation or materials needed

*Please refer to the Site Fee Schedule for more information.

The completed request will be reviewed. If the training appears to be appropriate, and the requested date(s) and time(s) are available, the training will be added to the LCARTA master calendar and confirmation e-mail sent. If an issue or conflict exists, the Director will work with the requesting party to resolve the issue(s), if possible, so the training can be scheduled.

Note: Simultaneous training activities at the LCARTA Site are permitted, as long as they can safely co-exist.

2. REQUIRED PAPERWORK:

Insurance Certificates – Requesting Departments/Agencies, including employers of all personnel participating and/or instructing for the drill, must submit, at least annually, certificates of insurance for both liability and workers' compensation. Liability insurance certificates must name, as additional insureds:

Great Lakes Disaster Training Foundation
County of Lake, Illinois

Certified Instructors – All instructors must meet the instructor certification standards found in NFPA 1041 and prove certification by a state certification authority. In addition, instructors for technical rescue activities must show qualification for the subject matter to be taught.

Waiver/Sign-in Roster – All participants in training activities must sign-in on the designated training roster with liability waiver for each day that they are training at the LCARTA Site or for each separate training activity.

Deadlines - Insurance certificates, training outlines and instructor certifications must be submitted to the LCARTA Director a minimum of three (3) business days prior to the scheduled activity. The training roster may be completed at the LCARTA Site **prior to the beginning of any training activities**.

Records – Copies of all required paperwork shall be maintained in the office of the LCARTA Director.

3. SITE USE FEES:

In order to provide for the ongoing care and maintenance and to off-set costs associated with the use and operation of the LCARTA facility, the following rate structure has been established

Partial Day = Up to 4 Hours of Continuous Training Activity

Full Day = More than 4 and up to 8 Hours of Continuous Training Activity

24 Hour Operations = More than 8 and up to 24 Hours of Continuous Use

	SITE USE FEE
Partial Day	\$200
Full Day	\$350
24 Hour Operations	\$500
Classroom	\$100

In addition to the site use and representative fees, materials used for live fire, forcible entry, roof simulator, or other activities will be billed for at approximate actual cost. The following list can be used for budgetary purposes, and is subject to change based on actual supplier charges at the time of use:

ITEM	COST/EACH
Straw (bale)	\$5.00
Wood Pallets	\$5.00
Plywood	\$25.00
Drywall (sheet)	\$10.00
Forcible Entry Simulator	\$25.00
Extrication Vehicles	\$100.00
Extinguisher	\$25.00

Upon completion of the requested training activity, the representative at the training will forward to the office of the Director the completed training waiver/roster and inventory of any supplies used that were provided by the Facility. The Director will then ensure that an invoice for use of the site and any supplies is promptly dispatched to the requesting department/agency.

This fee schedule may be updated from time-to-time by the GLDTF Executive Board.

4. Training Activities:

It is understood that firefighting, emergency medical services, and technical rescue activities are inherently dangerous. To promote and facilitate a training environment that is as safe as reasonably possible, all training activities at the LCARTA Site must be conducted in accordance with appropriate local, state and national laws and standards.

Instructors - The requesting department/agency must provide sufficient certified instructors commensurate with the scope of the training activities planned. In addition, the certified instructors must be qualified and/or experienced in the specific training activities being conducted.

Safety Officer - The requesting department/agency must provide a qualified safety officer for all training activities.

Training activities that meet the goals and standards of LCARTA shall be approved, contingent on the availability of the LCARTA Site. The Director will work with organizations that request activities that fail to meet the goals and objectives of LCARTA .

The Director monitoring the training activities at the LCARTA Site has the ultimate authority to stop any training activity that he determines is unsafe and/or fails to meet the safety standards found in the respective national standards.

5. Procedural Responsibilities:

To ensure that training requests are promptly processed, the following parties are assigned specific roles, with back-up individuals:

Initial Review and Calendar Coordination:

Primary: Director Robert Grum

Back-up:

Insurance Paperwork Review:

Primary: Director Robert Grum

Back-up:

Training Outline & Instructor Certifications:

Primary: Director Robert Grum

Back-up:

Facility Maintenance & Supplies Coordination:

Primary: Director Robert Grum

Back-up: Chief Mark Kirschhoffer

Invoicing/Accounts Receivables/LCARTA Payments:

Primary: Director Robert Grum

Back-up: Julie M. Croman

Whenever practical, communications concerning the operation of the LCARTA Site should be forwarded via email and be copied to primary and back-up persons responsible for the activity(ies) included in the correspondence.