



BAYOU CANE FIRE DEPARTMENT

KENNETH P. HIMEL, JR., FIRE CHIEF
6166 W. MAIN ST HOUMA, LA 70360
PHONE: 985.580.7230 FAX 985.580.7230

Public Records Request Instructions

1. Complete this form, providing as much information as possible. Failure to do so may delay processing. Same day service is not available for all records. If the records are not available at the time of your request, you will be notified upon availability. Hours of Operation: Monday - Friday 8:00am - 4:00pm (Closed Saturday/Sunday/Holidays).
2. Listed below are specific instructions that need to be followed when submitting a records request:
 - No range of addresses will be accepted. Each individual address being requested must be listed separately on the form.
 - Requests for Medical Records (EMS) must include both a Public Records Request and an Authorization for Release of Medical Records.
 - NOTE: The below guidelines for requesting medical records are for receiving a NON-redacted copy of the record. Without the below guidelines being met, a REDACTED copy of the records will be released.
 - The release of medical records is governed by the Health Insurance Portability and Accountability Act (HIPAA). In order to fill a records request for Medical Records (EMS) information, one or more of the following criteria must be met:
 - The patient is 18 years of age or older with one of the following:
 - Requestor is the patient and has an original or a copy of a photo ID.
 - Requestor has a signed authorization and a copy of a photo ID from the patient.
 - Requestor has a valid power of attorney or court order for the patient and photo ID.
 - If the patient is under 18 years of age, one of the following is required:
 - Requestor has an original or notarized copy of the patient's birth certificate.
 - Requestor has an original or notarized copy showing Court appointed guardianship of the patient.
 - Requestor has an original or notarized copy of the patient's birth certificate or Court appointed guardianship papers and a notarized letter stating that the parents or guardian allow the requestor to have the information.
3. Submit the Public Records Request by mail, courier, email, fax, or in person:
 - Custodian of Records
Bayou Cane Fire Protection District
6166 West Main St.
Houma, LA 70360
 - records@bcfire.org
 - fax (985) 580-7238
4. Once the request is reviewed, the requestor will receive a "Notice of Estimated Cost" for copies and/or records requested. See Fee Schedule for a list of Fees and Costs.
5. Costs shall be paid IN ADVANCE by check or money order made payable to Bayou Cane Fire Protection District. Costs due are payable upon receipt of the Notice of Estimated Cost. If payment is not received within 10 days after the notice is sent, the requestor must submit a new Public Records Request.
6. Delivery Options:
 - View Records in person. The requestor will be notified when the records are available for review. There is no charge to view records during regular business hours. If copies are requested, the Fee Schedule shall govern.
 - Have copies mailed to the requestor.
 - Have copies made for personal pick-up.



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REQUESTOR INFORMATION

Name		Agency Name (if applicable)		
Mailing Address		City	State	Zip
Phone Number	Fax Number (if applicable)	Email Address (if applicable)		

INCIDENT RECORDS

Date of Incident: _____ Time of Incident: _____ Incident #: _____

Location of Incident: _____

- Basic Incident Report (NFIRS - National Fire Incident Reporting System)
- Basic Incident Report (w/ EMS Report) *Requires completion of "Release of Medical Records"
- Fire Investigation Report Supporting Documents or Photos (*may be extensive; refer to fee schedule*)
- Occupancy Inspection Report
- Environmental Impacts / Fire Service Activity Search (*The Fire Department does not maintain consistent records on specific hazardous materials or quantities stored on site. Refer to the Terrebonne Parish Office of Homeland Security and Emergency Preparedness, www.tohsep.com; or the Louisiana Office of State Fire Marshal, www.sfm.dps.louisiana.gov for more information.*)
- Fire Reports Current Occupancy Inspection Reports Hazardous Materials Response Reports

OTHER RECORDS (*Description of records requested - Be as specific as possible. Please use the space provide below. You may attach additional pages to this form as necessary*)

METHOD OF DELIVERY (*Select preferred method*)

- View Records. The requestor will be notified when the records are available for review.
There is no cost to view records during regular business hours.
- Receive by mail Pick up
An invoice for the cost and fees will be provided to the requestor, which must be paid before delivery.

Signature: _____ Date: _____

Your signature acknowledges that you have read, understand, and accept financial responsibility for the fees associated with this public records request.

