
Re: IMPORTANT - LIFT Conference 2026 – Instructor Details

From Chad LaVallee <[REDACTED]>

Date Sun 2/15/2026 1:13 PM

To Kyle Shuford <Kshuford@louisianafirefighters.com>

Good Afternoon Sir,

I had a couple of quick questions. as far as equipment needs-

Do you know if Prairieville has dummies that can be used?

Some of our cadre decided they were going to drive down, is it possible to use the remaining airfare allowance for the use of a rental car? I appreciate all of your help. I will be coming in a couple days early just to check the site out and to take care of any additional needs the cadre may have. I will take care of my rooms until we check in for the conference. I am looking forward to being back and appreciate the opportunity.

Thank you,

Chad LaaVallee

On Mon, Feb 2, 2026 at 6:02 AM Kyle Shuford <Kshuford@louisianafirefighters.com> wrote:
They use pallets and hay, I am working on quantity. They do not allow the use of burning OSB.



Kyle Shuford

Louisiana Firefighters Foundation

Special Events Director

Phone 504-615-6176

Web louisianafirefighters.com

Email

kshuford@louisianafirefighters.com



Outlook

W-9 and docs

From Chad LaVallee <[REDACTED]>

Date Tue 2/17/2026 4:53 PM

To Kyle Shuford <Kshuford@louisianafirefighters.com>

 1 attachment (2 MB)

DOC040322-04032022051541.pdf;

Hey Kyle,

Thank you for working with me on all of this. Looking forward to being a small part of your conference!

Regards,

Chad LaVallee

Sent from my iphone



Outlook

Re: LIFT Conference Burn Building Layout and Instructor Planning Requirements

From Chad LaVallee <[REDACTED]>

Date Sun 2/15/2026 1:03 PM

To Michael Campbell <mcampbell@louisianafirefighters.com>

Cc bchapman@gritfiretraining.com <bchapman@gritfiretraining.com>; Kyle Shuford <Kshuford@louisianafirefighters.com>

 1 attachment (25 KB)

LIFT Training Safety Plan.docx;

Michael,

Please find the attached safety plan. This may be updated prior to the start of training as I will come in early to begin set up and do a walk through of the building. If any changes occur a new plan will be submitted at least 24 hours before training begins. If you have any questions, please feel free to reach out. I look forward to meeting you and want to thank you for allowing our cadre to use your facility.

Respectfully,

Chad LaVallee

On Mon, Feb 9, 2026 at 5:42 AM Michael Campbell <mcampbell@louisianafirefighters.com> wrote:

Good afternoon Instructors,

As we continue preparations for the LIFT Conference, I am sharing a link to the burn building layout you will be utilizing at Prairieville Fire Department. Address is included in the layout.

[Burn Building Floor Plan, Pictures, and Videos](#)

The link includes floor plans for each level of the building, along with photos and videos. Please review all materials carefully.

Planning requirements:

- All instructors are required to submit a safety plan. The safety plan should include a section indicating the number of burns expected if a live burn is part of your training evolution.

These plans will be reviewed to ensure consistency and safety across all training evolutions. A sample safety plan is attached for your reference; you may utilize this version or submit your own. Please submit your completed safety plan no later than February 1, 2026.

If you have questions after reviewing the layout and videos, please reach out. Thank you for your attention to detail and for the work you are doing to make this a safe and effective conference.

Respectfully,



Michael Campbell

Louisiana Firefighters Foundation

Phone 225-603-2663

Web louisianafirefighters.com

Email mcampbell@louisianafirefighters.com





Outlook

Re: Safety Plan

From Chad LaVallee <[REDACTED]>

Date Thu 2/26/2026 12:40 PM

To Kyle Shuford <Kshuford@louisianafirefighters.com>

Copy,

I will re do the safety plan and add a co instructor to safety

Sent from my iphone

On Feb 26, 2026, at 5:57 AM, Kyle Shuford
<Kshuford@louisianafirefighters.com> wrote:

This is from our head of safety -

Lavallee will need to assign one of their co instructors to the Safety position. The Instructor in charge can fill the dual role of Instructor-in-Charge (IIC) and accountability but cannot be the IIC and Safety. It would be better for them to assign a co-instructor to that position. Also, Live fire classes will need to follow the NFPA 1403 in regards to assigning positions.

LIFT can provide overall safety advice and direction for the event but not to the individual classes.

Let me know if you have any questions.

