

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 JULY 19, 2005 AT 7:00 P.M. IN THE BOARDROOM OF SAID CITY.

THOSE PRESENT	MAYOR CARL SCOTT
CITY ATTORNEY	THOMAS W TYNER
ALDERMEN	DAVID CLAYTON KAY FAIRLEY JAMES MOORE STEVE STRINGER LIESA WEAVER
OTHERS PRESENT	TOMMY/SHAROLD FREDRICK BRO. JIMMIE GARRARD CLINT DAVIS ALLEN FLYNT NETTIE FARRIS AND MANY MORE

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

THE INVOCATION WAS OFFERED BY BRO. JIMMIE GARRARD.

WHEREAS, MAYOR SCOTT PRESENTED THE AGENDA WITH THE FOLLOWING AMENDMENTS:

IX. GENERAL BUSINESS:

31. OMIT
32. REQUEST TO ACCEPT THE RESIGNATION OF OFFICER KEN BULLOCK EFFECTIVE IMMEDIATELY.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE AGENDA WITH THE FOREGING AMENDMENTS. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE MINUTES OF THE REGULAR MEETING OF JULY 5, 2005.

THEREUPON, ALDERMAN WEAVER MADE A MOTION THAT THE MINUTES OF THE REGULAR MEETING OF JULY 5, 2005 BE ADOPTED AS WRITTEN. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT CALLED FOR PUBLIC COMMENT.

THEREUPON, MARY ANN FLYNN ADDRESSED THE MAYOR AND BOARD OF ALDERMEN REGARDING HER CONCERNS ABOUT WHAT THE STREET SUPERVISOR, LARRY BYRD, HAS DONE ON FERNCREST LOOP. MS FLYNN STATED THAT THE FIELD DIRT THAT MR BYRD PUT IN THE DITCH WAS WASHED AWAY BY RAIN. SHE WOULD LIKE TO KNOW WHAT COULD BE DONE IN THE FUTURE TO RESOLVE THIS PROBLEM WITH THE EROSION OF THE DITCH AND THE DRAINAGE.

THEREUPON, RAYMOND PARKINS ADDRESSED THE MAYOR AND BOARD OF ALDERMEN IN REGARDS TO THE STATE WANTING TO REBUILD CHAPPELL HILL BRIDGE AND THE EASEMENT ON HIS PROPERTY LOCATED ON THE CORNER OF GARDEN LANE AND CHAPPELL HILL ROAD.

WHEREAS, THE HOUR OF 7:00 P.M. HAVING ARRIVED, THE MAYOR AND BOARD OF ALDERMEN PROCEEDED TO OPEN AND READ THE BIDS FOR ASPHALT/ ASPHALT OVERLAY FOR SIX (6) MONTHS.

SEE EXHIBIT "A"

DUNN ROADBUILDERS, INC	FOB	\$31.00 PER TON
P O DRAWER 6560	IN PLACE	\$50.00 PER TON
LAUREL, MS 39441-6560		
WARREN PAVING	FOB	\$31.25 PER TON
P O BOX 572	IN PLACE	\$43.00 PER TON
HATTIESBURG, MS 39403		

THEREUPON, ALDERMAN MOORE MADE A MOTION TO ACCEPT BOTH BIDS ON ASPHALT AND ASPHALT OVERLAY. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM THE PETAL 13 YEAR OLD ALL STAR TEAM FOR A DONATION FOR THEM TO TRAVEL TO GREENVILLE, MS FOR STATE TOURNAMENT.

NO ACTION WAS TAKEN.

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM ALLEN FLYNT TO ACCEPT THE PRELIMINARY PLAT TO INCLUDE ADDITIONAL LOTS AT WILLIAMSBURG ESTATE WEST.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE PRELIMINARY PALT TO INCLUDE ADDITIONAL LOTS AT WILLIAMSBURG ESTATE WEST. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

ALDERMAN JAMES MOORE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO APPROVE MILEAGE FOR MAYOR AND CITY STAFF FOR USING PERSONAL VEHICLES FOR RUNNING OFFICE ERRANDS AT .405 PER MILE.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY FOR MILEAGE FOR THE MAYOR AND CITY STAFF FOR USING PERSONAL VEHICLES ON OFFICE ERRANDS AT .405 PER HOUR. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT MADE A MOTION TO SET WEIGHT LIMITS FOR SOUTH MAIN STREET AT 40,000 POUNDS.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO SET WEIGHT LIMITS ON SOUTH MAIN STREET AT 40,000 POUNDS. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM POLICE CHIEF LEE SHELBOURN TO REFUND DARIN MCCREARY \$40.20 FOR HOTEL SALES TAX CHARGED TO HIM WHILE ATTENDING A CONFERENCE OUT OF STATE.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO REFUND POLICE OFFICER DARIN MCCREARY \$40.20 FOR HOTEL SALES TAX CHARGED TO HIM WHILE ATTENDING A CONFERENCE OUT OF STATE. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PURCHASE AN UPGRADED CAD (COMPUTER AIDED DISPATCH) SYSTEM IN AMOUNT OF \$14,314.28 FROM A HOMELAND SECURITY GRANT.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO AUTHORIZE POLICE CHIEF LEE SHELBURN TO PURCHASE THE CAD (COMPUTER AIDED DISPATCH) SYSTEM IN AMOUNT OF \$14,314.28 FROM A HOMELAND SECURITY GRANT. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM POLICE CHIEF LEE SHELBURN TO PURCHASE TWO ZETRON 4010 COMMUNICATION CONSOLES IN AMOUNT OF \$18,945.25 FOR THE DISPATCHERS OFFICE TO BE PURCHASED WITH FUNDS FROM THE DPS WIRELESS COMMUNICATIONS FUND FROM THE STATE.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO PURCHASE THE TWO ZETRON 4010 COMMUNICATION CONSOLES FOR THE DISPATCHERS OFFICE IN AMOUNT OF \$18,945.25 TO BE PURCHASED WITH FUNDS FROM THE DPS WIRELESS COMMUNICATIONS FUND FROM THE STATE. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT MADE A MOTION TO ADOPT THE FIRE DEPARTMENT STANDARD OPERATING GUIDELINES.

SEE EXHIBIT "B"

S.O.G. FOR FIRE DEPARTMENT

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO ADOPT THE FIRE DEPARTMENT STANDARD OPERATING GUIDELINES TO BE EFFECTIVE AUGUST 1, 2005. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO REFUND AMANDA SINGLETERRY \$27.40 FOR OVER READ METER.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO REFUND AMANDA SINGLETERRY \$27.40 FOR OVER READ METER. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT MADE A MOTION TO PAY LEATHERS & ASSOCIATES \$250.00 RETAINER FEE FOR PLAYGROUND DESIGN DAY AUGUST 11, 2005.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY LEATHERS & ASSOCIATES \$250.00 RETAINER FEE FOR PLAYGROUND DESIGN DAY AUGUST 11, 2005.. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY INVOICE #25435 FROM ECO SYSTEMS, INC IN AMOUNT OF \$766.22 FOR STORM WATER IMPLEMENTATION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY INVOICE #25435 FROM ECO SYSTEMS IN AMOUNT OF \$766.22 FOR STORMWATER IMPLEMENTATION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO EXECUTE CONTRACT WITH SHOWS, DEARMAN, AND WAITS, INC FOR THREE-SPAN BRIDGE FOR KELLY ROSE LANE.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE MAYOR TO EXECUTE THE CONTRACT WITH SHOWS, DEARMAN, & WAITS, INC FOR

