

BE IT REMEMBERED THAT THERE WAS BEGUN AND HELD THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI ON JANUARY 7, 2003 AT 7:00 P.M. IN THE BOARDROOM OF SAID CITY.

THOSE PRESENT	MAYOR TONY PHILLIPS
CITY ATTORNEY	THOMAS W TYNER
ALDERMEN	MICHAEL W DRAUGHN WILLIE W HINTON JOE C MCMURRY, SR STEVE STRINGER WILLIAM A TRAVIS
OTHERS PRESENT	TOMMY HILL JO DOHERTY RICHARD BRYANT JERRY WEST ED SAULTERS GARY FORDHAM AND MANY OTHERS

THE MAYOR DECLARED A QUORUM PRESENT AND DECLARED THE CITY COUNCIL IN SESSION.

THE INVOCATION WAS OFFERED BY ALDERMEN JOE C MCMURRY, SR.

WHEREAS, MAYOR PHILLIPS PRESENTED THE AGENDA WITH THE FOLLOWING CHANGES:

- VII. BIDS & QUOTES
  - 1. ACCEPT QUOTES ON 2 CAMERAS FOR THE NEW VEHICLES
- VIII. OLD BUSINESS
  - 1. REQUEST TO PAY MCM GROUP INSURANCE GROUP \$250.00 FOR AUTO PROPERTY DAMAGE DEDUCTIBLE FOR CLAIMANT, EARL HERRINGRTON.
- IX. GENERAL BUSINESS
  - 12. APPROVE \$18,000.00 SALARY FOR DEPUTY COURT CLERK.
  - 13. REQUEST TO ADVERTISE FOR THE POSITION OF DEPUTY COURT CLERK.
- X. SEMINARS & TRAVEL
  - 4. REQUEST FOR BRIAN TOWNSEND THE ATTEND THE FIRE ACADEMY JANUARY 20, 2003.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE AGENDA AS AMENDED. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE MINUTES OF THE REGUALR MEETING OF DECEMBER 17, 2002.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION THAT THE MINUTES OF THE REGULAR MEETING OF DECEMBER 17, 2002 BE ACCEPTED AS WRITTEN. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER

ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "ABSTAINED"

ALDERMAN WILLIE W HINTON

WHEREAS, MAYOR PHILLIPS PRESENTED THE MINUTES OF THE SPECIAL MEETING OF JANUARY 2, 2003.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION THAT THE MINUTES OF THE SPECIAL MEETING OF JANUARY 2, 2003 BE ACCEPTED AS WRITTEN. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS CALLED FOR PUBLIC COMMENT.

THERE WAS NONE.

WHEREAS, MAYOR PHILLIPS PRESENTED THE QUOTES FOR EYEWITNESS VEHICLES CAMERA SYSTEM TO BE INSTALLED IN UNITS # 49 AND #51.

SEE EXHIBIT "A"

QUOTES

KUSTOM SIGNALS 9325 PFLUMM LENENXA, KS 66215	\$8520.00
COMSOUTH 5211 HIGHWAY 42 HATTIESBURG, MS 39401	\$8400.00

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO ACCEPT THE QUOTE FROM KUSTOM SIGNALS FOR \$8,520.00. ALDERMAN DRAUGHN SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST TO PAY MCM GROUP \$250.00 FOR THE DEDUCTIBLE OF INSURANCE.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO PAY MCM GROUP \$250.00 FOR THE DEDUCTIBLE ON THE INSURANCE. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE FOLLOWING FROM THE STATE OF MISSISSIPPI GOVERNOR'S OFFICE PROCLAIMING JANUARY 20, 2003 BE OBSERVED AS A LEGAL HOLIDAY.

THEREUPON, ALDERMAN DRAUGHN MADE A MOTION TO APPROVE THE HOLIDAY FOR JANUARY 20, 2002. ALDERMAN TRAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE RECOMMENDATION FROM THE VARIANCE COMMITTEE CHAIRMAN DAVID ALLISON TO GRANT EDWARD KING A VARIANCE FOR PROPERTY LOCATED AT 212 W 5<sup>TH</sup> AVENUE.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO ACCEPT THE RECOMMENDATION FROM THE VARIANCE COMMITTEE GRANTING EDWARD KING A VARIANCE. ALDERMAN TRAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE RECOMMENDATION OF THE PLANNING COMMISSION CHAIRMAN VERNA SMITH TO AMEND THE ORDINANCE 1979(42) TO PERMIT REPLACEMENT OF MANUFACTURED HOMES OR MOBILE HOME UNITS UNDER CERTAIN CONDITIONS.

SEE EXHIBIT "B"

ORDINANCE 1979 (42)

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO ACCEPT THE RECOMMENDATION FROM THE PLANNING COMMISSION TO AMEND THE ORDINANCE 1979(42) AS FOLLOW. ALDERMAN TRAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST TO SET A PUBLIC HEARING DATE FOR ZONING CHANGE FOR H C CLEARMAN.

THEREUPON, ALDERMAN HINTON MADE A MOTION TO SET THE HEARING FOR JANUARY 23, 2003 AT 7:00 P.M. IN THE BOARDROOM. ALDERMAN TRAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE CLAIMS #70573-70941 OF THE CITY OF PETAL GENERAL FUNDS AND THE CITY OF PETAL WATER AND SEWER FUNDS.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO PAY THE CLAIMS #70573-70941 FOR THE CITY OF PETAL GENERAL FUNDS AND THE CITY OF PETAL WATER AND SEWER FUNDS. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE PETAL FIRE DEPARTMENTS SOG'S AND THE PETAL FIRE DEPARTMENT CAREER DEVELOPMENT PLAN.

SEE EXHIBIT "C"

PETAL FIRE DEPARTMENT'S SOG  
PETAL FIRE DEPARTMENT CAREER DEVELOPMENT PLAN

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE PETAL FIRE DEPARTMENT SOG AND THE PETAL FIRE DEPARTMENT CAREER DEVELOPMENT PLAN. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST FROM RECREATION DIRECTOR TOM HARDGES TO OBTAIN INTERNET SERVICE FROM MEGAGATE FOR \$9.95 PER MONTH.

THEREUPON, ALDERMAN STRINGER MADE A MOTION FOR THE RECREATION DEPARTMENT TO OBTAIN INTERNET SERVICE FROM MEGAGATE FOR \$9.95 PER MONTH. ALDERMAN DRAUGHN SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A RECOMMENDATION TO APPOINT RICHARD GREENWOOD TO THE VARIANCE COMMITTEE TO REPLACE DONALD BUTLER FOR THE NEXT TERM OF FIVE YEARS UNTIL 2007.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO APPOINT RICHARD GREENWOOD TO THE VARIANCE COMMITTEE TO TAKE THE PLACE OF DONALD BUTLER FOR THE NEXT FIVE YEARS UNTIL 2007. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST FROM ALDERMAN MICHAEL DRAUGHN TO NAME THE NEW COURTROOM AFTER MISSISSIPPI SUPREME COURT JUSTICE DAN LEE.

THEREUPON, ALDERMAN DRAUGHN MADE A MOTION TO NAME THE NEW COURTROOM AFTER "MISSISSIPPI SUPREME COURT JUSTICE DAN LEE". ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST TO PAY EAGLE WASTE IN THE AMOUNT OF \$17,263.63 FOR THE MONTH OF NOVEMBER, 2002.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO ACCEPT THE INVOICE TO BE PAID TO EAGLE WASTE IN THE AMOUNT OF \$17,263.63. ALDERMAN TRAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE REQUEST FROM JUDGE SHEILA SMALLWOOD TO APPROVE THE SALARY OF DEPUTY COURT CLERK AT A SALARY OF \$18,000.00 PER ANNUAL.

THEREUPON, ALDERMAN DRAUGHN MADE A MOTION TO APPROVE THE SALARY OF DEPUTY COURT CLERK OF \$18,000.00 PER ANNUAL. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

ALDERMAN WILLIE W HINTON  
ALDERMAN WILLIAM A TRAVIS

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST TO ADVERTISE FOR THE POSITION OF DEPUTY COURT CLERK.

THEREUPON, ALDERMAN HINTON MADE A MOTION FOR THE CITY CLERK TO ADVERTISE FOR THE POSITION OF DEPUTY COURT CLERK IN THE JUDICIAL DEPARTMENT. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE REQUEST FOR MAYOR TONY PHILLIPS TO ATTEND THE ANNUAL MML MID-WINTER CONFERENCE ON JANUARY 22-23, 2003 IN JACKSON, MS.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO AUTHORIZE TONY PHILLIPS TO ATTEND THE MML MID-WINTER CONFERENCE IN JACKSON, MS ON JANUARY 22-23, 2003 AND TO PAY HIS EXPENSES. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST FROM CITY CLERK JEAN ISHEE TO ATTEND THE MS MUNICIPAL CLERK & COLLECTORS CONFERENCE IN TUPELO, MS ON MARCH 19-21, 2003.

THEREUPON, ALDERMAN DRAUGHN MADE A MOTION TO AUTHORIZE JEAN ISHEE TO ATTEND THE MS MUNICIPAL CLERK & COLLECTORS CONFERENCE ON MARCH 19-21, 2003 IN TUPELO, MS AND TO PAY HER EXPENSES. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST FOR LURA HUFFMAN AND A J HOLMES TO ATTEND A WORKSHOP AT SMPDD ON JANUARY 8, 2003 IN GULFPORT, MS.

THEREUPON, ALDERMAN HINTON MADE A MOTION TO AUTHORIZE LURA HUFFMAN AND A J HOLMES TO ATTEND THE WORKSHOP AT SMPDD ON JANUARY 8, 2003 IN GULFPORT, MS. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST FROM FIRE CHIEF RICHARD BRYANT FOR FIREMAN BRIAN TOWNSEND TO ATTEND THE STATE FIRE ACADEMY IN JACKSON, MS ON JANUARY 20-21, 2003.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE BRIAN TOWNSEND TO ATTEND THE STATE FIRE ACADEMY FOR THE EMERGENCY MEDICAL CARE JANUARY 20-21, 2003 IN JACKSON, MS. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE FOLLOWING ORDER HIRING BENJAMIN J TOWNSEND AS A 3<sup>RD</sup> CLASS FIREFIGHTER IN THE FIRE DEPARTMENT.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO HIRE A FIREFIGHTER IN THE FIRE DEPARTMENT.

IT IS HEREBY ORDERED THAT BENJAMIN J TOWNSEND BE HIRED AS A 3<sup>RD</sup> CLASS FIREFIGHTER AT A RATE OF \$8.70 PER HOUR EFFECTIVE JANUARY 22, 2003.

SO ORDERED ON THIS THE 7<sup>TH</sup> DAY OF JANUARY, 2003.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE FOREGOING ORDER. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED A REQUEST FROM LEROY SCOTT TO RESCIND THE ORDER HIRING LARRY MAGEE IN THE WATER DEPARTMENT.

THEREUPON, ALDERMAN DRAUGHN MADE A MOTION TO ACCEPT THE RECOMMENDATION FROM LEROY SCOTT TO RESCIND THE ORDER HIRING LARRY MAGEE. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS PRESENTED THE FOLLOWING ORDER HIRING RICKEY DAVIS AS A LABORER IN THE STREET DEPARTMENT.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO HIRE A LABORER IN THE STREET DEPARTMENT.

IT IS HEREBY ORDERED THAT RICKEY DAVIS BE HIRED AS A LABORER IN THE STREET DEPARTMENT AT A RATE OF \$6.25 PER HOUR EFFECTIVE JANUARY 13, 2003.

SO ORDERED ON THIS THE 7<sup>TH</sup> DAY OF JANUARY, 2003.

THEREUPON, ALDERMAN TRAVIS MADE A MOTION TO ADOPT THE FOREGOING ORDER. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, CITY ATTORNEY THOMAS W TYNER REQUESTED AN EXECUTIVE SESSION TO DISCUSS PENDING LEGAL MATTERS.

THEREUPON, ALDERMAN HINTON MADE A MOTION TO CLEAR THE ROOM IN ORDER TO DECIDE IF AN EXECUTIVE SESSION IS NEEDED. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

MAYOR PHILLIPS REOPENED THE MEETING.

THEREUPON, ALDERMAN TRAVIS MADE A MOTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PENDING LEGAL MATTERS. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, ALDERMAN TRAVIS MADE A MOTION TO ADJOURN THE EXECUTIVE SESSION. ALDERMAN MCMURRY SECONDED THE MOTION.



THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

NO ACTION TAKEN IN EXECUTVE SESSION.

WHEREAS, MAYOR PHILLIPS PRESENTED A RESOLUTION AUTHORIZING THE TAKING OF CERTAIN PROPERTY BY EMINENT DOMAIN, EMPLOYING ATTORNEYS, AND FOR REATED PURPOSES.

SEE EXHIBIT "D"

RESOLUTION

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO ACCEPT THE FOREGOING RESOLUTION AUTHORIZING THE TAKING OF CERTAIN PROPERTY BY EMINENT DOMAIN. ALDERMAN DRAUGHN SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR PHILLIPS REQUESTED AN EXECUTIVE SESSION TO DISUSS LEGAL MATTERS.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO CLEAR THE ROOM IN ORDER TO DECIDE IF AN EXECUTIVE SESSION IS NEEDED. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

MAYOR PHILLIPS REOPENED THE MEETING.

THEREUPON, ALDERMAN MCMURRY MADE A MOTION TO ENTER INTO AN EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADJOURN THE EXECUTIVE SESSION. ALDERMAN DRAUGHN SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

NO ACTION TAKEN IN EXECUTIVE SESSION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADJOURN. ALDERMAN MCMURRY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN MICHAEL W DRAUGHN  
ALDERMAN WILLIE W HINTON  
ALDERMAN JOE C MCMURRY, SR  
ALDERMAN STEVE STRINGER  
ALDERMAN WILLIAM A TRAVIS

THOSE PRESENT AND VOTING "NAY"

NONE

THEREBEING NO FURTHER BUSINESS, THE REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMAN OF THE CITY OF PETAL, MISSISSIPPI WAS ADJOURNED ON THIS THE 7<sup>TH</sup> DAY OF JANUARY, 2003.

  
TONY PHILLIPS  
MAYOR

(SEAL)

ATTEST:

  
JEAN ISHIE  
CITY CLERK

EXHIBIT "A"

P  
P  
D

Purchase Order 54685  
**Petal Police Department**  
127 West 8th Ave  
Petal, MS 39465  
601-544-5331 Fax 601-544-5347

Vendor Name: KUSTOM SIGNALS Date: 12/16/2002  
Address: 9325 PFLUMM  
City: LENEXA State: KS Zip: 66215  
Phone: 1-800-458-7866

Item No	Qty	Item Description	Price Each	Total
	2	EYEWITNESS VEHICLES CAMERA SYSTEMS	4,260.00	8,520.00
	2	SHIPPING	15.00	30.00
			Subtotal	8,550.00
			Shipping & Handling	0.00
			Total	\$8,550.00

Sales Quotation  
Quotation # 106682



Date: 12/16/2002  
Acct Rep: CLIFF MILLER

From:  
COWSOUTH  
5211 HIGHWAY 42  
HAMILTONSBURG, MN 55041  
Telephone: 601-584-6026  
Fax: 601-583-4455

To:  
PETAL POLICE DEPARTMENT  
149 W EIGHTH AVE  
PO BOX 583  
PETAL, MS 39465-2215  
Telephone: (601) 545-1776  
Contact: JEFF PIERCE

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
1	VGN	CRWN VIC VIDEO SYSTEM	4,200.00	4,200.00

Approval

Chief: [Signature] Date: 1-16-03  
City Hall: [Signature] Date: \_\_\_\_\_

Notes

UNITS # 48 AND # 51

Account

Code: 001-100-730 Requisitioned by: LT ELLIS



Quotation

Page 1 of 1

Date: 12/16/2002  
To: LT SHAWN ELLIS  
PETAL POLICE DEPT  
127 W 8TH AVE  
PETAL, MS 39465-0583

Quote # 2573998931466  
Terms: Net 30  
This Quote Expires on 3/16/2003  
Phone: 601-544-5331  
Fax: 601-544-5347

Item	Qty	Product Description	Unit Price	SubTotal
1	2	EYEWITNESS INDUSTRIAL GRADE IN CAR VIDEO SYSTEM; VAULT. PANASONIC INDUSTRIAL GRADE VHS RECORDER, SONY COLOR CAMERA WITH MOTORIZED 12:1 ZOOM, INTEGRATED OVERHEAD CONSOLE WITH COLOR MONITOR, AZDEN WIRELESS TRANSMITTER WITH MICROPHONE	4,260.00	\$8,520.00
2	1	IN CAR MICROPHONE KIT	0.00	\$0.00
3	2	TONE CODED SQUELCH	0.00	\$0.00
4	2	SHIPPING & HANDLING	15.00	\$30.00
5				
6		SPECIAL PRICING APPROVAL PER BILL FAGAN.		
Total				\$8,550.00

Quote Valid For: 30 Days

Subtotal: 4,200.00  
Engineering Total: 0.00  
Shipping/Handling: 0.00

Terms:  
Equipment: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Installation: POLICE CARS

Sales Tax: 0.00  
Quotation Total: 4,200.00

Note:  
FAX 544-5347 ELLIS INSTALL IS FREE

Per unit  
x 2 units  
\$ 8400.00

Signed \_\_\_\_\_

Signature

[Signature]

Title: Inside Sales Representative

Craig Ericsson  
cericsson@kustomsignals.com

Call From 800-4K1USTYUM (800-458-7866)

EXHIBIT "B"

ORDINANCE NO. 1979 (42-A118)

AN ORDINANCE AMENDING CERTAIN SECTIONS OF  
ORDINANCE 1979 (42) OF THE COMPREHENSIVE ZONING  
REGULATIONS FOR THE CITY OF PETAL, MISSISSIPPI,  
IN ORDER TO PERMIT REPLACEMENT OF MANUFACTURED  
HOMES OR MOBILE HOME UNITS UNDER CERTAIN  
CONDITIONS, AND FOR RELATED PURPOSES

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY  
OF PETAL, MISSISSIPPI:

SECTION I. The following article of Ordinance 1979 (42) be amended as follows:

6.113 Single manufactured homes or mobile home units or modular home units not in  
mobile home parks.

Manufactured homes, mobile home units or modular home units existing upon parcels of  
land outside of mobile home parks shall comply with the following regulations.

- I. Mobile home units or modular home units presently existing as a primary  
owner/occupied residence may continue as a non-conforming use.  
Replacement of presently existing mobile home units or modular home  
units will be permitted if the replacement is of a later model, greater value,  
and HUD approved.

SECTION II. All Ordinances in conflict herewith and the same are hereby repealed.

SECTION III. This Ordinance shall be in full force and effect thirty (30) days after its  
passage.

SECTION IV. That except as amended herein, Ordinance No. 1979 (42), and all other  
amendments thereof, be, and remain in full force and effect.

SECTION V. This Ordinance will be in full force and effect thirty (30) days from and  
after its passage.

The above and foregoing Ordinance having been presented, first section by section, and  
then as a whole, with the following vote as to section by section:

Alderman Draughn	YEA
Alderman Hinton	YEA
Alderman McMurry	YEA
Alderman Stringer	YEA
Alderman Travis	YEA

EXHIBIT "B"

For passage, adoption, and approval of the Ordinance, as a whole:

Alderman Draughn	YEA
Alderman Hinton	YEA
Alderman McMurry	YEA
Alderman Stringer	YEA
Alderman Travis	YEA

The above and foregoing Ordinance, being dully adopted and approved, on this the

7<sup>th</sup> day of January, A.D., 2003.

  
TONY PHILLIPS, MAYOR

(SEAL)

ATTEST:

  
JEAN SHEE, CITY CLERK

Publish I Time: January 16, 2003

EXHIBIT "C"

Petal Fire Department

S.O.G.



Petal Fire Department  
Department Guidelines

Subject: Public Information Officer Revised: January 01, 03

The following are the established guidelines for release of information to the media:

**Public Information Officer:** The public information officer (PIO) is the person assigned by the Chief of the Petal Fire Department (PFD) to regulate and release information concerning the PFD.

**Designated PIO for the PFD:** Fire Inspector Wesley Hughes (Inspector 1)

**Release of Information:** All information released to the media must be approved by the Fire Chief, Asst. Fire Chief, or the Incident Commander. Assignments may be assigned by the Fire Chief, Incident Commander, or PIO. Do not speak to the media if not assigned to. Staff Officers, Fire Officers, Firefighters, The PIO or his/her designee shall be the only person releasing information to the media. Information being released should be factual and correct in nature. All mass information, names and/or opinions will be released to the media. Only the Petal Fire Department representative will release information to the media concerning any actions or directives that involve the Petal Fire Department or its personnel.

**Additional Information:** In the event of a fatality at a fire emergency incident, the release of the victim's name and address will be the responsibility of the local Enforcement agency, having jurisdiction.

Information concerning the different divisions of the PFD (eg. Fire Operations, Fire Investigation, Fire Training, Hazardous Materials) may be released by the division director, but the PIO shall be notified of the information being released.

**Media Notification:** The PIO will have a contact list (phone numbers) for the different media sources at his/her disposal. In the event of a major incident, the PIO will notify the media of the incident and direct the media personnel to the press area for release of information and public safety. Media releases must be made in a timely manner. Incident updates and changing conditions will be released as soon as the conditions allow. Media access into the incident area will be at the discretion of the Incident Commander and/or PIO.

Petal Fire Department  
Department Guidelines

Subject: Self-Contained Breathing Apparatus (SCBA) Revised: January 01-03

The following are the established guidelines concerning SCBA:

**Scope:** At all emergency incidents that fire or toxic gasses and/or vapors are present it is directed that all personnel in the incident area will be properly wearing a SCBA.

**Inspections:** All SCBA's will be inspected daily when shift change is completed or an employee is being replaced during the shift. A visual inspection will also be conducted after each use during the shift. An inspection will include but not be limited to the following components:

- 1) Air tank pressure & condition
- 2) Backpack and shoulder straps
- 3) Regulator and waist belt
- 4) High pressure hose
- 5) Facepiece, low pressure hose & straps

**Maintenance:** In the event that a malfunction or problem arises with the SCBA the unit will be tagged and an explanation of the problem attached to the unit. The unit will be taken out of service and the shift officer informed of the problem. The shift officer will notify the Assistant Administrator as to the nature of the problem via Request Sheet. The unit will be taken out of service until repaired. After the unit is repaired, it will be returned to service on the appropriate apparatus.

**Notification:** It is the responsibility of the shift officer or designee to inform the oncoming shift during transfer of the SCBA problem. When the unit is returned to service, the shift officer or designee will inform the oncoming personnel of the return of the SCBA.

**Equipment Accountability:** In the event of a problem or loss of a facepiece the employee will notify his/her shift officer via Request Sheet. In the event that a facepiece is lost, the employee will write a report to be included with a report from the shift officer to be forwarded to the Assistant Administrator. In the event of multiple loss of facepieces, the Fire Chief may direct that the employee reimburse the City of Petal for replacement of equipment.

Petal Fire Department  
Department Guidelines

Subject: Emergency Incident Safety Revised: January 01-03

The following are the established guidelines concerning emergency incident safety:

**Scope:** It is the responsibility of all PFD personnel to establish and maintain safety during emergency incidents. This includes from time of alarm to the conclusion of incident and return to station.

**Time of Alarm:** When an alarm is received and companies are dispatched, all personnel will establish an awareness for safety. No personnel are to run to the apparatus. The apparatus operator will ensure that all personnel are mounted and seated before the apparatus moves. The apparatus operator will know the location of the incident and most efficient and safe route to the incident. The apparatus operator will make sure that all compartment doors are closed and all equipment is secured.

**During Response:** It is the responsibility of the apparatus operator to ensure the safe operation of the apparatus. All personnel will be seated and buckled in during response. At no time will personnel be standing when the apparatus is in motion.

**On Scene:** It is the responsibility of the Shift Officers for accountability of all the personnel assigned to his/her. The IC has the ultimate responsibility of the accountability of all personnel on scene. All PFD personnel must monitor conditions during the incident that could cause the incident to become unsafe. Any unsafe conditions will be reported to the IC immediately. During an incident the designated PFD Safety Officer will monitor the incident scene for developing safety concerns. When a safety concern or situation arises the Safety Officer will notify the IC of the concern or situation and offer corrective actions. In the event of imminent danger the PFD Safety Officer can/will terminate all offensive actions until the incident can be stabilized.