<Outlook-rk3ilja0.png>

Kyle Shuford

Louisiana Firefighters Foundation

Special Events Director

Phone 504-615-6176

Web louisianafirefighters.com

Email

kshuford@louisianafirefighters.com

Date of Purchase: Feb 16, 2026

Redmond, OR ► New Orleans, LA

Passenger Information

CHAD LAVALLEE

Confirmation Number:HSTTDQ

Skymiles Number: 33092

Ticket Number:0062405931551

Flight

DATE AND FLIGHT	STATUS	CLASS	SEAT/CABIN
RDM ► SLC Fri 27Feb2026 4004	OPEN	Z	Delta First Classic
SLC ► MSY Fri 27Feb2026 2100	OPEN	Z	Delta First Classic

Detailed Charges

Air Transportation Charges

Base Fare

\$564.65 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$5.60 USD
United States - Transportation Tax (US)	\$42.35 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.60 USD
Total Price	\$632.20 USD
Paid with Visa ending 0821	\$632.20 USD

View Terms

- # - Arrival date different than departure date
- ** - Check-in required
- *** - Multiple meals
- *S\$ - Multiple seats
- AR - Arrives
- B - Breakfast
- F - Food available for purchase
- L - Lunch
- LV - Departs
- M - Movie
- R - Refreshments, complimentary
- S - Snack



C - Bagels/Beverages
D - Dinner

T - Cold meal
V - Snack for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket

Please review Delta's check-in requirements and baggage guidelines for details

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, visit the [Battery or Fuel-Powered Items](#) page. For additional support with your reservation, visit the [Help Center](#) page.

NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation

All Preferred, Delta Comfort, Delta First, Delta Premium Select, and Delta One® seat purchases are Nonrefundable.

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Reservation Confirmed

Confirmation Number: **1593827918**

Pick-up

Feb 27, 2026
2:30 PM

New Orleans Louis Armstrong Intl. Airport
600 Rental Blvd.
Kenner, LA 70062
8337890983

Return

Mar 5, 2026
5:00 PM

Baton Rouge Metropolitan Airport
9430 Jackie Cochran Dr.
Baton Rouge, LA 70807
8337890757

Directions from Terminal

For deplaning customers, an airport-provided shuttle will take you from the terminal to the consolidated rental car facility. From baggage claim, follow signs to board the "Rental Car Shuttle", which runs on regular intervals. Please allow for 30-45 min to transfer from the terminal to the rental facility due to this change. Upon arriving at the Rental Car Center, please proceed to the Enterprise Car Rental counter to obtain your rental agreement.

Customers incurring a flight delay may proceed to the National Rental Counter for assistance after-hours.

Rental Details

Renter	
Driver Name:	CHAD LAVALLEE
Email Address:	c*****e@gmail.com
Phone Number:	***6129
Age:	25+

Flight Details

Airline Name: DELTA AIR LINES INC.

Vehicle

Rental Checklist

- Familiarize yourself with your Pick-up and Return location(s).
- Bring a valid driving license for each driver.
- Provide an acceptable method of payment in the renter's name. See your pick-up location's policies for details.
- For additional policy or deposit information, please refer to the Rental

Website Feedback

Vehicle Class: 1/2 Ton Pickup

Policies section below, or within your email confirmation.

Ford F150 or similar

Automatic

Time & Distance 1 Week(s) @\$ 512.93 / week \$ 512.93*

Vehicle Mileage: **Unlimited Mileage** Included

Extras

Damage Waiver: \$ 209.93*

Miscellaneous

ENTERPRISE PLUS (5.0%) \$ -25.65*

Taxes & Fees

AUTOMOBILE RENTAL TAX 3 PCT (3.0%) \$ 24.66*

CONCESSION RECOVERY FEE (11.11%) \$ 54.20*

CUSTOMER FACILITY CHARGE 7 Day(s) @ \$10.00 / Day \$ 70.00*

VEHICLE LICENSE RECOVERY FEE 7 Day(s) @ \$0.08 / Day \$ 0.56*

LA STATE SALES TAX (5.0%) \$ 41.10*

PARISH TAX (6.75%) \$ 55.48*

Estimated Total

Estimated Total Due at the Counter: **\$ 943.21***

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

Louisiana Firefighter's Foundation

2048

Date	Type	Reference	Original Amount	Balance Due	Payment
01/31/2026	Bill	Chad LaVallee	1,575.41	1,575.41	1,575.41
			Check Amount		1,575.41

PAYMENT
RECORD

BR Fire Dept Federal LIFT Conference 2026

1,575.41

10529

105291

Rev 6/21

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Chad LaVallee	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. _____	6 City, state, and ZIP code Bend, Or 97701
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number								
[REDACTED]								
or								
Employer identification number								
				-				

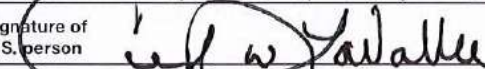
Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 
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Date **2/16/26**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Re: LIFT Survey Results - Search Fundamentals, No Hose, No Problem (HOT Drill)

From Chad LaVallee <[REDACTED]>
Date Thu 3/12/2026 3:59 PM
To Kyle Shuford <Kshuford@louisianafirefighters.com>

Kyle,

Thank you. Although only two, it gives us a way to improve on what we teach!

Thank you again for the opportunity.

Regards,

Chad LaVallee
Sent from my iphone

On Mar 12, 2026, at 1:37 PM, Kyle Shuford <Kshuford@louisianafirefighters.com> wrote:

How would you rate the content of this class? 1-5
Would you recommend this class to someone?

three
Five - Excellent yes

yes

I felt the classes target audience is for 5 years and below firefighters. The class didn't offer a whole new perspective on conducting search for civilians and downed firemen.