THREE-SPAN BRIDGE ON KELLY ROSE LANE. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO EXECUTE CONTRACT WITH SHOWS, DEARMAN, AND WAITS, INC FOR THREE-SPAN BRIDGE FOR LYNN RAY ROAD.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO AUTHORIZE THE MAYOR TO EXECUTE THE CONTRACT WITH SHOWS, DEARMAN, & WAITS, INC FOR THREE-SPAN BRIDGE ON LYNN RAY ROAD. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY WILLIAM AND BOBBIE DAVIS \$1,500.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO PAY WILLIAM AND BOBBIE DAVIS \$1,500.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY RAYMOND AND WANDA PARKIN \$15,600.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO PAY RAYMOND AND WANDA PARKIN \$15,600.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY JOSEPH AND DOROTHY DALY \$3,100.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO PAY JOSEPH AND DOROTHY DALY \$3,100.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY CLINE BUFFINGTON \$500.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO PAY CLINE BUFFINGTON \$500.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY L B & HELEN BARNES \$1,300.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO PAY L B & HELEN BARNES \$1,300.00 FOR PERMANENT EASEMENT FOR THE CONSTRUCTION OF CHAPPELL HILL BRIDGE. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FOR ATTORNEY THOMAS W TYNER TO PURSUE EMINENT DOMAIN ON AUGUST 1, 2005 FOR THE PROPERTY LOCATED ON CHAPPELL HILL ROAD FOR THE NEW BRIDGE BEING ERECTED, IF THE PROPERTY OWNERS DO NOT SIGN THE PERMANENT EASEMENTS.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO AUTHORIZE ATTORNEY THOMAS W TYNER TO PURSUE EMINENT DOMAIN ON AUGUST 1, 2005 FOR THE PROPERTY LOCATED ON CHAPPELL HILL ROAD FOR THE NEW BRIDGE IF THE PROPERTY OWNERS REFUSE TO SIGN THE PERMANENT EASEMENTS BY JULY 29, 2005. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FINAL PLAT FOR DEER RUN SUBDIVISION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE FINAL PLAT FOR DEER RUN SUBDIVISION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

ALDERMAN JAMES MOORE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PAY BOB WILSON \$140.00 FOR INSPECTIONS DONE WHILE DAN TOLBERT, BUILDING INSPECTOR, WAS OUT OF TOWN.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY BOB WILSON \$140.00 FOR INSPECTIONS DONE WHILE DAN TOLBERT, BUILDING INSPECTOR, WAS OUT OF TOWN. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO PURCHASE UNIFORMS FOR CITY HALL OFFICES.



THEREUPON, ALDERMAN WEAVER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO GET SIZES FOR UNIFORMS AND TO PLACE THE ORDER. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE REVENUE AND EXPENDITURE REPORT FOR THE MONTH OF JUNE 2005.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE REVENUE AND EXPENDITURE REPORT FOR THE MONTH OF JUNE 2005. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE PRIVILEGE LICENSE REPORT FOR THE MONTH OF JUNE 2005.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE PRIVILEGE LICENSE REPORT FOR THE MONTH OF JUNE 2005. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM LARRY BYRD, STREET SUPERVISOR, TO TERMINATE MICHAEL EVANS EFFECTIVE JULY 19, 2005.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO TERMINATE MICHAEL EVANS FROM THE STREET DEPARTMENT WITH THE RECOMMENDATION OF THE STREET SUPERVISOR, LARRY BYRD, EFFECTIVE JULY 19, 2005. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE

ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO HAVE CITY ATTORNEY THOMAS W TYNER TO DRAFT AN AGREEMENT BETWEEN CITY OF PETAL AND SUNRISE UTILITY ASSOCIATION FOR THE CITY OF PETAL TO BILL THE CUSTOMERS THAT ARE IN THE PETAL CITY LIMITS UNDER THEIR ASSOCIATION.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO AUTHORIZE CITY ATTORNEY THOMAS W TYNER TO DRAFT AN AGREEMENT BETWEEN THE CITY OF PETAL AND SUNRISE UTILITY ASSOCIATION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FOR A ZONING HEARING TO BE SET FOR LYNN CARTLIDGE AT 201 CARTERVILLE ROAD TO REZONE FROM R-1 TO C-2.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO SET THE ZONING HEARING FOR AUGUST 9, 2005 AT 7:00 P.M. FOR LYNN CARTLIDGE PROPERTY LOCATED AT 201 CARTERVILLE ROAD TO REZONE FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO C-2 (GENERAL COMMERCIAL). ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING PROOFS OF PUBLICATION:

A. ORDER-MOTOR VEHICLE ASSESSMENT SCHEDULE

THEREUPON, ALDERMAN STRINGER MADE A MOTION THAT THE FOREGOING PROOFS OF PUBLICATION BE ACCEPTED AND FILED. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED AN IRREVOCABLE LETTER OF CREDIT FROM STEPHEN FAIRLEY FOR HEMINGWAY SUBDIVISION.

SEE EXHIBIT "C"

LETTER OF CREDIT

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO ACCEPT THE IRREVOCABLE LETTER OF CREDIT FROM STEPHEN FAIRLEY FOR HEMINGWAY SUBDIVISION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION TO REZONE PROPERTY LOCATED AT 111 PINE STREET FROM R-4 (HIGH DENSITY RESIDENTIAL DISTRICT) TO C-2 (GENERAL COMMERCIAL).

SEE EXHIBIT "D"

ORDINANCE 1979(42A-167)

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION TO REZONE PROPERTY LOCATED AT 111 PINE STREET FROM R-4 (HIGH DENSITY RESIDENTIAL DISTRICT) TO C-2 (GENERAL COMMERCIAL). ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE LETTER OF RESIGNATION FROM OFFICER KEN BULLOCK EFFECTIVE JULY 19, 2005.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT KEN BULLOCK'S LETTER OF RESIGNATION EFFECTIVE JULY 19, 2005. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

**THOSE PRESENT AND VOTING "NAY"**

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FOR JASON JONES TO ATTEND THE 30<sup>TH</sup> ANNUAL WATER SUPPLY & POLLUTION COURSE IN BILOXI, MS SEPTEMBER 12-16, 2005.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE JASON JONES TO ATTEND THE 30<sup>TH</sup> ANNUAL WATER SUPPLY & POLLUTION COURSE IN BILOXI, MS SEPTEMBER 12-16, 2005 AND TO PAY HIS EXPENSES. ALDERMAN WEAVER SECONDED THE MOTION.

**THOSE PRESENT AND VOTING "AYE"**

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

**THOSE PRESENT AND VOTING "NAY"**

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FOR MAJOR SHAWN ELLIS TO ATTEND THE T.A.C. SCHOOL ON THE NCIC ON JULY 19-22, 2005

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE MAJOR SHAWN ELLIS TO ATTEND THE T.A.C. SCHOOL ON THE NCIC ON JULY 19-22, 2005. ALDERMAN CLAYTON SECONDED THE MOTION.

**THOSE PRESENT AND VOTING "AYE"**

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

**THOSE PRESENT AND VOTING "NAY"**

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING ORDER HIRING MICHAEL NORMAN 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 MICHAEL NORMAN IS HEREBY HIRED AS A LABORER IN THE STREET DEPARTMENT EFFECTIVE JULY 25, 2005 AT A RATE OF \$6.50 PER HOUR.

SO ORDERED ON THIS THE 19<sup>TH</sup> DAY OF JULY, 2005.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO ADOPT THE FOREGOING ORDER. ALDERMAN FAIRLEY SECONDED THE MOTION.

**THOSE PRESENT AND VOTING "AYE"**

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY

ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO TRANSFER STACY WALTERS FROM THE WATER DEPARTMENT TO THE EXECUTIVE DEPARTMENT EFFECTIVE AUGUST 1, 2005.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO TRANSFER STACY WALTERS FROM THE WATER DEPARTMENT TO THE EXECUTIVE DEPARTMENT EFFECTIVE AUGUST 1, 2005. ALDERMAN FAIRLEY SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO TRANSFER AMY HEATH FROM THE EXECUTIVE DEPARTMENT TO THE BUILDING DEPARTMENT.

THEREUPON, ALDERMAN WEAVER MADE A MOTION TO TRANSFER AMY HEATH FROM THE EXECUTIVE DEPARTMENT TO THE BUILDING DEPARTMENT EFFECTIVE AUGUST 1, 2005. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO TRANSFER MICHELLE STREBECK FROM THE JUDICIAL DEPARTMENT TO THE POLICE DEPARTMENT AS ADMINISTRATIVE ASSISTANT.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO TRANSFER MICHELLE STREBECK FROM THE JUDICIAL DEPARTMENT TO THE POLICE DEPARTMENT AS ADMINISTRATIVE ASSISTANT EFFECTIVE AUGUST 1, 2005. ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING ORDER  
APPOINTING WESLEY HUGHES AS FIRE DEPARTMENT SAFETY OFFICER.