**Emergency Situations:** In the event of an immediate emergency situation, the IC and/or Safety Officer will order a distress alarm be activated. This alarm will consist of three (3) long air horn blasts followed by a radio broadcast. At that time, all personnel will discontinue all activities and return to the command post area for accountability. It is the responsibility of the Shift Officers to notify the IC of the accountability of all assigned personnel.

**Personnel Safety:** All personnel will be required to be wearing all PPE during the emergency incident. The carrying of tools and equipment will be in a safe manner. At no time will "resistance" be condoned during an emergency incident.

**Apparatus Placement:** The apparatus operator and/or Shift Officer will ensure the apparatus is staged or positioned in a safe and accessible area. The presence of overhead electric wires, traffic, propane tanks, holes, ditches, fences, etc. are primary considerations. All apparatus will be "checked" when the apparatus is on an incline or left unattended. If the apparatus is running, all emergency lights will be engaged. If the apparatus is not running, traffic cones will be deployed around the apparatus.

**Documentation:** Any time an accident or termination of activities occurs, the Shift Officer will document all injuries and/or actions and submit a written report which he/she will enter in the files system database. The call is not complete until the report has been entered in the database. If an injury has occurred on his/her shift the Shift Officer is responsible for making out the proper paperwork and turning it in to the Safety Coordinator. The IC and/or Shift Officer in case of litigation relating to a call should keep a copy of all reports.

Petal Fire Department  
Department Guidelines

Subject: Driver Safety Practices Revised: January 01-03

The following are the established guidelines for driver safety practices:

**Emergency Response:** When responding to an emergency incident, Petal Fire Department (PFD) vehicles will be operated in a safe manner and utilize all emergency warning devices and may exceed the posted speed limit if weather, traffic, or road conditions permit. Unless all lanes of traffic can be accounted for by the apparatus operator or shift officer during emergency response, PFD vehicles will yield and/or come to a complete stop when entering intersections and negative right-of-ways. It is recommended that all vehicles use the offensive driving lane when in response. This technique makes the apparatus and vehicles more visible to on-coming traffic. During emergency response, PFD vehicles should refrain from passing other emergency vehicles. If unavoidable, the passing will be coordinated through radio transmission.

**Urban Driving:** When operating in a non-emergency manner, all speed limit and traffic rules and regulations will be in force.

**Backing of Apparatus:** Avoid backing when ever possible. When backing is unavoidable, the use of "flagmen" is recommended. If "flagmen" are not available or conditions warrant, "flagmen" and walk completely around apparatus before backing and then proceed cautiously. All emergency lights and air horn will be used to signal backing intentions.

**Passengers and Operator:** Any time PFD apparatus or vehicles are being operated, all passengers and the operator will be seated and buckled in by the use of seatbelts.

**Responsibility:** Anytime PFD apparatus is being operated it is the responsibility of the driver/operator to safely operate the vehicle. Poor road conditions, inclement weather, or the actions of other drivers does not relieve the driver/operator or the shift officer of the responsibility for any accidents or property damage.

**Qualifications:** The City of Petal and the PFD require that all personnel who operate PFD vehicles have a valid Mississippi driver's license. It is the responsibility of the shift officer to decide if personnel assigned to him have the qualifications and/or training to safely operate the apparatus in emergency or non-emergency operations.

EXHIBIT "C"

Petal Fire Department  
Department Guidelines

Subject: Driver Safety Practices Revised: January 01, 03

The following are the established guidelines for driver safety practices:

**Emergency Response:** When responding to an emergency incident, Petal Fire Department (PFD) vehicles will be operated in a safe manner and utilize all emergency warning devices and may exceed the posted speed limit if weather, traffic, or road conditions permit. Unless all lanes of traffic can be accounted for by the apparatus operator or company officer during emergency response, PFD vehicles will yield and/or come to a complete stop when entering intersections and I-10 right-of-ways. It is recommended that all vehicles use the off-street driving lane when in response. This technique makes the apparatus and vehicles more visible to on-coming traffic. During emergency response, PFD vehicles should refrain from passing other emergency vehicles. If unavoidable lane passing will be coordinated through radio transmissions.

**Urban Driving:** When operating in a non-emergency manner, all speed limit and traffic rules and regulations will be in force.

**Backing of Apparatus:** Avoid backing when ever possible. When backing is unavoidable, the use of "tagger" is recommended. If tagger is not available or conditions warrant, dismount and walk completely around apparatus before backing and then proceed cautiously. All emergency lights and air horn will be used to signal backing intentions.

**Passengers and Operator:** Any time PFD apparatus or vehicles are being operated, all passengers and the operator will be seated and buckled in by the use of seatbelts.

**Responsibility:** Anytime PFD apparatus is being operated it is the responsibility of the driver/operator to safely operate the vehicle. Poor road conditions, inclement weather, or the actions of other drivers does not relieve the driver/operator or the company officer of the responsibility for any accidents or property damage.

**Qualifications:** The City of Petal and the PFD require that all personnel who operate PFD vehicles have a valid Mississippi drivers license. It is the responsibility of the company officer to decide if personnel assigned to him have the qualifications and/or training to safely operate the apparatus in emergency or non-emergency operations.

Petal Fire Department  
Department Guidelines

Subject: Emergency Incident Management Revised: January 01, 03

The following are the established guidelines concerning emergency incident management:

**Scope:** Emergency Incident Management includes all incidents which the PFD responds concerning the saving of lives and protection of property. This includes all activities from the time of alarm to the conclusion of the incident.

**Command Structure:** The PFD will utilize the Incident Command System (ICS) during all emergencies. The ICS is designed to operate as a resource management system which includes but is not limited to tactics, manpower, equipment, command, and accountability.

**Accountability:** It is recommended that all engine companies, and/or rescue companies will work as complete units. It is the responsibility of Safety Officer, the IC and Tactical Officer to have complete accountability of all personnel during emergency operations. If additional companies arrive, the arriving personnel will notify the IC of availability and request directions. At no time will "freelancing" be tolerated.

**Size Up:** The first Shift Officer and/or Fire Officer on scene will give a complete size up of the incident. A size up will be a short, clear and concise description of the incident broadcast over the radio. This description will include the following components:

- 1) Condition of Incident (eg. smoke showing, totally involved)
- 2) Building Description (eg. 2 story, wood frame, brick veneer)
- 3) Occupancy Type (eg. assembly, residential, mercantile)
- 4) Initial Actions (eg. deploying 1 1/2" hose line)

**Tactics:**

After a size up has been completed, the IC will initiate the tactics needed to stabilize the incident. Tactics are flexible directives given to coincide with a plan to stabilize the incident. Tactics will be directed towards the most efficient and safe termination of the incident. Tactics can be either offensive or defensive in nature. Tactics include but are not limited to the following:

- 1) Search & Rescue
- 2) Fire Suppression
- 3) Extrication
- 4) Evacuation
- 5) Ventilation
- 6) Salvage & Overhaul
- 7) Isolation of Hazard

**Resources:** The IC will utilize all resources (eg. apparatus, equipment, personnel) to stabilize the emergency incident in the most efficient means. Safety of PFD personnel and the general public are primary concerns. All PFD personnel will be equipped in complete PPE when on the incident scene.

**Work Duration:** The Safety Officer will monitor all personnel for fatigue during firefighting operations. Temperature, work conditions, and firefighter physical fitness are measuring guides for gauging the work duration limit. A two (2) SCBA air bottle limit is in effect. After a firefighter uses two (2) consecutive bottles, he/she is required to rest for a minimum of fifteen (15) minutes before returning to work in a SCBA during the incident.

**Definition of Alarms:** The following are the definition of alarms per PFD guidelines.

- Single Alarm= One engine company, or rescue unit
- General Alarm= (A) 2 Engines, 1 Rescue, 1 Command, Safety Officer
- Additional Alarms= (B) Call for Mutual Aid

**Support Resources:** The following are support resources which are available to PFD command units in the event of a large and/or diverse incident.

- Hazardous Incident Response Unit = Call for HIRT(Hattiesburg)
- Incident Support Unit = Lights, Air Bag, other Tools

Petal Fire Department  
Department Guidelines

Subject: Station Maintenance & Duties Revised: January 01, 03

The following are the established guidelines for station maintenance and duties:

**Daily Station Maintenance:** It is the responsibility of the Shift Officer to make sure that all Petal Fire Department stations are in safe, clean and presentable condition. The Shift Officer on each shift will inform and direct the personnel assigned to him/her at either station in the required maintenance and duties concerning the stations. The Captain or First Lieutenant will do station inspections monthly. The Shift Officer will report any repairs needed to the station(s) in writing on a station request form to the Captain or his designee as soon as they are found.

**Daily Station Maintenance Duties:** The following duties will be performed on the scheduled days.

- Monday - Fuel Trucks (including all equipment)
- Tuesday - Yard Day (Cut grass, Wash Bays, Aprons, Walks, & Parking area)
- Wednesday - Clean primary Engines (inside & out)
- Thursday - Clean Backup Engine and Command Vehicles (inside & out)
- Friday - Clean Bathrooms, Dayroom, Kitchen, Bedrooms
- Saturday - Check SCBA Bottles and pump all Engines, Run all Equipment
- Sunday - Can be a day of rest if all equipment is ready

Other duties that the Shift Officer deems necessary will be included with daily maintenance.

**Special Station Maintenance & Duties:** The following stations will perform the following maintenance duties:

Station 1 - Raise and lower the flags at City Hall daily

Station 2 - Check cascade system daily

**Station Yard Maintenance:** Policing of the fire station property for litter or other debris is the Shift Officers responsibility.

Petal Fire Department  
Department Guidelines

Subject: Incident Command System Revised: January 01, 03

The following are the established guidelines concerning the Incident Command System.

**Scope:** The Petal Fire Department will initiate the Incident Command System (ICS) on all emergency incidents. The ICS is nationally recognized and accepted as the resource management system for the Fire Service.

**Initiating ICS on scene:** The ranking fire officer on the first arriving apparatus will act as the Incident Commander (IC) until he/she relinquishes or is relieved of command by a senior fire officer.

**Utilizing the ICS:** When command is established on the incident scene, the IC will notify dispatch of the location of the command post and its designation (eg. Main St. Command) in the event of multiple incidents and/or alarms. All operational tasks (eg. attack, ventilation, rescue) should be delegated to complete engine or rescue units with the Shift Officer in charge of his/her company. At no time will "freelancing" be allowed.

**Unified Command:** When operating in a multi-jurisdiction or private site, Unified Command will be established. This is utilizing the supervisor or officer of the jurisdiction or industry to make decisions on the incident scene. PFD officers will coordinate and command his/her personnel and the industrial or other jurisdiction will coordinate and command their personnel.

**Span of Control:** Span of control is the number of personnel that one superior (officer) can supervise. The accepted number is 3 to 7 with 5 being the optimal number. If the number of personnel exceeds 7, delegation of supervision or directions is essential.

**Documentation:** In the event of a large multi-jurisdiction incident to a small single engine company response, it is the responsibility of the IC or his designee to document all pertinent information concerning the incident.

Petal Fire Department  
Department Guidelines

Subject: Hazardous Material Incident Response Revised: January 01, 03

The following are guidelines for response to a hazardous material incident:

**Primary Response:** Upon receiving notification of a hazardous material incident, the appropriate engine will respond to the scene. The first officer on scene will do an initial scene size-up and notify dispatch and the Shift Officer of the conditions. Tactical operations can be undertaken to confine the product or stabilize the incident in a safe manner.

**Specialized Response:** In the event that the incident exceeds the capabilities of the PFD, other resources are available. If the product is of large quantity or if there is any doubt of how to safely handle the incident, the Hazardous Incident Response Team (HIRT) from Hattiesburg Fire Department should be called. The commander or designee will respond and evaluate the need for further assistance.

**Mutual Aid Response:** In the event of a mutual aid response, the HIRT commander or his designee will assess the incident (visually or through information provided by PFD incident commander) and make the appropriate tactical decisions. Engine 3 from Hattiesburg may be requested by the HIRT commander or designee to respond to an incident outside the corporate limits of Hattiesburg.

**HIRT Response:** The commander of the HIRT will decide if a call-out is necessary for his personnel. In the absence of the commander, his designee and/or the District Chief will make the request. If request is made, Hattiesburg dispatch will page or telephone the requested priority number for the response. HIRT personnel will notify dispatch if available and will receive instructions and directives. Dispatch will notify the HIRT commander with number of personnel responding.

