



61st City Council

Mayor Chuck Burtcher

Ward I – Trey Ayers, John Wood **Ward II** – Mary Coffin, Patty Hazlewood

Ward III – Ellen Gomes, Gaylord Z. Thomas

SPECIAL CITY COUNCIL MEETING WORKSHOP

City Hall – 101 N. 2ND Street; Guthrie, Oklahoma

Third Floor Conference Room

May 17, 2011, 6:00pm

Agenda

The special meeting of the Guthrie City Council will convene at 6:00 p.m. at Guthrie City Hall, 101 N. 2nd Street.

CALL TO ORDER – This meeting is called to order on Tuesday, May 17, 2011 at 6:00 p.m. Mayor and Council members are present and declare a quorum present.

1. Discussion and consideration action regarding of disposal method of homes on dilapidated structure list.
2. Discussion of Liberty Lake Use Priorities.
3. Questions and discussion regarding agenda items.
4. Request for future items of discussion.
5. Adjournment.

Instructions for Completing, Submitting and Processing Notification of Open Burning for Fire Training

Purpose:

The purpose of this notification is to provide fire departments with an opportunity to use “human-made” structures for the purpose of developing competency and proficiency in fire suppression and structural rescue skills. This notification is intended to:

- Insure that the demolition of a structure by fire is for the sole purpose of fire training.
- Insure the safety of the fire fighters taking part in the fire training activity as well as the safety of neighboring structures.
- Insure that after fire training is concluded, any remains are to be properly disposed.
- Insure that public health and the environment are protected.

Notification Process:

A fire department wishing to conduct “fire training” in a human-made structure will complete the following steps.

1. Inspect for and remove all asphalt, asbestos and lead-containing materials.
2. Notify the owner(s) of any human-made structure located within 300 feet of the structure to be burned. Notification to the owner must be made within ten (10) days prior to a meeting of the governing body of the municipality to provide opportunity for public comment.
3. Complete and submit the Notification of Open Burning for Fire Training to the Department of Environmental Quality (Department). The notification must be received ten (10) days prior to the anticipated training date.

The Department will review the notification and make a site visit, if appropriate

Instructions for completing the Notification of Open Burning for Fire Training:

1. Applicant information - The name of the person submitting the notification must be entered on the first line. Their daytime telephone number, their title, the organization they are representing, and their address and zip code must be entered on the appropriate lines. The applicant **must** sign the notification on the second line.
2. If other organizations are participating in the fire training, they must be listed on the notification.
3. The name of the person who will have overall control of the fire training must be listed including their daytime telephone number, address, and zip code.
4. Site information - The following information **must** be listed in the appropriate spaces as indicated on the notification.
 - a. Provide the county and municipality where the fire training will take place.
 - b. Provide driving directions to the fire training site.
 - c. Indicate the date and time that the training will be conducted.
 - d. Indicate the type of structure to be burned (i.e. house, duplex, barn, etc).
 - e. Indicate the distance to and type of all human made structures located within 300 feet of the fire training site.

- f. Provide the name and owner of the structure to be burned. List their daytime telephone number, address and zip code. The owner **must** sign and date the notification where indicated.
5. Asbestos, asphalt and lead information - The questions asking, "Has the structure been inspected for asbestos, asphalt and lead?" and if present, "Have the asbestos, asphalt, and lead-containing materials been removed?" **must be answered**. The following information must also be provided:
 - a. Name of the Asbestos inspector and their certification number.
 - b. Has the NESHAP Asbestos/Demolition Removal Notification form been submitted? If so, on what date was it submitted? If **not**, the notification must be submitted with this notification.
 - c. A written statement from the owner must be attached to the notification. The written statement must state either that asbestos, asphalt and lead-containing materials will be removed and properly disposed of before the fire training or that there is no asbestos, asphalt or lead in or on the structure.
6. Submit the completed notification ten (10) days prior to the training date to Ron Ingram, Air Quality Division, P.O. Box 1677, Oklahoma City, OK 73101. Notifications will be accepted by mail or fax (405) 702-4101.

NOTIFICATION OF OPEN BURNING FOR FIRE TRAINING

This request must be received at least ten (10) days prior to the planned training date to provide sufficient time for review and site inspection.

Name of applicant (Print): _____ Phone No: _____

Applicant's signature: _____ Title: _____

Representing: _____ (Name of fire department)

Mailing address: _____ Zip Code: _____

Name of other participating parties: _____

Name of person in charge: _____ Phone No: _____

Mailing address: _____ Zip Code: _____

County of site: _____ Municipality of site: _____

Driving directions to site (i.e. nearest crossroads):

Date and time of training: _____

The site is: Residential Commercial Industrial Institutional

List structures located within 300 feet of proposed burn site and indicate type:

Were all owners of human-made structures located within 300 feet of the proposed burn site notified in writing at least 10 days prior to a meeting of the governing body of the municipality and allowed to comment on the proposed burn? Yes No

Name of owner of burn site: _____ Phone No: _____

Mailing address of owner: _____ Zip Code: _____

Owner's signature: _____ Date: _____

Has the structure been inspected for asphalt?
 Yes No

Has the structure been inspected for lead?
 Yes No

Has the structure been inspected for asbestos?
 Yes No

Is the structure currently free of asphalt?
 Yes No

Is the structure currently free of lead?
 Yes No

Is the structure currently free of asbestos?
 Yes No

Name of asbestos inspector: _____ Certification #: _____

NESHAP Asbestos Demolition/Renovation Notification submitted? Yes No Date submitted: _____
(if no, submit a notification with this notification)

Notice: Include a written statement from the owner that all asbestos, asphalt, and lead-containing materials will be properly removed from the structure prior to the fire-training activity, or a statement from the owner that no asbestos, asphalt, or lead-containing material exists on or in the building to be used for the exercise.

Responsible Fire Chief's signature: _____ Date: _____

Note all combustible materials and quantities to be utilized during training. List the number of fires to be set using each type of combustible for each fire training exercise:

Justification for training (include specific types of training to be conducted):

Notice: It is understood that at the point the fire training is concluded, all fires must be completely extinguished. It will be the owner's responsibility to properly dispose of the remains.

Note: This notification is only valid for the date specified in the notification.