ORDER

WHEREAS, THE MAYOR AND  
BOARD OF ALDERMEN OF THE CITY  
OF PETAL, MISSISSIPPI DO HEREBY  
DEEM IT NECESSARY TO APPOINT  
A FIRE DEPARTMENT SAFETY OFFICER.

IT IS HEREBY ORDERED THAT  
WESLEY HUGHES BE PROMOTED TO  
SAFETY OFFICER IN THE FIRE  
DEPARTMENT, UPON THE RECOMMENDATION  
OF FIRE CHIEF RICHARD BRYANT,  
EFFECTIVE AUGUST 1, 2005.

SO ORDERED ON THIS THE 19<sup>TH</sup> DAY  
OF JULY, 2005.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO APPOINT WESLEY  
HUGHES AS FIRE DEPARTMENT SAFETY OFFICER EFFECTIVE AUGUST 1, 2005.  
ALDERMAN WEAVER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST FROM JUDGE SHEILA  
SMALLWOOD TO HOLD COURT ONCE A WEEK INSTEAD OF TWICE A MONTH AND  
TO READJUST SALARIES.

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO ACCEPT THE  
PROPOSAL FROM JUDGE SHEILA SMALLWOOD TO HOLD COURT ONCE A WEEK  
INSTEAD OF TWICE A MONTH AND TO ADOPT THE FOLLOWING ORDERS  
INCREASING SALARIES. ALDERMAN WEAVER SECONDED THE MOTION.

SEE EXHIBIT "E"

ORDERS

WHEREAS, MAYOR SCOTT PRESENTED THE FOLLOWING PROCLAMATION  
SETTING JULY 21, 2005 AS PETAL AREA AARP CHAPTER 3802 DAY IN PETAL, MS.

SEE EXHIBIT "F"

PROCLAMATION

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE  
FOREGOING PROCLAMATION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

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

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

THOSE PRESENT AND VOTING "NAY"

NONE

THEREBEING NO FURTHER BUSINESS, THE REGULAR MEETING OF THE  
MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL WAS ADJOURNED ON  
THIS THE 19<sup>TH</sup> DAY OF JULY, 2005.

  
\_\_\_\_\_  
CARL SCOTT  
MAYOR

(SEAL)

ATTEST:

  
\_\_\_\_\_  
JEAN ISHEE  
CITY CLERK

CITY OF PETAL  
MINUTE BOOK 24

CITY OF PETAL 420  
SPECIFICATIONS FOR ASPHALT AND ASPHALT OVERLAY IN PLACE

EXHIBIT "A"

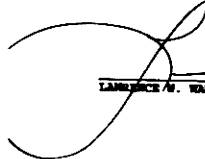
Bid for six (6) months period, beginning July 1, 2005 and ending December 31, 2005.

Contractor's Mix Asphalt FOB Plant per ton \$ 31.25

Contractor's Mix Asphalt and EA-4stack, in place per ton at \$ 43.00

Sealed bids will be received until 7:00 P.M., Tuesday, July 19, 2005, in the Board Room of Petal City Hall located at 119 West 8<sup>th</sup> Avenue, Petal, MS.

WARREN PAVING, INC.  
P.O. BOX 572  
HATTIESBURG, MS 39403  
601 544-7811 OFFICE  
601 544-2005 FAX



LAWRENCE A. WARREN, PRESIDENT

CITY OF PETAL

SPECIFICATIONS FOR ASPHALT AND ASPHALT OVERLAY IN PLACE

Bid for six (6) months period, beginning July 1, 2005 and ending December 31, 2005.

Contractor's Mix Asphalt FOB Plant per ton \$31.00

Contractor's Mix Asphalt and EA-4stack, in place per ton at \$50.00

Sealed bids will be received until 7:00 P.M., Tuesday, July 19, 2005, in the Board Room of Petal City Hall located at 119 West 8<sup>th</sup> Avenue, Petal, MS.

By: Dunn Road Builders, L.L.C.

Signed By:   
Clayton L. Beckman, Jr.

Title: Senior Vice President

Date: July 19, 2005

Certificate of Responsibility: 00009



Table of Contents

PAGE 1	Concept of Fire Department Operations
PFDSOG002	Organizational Plan
PFDSOG003	Administration
PFDSOG005	Fire Prevention
PFDSOG006	Fire Department Occupational and Health Program
PFDSOG007	Training
PFDSOG008	Wellness / Fitness Program
PFDSOG009	General Station and Company Policies
DSOG010	Incident Operations
FDSOG011	Driver / Crew Responsibilities
PFDSOG012	Vehicle and Equipment Repair Procedures
APPENDIX	

EXHIBIT "B"

CONCEPT OF FIRE DEPARTMENT OPERATION

The following are general concepts that will be used as the basis for all fire department actions. Rules, Procedures, Fireground Operations, and routine decisions will be measured against these concepts to determine their appropriateness.

1. Fire department actions will be pro-active to the greatest extent possible. The earlier a situation can be resolved the more efficient the resolution.
2. Safety will be a priority in all activities. Risk assessment will be made for life-threatening situations considering the probability of success must be high and the exposure of additional personnel to danger must be low. Unnecessary exposure to danger will not be made to reduce property loss.
3. All practical actions will be taken for the public good. Equipment will not be taken out of service for non-emergency activities other than training or maintenance. Fire department assets will not be used for the personal benefit of individuals, organizations, or businesses.
4. Service to the public will be as complete as practical. Emergency service will include follow up actions to prevent further harm by cleaning up debris that may be spread, preventing exposure to harmful elements, or protecting property in any necessary manner.
5. Effective and efficient operation is the responsibility of all fire department members. Deviation from established fire department rules and procedures may be required by individual situations. Such deviations will be made only for the public good and by the senior individual available consistent with time and location constraints. The individual making such decisions will be held responsible for the appropriateness of their decision.
6. The fire department will operate as a professional organization at all times on both actions and appearance. Proper dress and suitable manner will be maintained. No action will be taken that brings discredit or creates the appearance of impropriety. Image will be a consideration in department actions.

1

PFDSOG002 2005

ORGANIZATIONAL PLAN

This operating procedure establishes the duties, responsibilities, and organizational relationship of personnel in the Fire Department.

For those specific duties and responsibilities that are not identified, it is expected that the person with the closest related activity and the lowest level of authority consistent with efficient accomplishment assume such duty or responsibility.

- Fire Chief:** Responsible for the overall administration of the fire department. Includes coordination and direction of fire suppression, rescue, and EMS activities.
- Deputy Fire Chief:** Provides direct support to the Fire Chief in accomplishing all responsibilities assigned to the fire department. Routinely manages emergency planning, fire prevention, and hazard abatement. Serves as Fire Chief in his absence.
- Assistant Fire Chief:** Manages all aspects for a shift of personnel, serves as shift commander under general guidance of the fire chief. Responsible for personnel assignment, training, and discipline. Initiates and directs activities for all stations. Provides command function for emergency operations. Fulfills the fire chief's responsibility during his and deputy chief's absence.
- Battalion Chiefs:** Supervises two or more crews at a single fire station under the supervision of an Assistant Chief or the Fire Chief. Responsible for all station activities, training of crews assigned at the station, and supervises all emergency operations when senior officer on scene. Serves as shift commander in the absence of the Assistant Fire Chief.
- Fire Lieutenants:** Supervises a crew of 2 to 4 personnel assigned to a single vehicle at a station where no direct supervision is assigned. Responsible for accomplishment of all station activities and training for his crew. Supervises emergency operations when senior fire officer on scene.
- Fire Engineers:** Supervises a crew of 2 to 4 personnel assigned to a single vehicle at a station where direct supervision is provided by a senior officer. Responsible for accomplishment of routine station activities, training for his crew, and crew performance during emergency operations.
- Fire Fighter:** Fire fighters are responsible for combating and preventing fires, routine custodial maintenance of department equipment, apparatus, and quarters. Fire fighters are responsible for the protection of life and property through fire fighting, rescue, and related duties. Assignments are given by a superior officer. When assigned, fire fighters drive and operate apparatus.