**Notifications:** It is the responsibility of the HIRT commander to notify the proper authorities (eg. DEQ, MEMA, TEMD, EPA). The HIRT commander will verify all reports concerning the hazardous material incident.

EXHIBIT "C"

Petal Fire Department  
Department Guidelines

Subject: On Scene Fatality Procedure Revised: January 01 - 03

The following are established procedures for on scene fatalities.

**Scope:** Due to the complex nature of handling on scene fatalities, these guidelines will be used concerning fatalities dealing with civilian and firefighter.

**Personnel Notification List:** In the event of an on scene fatality, the following personnel will be contacted:

- 1) Fire Chief
- 2) Asst. Fire Chief
- 3) Fire Investigator
- 4) Coroner / AAA Ambulance
- 5) Police Investigator
- 6) PFD PIO/Safety Officer
- 7) Mayor, City of Petal

**On Scene Fatalities (civilian):** In the event of an on scene fatality, the senior fire official will work with the Law Enforcement having jurisdiction in obtaining identification of the victim, scene security and incident investigation. All information obtained will be confidential.

**On Scene Fatality (Firefighter):** In the event of an on scene firefighter fatality, the senior fire official on scene will secure the scene and personal protective equipment that the victim was wearing. The scene will be sealed and no one is to enter except the personnel on the call list and on scene firefighters.

**Investigation & Autopsy Requirements (Firefighter):** Due to the requirements prescribed by the U.S. Fire Administration concerning firefighters death, the following are guidelines that must be followed:

- 1) Secure the scene, document incident (pictures, written description of actions)
- 2) Law Enforcement agency will initiate investigation and follow-up
- 3) PFD Safety officer and Fire Inspector will assist Law Enforcement with investigation
- 4) Contact hospital, request blood test and blood gasses (co levels & toxins) on victim
- 5) Notify U.S. Fire Administration of situation and supply a copy of coroners report
- 6) Notify PFD representative for IAFF Firefighters Association

**Family Notification (Firefighter):** The Chief of the Petal Fire Department will notify or designate a spokesman to notify the family of a firefighter fatality. At no time will the firefighter's identity be released to the media in the event of a fatality.

**Media Release:** At no time will any member of the PFD release information concerning an on scene fatality except by order of the Fire Chief, Asst. Fire Chief or his/her designee. The PFD PIO will be the official spokesman for the PFD unless otherwise ordered. The Law Enforcement having jurisdiction will be responsible for releasing the identity of the victim(s).

Petal Fire Department  
Department Procedure

Subject: Apparatus Maintenance Revised: January 01 - 03

The following are the established guidelines for reporting apparatus maintenance repairs:

**Service Request Forms (SRF):** The apparatus operator will fill out a service request form anytime an apparatus needs maintenance and/or repair. This request will define the problem, date of request, preventive maintenance by operator. Designate request for apparatus repairs with a (SRF prefix).

**Routing of Service Request Forms:** The apparatus operator will submit a SR Form to their Shift Officer or designee. The Shift Officer will submit SR Form to the Captain and Assistant Administrator who will fill out a shop order request to the city mechanic. If the mechanic can not fix the problem and the needed repair is a safety concern the service mechanic will be notified.

**Responsibility of Shift Personnel:** The shift personnel will assist the mechanic during the repair or inspection of the apparatus. During routine maintenance and/or repairs the shift personnel will not be available to assist the mechanic. The participation of maintenance and repairs. This includes hands-on assistance as well as technical assistance.

**Maintenance Training:** All shift personnel will be familiar with their assigned apparatus. This includes but is not limited to the apparatus operations, pump operations, apparatus maintenance, and driver training. It is the shift officers responsibility to conduct this training.

Petal Fire Department  
Department Guidelines

Subject: Aircraft Emergency (Pine Belt) Revised: January 01 - 03

The following are the established guidelines for aircraft emergency incidents:

**Notification of Emergency:** Upon receiving a call from Pine Belt Regional Airport Engine # 1 will respond with an apparatus operator and no less than 2 firefighters as stated in mutual aid agreement with Pine Belt.

**Staging of Personnel:** When on scene, all personnel and apparatus will stage in the area next to the terminal. An airport representative will direct and tag all units assigned to this area. The Apparatus operator will report to the IC at the fire station for directions.

**Incident Notification List:** In the event of a major incident at the Pine Belt Airport, the IC will contact the Fire Chief, Asst. Fire Chief, and PFD PIO in his/her district.

Petal Fire Department  
Department Guidelines

Subject: Visitation & Telephone Use Revised: January 01 - 03

The following is the established guidelines concerning visitation and telephone use at all PFD fire stations.

**Visitations:** The PFD encourages friends and family members to visit the fire stations and personnel. To ensure uninterrupted rest time, and personnel privacy, all on premise visitations will end at 9:00 PM. The only exception will be of family emergency and with the approval of the station officers.

**Telephone Use:**  
(In-coming) All personal in-coming telephone calls will end at 10:00 PM. Only family emergency telephone calls will be accepted after 10:00 PM.

(Out-going) All personal out-going telephone calls will be limited to a maximum of three (3) minutes during the hours of 8:00am till 5:00pm. Whenever possible use the day room or the portable phone to answer calls not the Administrators offices. The telephones in the fire stations are classified for business use. Personal use is a privilege to PFD personnel. Abuse of this privilege may warrant strict guidelines set forth by the City of Petal.

**Special Notation:** All PFD fire station telephones are equipped with call waiting. In the event you are using the telephone and the call waiting signal is activated, answer the signal immediately. All PFD business will have priority over all personal calls!

Petal Fire Department  
Department Guidelines

Subject: School Assignment and Reimbursement Revised: January 01 - 03

The following are the established guidelines for school assignments and reimbursement.

**Notification of Assignment:** All personnel assigned to attend a training exercise, school, and/or conference will be notified forty five (45) days preceding the scheduled date. Any exercise, school, and/or conference scheduled which provides less than forty five (45) days notice will be on a voluntary acceptance system. The Training Officer will submit all application to the Mississippi State Fire Academy. All training requests will be submitted to the Training Officer in writing for acknowledgment.

**Request for Deferral of Training:** In the event a firefighter is assigned to attend a training exercise, school, and/or conference prior to forty five (45) days of the start of the course, he/she may wish to defer his training obligation. He/she is placed under the direction of the PFD Training Officer. If the firefighter wishes to defer his/her training obligation, it must be submitted through the chain of command in writing no later than forty five (45) days preceding the start of the course. The Chief of the Department and/or the Asst. Fire Chief will make the final decision and inform all parties of the decision and obligations.

**Acceptance of an Option Course or Voluntary Training:** If a firefighter accepts to attend a training exercise, school, and/or conference on a voluntary basis, he/she is responsible for successful completion of the course. If the course is unsuccessfully completed, the firefighter will fall under the direction of the PFD Training Officer.

**Documentation of Training:** After successful completion of a training exercise, school, and/or conference, a copy of the certificate and/or letter will be supplied to the Training Officer to be entered into the firefighters training record.

**Assignment to Training by Chief:** The Chief of the PFD may assign any member of the PFD to attend any training exercise, school, and/or conference that is deemed a benefit to the Petal Fire Department. If the course is unsuccessfully completed, those members will fall under the direction of the Chief of the PFD.

**Failure of Training:** In the event of a firefighter failing a training exercise or school, the firefighter will be eligible to attend the exercise and/or school again at the discretion of the PFD. If the firefighter fails the exercise and/or course a second time, the firefighter is financially responsible for reimbursing the City of Petal for the cost of the course and all travel expenses no later than fifteen (15) working days from the last scheduled date of the course. (Upon failure of a course, the firefighter may schedule and attend the course at his/her own expense.)

Petal Fire Department  
Department Guidelines

Subject: Employee Time/Work Standard Revised: January 01 - 03

The following are established guidelines for PFD Employee Time/Work Standard.

**Shift Change:** Shift change for the PFD Personnel assigned to the four platoon system is 6:45 am. Any employee that has not reported for duty by 7:00 am will be reported immediately to the shift officer. All personnel, both on or going off duty, will meet in a common area at 7:00 to exchange information and effect the official shift change.

If an employee encounters an unforeseen emergency that may cause the employee to be late, he/she will contact the station before 6:45 and arrange for a qualified employee who is scheduled to be relieved to work in his/her place until the employee arrives at the work site. (Employee must be approved to work at his/her level.) Shift Officers must be notified as soon as possible. If approved, the employee must report to work by 7:00 am unless approved by the Shift Officer.

**Employee Replacement:** An employee wishing to have a qualified employee work in his/her place, must have the approval of his/her supervisor prior to the time the employee is to report to work. A qualified employee means the employee working for the person must possess the ability to perform the required duties of the work position. The shift officer will determine if the employee meets the criteria to allow the swap.

The following are examples of employees who can swap time:

- a) Firefighters with Firefighters
  - b) Officer with Officers
- Payback time is the responsibility of the employees who have swapped time. If the employee who has agreed to work calls in sick, the employee who is normally scheduled to work will have his personal-time or vacation time deducted. If the employee who has been approved to work does not report to work, disciplinary action will be taken unless sick time or emergency leave is approved by the Captain of the department or First Lieutenant.

**Sick Time:** If an employee is sick, he/she must contact the Captain or the First Lieutenant before 6:00 am.



EXHIBIT "C"

Petal Fire Department  
Department Guidelines

Subject: Physical Ability & Monthly Testing Revised: January 01 - 03

The following are the established guidelines concerning physical ability and monthly testing:

**Scope:** As mandated by the Petal Fire Department career development plan, PFD personnel must successfully complete the semi-annual physical ability tests and achieve a minimum average of 75% on all department monthly training exams in order to be eligible for a salary increase and/or promotion during the current year.

**Physical Ability Test:** All PFD personnel not exempt by the Chief of the department must complete the semi-annual ability test. All guidelines and disciplinary actions are outlined in the career development plan.

**Monthly Tests:** All PFD personnel not exempt under the career development plan or by the Chief of the department must complete and maintain a 75% average on all monthly tests. The subject of the tests are based on information provided by the Fire Training Division. All records of results of the monthly tests will be on file in the Training Division. Test period will run from October 1 thru September 30.

**Make Up of Physical Ability & Monthly Tests:** Make ups are the responsibility of the PFD personnel themselves. The Fire Training Division will assist the personnel in scheduling make up times. Any monthly test not completed by the end of the testing year or time of promotion will result in a score of 0%.

Petal Fire Department  
Department Guidelines

Subject: Personal Protective Equipment Revised: January 01 - 03

The following are the established guidelines concerning personal protective equipment.

**Scope:** All PFD personnel will be issued personal protective equipment (PPE) for use during emergency incidents. It is the responsibility of the personnel to maintain this equipment in a proper and professional manner. The following is the components that make up PPE:

- 1) Helmet
- 2) Hood
- 3) Coat
- 4) Gloves
- 5) Pants w/ suspenders
- 6) Boots
- 7) Pass

**Emergency Response:** All PFD personnel will be required to be outfitted during emergency response and operations in the appropriate personal protective equipment. During response all personnel will be in full protective equipment with the exception of the apparatus operator. The apparatus operator will be required to wear his/her helmet during pumping operations. If the apparatus operator is not engaged in pumping the apparatus, he/she will don their PPE and assist with fire suppression and/or rescue activities.

**Maintenance:** It is the responsibility of the personnel to maintain their PPE. This includes accountability and cleanliness. The proper way to clean the PBI/Keivar PPE is as follows:

- Outer Shell:** Wash in cold water on delicate cycle in washing machine or use a medium stiff brush, mild detergent without bleach, air dry.
- Vapor Barrier:** Wash in cold water on delicate cycle in washing machine or use a medium stiff brush, mild detergent without bleach, air dry.
- Gloves & Hoods:** Wash in cold water on delicate cycle in washing machine, mild detergent without bleach, air dry or machine dry on low temperature.

**Replacement:** If an item of PPE is damaged the personnel must notify his/her Shift Officer in writing and request a replacement. The PFD will be inspected by the Shift Officer and if the PPE needs to be replaced, the Shift Officer will put in a request for replacement to the Assistant Administrator. If an item of PPE is lost the personnel must report it to his/her Shift Officer in writing and request a replacement. If this problem becomes re-occurring, the Fire Chief has the authority to mandate that the employer reimburse the PFD for the cost of replacing the equipment.