Submit Completed Form To: Bayou Cane Fire Protection District, 6166 West Main St., Houma, LA 70360;
Email to records@bcfire.org ; or Fax to 985-580-7238.

Pursuant to La. Const. Art. XII, §3 and Title 44 of the Louisiana Revised Statutes, every person has the right to examine public records, except as otherwise provided by law. If your request is denied, specific reasons for the denial will be provided. We are authorized to charge fees for providing copies of records, pursuant to La. R.S. 44:32. For additional information about the Public Records Act, please visit our website at www.ag.state.la.us.

FOR STAFF USE

Date Received: _____ Requester Notified: _____ Fees (amount): _____ Completed: _____
 (3-day count begins) (count stops until payment received; request closed if no response w/in 10 days)
 Documents viewed in person only Copies made at requester expense

YOUR REQUEST:

- is attached/enclosed
 was unable to be completed because BCFPD does not possess or is not the custodian of the records
 will require more time to process. Estimated completion date: _____
 was unable to be completed because the records are exempt under state or federal law.

Reason for Redaction: Privacy Confidentiality

Minimum Fee:	\$ 10.00 (includes up to 30 minutes and ten single-sided copies)	
Research Fees:		
30 minutes to 2 hours:	\$ 25.00 per hour	Over 2 hours: Employee costs
Charges for Additional Copies (per page):		Charges for Electronic Formats:
8.5 x 11 black & white:	\$.25 (\$.50 duplexed)	Each USB Flash Drive, DVD, CD, or Tape: \$ 15.00
8.5 x 14 black & white:	\$.50 (\$ 1.00 duplexed)	Maps & Nonstandard Documents:
11 x 17 black & white:	\$ 1.00 (\$ 2.00 duplexed)	Actual reproduction costs
8.5 x 11 color:	\$.50 (\$ 1.00 duplexed)	Electronic Searches
8.5 x 14 color:	\$ 1.00 (\$ 2.00 duplexed)	One-hour minimum: \$ 75.00 per hour
11 x 17 color:	\$ 2.00 (\$ 4.00 duplexed)	Environmental Impact/Fire Service Activity Search
Certification of Copy	\$ 5.00	One-hour minimum: \$ 75.00 per hour
Postage & Handling		Fire Investigation Report
Actual costs	\$75.00 plus any charges for electronic media & photos	

Personal external sources used for copies of public records are prohibited. Bayou Cane Fire Protection District will provide the items for electronic format of records as specified in the table above for a fee.

Maps and other Nonstandard Documents: Charges for maps, large documents, or other nonstandard size documents shall be charged in accordance with the actual costs incurred to reproduce them.

Fees: Bayou Cane Fire Protection District will provide a cost estimate to requestor and must receive confirmation that the requestor wants to proceed with the request. Fees will be paid in advance. If the actual time and cost are less than estimated, the excess will be refunded to the requestor. If the actual cost and time are in excess of the estimated cost, the difference will be paid at the time the records are produced.

Research Fees: If a request for records requires Bayou Cane Fire Protection District personnel to spend more than 30 minutes searching or reviewing records prior to copying, there will be an additional fee per hour.

Archived Files: For non-exempt public record requests including archived files and hard copies in the Bayou Cane Fire Protection District archives which are readily available can be provided for the minimum research fee and per page cost. Records that are not readily available, the applicable research fee and per page cost for inspection, research, redaction, and/or processing time shall apply.

Electronic Searches: For non-exempt public record requests including emails or other electronic records stored on any Bayou Cane Fire Protection District network and not readily available, the fee is \$75 per hour for inspection, research, redaction, and/or processing time with a minimum one-hour charge. The information shall be provided on CD, DVD, or USB flash drive for the designated fee.

Additional Charges: If a request is of such magnitude and nature that compliance would disrupt normal operation, the Bayou Cane Fire Protection District may impose such additional charges as necessary to reimburse the District for actual costs of producing the records, including but not limited to excessive postage fees.

Reduced Fee or Free Copies: Whenever the Bayou Cane Fire Protection District determines that providing copies of public records at a reduced fee or without costs would be in the public interest, the Bayou Cane Fire Protection District may so authorize per La. R.S. 44:32. Property owners or patients requesting copies of their incident report or EMS report will receive 30 minutes research time and up to ten single-sided copies at no charge. Additional research, copies, or electronic formats will require payment as outlined in the fee schedule.