PFDSOG002

1

- Training Officer:** Responsible for developing and managing a comprehensive training program for all fire department personnel. Determines training needs, conducts training, and evaluates training effectiveness. Maintains proficiency and works in capacity of fire officer on a regular basis. Acts as safety officer at fire scene unless otherwise assigned.
- Fire Inspector:** Responsible for inspection of all properties for compliance with codes and ordinances; assist in fire education programs; and the investigation of fires to determine the reasons for fire ignition and growth. Performs other duties as directed by the Fire Chief.
- Administrative Assistant:** Responsible for the day to day administrative duties of the department. Performs such work as record keeping, payroll, and computer functions. Serves as administrative assistant to the Fire Chief.
- Public Safety Dispatcher:** Responsible for receiving incoming calls for emergency services and promptly dispatching appropriate personnel and equipment. Contacts support agencies and personnel as needed during emergency operations. Maintains activity logs and response reports. Forwards informational calls to the responsible office. The dispatcher will work under the general supervision of the Fire/Police Chief or Shift Commander.

Note: Position descriptions may not include all duties of the position addressed.

PFDSOG002

2

FIRE CHIEF

Nature of Work

This is a highly responsible administrative and technical work in directing fire suppression activities of the City. Work involves responsibility for the administration and coordination of fire suppression activities through supervision of subordinate officers and review of their activities. The incumbent of this class makes administrative and operational decisions pertaining to fire fighting and fire prevention standards, training and enforcement of laws, regulations and established policies. Incumbent works under general supervision of the Mayor and work is reviewed through conferences, written reports, accomplishment of desired results, and accomplishment of established objectives.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Assumes command of all fire fighting personnel and apparatus at the scene of a major conflagration; personally directs fire fighting activities and makes decisions as to the best methods of extinguishing fires; calls for supplementary personnel and apparatus as needed; order apparatus and personnel not needed at the fire to return to assigned stations.

Plans, organizes, assigns, and directs fire suppression operations with respect to equipment, apparatus, and personnel; provides for the training and discipline of personnel.

Exercises purchasing and budgetary control; provides for the personnel recruitment and selection programs; evaluates the need for and recommends the purchase of new apparatus and supplies; writes or reviews apparatus and equipment specifications.

Answers a variety of written and telephone inquiries regarding services and complaints.

Confers with the Mayor on major policies; attends conferences and meetings with the Mayor; conducts regular conferences with subordinate officers.

Recommends approval or disapproval of requests from division heads for employment of personnel, classification changes, promotion actions, pay adjustments and disciplinary actions.

Directs the preparation and analysis of fire records and reports to secure efficient operations, to meet service demands, and to comply with authorized requests for information regarding fire suppression activity and personnel.

Performs other duties as assigned.

CITY OF PETALUMA  
MINUTE BOOK 24  
EXHIBIT "B"

Desirable Knowledge, Abilities, and Skills

- Extensive knowledge of the principles and practices of modern fire suppression organization and administration.
- Extensive knowledge of the principles, practices, procedures, and equipment used in modern fire fighting, fire prevention, and fire personnel training.
- Thorough knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Thorough knowledge of all departmental and City rules and regulations, the geography of the City, and the location of streets, principal buildings, and fire hydrants in the City.
- Thorough knowledge of the current literature, trends, and developments in fire fighting, fire prevention techniques, and fire suppression administration.
- Knowledge of the background and objectives of the Federal, State and local Emergency Preparedness Programs.
- Knowledge of modern principles and practices of business management.
- Ability to make decisions based on recognized precedent and departmental policies, use resourcefulness in meeting new problems.
- Ability to analyze complex, fiscal, and organizational situations, and take or recommend proper courses of action.
- Ability to plan, install, and carry out operational programs, 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 civic groups, representatives of cooperating agencies, and the general public as well as to command and hold the respect of subordinates.

Desirable Education and Experience

Graduation from an accredited four (4) year college or university with major course study in fire suppression, business administration, public administration or directly related field and seven (7) years of progressively responsible experience in fire suppression work including at least two (2) years experience in a supervisory or managerial position.

OR

Graduation from a standard high school or equivalent, supplemented by formal courses in fire suppression, business or public administration, and nine (9) years of progressively responsible experience in fire suppression including at least five (5) years experience in a supervisory or managerial position.

DEPUTY FIRE CHIEF

Nature of Work

This is a highly responsible administrative and technical work in directing fire prevention, injury prevention, and emergency planning activities of the city. Serves as Fire Chief during his absence. Work involves direct support of the Fire Chief in accomplishing all responsibilities assigned to the fire department. The incumbent of this class makes administrative and operational decisions pertaining to emergency planning, fire prevention, and injury prevention standards, and enforcement of laws, regulations and established policies. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving operational and planning situations without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records. The person in this position has policy-making responsibilities and the position is FLSA exempt.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Conducts inspection of buildings and premises for the purpose of enforcing City safety codes, regulations and ordinances, and state law.

Develops and manages plans for disaster operations, hazardous material management, and identification/elimination of hazards to the public.

Coordinates work activities where required with the City Building Official, and County/State emergency operation officials.

Consults or corresponds with architects, building owners, and contractors concerning questions involved in building design and hazardous material management.

Makes recommendations for changes in ordinances and regulations governing the City inspection program, emergency planning, and hazard abatement.

Maintains reports on inspections, construction, research materials, etc.

Conducts plan review and final inspection on all buildings and premises when required.

Conducts fire investigations and provides required reports and testimony.

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

- Extensive knowledge of the fire prevention code and a working knowledge of the building code.
- Thorough knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Working knowledge of possible defects and flaws in building construction, and of effective corrective measures.
- Working knowledge of City building, electrical, and related codes and ordinances.
- Considerable knowledge of modern developments, current literature, and sources of information in the field of City fire code inspection.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Working knowledge of life safety, injury prevention, hazardous materials, and environmental protection standards, regulations, and policies.
- Working knowledge of financial and personnel management methods and policies.

Desirable Education and Experience

Associates Degree in Fire Science, Public or Business Administration.

Ten years experience in fire protection; one year at senior officer level; two years in fire prevention.

Completion of State Fire Investigation certification.

Certification as Fire Inspector I.

PFSOG002

7

CITY OF PETAL  
MINUTE BOOK 24

## EXHIBIT "B"

Nature of Work

This is highly responsible administrative and technical work in directing fire suppression, fire prevention, injury prevention, and emergency planning activities of the City. Serves as Fire Chief during absence of the Fire Chief and Deputy Chief.

Work involves responsibility for managing all aspects for a shift of firefighting personnel. Duties include the administration and coordination of fire suppression activities of a duty shift through supervision of subordinate officers and review of their activities. The incumbent of this class makes administrative and operational decisions pertaining to fire fighting, fire prevention, training, enforcement of laws, regulations, and established policies. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving operational and planning situations without direct supervision. Work is reviewed by observation of work in progress and of results obtained, as well as inspection of records. The person in this position has policy-making responsibilities and the position is FLSA exempt.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties, which may be found in positions of this class.)

Assumes initial command of all firefighting personnel and apparatus at the scene of an emergency; personally directs firefighting activities and makes decisions as to the best methods of extinguishing fires; calls for supplementary personnel and apparatus as needed; directs apparatus and personnel not needed at the fire to return to assigned stations.

Plans, organizes, assigns, and directs fire suppression operations with respect to equipment; provides for the training and discipline of personnel.

Assists in purchasing and budgetary control; participates in personnel recruitment and selection programs; evaluates the need for and recommends the purchase of new apparatus and supplies; writes or reviews apparatus and equipment specifications.

Answers a variety of written and telephone inquiries regarding services and complaints.

Confers with the Fire Chief on policies; attends conferences and meetings; conducts regular conferences with subordinate officers.

Recommends employment of personnel, classification changes, promotion actions, pay adjustments and disciplinary actions. Evaluates performance of subordinates and reviews evaluations submitted by subordinate officers.

Directs the preparation and analysis of fire records and reports to ensure efficient operations, to meet service demands, and to comply with requests for information regarding fire suppression activity and personnel.