Petal Fire Department  
Department Guidelines

Subject: Fire Scene Investigation Revised: January 01 - 03

The following is the established guideline for Fire Scene Investigation:

**Scope:** To establish the origin, cause and method of ignition of a suspicious or non-suspicious fire scene the Fire Prevention/Investigation division will be notified to respond to the scene by the Incident Commander or senior fire official.

**Notification:** In the event of one or more of the following conditions, the Fire investigator will be requested to respond to the scene:

- 1) origin or cause can not be determined
- 2) commercial structure fire of any consequence
- 3) fires of suspicious and/or incendiary of nature
- 4) fire incidents in any City of Petal building, vehicles, and/or grounds
- 5) incidents where the occupant and/or owner are uncooperative or belligerent
- 6) there is a life safety concern in assembly occupancies.

**Duties of Suppression Personnel:** It is the responsibility of all PFD personnel to secure the scene of any questionable and/or suspicious fire incidents. This includes but is not limited to securing evidence, interviewing witnesses, and documenting the incident. The Incident Commander or his/her designee will brief and accompany the Fire Investigator at the fire incident during the investigation.

**Release of information:** Only the Fire Chief or Fire Investigator will release information to the media. All media releases will be approved by the Fire Chief and the Fire Investigator.

Petal Fire Department  
Department Guidelines

Subject: PFD Hurricane Response Revised: January 01 - 03

The following is the established Guidelines for PFD response during hurricane conditions:

**Scope:** During hurricane conditions, the PFD response capability and procedures will be amended to insure the safety of all PFD personnel.

**Response Conditions:** Before sustained winds reach 50 mph, the ranking fire officer on duty will notify all stations and personnel of measures to secure all equipment and buildings. This includes but is not limited to:

- 1) Taping and/or boarding windows
- 2) Storage of non-essential equipment
- 3) Acquiring additional communication equipment
- 4) Test emergency generators
- 5) Apparatus bay doors will be left open

When sustained winds reach 50 mph, the Shift Officer on duty will prioritize all emergency response calls. Alarms will be coordinated between the Shift Officer and PFD. Safety of the public as well as the PFD personnel will be major concerns of the Shift Officer.

When sustained winds reach 70 mph, the PFD will not respond to any emergency alarms. Emergency calls received will be prioritized and handled as soon as response conditions are favorable. All apparatus, equipment and personnel will be secured in the stations until released by the Shift Officer.

**Personnel Call In:** This policy is outlined in the emergency personnel call out section of this manual.

**Family Notification:** It will be the responsibility of the PFD designated radio dispatcher to coordinate contact with the on duty personnel families. This includes before and after the hurricane conditions exist. This dispatcher will communicate with the liaison of the EOC, to keep the Fire Chief informed of weather and road conditions as well as passing on information about local conditions to the EOC.

Petal Fire Department  
Department Guidelines

Subject: Emergency Personnel Call Out Revised: January 01 - 03

The following are the established guidelines concerning emergency personnel call out.

**Scope:** In the event of a man-made or natural disaster, the following PFD policy will be activated in order to staff stations and supplement manpower for the protection of lives and property.

**Authorization & Notification:** The Fire Chief and/or Asst. Fire Chief shall issue an order to call off duty personnel to work. All personnel will be notified that all leave time is suspended and/or canceled until further notice. Notification of off duty personnel will be made by the following means:

- 1) personal contact
- 2) telephone contact
- 3) television broadcast
- 4) radio broadcast

All official media based call out of personnel will begin and end with "by order of the Chief of the Petal Fire Department".

**Reporting Procedure:** The north district of the shift that was relieved by the on duty shift will be ordered to report to Station #2 for accountability and assignments as soon as possible.

The south district of the shift that was relieved by the on duty shift will be ordered to report to station #1 at relief time the next morning (7:00 am) for accountability and assignments.

The PFD will begin a 24 hr. on and 24 hr. off work schedule. This system will continue until it is canceled by the Fire Chief and/or Asst. Fire Chief.

**Work Assignments:** PFD personnel will be assigned to stations, apparatus or administrative duties as deemed necessary by the Fire Chief, Asst. Fire Chief, and/or Captain.

Petal Fire Department  
Department Guideline

Subject: Apparatus Prevent Maint. Checks Revised: January 01 - 03

The following are the established guidelines concerning PFD apparatus preventive maintenance checks:

**Daily PMC:** All apparatus will be inspected at the beginning of each shift. A inspection check list will be completed for each apparatus or vehicle. The following areas will be inspected for workability and cleanliness:

- 1) Apparatus Body Auxiliary Firefighting Equipment, Corrosion and/or rust, Body damage, Operation check on all warning devices and lights, Compartment door workability, Pump and hose bed structural damage, Pump and hydraulic operations
- 2) Frame & Chassis Steering pump for leakage and damage, Exhaust system for leaks or damage, drive-line damage and unusual noise
- 3) Engine Inspect fan belts for wear and tension, Coolant level hoses, piping for corrosion and damage, Fluid leakage and levels, Baltiness to be checked for corrosion and fluid levels
- 4) Pump Control panel lights, perform operation check on all gauges for damage, Handles and levers for ease of operation and damage, Inspect all intake and discharges for damage, Primer tank for fluid levels and damage, Perform operation check on primer pump motor, Perform operation check on fire pump
- 5) Suspension Inspect for damage and loose springs on front and rear axles.
- 6) Tires and Wheels Check air pressure, uneven wear, damage, missing or loose lug nuts.

All shift officers are responsible for the visual inspection of their assigned apparatus daily. Every Monday the shift personnel will inventory all equipment assigned to that unit.

EXHIBIT "C"

Petal Fire Department  
Department Guidelines

Subject: On Duty Tobacco Use Revised: January 01 - 03

The following are the established guideline for on duty tobacco use by PFD personnel

**Scope:** For the purpose of presenting a professional appearance and eliminating health and hygiene concerns within the work place, all forms of tobacco use will be governed by this guideline

**Definition:** Tobacco products that are under this directive include cigarettes, cigars, pipes, and smokeless tobacco

**Designated use areas:** The use of tobacco products (smoking or smokeless) will be restricted to areas where any by-product of its use will not adversely affect co-workers or the general public. The enforcement of this guideline will be the responsibility of the Shift Officer. Anyone having a complaint or concern should report the complaint to the Shift Officer

**Disposal of tobacco:** When tobacco products are being used in the approved areas, it is the responsibility of the user to dispose of the remnants of the tobacco. This includes cigarette or cigar butts, spit cups, chews, or pipe remnants. If the designated areas are not "poked" or cleaned of tobacco remnants, tobacco use may be suspended by order of the Chief of the PFD.

**Special areas of use:** Tobacco use during training classes or evolutions will be under the authority of the Training Officer. During outside evolutions, the use of tobacco products will be permitted as long as the user disposes of the remnants following the established guidelines

Petal Fire Department  
Department Guidelines

Subject: Personal Alert Safety System Revised: January 01 - 03

The following are the established guidelines concerning Personal Alert Safety System:

**Scope:** It is the responsibility of all PFD personnel to be knowledgeable in the maintenance and use of the PASS device

**Utilization:** All PASS units are to be activated when the firefighter upon entering the fire incident structure. The accountability key will be presented to the incident Commander for accountability in the event that the incident Commander is not on scene, the accountability key will be presented to the Overoperator on the first in apparatus. When the incident Commander establishes command, it is the responsibility of the incident Commander to appropriate the accountability keys from the Overoperator

**Activation:** In order for the PASS unit to be activated, the accountability key must be removed from the unit

**De-activation:** To re-activate the PASS unit, the accountability key must be replaced on the unit and both red buttons on the side of the unit must be depressed

**Maintenance:** The unit must be kept clean in order to function properly. After an incident, the unit will be inspected and cleaned as per the manufacturer's direction. In the event the battery fails, contact the Assistant Administrator for a replacement battery

Petal Fire Department  
Department Guidelines

Subject: Outside Employment Revised: January 01 - 03

The following are the established guidelines concerning outside employment:

**Scope:** Petal Fire Department employees are susceptible to be recalled to duty due to conditions that warrant an increase in manpower

**Status:** Employees of the Petal Fire Department (PFD) may engage in off-duty employment

**Limitations:** The following are established limitations concerning outside employment:

1) Such employment shall not interfere with the employee's duties with the PFD or impair his/her independence or judgment in the exercise of assigned duties

2) Employees shall not be engaged in any service where the duty of the PFD or employees have or could have a conflict of interest

3) In addition to the above restrictions, outside employment should not remain the employee unavailable during the emergency or bring the Department into disrepute or impair the operation or efficiency of the PFD or personnel

4) The Fire Chief reserves the right to revoke outside employment privileges should that employment create a conflict as described above

Petal Fire Department  
Department Guidelines

Subject: Home Safety Surveys Revised: January 01 - 03

The following are established guidelines for the home safety survey duty:

**Duty:** On duty personnel will conduct home safety surveys as requested by the citizens of the City of Petal. The Captain, First Lieutenant or Shift Officer will schedule a time and date with the name, address, and the best time to conduct a survey. This schedule will be made for convenience of the citizen making the request not the (PFD) personnel. When possible schedule the survey on the same date as the request. If this is not possible then it is the officer scheduling, responsibility to notify the Shift Officer who will conduct the survey

**Assistance:** If the survey reveals safety concerns (i.e. electrical wiring, exhausts, storage of flammable liquids) make notes and advise the citizen of corrective action needed. If it is a fire extinguisher, or some other correction that can be easily remedied then assist the occupant with this service

**Coordination:** If it is found that a smoke detector, house address sign, or night lights is needed then report this to the inspector's office in writing, and advise the citizen that someone will be back to install these items a few days. The request for smoke detector or address signs will be forwarded to the Dr. Sylvia Forster with the TRIA (Petal Assoc. for Families) (582-0909). This organization has now took the lead in providing smoke detectors, signs and night lights for the citizens of Petal. The PFD will coordinate installation of these needed items with Dr. Forster

Petal Fire Department  
Department Guidelines

Subject: Communication Practices Revised: January 01 - 02

The following are the established guidelines for PFD radio communication practices

**General Guidelines:** All radio transmissions will adhere with FCC regulations. At no time will anyone use any words, terms or phrases that are deemed offensive to any race, denomination, or sex. All radio transmissions will be clear and concise in order to understand the message being transmitted

**Non-Emergency Traffic:** All radio traffic will be monitored by Petal Dispatch. The use of common terminology will be the accepted language for radio transmissions. The use of a 10 code is not recommended. Anytime an apparatus leaves its station, the opposite station will be notified of its destination and duty

**Emergency Traffic:** All emergency traffic will be monitored and coordinated by Central Dispatch. The use of common terminology is the accepted language for radio transmissions. All engine/rescue company movements and actions will be transmitted on radio (i.e. en-route, on scene, return to station, etc.). Central dispatch will repeat all important transmissions made by any responding unit or officer

**Dispatching Emergencies:** Central Dispatch, upon receiving call/alert, will dispatch the correct response company or companies. Dispatch will report location of incident, type of incident, condition of incident, and cross streets. After units are enroute, dispatch will monitor all radio transmissions and relay additional information to the responding units. Dispatch will contact the IC or response company every 15 minutes of the incident to establish an incident time line and to insure the safety of the firefighters through accountability

**Responding Units:** upon receiving call/alert, station will acknowledge alarm, report when en-route, response mode, designation, report when on scene, report when clear, report when in station

Petal Fire Department  
Department Guidelines

Subject: Carbon Monoxide Response Revised: January 01 - 03

The following are the established guidelines for carbon monoxide incident response:

**Central Dispatch:** Upon receipt of request for assistance for possible carbon monoxide contamination, the dispatcher should determine if medical assistance is needed. If medical assistance is needed or the dispatcher has any doubts, contact AAA Ambulance

Dispatch will dispatch the nearest Engine Co. to the location

**Petal Fire Department:** The nearest Engine Co. will respond to the location. Fire personnel will try to ascertain if high levels are present. If high levels of CO are suspected, inform the occupant or manager of conditions. If the occupant is a Centerpoint Gas customer, and permission is granted, notify Centerpoint Gas to send a representative to the location to test the facility. Assist Centerpoint Gas personnel in any way needed

**Centerpoint Gas Co.:** Centerpoint Gas Co. will inspect the facility if requested by the occupant or manager and the Petal Fire Department. Centerpoint Gas personnel will inform the occupant or manager of the conditions in the facility and the problems associated with carbon monoxide contamination

**Occupant or Manager:** It is the occupant or manager's decision if Centerpoint Gas Co. is called to the scene. All repairs associated with the correction of the problem are the responsibility of the occupant or manager

**Medical Symptoms of Carbon Monoxide Contamination:**

- a) Dizziness or light-headed
- b) Nausea
- c) Shortness of breath
- d) Confusion
- e) Possible slurred speech

Petal Fire Department  
Department Guidelines

Subject: Bomb Threat Response Revised: January 01 - 03

The following are the established guidelines for bomb threat response:

**Scope:** It is the responsibility of the PFD to provide support to the Petal Police Department during a bomb threat incident

**Response:**

**Initial response:** Only the ranking PFD officer will respond to a bomb incident with their apparatus at the request of the PPD. (code one response)

**Secondary response:** In the event a device is found and/or identified, all PFD apparatus will respond code 3. Once on scene, the highest ranking Fire Official will establish a command post to be used by the PFD and the PPD during the incident. The ranking Fire Official will notify Dispatch of the location of the command post and have Dispatch notify the PPD to send a representative to the location.