<Outlook-wvtxtqqj.png>

Kyle Shuford
Louisiana Firefighters Foundation
Special Events Director
Phone 504-615-6176
Web louisianafirefighters.com
Email
kshuford@louisianafirefighters.com

From: Chad LaVallee <[REDACTED]>
Sent: Saturday, January 31, 2026 6:14 PM
To: Kyle Shuford <Kshuford@louisianafirefighters.com>
Subject: Re: IMPORTANT - LIFT Conference 2026 – Instructor Details

Good Evening Kyle,

Everything on the list looks correct. I will get a W-9 filled out and sent down along with receipt for airfare. Do you know off hand what Prairieville uses for burn packages? If we are allowed to use osb?

I appreciate all of your help and look forward to seeing you guys soon!

Respectfully,

Chad LaVallee

On Tue, Jan 20, 2026 at 12:14 PM Kyle Shuford <Kshuford@louisianafirefighters.com> wrote:
Hey Chad,

We're getting closer to LIFT Conference 2026, and I want to personally make sure you have everything you need as we finalize logistics and preparations.

Below is a consolidated rundown of key information specific to your participation, along with important reminders as we head into the final stretch.

Conference Resources

All conference-related information, including the **registration link** and the **Conference Guide**, can be found here:

<https://laffmembers.com/LIFT>

The Conference Guide provides a detailed overview of schedules, locations, HOT sites, and overall conference flow. Please review it carefully.

Your Travel & Lodging Information

Please review the details below and let us know if anything is incorrect:

First Name	Last Name	Check In Date	Check Out Date	Room Type Request
Chad	Lavallee	3/2/2026	3/5/2026	LQQ
Chad	Lavallee	3/2/2026	3/5/2026	LQQ
Chad	Lavallee	3/2/2026	3/5/2026	LQQ

- **Number of Rooms Reserved:** 3
- **Number of Additional Instructors (Approved Cadre):** 4

All hotel rooms have been booked by LIFT and are under the lead instructor's name unless otherwise coordinated.

Travel Allowance & Airport Information

Each instructor is allotted a **\$500 travel allowance** (based on the approved number of instructors in your cadre).

- Travel expenses must be included with the final invoice
- **Receipts are required for all travel reimbursements**

For air travel, the **easiest airport to fly into is Baton Rouge Metropolitan Airport (BTR)**. From BTR, instructors can take a rideshare directly to the conference hotel:

L'Auberge Casino & Hotel Baton Rouge

777 L'Auberge Ave.

Baton Rouge, LA 70820

Instructional Compensation (Confirmation Required)

To ensure clarity and avoid any discrepancies, please review and confirm the instructional compensation details below:

- **Approved Instructional Fee:** \$0
- **Total Travel Allowance:** \$2,500
- **Payment Method:** Invoice
- **W-9: Required** (must be on file prior to payment)

Final invoices will be paid using one of the following two options:

1. At Conference Payment

- Final invoice (including approved instructional fees and travel) must be submitted **no later than 2/25/2026**
- **Travel receipts must be attached to the invoice**
- Payment will not be issued without a W-9 on file

2. Post-Conference Payment

- Final invoice (including approved instructional fees and travel) may be submitted **anytime after 2/26/2026**
- **Travel receipts must be attached to the invoice**
- Payment will not be issued without a W-9 on file

If the compensation amount, structure, or invoicing process listed above does **not** match your understanding or prior approval, notify us immediately so it can be discussed in advance.

Equipment Needs (All lectures will have A/V Provided – personal laptop needed)

- **Equipment Requested:**
Forcible Entry door and a burn tower. **Live Fire**

If additional equipment is needed beyond what was originally submitted, we will make every effort to obtain it. However, due to budgetary constraints, additional requests **cannot be guaranteed**. Please notify us as soon as possible if something critical is missing.

Instructional Itinerary

Below is your current instructional schedule:

Date	Title	Starts	Ends	Location
Tue Mar 03 2026	Search Fundamentals, No Hose, No Problem	08:00 AM	5:00 PM	Prairieville Burn Tower
Wed Mar 04 2026	Day 2 of Search Fundamentals, No Hose, No Problem	08:00 AM	5:00 PM	Prairieville Burn Tower

If you notice any discrepancies, notify us immediately so they can be corrected prior to final schedule publication.

Registration Coupon Code Reminder

A reminder that **coupon codes were emailed to you a few weeks ago**. These codes allow individuals of your choosing to register for LIFT with **registration fees fully waived**.

Code: **LAVALLELIFT**

Remaining Available Uses: **8**

Please continue to distribute and utilize these codes—they are an important part of instructor support and conference outreach.

Confirmation Requested

Please reply to this email confirming the following:

- Travel and lodging details are correct
- Instructional schedule is accurate
- **Instructional compensation, invoicing method, and W-9 status are correct**
- No additional critical equipment needs at this time

If you have any questions or corrections, reach out as soon as possible. We appreciate the professionalism you bring to LIFT and look forward to another solid year of instruction.

Respectfully,



Kyle Shuford

Louisiana Firefighters Foundation

Special Events Director

Phone 504-615-6176

Web louisianafirefighters.com

Email

kshuford@louisianafirefighters.com