PFSOG002

8

Conducts inspection of buildings and premises for the purpose of enforcing City safety codes, regulations and ordinances, and state law.

Develops and manages plans for disaster operations, hazardous material management, and identification/elimination of hazards to the public.

Coordinates work activities where required with other city departments, and County/State emergency operation officials.

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

- Extensive knowledge of the principles and practices of modern fire suppression organization and administration.
- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, fire prevention, and fire personnel training.
- Extensive knowledge of this principles, practices, procedures, and equipment used in modern firefighting, fire prevention, and fire personnel training.
- Thorough knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Thorough knowledge of all departmental and City rules and regulations, the geography of the City, and the location of streets, principal buildings, and fire hydrants in the City.
- Thorough knowledge of the current literature, trends, and developments in firefighting, fire prevention techniques, and fire suppression administration.
- Knowledge of the background and objectives of the Federal, State and local Emergency Preparedness Programs.
- Knowledge of modern principles and practices of business management. Ability to make decisions based on recognized precedent and departmental policies, and to use resourcefulness in meeting new problems.
- Ability to analyze complex, fiscal, and organizational situations, and take or recommend proper courses of action.
- Ability to plan, install and carry out operational programs, activities, personnel training, and fire prevention.
- Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.

PFSOG002

9

- Ability to establish and maintain effective working relationships with civic groups, representatives of cooperation agencies, and the general public as well as to command and hold the respect of subordinates.

Required Education and Experience

Graduation from an accredited two (2) year college or university with major course study in fire suppression, business administration, public administration or directly related field and five (5) years of progressively responsible experience in fire suppression work including at least two (2) years experience in a managerial position.

OR

Graduation from a standard high school or equivalent, supplemented by formal courses in fire suppression, business or public administration, and nine (9) years of progressively responsible experience in fire suppression including at least five (5) years experience in a managerial position.

PFSOG002

10

CITY OF PETAL  
MINUTE BOOK 24  
EXHIBIT "B"

Nature of Work

This is administrative, technical, and skilled inspectional work enforcing the City's fire code and related regulation and ordinance and state law. Work usually involves inspecting buildings and premises and other hazards or material items for the purpose of ascertaining the origin or cause of fire; insuring and/or recommending corrections to any condition, which reasonably tend to cause fire or contribute to its spread. All work is performed by supervision of the Fire Chief and in accordance with departmental rules and regulations. Work is usually reviewed through conference and written reports and adherence to standards.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties, which may be found in positions of this class.)

Conducts inspection of buildings and premises for the purpose of enforcing the City's fire code, and related regulations and ordinance and state law.

Performs inspection duties as assigned and assists in other fire department function/duties as assigned.

Coordinate work activities where required with the City Building Inspector.

Confers or corresponds with architects, building owners and contractors concerning questions involved in the enforcement process.

Makes recommendations for changes in ordinances and regulations governing the City fire inspection program.

Maintains reports on inspections, constructions, research materials, etc.

Conducts the final inspection on all buildings and premises when required.

Performs other duties as assigned.

Desirable Knowledge, Abilities and Skills

- Extensive knowledge of the fire prevention code and a working knowledge of the building code.
- Knowledge of the City and the location of important buildings.
- Working knowledge of the standard methods, materials, and techniques involved in building construction, repair, and alteration.
- Working knowledge of possible defects and flaws in building construction, and of effective corrective measures.
- Working knowledge of City building, electrical and related codes and ordinances.
- Considerable knowledge of modern developments, current literature, and sources of information in the field of City fire code inspection.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to establish and maintain effective working relations as necessitated by assignments.
- Ability to express ideas effectively, orally, and in writing to groups and individuals.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent and at least four (4) years experience in fire fighting, or code inspection. Must successfully complete course of study in Fire Inspection 1031-I-II as outlined by NFPA before assignment or within one year after assignment to position.

PUBLIC SAFETY DISPATCHER

Nature of Work

This is specialized work in receiving and dispatching messages in a communications center through the use of telephone, radio, other communications equipment and accessory equipment. Work involves responsibility for receiving incoming calls for emergency services or for information, and promptly and efficiently dispatching personnel and equipment in response to emergency calls or providing requested information. Disposition of calls is made in accordance with established procedures; however, an employee of this class must be knowledgeable of police and fire operation, and the geographical layout of the City. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

On an assigned shift operates telephone, radio, and other communications equipment.

Receives complaints and emergency calls which must be properly processed; obtains all essential information for handling emergencies; dispatches appropriate personnel and equipment to scenes of police and fire incidents, accidents, natural disasters, rescue operations and other emergencies.

Receives routine calls and provides information as requested.

Maintains radio contact with all police and fire units away from station; maintains status and current information on all units in and out of service.

Monitors all alarms and dispatches units as needed; maintains records of all emergency and other dispatches; periodically makes routine announcements and relays messages via radio.

Operates accessory equipment which includes teletype, typewriter, and computer keyboard.

On occasion receives and processes legal documents and makes necessary entries in docket books and logs.

Monitors tapes, changes and marks them when necessary; cleans the tape recorder heads.

Maintain an inventory of supplies at communications desk, requesting additional supplies when necessary.

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

- Knowledge of police and fire protection systems and emergency systems and procedures.
- Knowledge of the geography of the City and the location of streets and important buildings.
- Knowledge of English, spelling, punctuation, and arithmetic.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to learn quickly the operation of telephone, radio and other communications equipment.
- Ability to speak clearly in a well modulated voice and to use good diction.
- Ability to think and act quickly, calmly, and efficiently in emergency situations.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to understand and follow moderately complex oral and written instructions and procedures.
- Basic knowledge in operating a typewriter and computer keyboard.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent, minimum age of twenty (20) years.

Experience desirable but not required.

## Nature of Work

This is supervisory fire fighting work with management responsibilities. An employee of this class has responsibility for the supervision, discipline, and training of a shift of fire fighters. Incumbent exercises direct supervision of the men assigned. Work involves the performance of a wide variety of duties, including inspection of assigned fire station, equipment, and personnel, and public and private buildings. Routine duties are performed with a degree of independence within established departmental rules and regulation, but under the general supervision of the Fire Chief. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records. The person in this position has policy-making responsibilities and the position is FSLA exempt.

## Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties, which may be found in positions of this class.)

Responds to all fire alarms and other emergency calls assigned to the station; makes decisions as to methods and requirements for combating fires; directs fire-fighting activities until relieved by a superior officer.

Supervises and participates in laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, and salvage operations.

Sees that all station equipment is in condition of readiness and is returned to proper place after a fire has been extinguished.

Supervises and participates in the care and cleaning of quarters, equipment; and apparatus at a fire station; conducts roll call; inspects personnel; and maintains discipline.

Inspects business, commercial and manufacturing establishments, churches, schools, etc. to become familiar with their structural layout to pre-plan for fire suppression, to locate possible fire hazards, and the fire fighting problems they present.

Identifies work to be done, develops work schedules, and assigns personnel to tasks.

Performs incidental clerical work, such as making reports of fires, activities of the station, and the preparation of requisitions for supplies, and processing various types of personnel actions, and other personnel functions.

In emergency may drive fire-fighting apparatus to and from fires.

PFSOG002

15

## EXHIBIT "B"

Attends advanced fire fighting schools and fire equipment schools.

Evaluates skill levels of personnel and identifies training requirements.

Assists in organizing and conducting recruit and in-service training for fire fighting personnel.

Performs other duties as assigned.

## Desirable Knowledge, Abilities, and Skills

- Considerable knowledge of the principles, methods, and equipment used in fire fighting, rescue operations, and fire prevention.
- Considerable knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Considerable knowledge of the location of streets, fire hydrants, principal buildings and of the general type of building construction and usage in assigned district.
- Considerable knowledge of the operating characteristics and maintenance and service requirements of fire fighting equipment and apparatus.
- Working knowledge of the occupational hazards proper safety precautions for the safe performance of the job.
- Ability to assign and supervise effective use of fire fighting equipment, apparatus, and personnel.
- Ability to express ideas effectively, orally, and in writing.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical, and physical standards, as may be prescribed.