**Staging:** The ranking Fire Official will assign the engine/rescue companies to secure all roads that have access to the incident area. This will be done in cooperation with the PPD

**Building Search:** If the PPD supervisor requests that PFD personnel assist with a building search, it is at the discretion of the ranking PFD officer on scene. If utilized, all PFD personnel will be assigned as an engine/rescue company for accountability. All personnel in the bomb incident area will not use radios or PA systems.

**Evacuation:** If the owner/occupant or the PPD initiate an evacuation, the PFD personnel will assist with the evacuation and any medical situations that may arise

**Media Release:** All media releases will be made by the owner/occupant, PPD, or PFD public information officer or designee. At no time are PFD personnel to release information concerning the bomb threat incident

**Notification:** In the event a device is found, contact Dispatch to notify EOD at Camp Shelby and ATF at 863-4871

EXHIBIT "C"

CITY OF PETAL FIRE DEPARTMENT  
STANDARD QUALIFICATIONS FOR  
PROMOTION AND HIRING  
2002-2003

PROMOTIONAL QUALIFICATIONS

PETAL FIRE DEPARTMENT  
PURPOSED  
PROMOTION PROCESS  
2002-2003

RECRUIT  
Date of hire the 1<sup>st</sup> of the YEAR

THIRD CLASS FIREFIGHTER / TWO YEARS  
Eligible beginning of second year

SECOND CLASS FIREFIGHTER / TWO YEARS

FIRST CLASS FIREFIGHTER / remain at this rank if slot is available for Second Lieutenant  
Eligible beginning of fourth year

OFFICER PATH

SECOND LIEUTENANT / two slot / remain at this rank if slot is available for First Lieutenant  
Eligible beginning of 5th year

FIRST LIEUTENANT / one slot / remain at this rank if slot is available for Captain  
Eligible beginning of seventh year (must serve two years as a Second Lieutenant)

TRAINING OFFICER

CAPTAIN / one slot  
Eligible beginning of tenth year (must have served at First Lieutenant for two years)

ASSISTANT ADMINISTRATOR appointed by the Chief and Mayor and Board of Aldermen

ASSISTANT FIRE CHIEF / appointed by Fire Chief

FIRE CHIEF / Appointed by Mayor & Board of Aldermen

INTRODUCTION

**PROMOTIONAL SYSTEM**  
A promotional system is usually based on the premise that seniority is important, but not the most important factor that should be considered when promoting personnel. A more important factor is education. A promotional system is based solely on seniority usually results in personnel performing below their potential by performing merely enough and as a practice that is extremely difficult to change. It is preferable for the department to stagnate and fall years behind because its members want to rather than being forced to by outside sources. It will change eventually whether by their own initiative or by more progressive firefighters bringing it about by becoming more proficient than their counterparts and to supervisors. Unfortunately the latter method usually cause dissension among the ranks, and results in a department taking longer to get back on track and progressing in the right direction. It is also hard for a department to "Catch Up" in the fire service after spending years in stagnated phase.

A promotional system should include seniority as the basis for promotion because personnel do want to advance on the job.

The key in knowing which things (seniority) are correct, and which is incorrect or just plain tradition. You must venture out, see new equipment and try things, and when these changes gets left behind you find and learn from these occurrences, as well as their failures. You must progress as an individual before the department can progress as a whole.

We are either progressing / Stagnating or falling behind!

Certifications and Appointments

Vacancies in the Petal Municipal Fire Department shall be filled either by transfer, promotion, appointment, reappointment or demotion. Whenever a vacancy in an existing position is to be filled by appointment, the appointing authority shall submit in writing to the Mayor and Board of Aldermen a statement of title of the position and the basis of position that desired qualifications of the person to be appointed.

All eligible individuals must apply to the appointing authority.

Certifications as proof of eligibility. Certifications must be earned through an accredited Academy, University Technical Institute. Appointments will be made only if there are no qualified applicants within the department or if there are no qualified applicants interested in the position.

Certification and Appointments

Qualified applicants inside the department are subject to promotional procedures.

General Provisions:

No person shall be discriminated against on basis of race, age, sex, religion, or ethnic background.

Persons in the competitive and noncompetitive class shall be based on competitive or qualifying examinations and records of efficiency, character, education and seniority.

Eligible list shall be created and promotions made there from.

Vacancies in positions shall be filled so far as practicable by promotion from among persons holding position in the next lower classification in the Department/Division in which the vacancy exists. However no holding position in one position to a higher one in the competitive class shall be made. Unless the applicant for promotion has demonstrated superior qualifications and performance as reflected by previous service, due weight being given to

education and seniority, and whose qualifications meet the minimum requirements established for the vacant positions.

No promotional examination will be given by the Training Division of the Petal Municipal Fire Department until the position has been created or a vacancy or a definite prospective vacancy approved by the Chief and the Appointing Authority, and the Training Division notified that the position is available.

The promotion of any eligible employee to any position in the classified service shall not be complete until a period of one (1) year shall have elapsed. During the probationary period the promoted member may be reverted to the previous position held or its equivalent for cause. The Chief & Appointing Authority shall accomplish this reversion within the said period.

Temporary Appointment

If it be in the best interest of the public to do so, the appointing authority may appoint temporary and qualified persons to fill a vacancy in the department over which he/she has supervision, but such person shall be subject to promotional procedures prior to permanent action.

QUALIFICATIONS FOR PROMOTION

The employee shall meet certain qualifications before he/she may be permitted to participate in the promotional procedures.

They are as follows:

1. Employee must meet all qualifications for the rank that is being tested for before participating in the promotional testing procedures.
2. Written Exam - Applicant will be given a written test on material that pertains to the rank of promotion.
3. Skills Test - Skill test will consist of common fire ground skills. Each skill will be timed and put to a grade point to obtain a final score.
4. Seniority - 1/4 point will be awarded to applicants for each year of service in the fire department.
5. Certification Class - Each class completed and certified through an accredited agency will be awarded one point each to a maximum of 25.
6. Education - must meet or exceed minimum qualifications for present rank and next higher rank.
7. In House Training - Must maintain a 75% average score on all in house examination over the past year period. Also must show ability to assist in training Volunteer firefighters when asked to do so.
8. Time - Must have served a minimum of two years at present rank.
9. Physical Fitness Exam - Mandatory to pass minimum standards as set forth by the Training Division.

HIRING & PROMOTION

PETAL FIRE DEPARTMENT  
STANDARD QUALIFICATIONS  
HIRING AND PROMOTION

These qualifications for hiring and rank promotion will assure that the person that holds a rank will be qualified for that rank and will also promote professionalism in the Petal Fire Department. The services that the citizens of Petal deserve should not be sacrificed because of lack of motivation on the part of personnel. These qualifications will not only provide this but will also prepare the person for the next level in rank.

In the event that an individual job performance is below expectation, or he/she does not pass required promotional examination, they will not be promoted and shall remain at his/her present rank and pay in pay grade.

CAREER PATHS AND PREREQUISITES FOR ADVANCEMENT

FIREFIGHTER:

Job Description

Duties and Characteristics of work

This is highly skilled work in combating, extinguishing and preventing fires, rendering medical aid when needed, and operation of and essential maintenance of department equipment, apparatus, and quarters. The individual in this position is responsible of the protection of life and property through firefighting, rescue, and related duties. Duties include driving fire apparatus, safety too and from emergency scenes, and training and participation in training of volunteers firefighters. Work may require strenuous exertion under such handicaps as smoke, heat, fire, or rescue activities. Firefighters are required to participate in drills and study programs and to perform routine business inspections, testing of fire hydrants, fire hose, and fire apparatus annually. Work is normally performed under close supervision in accordance with established policies and procedures. Assignments will given by a superior officer written and oral both in fighting fire and at the station.

Examples of Work

The following examples are intended only as illustrations of various types of work performed in the position. The absence of specific statements of duty does not exclude that task from the position.

Responds to the alarms, lays and connects hose, holds nozzle and directs water streams, climbs ladders, uses chemical fire extinguishers, bars hooks, lines and other equipment.

Verifies burning buildings by mechanical means, opening windows and skylights, or by chopping holes in roofs and floors.

5

Removes persons from scene and administers first aid to injured persons.

Performs salvage operations such as knowing salvage covers, sweeping water, removing debris.

Participates in fire drills and attends training classes in apparatus operation, firefighting, extinguisher, first aid and related subjects, studies assigned materials relating to firefighting and fire prevention.

Ability To

1. Follow orders quickly, consistently and safely.
2. Render first aid at the Emergency Medical Responder Level.
3. Effectively direct pressurized water streams.
4. Effectively operate fire apparatus.
5. Recommend suggestions for improvement of department using written and verbal communication skills.
6. Maintain physical requirements necessary to safely and effectively perform the assigned duties.
7. Learn fire rescue and emergency medical responder techniques.
8. Assist in training Volunteer firefighters with these learned skills.

Essential Fire Fighting Functions

The following essential functions of fire fighting are what the fire fighters are expected to perform at emergency incidents and are derived from the performance objectives in NFPA 1001.

Such essential functions are performed in and affected by the following environmental factors:

- (a) Operate both as a member of a team and independently at incidents of uncertain duration.
- (b) Spend extensive outside exposure to the elements.
- (c) Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (extremes up to 400 degrees F.) humid (up to 100 %) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.
- (d) Work in wet, icy or muddy areas.
- (e) Perform a variety of tasks on slippery, hazardous surfaces such as rooftops or ladders.
- (f) Work in areas where sustaining traumatic or thermal injuries are possible.
- (g) Wear personal protective equipment that weighs approximately 50 pounds while performing fire fighting and other related tasks.
- (h) Face exposure to infectious agents such as hepatitis B or HIV.
- (i) Face exposure to carcinogenic dust such as asbestos, toxic substances such as hydrogen cyanide, acids.
- (j) Perform complex tasks during life-threatening emergencies.
- (k) Be exposed to grotesque sights and smells associated with major trauma and burned victims.
- (l) Make rapid transitions from rest to near maximal exertion without warm-up periods.
- (m) Use manual and power tools in emergency conditions.
- (n) Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

6

EXHIBIT "C"

FIRE FIGHTER

REQUIRE D COURSES FOR PROMOTION

REQUIRE ONE YEAR OF SERVICE

- High School Diploma or Equivalent
- Must attend a approved FF 1001 4.4 course within one year
- Must be certified Emergency Medical Responder
- Must be Hazardous Material Certified Level I Awareness and Level II Operations

FIRE FIGHTER THIRD CLASS ELIGIBLE BEGINNING OF SECOND YEAR

TWO YEARS OF SERVICE

- Must certify Hazardous Material Technician I
- Must certify Fire Apparatus Driver Operator 1002 4.4
- Must attend (One) Smoke Overt or Rope Rescue

FIRE FIGHTER SECOND CLASS ELIGIBLE BEGINNING OF THIRD YEAR

TWO YEARS OF SERVICE

- Hazardous Material Technician
- Fire Investigator 1033
- Must attend (One) Smoke Overt or Rope Rescue

FIRE FIGHTER FIRST CLASS ELIGIBLE BEGINNING OF FOURTH YEAR

ONE YEAR OF SERVICE (THREE PAY GRADE MERIT SLOTS)

- Fire Services Instructor 1041 (1) Instructor required
- Must attend (One) Smoke Overt or Rope Rescue

FIRE FIGHTERS SHALL REMAIN AT THIS LEVEL UNTIL SLOTS BECOME AVAILABLE FOR OFFICERS PATH

EACH FIRE FIGHTER SHALL ATTEND SMOKE OVERTS AND ROPE RESCUE DURING THEIR TOUR AS FIRE FIGHTER

EACH SHIFT SHALL HAVE FIRE FIGHTERS AND AN OFFICER THIS OFFICER WILL BE IN CHARGE OF DAILY OPERATIONS OF THAT SHIFT

TEST AND EVALUATION WILL BE REQUIRED FOR EACH SLOT OPENING

PATH - II  
FIRE OFFICER  
SECOND LIEUTENANT  
PATH II

Second Lieutenant

THERE WILL BE TWO SLOTS AVAILABLE (MUST SERVE FOR TWO YEARS)

REMAIN AT THIS POSITION UNTIL SLOT IS AVAILABLE FOR FIRST LIEUTENANT

- Vacancy is required in Officer Development
- Successful Examination and Evaluation Process
- Fire Ground Leadership
- Fire Officer 1021 4.4

Characteristics of Work

This is skilled firefighting work involving the operation of mechanical apparatus and equipment in combating extinguishing and prevention of fires. Incumbents in this position are responsible for driving assigned fire apparatus to and from emergencies, operating pumps, and other mechanical equipment as required. If no assigned operating duties while on scene of incident, the incumbent may be expected to function as a firefighter, emergency medical responder, company officer, or safety officer. Incumbents may assist training firefighters in use of various firefighting apparatus, techniques, and equipment. Elements of danger are present through climbing or working at considerable heights, heavy smoke conditions, and presence of hazardous materials. Exposure to noxious and other related hazardous situations. Work performed under the direction of superior officer and is reviewed by observation and conformity with proper safety practices and established procedures. The incumbent will assume the role of the captain if one is not available at emergencies and during times in quarters.

Examples of work

The following examples are intended only as illustrations of the various types of work performed in the position. The absence of specific statements of duty does not exclude those tasks from the position if the work is similar related or logical assignment of the position.

Drivers are assigned firefighting apparatus to and from emergencies. They operate pumps, ladders and other mechanical equipment as required. Determines that assigned hand tools and equipment are on apparatus and in condition of readiness.

Routinely cleans and services assigned apparatus and maintains it in condition of readiness, reports in writing mechanical failures or difficulties to a superior.

Inspects as assigned area to obtain knowledge of all streets, lanes, building, and fire hydrants in the city.

Assists fire-training sessions to receive instruction in various aspects of fire prevention and suppression methods. When assigned acts as station officer in absence of first lieutenant. When assigned drives and operated rescue units, provides first aid, secures that all medical equipment and rescue vehicles are in a state of readiness at all times.

Performs assigned housekeeping duties at station, keeping sleeping and living quarters, bays and yards clean.

FIRST LIEUTENANT  
PATH II

First Lieutenant

THERE WILL BE ONE SLOTS AVAILABLE

REMAIN AT THIS POSITION UNTIL SLOT IS AVAILABLE FOR CAPTAIN

- Vacancy is required in Officer Development
- Successful Examination and Evaluation Process
- Fire Ground Leadership
- Fire Officer 1021 4.4
- Officer Courses

Characteristics of Work

This is skilled firefighting work involving the operation of mechanical apparatus and equipment in combating extinguishing and prevention of fires. Incumbents in this position are responsible for driving assigned fire apparatus to and from emergencies, operating pumps, and other mechanical equipment as required. If no assigned operating duties while on scene of incident, the incumbent may be expected to function as a firefighter, emergency medical responder, company officer, or safety officer. Incumbents may assist training firefighters in use of various firefighting apparatus, techniques and equipment. Elements of danger are present through climbing or working at considerable heights, heavy smoke conditions, and presence of hazardous materials. Exposure to noxious and other related hazardous situations. Work performed under the direction of superior officer and is reviewed by observation and conformity with proper safety practices and established procedures. The incumbent will assume the role of the captain if one is not available at emergencies and during times in quarters.

Examples of work

The following examples are intended only as illustrations of the various types of work performed in the position. The absence of specific statements of duty does not exclude those tasks from the position if the work is similar related or logical assignment of the position.

Drivers are assigned firefighting apparatus to and from emergencies. They operate pumps, ladders and other mechanical equipment as required. Determines that assigned hand tools and equipment are on apparatus and in condition of readiness.

Routinely cleans and services assigned apparatus and maintains it in condition of readiness, reports in writing mechanical failures or difficulties to a superior.

Inspects as assigned area to obtain knowledge of all streets, lanes, building, and fire hydrants in the city.

Assists fire-training sessions to receive instruction in various aspects of fire prevention and suppression methods. When assigned acts as station officer in absence of captain.

When assigned drives and operated rescue units, provides first aid, secures that all medical equipment and rescue vehicles are in a state of readiness at all times.

Performs assigned housekeeping duties at station, keeping sleeping and living quarters, bays and yards clean.

Assumes duties of captain at higher station in their absence. Performs related work as required.

TRAINING OFFICER  
PATH II

Vacancy Required in Officer Development

- Successful Examination and Evaluation Process
- Fire Ground Leadership 1021 4.4
- All related courses and education courses required by the Chief
- Training Courses

Characteristics of Work

The Training Officer shall instruct, supervise, and evaluate the performance of firefighters in the field. The Training Officer shall set standards and criteria for evaluation and apply the minimum standards for the position. The Training Officer shall determine the knowledge and ability to deliver instruction effectively, both in the classroom and in the field. The Training Officer shall determine the knowledge and ability to deliver instruction effectively, both in the classroom and in the field. The Training Officer shall determine the knowledge and ability to deliver instruction effectively, both in the classroom and in the field. The Training Officer shall determine the knowledge and ability to deliver instruction effectively, both in the classroom and in the field.

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EXHIBIT "C"

CAPTAIN

PATH II

Captain

THERE SHALL BE ONE SLOT AVAILABLE

Vacancy is required \*\* Option Development

Successful Examination and Evaluation Process

Fire Department Safety Officer (S2)  
All related courses and additional course reviewed by Chief  
Option Course

Characteristics of Work

This is a supervisory and skilled working position. The incumbent in this position has responsibility for supervision, discipline, and training of fire personnel and the proper maintenance of apparatus and equipment for the fire department. The incumbent exercises direct supervision of men and women of his/her department. Work involves the performance of a wide variety of duties including: rescue and related duties, including inspection of buildings. Routine duties are performed with a degree of independence within established departmental rules and regulations, but and initiative in meeting and resolving emergencies without direct supervision. Incumbents in this position are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Incumbents in this position are expected to manage a fire company, support goals of the department and maintain an environment of willingness in the staff and his/her self. The incumbent shall prepare written reports on emergency calls, station reports, training reports, maintenance reports, hydrant, maintenance reports, company reports, public education reports, station supply requests as well as evaluation of personnel assigned. Work is reviewed by observation of work in progress, and of the results obtained, as well as inspection of customer apparatus, equipment and records. When not otherwise assigned the incumbent may serve as incident commander, safety officer or sector officer at an incident.

Examples of Work

The following examples are intended only as illustrations of the various types of work performed in this position. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or logical assignment of position.

Responds to all emergency calls assigned to his/her station, makes decisions as to methods and requirements for combating fire, directs firefighting activities until relieved by a superior officer.

Supervises and participates in, laying hose lines, directing water streams, placing ladders, ventilating buildings, effecting rescue of victims, and salvage operations.

See that all station equipment is returned to proper place after incident.

Supervises the care and cleaning of quarters, equipment, and apparatus at the fire stations, inspects personnel, and maintains discipline.

Inspects business establishments, churches, schools, and assemblies, to prepare pre-fire plans as well as becoming familiar with their structural layout, possible fire hazards, and fire-fighting problems they present.

Perform incidental clerical work, such as making reports on incidents, personnel activities of the stations, and preparation of requisition for supplies. Performs related work as required.

12

ASSISTANT CHIEF

PATH II

Assistant Chief

ONE SLOT AVAILABLE

Vacancy is required \*\* Option Development

Successful Evaluation Process

Option Course as may be necessary for this position

Reviewed by Fire Chief and Board of Aldermen

Characteristics of Work

This is an administrative and supervisory position with the element of risk involved in that the incumbent may at times be required to perform any and all fire-fighting functions as the carrying out of his/her duties. An employee in this class has the responsibility for the supervision, discipline, and training of personnel assigned. Work involves the performance of a wide variety of duties including: the inspection of fire stations, equipment, and the established departmental rules and regulations, but under the supervision of the Fire Chief. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. When designated by the Fire Chief the incumbent will represent the department in the absence of the Fire Chief. The incumbent shall be responsible for recruitment and implementation of departmental policies and training personnel under his command. The Assistant Chief shall be the principal supervisor of Fire Captains assigned to them. The position of Assistant Chief is an appointment slot selected by the Fire Chief and Board of Aldermen.

Examples of Work

The type of work performed by the Assistant Chief included the following, but is not limited to:

- Responds to fires and other emergency incidents to supervise the activities of fire personnel
- Inspection of written and oral presentations as required
- Assists in preparing the budget and analysis of data
- Scheduling personnel and station assignments
- Conducting personnel appraisals
- Resolves personnel matters and conflicts within the shifts he/she supervises
- Assumes command in the absence of the Fire Chief when assigned
- Assists in development and implementation of departmental policies, regulations and operating procedures.
- Supervise station officers in daily operations of department.
- Supervise and inspect Fire Stations, equipment, and apparatus and personnel
- May be required to perform the essential functions of fire fighting
- Perform related work as required by the Fire Chief

ASSISTANT ADMINISTRATOR

PATH II

Assistant Administrator

ONE SLOT AVAILABLE

Vacancy is required \*\* Option Development

Successful Evaluation Process

Option Course as may be necessary for this position

Reviewed by Fire Chief and Board of Aldermen

Characteristics of Work

This is an administrative and supervisory position with the element of risk involved in that the incumbent may at times be required to perform any and all fire-fighting functions as the carrying out of his/her duties. An employee in this class has the responsibility for the supervision, discipline, and training of personnel assigned. Work involves the performance of a wide variety of duties including: the inspection of fire stations, equipment, and the established departmental rules and regulations, but under the supervision of the Fire Chief. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. When designated by the Fire Chief the incumbent will represent the department in the absence of the Fire Chief. The incumbent shall be responsible for recruitment and implementation of departmental policies and training personnel under his command. The Assistant Administrator shall be the principal supervisor of Fire Captains assigned to them. The position of Assistant Administrator is an appointment slot selected by the Fire Chief and Board of Aldermen.

Examples of Work

- Responds to fires and other emergency incidents to supervise the activities of fire personnel
- Inspection of written and oral presentations as required
- Assists in preparing the budget and analysis of data
- Scheduling personnel and station assignments
- Conducting personnel appraisals
- Resolves personnel matters and conflicts within the shifts he/she supervises
- Assumes command in the absence of the Fire Chief when assigned
- Assists in development and implementation of departmental policies, regulations and operating procedures.
- Supervise station officers in daily operations of department.
- Supervise and inspect Fire Stations, equipment, and apparatus and personnel
- May be required to perform the essential functions of fire fighting
- Perform related work as required by the Fire Chief

13

Inspectors

Shall coordinate with other staff the inspection of businesses within the City of Petal as required and outlined in the Standard Fire Prevention Code  
Shall establish and keep in order a record system for inspection reports  
Shall coordinate re-inspection of businesses as necessary  
Shall keep current on any and all changes, amendments, etc. of the Standard Fire Prevention Code and relating to NFPA Codes  
Shall coordinate with training officer on inspection practices for all staff members  
Shall develop a close working relationship with City Building Inspector  
Shall keep the Chief and Executive Officers informed on the status and conditions of the inspectors, any new hazards locations or anything that might be of concern or interest  
Serves as assistant to the Chief of the department in administrative functions  
Keeps a record of all department expenditures and coordinates with City Purchasing Agent for copies of invoices purchase requisitions, and purchase order numbers as necessary  
Works closely with City Hall on day-to-day administrative functions  
Coordinates with station Captains on matters concerning their respective stations  
Maintains all departments' files, records, and keeps the Chief informed of department matters as necessary

Minimum Requirements

A degree from an accredited four-year college or university and five (5) years of experience in fire service at officer level. A high school diploma or equivalent (GED) may be substituted on equal basis for experience

Qualifications

The following qualifications are desirable but not necessarily mandatory for the position

- Shall have a general knowledge of Local City and county government organization
- Knowledge of inspection practices as required by the Standard Fire Prevention Code (SBCC)
- Shall be familiar with local geographical area, and occupancy of business
- Shall have the ability to plan and organize complex activities involving several unrelated departments or organizations
- Ability to visualize practical solutions to operational problems
- Strong capability to organize and produce technical written materials to include correspondence, reports, plans, training programs, investigation reports, fire safety programs and office documentation
- Ability to work cooperatively with others

FIRE CHIEF

PATH II

Chief

ONE SLOT

Vacancy is required

Successful Evaluation Process

Option Development with Board Approval

Option Course as may be necessary for this position

Appointment by Mayor and Board of Aldermen

This is administrative and technical work directing the activities of the Petal Municipal Fire Department. The work involves responsibility for the administrative and coordination of fire department activities through supervision of subordinate officers and review of their activities. The incumbent in this position makes administrative and operational decisions pertaining to fire fighting and fire prevention standards, training and enforcement of laws, regulations, and established policies. Within the frame work of municipal policy the incumbent works independently of supervision. Supervising all operations and seeing that desired work results are achieved.