PFSOG002

16

## Desirable Education and Experience

Graduation from a high school or acceptable equivalent.

Two year college degree in Fire Science, Public Administration, or Business Administration.

## Necessary Special Requirements

1. Have a minimum of seven (7) years of fire fighting service, the last two (2) years serving as an officer with the city.
2. Meet the same requirements as lieutenant
3. One additional state or national certified Fire Command Tactical Class (minimum 40 hours)

PFSOG002

17

## FIRE TRAINING OFFICER

## Nature of Work

This is supervisory and skilled fire fighting work. An employee of this class has responsibility for developing and managing a comprehensive training program for all fire department personnel. Incumbent observes fire department activities and researches professional references to establish training needs. Works a 40-hour week, routine duties are performed with a degree of independence within established departmental rules and regulation, but under the general supervision of the Fire Chief. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records. The person in this position has policy making responsibilities and the position is FSLA exempt.

## Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties, which may be found in positions of this class.)

Attends advanced fire service classes; prepares lesson plans and teaches classes.

Organizes and conducts recruit and in-service training programs for fire fighting personnel.

Develops lesson guides and teaching outlines for training classes.

Evaluates training program effectiveness and individual participants' progress.

Maintains training records for fire department personnel.

Responds to all fire alarms and other emergency calls assigned to the station; makes decisions as to methods and requirements for combating fires; directs fire-fighting activities until relieved by a superior officer.

Supervises and participates in laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, and salvage operations.

Sees that all station equipment is in condition of readiness and is returned to proper place after a fire has been extinguished.

Supervises and participates in the care and cleaning of quarters, equipment; and apparatus at a fire station; conducts roll call; inspects personnel; and maintains discipline.

Inspects business, commercial and manufacturing establishments, churches, schools, etc. to become familiar with their structural layout to pre-plan for fire suppression, to locate possible fire hazards, and the fire fighting problems they present.

PFSOG002

18

Identifies work to be done, develops work schedules, and assigns personnel to tasks.

Performs incidental clerical work, such as making reports of fires, activities of the station, and preparation of requisitions for supplies; and processing various types of personnel actions, and other personnel functions.

In emergency may drive fire-fighting apparatus to and from fires.

Makes accurate diagnosis of mechanical trouble on all types of fire department apparatus and monitors the performance of equipment for needed emergency adjustments and repairs.

Performs other duties as assigned.

#### Desirable Knowledge, Abilities, and Skills

- Considerable knowledge of the principles, methods, and equipment used in fire fighting, rescue operations, and fire prevention.
- Considerable knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Considerable knowledge of the location of streets, fire hydrants, principal buildings and of the general type of building construction and usage in assigned district.
- Considerable knowledge of the operating characteristics and maintenance and service requirements of fire fighting equipment and apparatus.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to assign and supervise the effective use of fire fighting equipment, apparatus, and personnel.
- Ability to express ideas effectively, orally, and in writing.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical, and physical standards, as may be prescribed.

PFSOG002

19

## CITY OF PETAL MINUTE BOOK 24

### EXHIBIT "B"

#### Desirable Education and Experience

Graduation from a high school or acceptable equivalent.

#### Necessary Special Requirements

1. Have a minimum of seven (7) years of fire fighting service, the last two (2) years serving as a fire officer. Comparable service may be considered.
2. Meet the same requirements as captain
3. One additional nationally certified class at training officer level (minimum 40 hours)
4. Fire Instructor 1041 - II

426

PFSOG002

20

## FIRE LIEUTENANT

#### Nature of Work

This is supervisory and skilled fire fighting work. An employee of this class has responsibility for the supervision, discipline, and training of a fire company and for the proper maintenance of apparatus and equipment at a satellite fire station. Incumbent exercises direct supervision of the men assigned to his company. Work involves the performance of a wide variety of fire fighting and related duties, including inspection of assigned fire station, equipment, and personnel, and public and private buildings. Routine duties are performed with a degree of independence within established departmental rules and regulations, but under the general supervision of the Shift Commander. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Work is reviewed by observation of work in progress as well as inspection of quarter, apparatus, equipment, and records.

#### Illustrative Examples of Work (All duties not listed)

Responds to all fire alarms and other emergency calls assigned to the station; makes decisions as to methods and requirements for mitigating incidents; directs fire-fighting activities until relieved by a superior officer.

Supervises and participates in laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, and salvage operations.

Sees that all station equipment is in condition of readiness and is returned to proper place after a fire has been extinguished.

Supervises and participates in the care and cleaning of quarters, equipment, and apparatus at a fire station; conducts roll call; inspects personnel; and maintains discipline.

Inspects business, commercial and manufacturing establishments, churches, schools, etc. to become familiar with their structural layout to pre-plan for fire suppression, to locate possible fire hazards, and the fire fighting problems they present.

Identifies work to be done, develops work schedules, and assigns personnel to tasks.

Performs incidental clerical work, such as run reports, station activities, requisitions for supplies; processing various types of personnel actions, and other personnel functions.

In emergency may drive fire-fighting apparatus to and from fires.

Makes accurate diagnosis of mechanical trouble on all types of fire department apparatus and monitors the performance of equipment for needed emergency adjustments and repairs.

PFSOG002

21

Attends advanced fire service classes; prepares lesson plans and teaches classes.

Performs other duties as assigned.

#### Desirable Knowledge, Abilities, and Skills

- Considerable knowledge of the principles, methods, and equipment used in fire fighting, rescue operations, and fire prevention.
- Considerable knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Considerable knowledge of the location of streets, fire hydrants, principal buildings and of the general type of building construction and usage in assigned district.
- Considerable knowledge of the operating characteristics and maintenance and service requirements of fire fighting equipment and apparatus.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to assign and supervise the effective use of fire fighting equipment, apparatus, and personnel.
- Ability to express ideas effectively, orally, and in writing.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical, and physical standards, as may be prescribed.

#### Desirable Education and Experience

Graduation from a high school or acceptable equivalent.

One year of college level courses in a degree program.

PFSOG002

22

Necessary Special Requirements

Have a minimum of five (5) years as a fire fighter.

Must have the following certifications:

1. Meet the same requirements as Engineer
2. NFPA 1521 Fire Department Safety Officer
3. Certified state or national Fire Command Tactical Class or Classes (minimum 40 hours)

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

FIRE ENGINEER

427

Nature of Work

This is skilled fire fighting work involving supervision of personnel in combating, extinguishing, and preventing fires. An employee of this class is responsible for supervising a crew of 2 to 4 fire fighters and one vehicle at the scene of fires and other emergencies and for operating pumps, aerial ladders, and other mechanical equipment as required. Incumbent assists in training fire fighters in the use of fire fighting apparatus and equipment. Work is performed under the direction of a superior officer and is reviewed by observation and conformity with proper safety practices and established procedures.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Supervises a crew of 2 to 4 fire fighters during routine and emergency duties.

Drives assigned fire fighting apparatus to and from fires; operates 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 a condition of readiness; reports mechanical failures or difficulties to a superior.

Inspects an assigned area to attain knowledge of all streets, lanes, buildings, and water hydrants.

Attends fire training sessions to receive instructions in fire prevention and fire fighting methods. Assists in conducting recruit and in-service training of fire fighting personnel.

Performs assigned housekeeping duties at a fire station.

When assigned, drives and operates rescue apparatus; provides first aid; ascertains that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Performs incidental clerical work such as checking supplies, preparation of requisitions, delivers supplies, uniforms, and equipment to the fire stations.

When assigned to communications, assists in dispatching proper fire apparatus on fire calls, and maintains fire report records.

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Considerable knowledge of the location of streets, fire alarm phones, fire hydrants, principal buildings, and general geography of the City.

Considerable knowledge of the operation, minor servicing, and mechanical principles involved in the operation of various types of fire apparatus, emergency, and allied equipment.

- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to act quickly and calmly in emergency situations.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to follow explicit instructions, written and oral.
- Skill in the operation and minor servicing of mechanical and automotive fire apparatus.
- Ability to meet such medical and physical standards as may be prescribed.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent

Necessary Special Requirement

Must have the following certifications:

1. Fire Fighter II
2. Fire Instructor NFPA 1041-I
3. Driver/Operator NFPA 1002
4. Fire Officer II NFPA 1021
5. Smoke Diver
6. Hazardous Materials Technician NFPA 472

FIRE FIGHTER FIRST CLASS

Nature of Work

This is skilled fire fighting work in combating, extinguishing and preventing fires, and in the operation and in routine custodial maintenance of departmental equipment, apparatus, and quarters. An employee of this class is responsible for the protection of life and property through fire fighting, rescue, and related duties. Duties include training and participation in the operation of fire fighting apparatus and the performance of hazardous duties under emergency conditions. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings. When not engaged in fire fighting or rescue activities, incumbents are required to participate in drill and study programs and to perform routine duties in the care and maintenance of station equipment, apparatus, buildings, and grounds. Work is normally performed under the close supervision in accordance with established policies and procedures. Assignments are given by a superior officer both in fighting fires and at the station. Work is usually reviewed for adherence to standards and through observation of accomplishment and reports on desired results.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Responds to fire calls with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.

Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors.

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

Performs salvage operations such as removing water, and debris, covering property with tarps, and removing property from buildings.

Participates in fire drills and attends training classes in apparatus operation, fire fighting, fires aid, and related subjects; studies assigned materials relating to fire fighting and fire prevention.

Inspects buildings and premises for familiarization; checks for fire hazards.

Drives and operates motor driven equipment when assigned.

Performs general custodial and maintenance work in the upkeep of departmental apparatus, equipment, and structures.

When assigned, drives and operates rescue apparatus; provides first aid; ascertains that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Performs other duties as assigned.

## Desirable Knowledge, Abilities, and Skills

- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Knowledge of all current fire fighting duties and methods.
- Ability to act quickly and calmly in emergency situations.
- Ability to understand and follow oral and written instructions.
- Ability to climb ladders and work at considerable heights.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical and physical standards as may be prescribed.

## Desirable Education

Graduation from a high school or acceptable equivalent.

## Necessary Special Requirements

- a. Eligible beginning of fifth year of employment.
- b. Must have completed all prerequisites for Fire fighter Second Class
- c. Evaluation for promotion by Fire Chief.

## Additional Requirements

1. Fire Service Instructor 1041-I-II certification required
2. Fire Apparatus Driver Operator 1002 certification required

PFSOG002

27

CITY OF PETAL  
MINUTE BOOK 24

## EXHIBIT "B"

## Name of Work

This is skilled fire fighting work in combating, extinguishing and ~~428~~ preventing fires, and in the operation and in routine custodial maintenance of departmental equipment, apparatus, and quarters. An employee of this class is responsible for the protection of life and property through fire fighting, rescue, and related duties. Duties include training and participation in the operation of fire fighting apparatus and the performance of hazardous duties under emergency conditions. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings. When not engaged in fire fighting or rescue activities, incumbents are required to participate in drill and study programs and to perform routine duties in the care and maintenance of station equipment, apparatus, buildings, and grounds. Work is normally performed under the close supervision in accordance with established policies and procedures. Assignments are given by a superior officer both in fighting fires and at the station. Work is usually reviewed for adherence to standards and through observation of accomplishment and reports on desired results.

## Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Responds to fire calls with a company; lays and connects hose; holds nozzles and directs water stream; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.

Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors.

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

Performs salvage operations such as removing water, and debris, covering property with tarps, and removing property from buildings.

Participates in fire drills and attends training classes in apparatus operation, fire fighting, fires aid, and related subjects; studies assigned materials relating to fire fighting and fire prevention.

Inspects buildings and premises for familiarization; checks for fire hazards.

Drives and operates motor driven equipment when assigned.

Performs general custodial and maintenance work in the upkeep of departmental apparatus, equipment, and structures.

When assigned, drives and operates rescue apparatus; provides first aid; ascertains that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Performs other duties as assigned.

PFSOG002

28

## Desirable Knowledge, Abilities, and Skills

- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Knowledge of all current fire fighting duties and methods.
- Ability to act quickly and calmly in emergency situations.
- Ability to understand and follow oral and written instructions.
- Ability to climb ladders and work at considerable heights.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical and physical standards as may be prescribed.

## Desirable Education

Graduation from a high school or acceptable equivalent.

## Necessary Special Requirements

- a. Eligible at the beginning of the third year of employment
- b. Must have completed prerequisites for Fire fighter Third Class
- c. Evaluation for promotion by Fire Chief

## Additional Requirements

1. Hazardous Material Technician
2. Fire Investigator 1033

PFSOG002

29

## FIRE FIGHTER THIRD CLASS

## Name of Work

This is skilled fire fighting work in combating, extinguishing and preventing fires, and in the operation and in routine custodial maintenance of departmental equipment, apparatus, and quarters. An employee of this class is responsible for the protection of life and property through fire fighting, rescue, and related duties. Duties include training and participation in the operation of fire fighting apparatus and the performance of hazardous duties under emergency conditions. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings. When not engaged in fire fighting or rescue activities, incumbents are required to participate in drill and study programs and to perform routine duties in the care and maintenance of station equipment, apparatus, buildings, and grounds. Work is normally performed under the close supervision in accordance with established policies and procedures. Assignments are given by a superior officer both in fighting fires and at the station. Work is usually reviewed for adherence to standards and through observation of accomplishment and reports on desired results.

## Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Responds to fire calls with a company; lays and connects hose; holds nozzles and directs water stream; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.

Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors.

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

Performs salvage operations such as removing water, and debris, covering property with tarps, and removing property from buildings.

Participates in fire drills and attends training classes in apparatus operation, fire fighting, fires aid, and related subjects; studies assigned materials relating to fire fighting and fire prevention.

Inspects buildings and premises for familiarization; checks for fire hazards.

Drives and operates motor driven equipment when assigned.

Performs general custodial and maintenance work in the upkeep of departmental apparatus, equipment, and structures.

When assigned, drives and operates rescue apparatus; provides first aid; ascertains that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Performs other duties as assigned.

PFSOG002

30



CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

Desirable Knowledge, Abilities, and Skills

- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Knowledge of all current fire fighting duties and methods.
- Ability to act quickly and calmly in emergency situations.
- Ability to understand and follow oral and written instructions.
- Ability to climb ladders and work at considerable heights.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical and physical standards as may be prescribed.

Desirable Education

Graduation from a high school or acceptable equivalent.

Necessary Special Requirements

- Eligible at the beginning of the second year of employment
- Must have completed prerequisites for Probationary Fire fighter
- Evaluation for promotion by Fire Chief

Name of Work

This is skilled fire fighting work in combating, extinguishing and preventing fires, and in the operation and in routine custodial maintenance of departmental equipment, apparatus, and quarters.

An employee of this class is responsible for the protection of life and property through fire fighting, rescue, and related duties. Duties include training and participation in the operation of fire fighting apparatus and the performance of hazardous duties under emergency conditions. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings. When not engaged in fire fighting or rescue activities, incumbents are required to participate in drill and study programs and to perform routine duties in the care and maintenance of station equipment, apparatus, buildings, and grounds. Work is normally performed under the close supervision in accordance with established policies and procedures. Assignments are given by a superior officer both in fighting fires and at the station. Work is usually reviewed for adherence to standards and through observation of accomplishment and reports on desired results.

Illustrative Examples of Work  
(All duties not listed)

Probationary fire fighter receives extensive and in-depth training in the following areas:

Rules and Regulations	Fire Dept Apparatus
Hose Lays	Fire Chemistry
Ladder Raises	Fire Service Hydraulics
Rescue & Protective Breathing	Portable Fire Extinguisher
Ventilation	First Aid
Forcible Entry	Salvage & Overhaul
Rope Slides, Knot Tying	Fire Prevention
Physical Training	Basic Tools & Their Use

Responds to fire calls with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.

Ventilates burning buildings by opening windows and skylights, cutting holes in roofs and floors.

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

Performs salvage operations such as removing water, and debris, covering property with tarps, and removing property from buildings.

Participates in fire drills and attends training classes in apparatus operation, fire fighting, fires aid, and related subjects; studies assigned materials relating to fire fighting and fire prevention.