EXAMPLES OF WORK

The following examples are intended only as illustrations of the various types of work performed in this position. The absence of specific statements of duties does not exclude those duties from the position, if the work is similar, related, or logical assignment of the position.

Assume command of fire fighting personnel and apparatus at the scene of major configuration personally direct fire fighting activities and make decisions as to the best methods of extinguishing fires, calls for supplementary personnel, apparatus and equipment as needed, orders apparatus and personnel not needed at scene to return to assigned stations

Plans, organizes, assigns, and directs departmental operations with respect to equipment, apparatus, and personnel, provides for training and discipline of personnel

Exercises purchasing and budgetary control, provides for personnel equipment and selection programs, takes necessary steps to improve the department, evaluates the need for and recommends the purchase of new apparatus and supplies, writes and reviews specifications

Confers with Mayor and Board of Aldermen on major policies, conducts regular conferences with Chief Officers and Captains

Directs the preparation and ultimate analysis of fire records and reports to secure efficient operations to meet service demands, and to comply with authorized request regarding departmental activities and personnel

Performs related work as required

16

Minimum Requirements

Graduation from a standard high school, vocational school or GED equivalency, supplemented by successful completion of ten (10) years of full time experience in all phases of fire fighting and prevention work including considerable experience at supervisory and administrative level

Must have extensive knowledge of the principles and practices of modern fire department organization administration

Extensive knowledge of principles, practices, procedures, and equipment used in modern fire fighting, fire prevention and fire personnel training

Must have thorough knowledge of occupational hazards and safety precautions for fire fighters

Possess thorough knowledge of rules and regulations of the City of Petal Fire Department as well as the geography of the city and the location of streets, principal buildings, and fire hydrants in the city

Knowledge of current literature, trends, and developments in fire fighting, fire prevention techniques, and fire department administration

Ability to plan, install and carry out programs of departmental operations and activities, personnel training and fire prevention

Ability to express ideas clearly and concisely, orally and in writing to groups and individuals

Ability to establish and maintain effective working relationships with other and office groups, representatives of cooperating agencies, and the general public as well as to command and have the respect of subordinates

EXHIBIT "C"

APPENDIX A

OPTION DEVELOPMENT

This means that the Fire Chief and Appointing Authority may create new position in these rank when it is in the best interest of the City of Petal. Also when there are no eligible applicants for a position and it is necessary for the continuing operation of the Fire Department the Appointing Authority may appoint Acting Officer until such position can be permanently held.

18

APPENDIX B

OPTION COURSES

This means that the Fire Chief can require additional classes, which may pertain to the position in question. He will also use staff officer's evaluation on prospective incumbents.

19

APPENDIX C

All required courses for promotion will be scheduled within the appropriate time, if there is no opening in either semester for both years it will not be held against you for promotion provided you attend the first available opening in the required subject.

All required courses will be paid for one time by the Department Training Budget providing you pass the course. If for any reason you should fail the course it will be up to you to provide money to repeat the course. This request will be at the conveniences of the City of Petal Fire Department with regard to overtime and miscellaneous problems.

20

EXHIBIT "D"

**A RESOLUTION AUTHORIZING THE TAKING OF CERTAIN  
PROPERTY BY EMINENT DOMAIN, EMPLOYING ATTORNEYS,  
AND FOR RELATED PURPOSES**

WHEREAS, the Mayor and Board of Aldermen of the City of Petal, Mississippi, do hereby find and declare that South Main Street, located within the City of Petal, Mississippi, is in need of widening and improvements; and,

WHEREAS, the Mayor and Board of Aldermen do find and adjudicate the rights of way for the purpose of widening and improving South Main Street have been obtained and filed of record in the Chancery Court of Forrest County, Mississippi, with the exception of property belonging to Jerry Carlisle, Sandstone Properties, and Robert and Donna Copeland; and,

WHEREAS, the Mayor and Board of Aldermen pursuant to the laws of the state of Mississippi, including but not limited to §21-37-47 of the Mississippi Code of 1972 as amended; §11-27-1, et sec, as amended; and §11-27-81, et sec, as amended, has a right to take pursuant to eminent domain, the property belonging to these individuals, all as described on Exhibits A, B, and C, attached hereto; and

WHEREAS, the Mayor and Board of Aldermen of the City of Petal, Mississippi, are desirous of causing said eminent domain actions to be filed as expeditiously as possible, and further finding that it is necessary to retain legal representation for these purposes, it is:

RESOLVED, that the City of Petal, Mississippi, be, and it is hereby authorized to bring, file legal action, adjudicate, and take certain property belonging to Jerry Carlisle, Sandstone Properties, and Robert and Donna Copeland, for the purpose of widening and improving South Main Street, all as more particularly described on Exhibits A, B, and C, hereto, in the Special Court of Eminent Domain, Forrest County, Mississippi, and it is further

RESOLVED, that the City of Petal, Mississippi, retain and employ the law firm of Aultman, Tyner, Ruffin & Yarborough, Ltd., to represent the City in the bringing of said eminent domain actions and to pay said attorneys their usual and customary fees, and to reimburse said law firm the necessary and incidental out of pocket cost and expenses incurred.

SO RESOLVED on this, the 7<sup>th</sup> day of January, A.D., 2003.

EXHIBIT "D"

The above and foregoing resolution having been presented to the Mayor and Board of Aldermen, and upon motion duly made, and seconded, the following votes was had:

Alderman Draughn	YEA
Alderman Hinton	YEA
Alderman McMurry	YEA
Alderman Stringer	YEA
Alderman Travis	YEA

The foregoing resolution, having received the affirmative vote of a majority of the Aldermen present, said resolution is hereby adopted on this, the 7<sup>th</sup> day of January, A.D., 2003.

  
TONY PHILLIPS, MAYOR

(SEAL)

ATTEST:

  
JEAN SHEE  
CITY CLERK

Publish 1 Time: January 16, 2003



EXHIBIT "D"

Jerry Carlisle

Legal Description Beg SWC SW/4 S 121 R 1 E 214 0 N 284 N N 52 Deg 25 Min F  
764 25 0 N 258 N S 35 Deg W to Sec Ln S 130 R to Beg. This incl pt for 11 Blk 2  
Eberidge and Lass pt to Jerry D. Carlisle, Forrest County

Permanent Drainage Easement

A part of the Southwest 1/4 of the Southwest 1/4 of the Section 1, Township 4 North, Range 13 West, in the City of Petal, County of Forrest, State of Mississippi and being more particularly described as commencing at the Southwest Corner of said Section 1, thence run N89°30'32"E along the South Line of said Section 1 for 18.62 feet to a point on the Apparent Eastern Right of Way Line of South Main Street, thence run N00°17'58"W for 161.07 feet along said Apparent Eastern Right of Way Line of South Main Street to the Point of Beginning; thence continue N00°17'58"W along said Apparent Right of Way Line of South Main Street for 4.00 feet, thence run N89°42'02"W for 3.59 feet, thence run N00°17'58"E and parallel to said Apparent Eastern Right of Way Line of South Main Street for 4.00 feet, thence run S89°42'02"W for 3.59 feet to the Point of Beginning, comprising 14.35 Square Feet, more or less.

Permanent Drainage Easement

A part of the Southwest 1/4 of the Southwest 1/4 of the Section 1, Township 4 North, Range 13 West, in the City of Petal, County of Forrest, State of Mississippi and being more particularly described as commencing at the Southwest Corner of said Section 1, thence run N89°30'32"E along the South Line of said Section 1 for 18.62 feet to a point on the Apparent Eastern Right of Way Line of South Main Street, thence run N00°17'58"W for 298.05 feet along said Apparent Eastern Right of Way Line of South Main Street to the Point of Beginning; thence continue N00°17'58"W along said Apparent Right of Way Line of South Main Street for 34.26 feet, thence run N55°00'00"E for 26.70 feet, thence run S23°59'24"E for 29.79 feet, thence run S19°23'51"W for 25.71 feet, thence run S89°42'02"W for 20.44 feet to the Point of Beginning, comprising 0.01 acres (1196.57 Square Feet), more or less.

Sandstone Properties

Legal Description: Lot 15 Blk 1 JC Herrod S/D and N 75 Blk 12 Blk 1 JC Herrod S/D, Forrest County.

Temporary Construction Easement

A part of Lots 1, 15 and 16 of Block 1 of the J.C. Herrod Subdivision in the City of Petal, in the County of Forrest, State of Mississippi and being more particularly described as Beginning at the Southeast Corner of said Lot 15, thence run S89°37'01"W along the Southern Line of said Lot 15 for 5.54 feet, thence run N00°34'53"W for 175.53 feet, thence run N88°51'10"E for 6.17 feet to a Point on the East Line of said Block 1, thence run S00°42'14"E along the said East Line of Block 1 for 99.78 feet to the Southeast Corner of said Lot 16, thence run S00°03'19"W along the said East Line of Block 1 for 75.84 feet to the Point of Beginning, comprising 0.025 Acres (1078.42 Square Feet), more or less.

Permanent Drainage Easement

A part of Lot 16 of Block 1 of the J.C. Herrod Subdivision in the City of Petal, in the County of Forrest, State of Mississippi and being more particularly described as Beginning at the Southeast Corner of Lot 15 of said Block 1, thence run N00°03'19"E along the East Line of said Block 1 for 35.84 feet to the Southeast Corner of said Lot 16, thence run N00°42'14"E along the said East Line of Block 1 for 3.92 feet to the Point of Beginning; thence run N89°25'07"E for 7.33 feet, thence run N00°34'53"W for 4.00 feet, thence run N89°25'07"E for 7.33 feet to a Point on the said East Line of Block 1, thence run S00°42'14"E along the said East Line of Block 1 for 4.00 feet to the Point of Beginning, comprising 29.32 Square Feet, more or less.

Robert and Donna Copeland

Legal Description Beg NE cor NE/4 W 75 R S 120 N E 75E N 120 to Beg - Beg 75 R W N/4 Cor NE/4 W 165 R S 102 R E 130 R S 18 R E 135 R N 120 R to Beg - Forrest County.

Temporary Construction Easement

A part of the Northeast 1/4 of the Northeast 1/4 of Section 11, Township 4 North, Range 13 West, in the City of Petal, County of Forrest, State of Mississippi and being more particularly described as Commencing at the Northeast Corner of said Section 11, thence run S00°34'10"E along the East Line of said Section 11 for 120.00 feet, thence run S89°12'23"W for 23.18 feet to a Point on the Apparent Western Right of Way Line of South Main Street, said Point being the Point of Beginning; thence continue S89°12'23"W for 3.00 feet, thence run N00°17'58"W and parallel to the said Apparent Western Right of Way Line of South Main Street for 104.12 feet to a Point on the Apparent Southern Right of Way Line of West Tenth Street, thence run N89°30'32"E along the said Apparent Southern Right of Way Line of West Tenth Street for 3.00 feet to the intersection of the said Apparent Southern Right of Way Line of West Tenth Street and the said Apparent Western Right of Way Line of South Main Street, thence run S00°17'58"E along the said Apparent Western Right of Way Line of South Main Street for 104.12 feet to the Point of Beginning, comprising 312.37 Square Feet, more or less.

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