Inspects buildings and premises for familiarization.

Drives and operates motor driven equipment under special instructions and limited conditions.

Performs general custodial and maintenance work in the upkeep of departmental apparatus, equipment, and structures.

Operates rescue apparatus; provides first aid; ascertains that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

- Working knowledge occupational hazards and proper safety precautions for the safe performance of the job.
- Knowledge of all current fire fighting duties and methods.
- Ability to learn a wide variety of fire fighting duties and methods within a reasonable working test period.
- Ability to act quickly and calmly in emergency situations.
- Ability to understand and follow oral and written instructions.
- Ability to climb ladders and work at considerable heights.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical and physical standards as may be prescribed.

Desirable Education

Graduation from a high school or acceptable equivalent.

Necessary Special Requirements

Shall have successfully completed the following during the first year of employment:

- Basic fire fighters course to meet state requirements.
- Emergency Medical Technician course with National Registry Certification.
- Must be Hazardous Material Certified Level I Awareness, Level II Operational

VOLUNTEER

Name of Work

This is skilled fire fighting work in combating, extinguishing and preventing fires, and in the operation and in routine custodial maintenance of departmental equipment, apparatus, and quarters. An employee of this class is responsible for the protection of life and property through fire fighting, rescue, and related duties. Duties include training and participation in the operation of fire fighting apparatus and the performance of hazardous duties under emergency conditions. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings. When not engaged in fire fighting or rescue activities, incumbents are required to participate in drill and study programs and to perform routine duties in the care and maintenance of station equipment, apparatus, buildings, and grounds. Work is normally performed under the close supervision in accordance with established policies and procedures. Assignments are given by a superior officer both in fighting fires and at the station. Work is usually reviewed for adherence to standards and through observation of accomplishment and reports on desired results.

Membership

A person may apply for membership by presenting an application to the Petal Volunteer Fire Department, at a regular business meeting. Meetings are held the second Tuesday of each month at 7:00 p.m. This is in compliance with the Constitution and By-laws of the Petal Volunteer Fire Department. After which a background check will be conducted by the training officer and the applicants will be required to submit to a physical agility test prior to acceptance in to the volunteers. Each volunteer shall serve 24 hours station duty each month at the station designated by the Battalion Chief on that shift.

General Rules

All Volunteer members are responsible to know and adhere to Petal Fire Department Operating Guidelines. They may participate in any training activity and in any emergency situation for which they have documented training and/or certification in their departmental training record. It is the individual's responsibility to ensure their training records are up to date and that they do not participate in activities for which they are not certified. Members will be responsible for all equipment issued to them. Upon termination of his/her membership he/she shall return all department property in their possession to the Training officer. Volunteers will be issued fire department pagers as they become available. Pagers are issued according to membership seniority. Volunteers will be issued personnel turnout gear upon the recommendation of the Training Officer and the approval by the Fire Chief, and completion of the following standards:

- Minimum of one year of satisfactory service with the department as a Volunteer.
- State Volunteer Firefighter Certification through the State Fire Academy.
- Completion of all departmental truck checks as a "PASSENGER"
- Having responded to an average of three alarms per month the previous quarter.
- Having completed 24 hours a month station duty for a period of one year.

The Training Officer must approve all turnout gear. No member shall wear a fire department uniform, badge, or display a fire department emblem unless granted permission by the Chief. These articles may, however, be worn or displayed at meetings, drills or other fire department functions. Uniforms shall be worn in prescribed manner of the department. Each member should promote, and take pride in all functions of the department so as to make the department an example of teamwork in the area of fire prevention and protection of the city.

CITY OF PETAL  
MINUTE BOOK 24

PFSOG 003

430

2005

ADMINISTRATION

EXHIBIT "B"

Training

A training record will be maintained for each individual identifying training accomplishments and certifications.

A review of all training records will be made by the Training Officer each year to evaluate individual training and overall training program objectives.

Member shall meet the minimum training requirements designated by the Fire Chief.

Volunteer fire fighters are authorized and encouraged to train and maintain proficiency of fire equipment.

Station Duty

During station duty, all members shall assist in the work of the department under the supervision of the officer in charge. Volunteer fire fighters shall log in their station duty in the "Volunteer Log" at Central Fire Station. This document is the official record in compliance with quarterly station duty requirements. While performing station duty, they are authorized full use of the station facilities and will be assigned to apparatus (per training and certification) by the officer in charge.

The Fire Chief serves as Chief Administrator for the Fire Department and maintains all regulatory references and records required for its efficient operation. Inquiries concerning personnel policies and actions should be referred to the Fire Chief. Information not immediately available will be researched or the requester referred to the appropriate agency.

All correspondence between the fire department and outside agencies will be coordinated through the Fire Chief. Correspondence coordinating actions or committing resources will be referred for approval in advance and will normally be signed by the Chief. Routine correspondence which is informational in nature; section heads will provide the Chief a copy. Recurring reports will be provided to the secretary to ensure file copies and proper recording is accomplished.

Working files of employee information will be maintained at the fire station. These are informal files used in day-to-day operation for operational purposes. These files are available to the individual or his supervisor for review at any time. These files should not be confused with formal personnel records maintained by the personnel office for administrative purposes.

Requirements for continued employment are outlined in the city personnel policies and employee position description. These items are mandatory and will be enforced by the fire department. When failure to meet a requirement is discovered, the individual will be counseled to determine the reason and to establish a compliance date. The need for disciplinary action will be evaluated in all cases. Results of the counseling will be documented and filed as appropriate.

Promotion within the fire department will be on a merit basis only. Time on the job will be considered for experience but will not obligate selection. Selection for promotion will be accomplished by a board selected by and using criteria established by the Fire Chief. The Fire Chief will accept the recommendation or deny promotion for cause. Promotions may be made conditional on meeting required qualifications. Each individual competing for promotion will receive a tally sheet showing their rated scores.

The city has established ten holidays each year to be celebrated as days off for city employees. This represents four personal shifts on the fire fighter work schedule. Personal shifts must be taken off one each quarter or one every three months. Fire fighters may take the personal shifts in conjunction with vacation leave or other personal shifts if desired. Personal shifts not taken during the designated quarter will be assigned a day off by their supervisor in the next quarter unless opportunity was not made available during the quarter for its use. Disapproved leave request forms for three requested dates will be considered as opportunity not made available.

PFSOG002

35

PFSOG003

1

During the month of December, the opportunity to schedule annual leave and personal leave for the next year will be provided. Each individual in order of seniority will be asked to forecast desired annual leave and after everyone is contacted, they will be asked to forecast holiday leave. Personnel forecasting at that time will be given first priority for time off on the days forecast.

Shift Commanders (Battalion Chiefs) are responsible to ensure leave schedules include consideration for the required personnel on duty. Overtime will not be scheduled to accommodate leave. No dates are exempted from the allowable use of leave. Personal leave will be taken in full shifts, unless Shift Commander approves special circumstances. At no time will personal leave be less than 12-hours. Leave request must be completed and submitted to the Shift Commander or Fire Chief seven days prior to the leave start date. Overtime will be used for the purpose of maintaining the manpower needed for station operation and to compensate individuals for training time required by the department to meet minimum department standards for the position presently assigned. Except for emergencies, the Fire Chief must authorize overtime in advance. For emergencies, the Shift Commander may authorize the minimum required for the situation.

Time accounting will be the responsibility of the Shift Commander for the personnel on their shift. All others time sheets will be maintained by the individual and verified by the Fire Chief. All time sheets will be completed, verified, and turned in to the secretary no later than 10:00 o'clock a.m., Wednesday of the pay period. The secretary will transcribe the information onto the payroll documents for submittal to the payroll clerk. Department personnel will sign their own time sheet.

Only Shift Commanders or the Fire Chief will take disciplinary action. Shift Commanders will discuss proposed actions with the Fire Chief to ensure consistent application throughout the department. The Fire Chief will take any action resulting in loss of pay or time worked.

Within the fire department, grievances should be resolved in the following manner:

1. The item should be brought to the attention of the station officer.
2. The item should be brought to the attention of the Shift Commander.
3. The item should be brought to the attention of the Fire Chief.

Each level should be given opportunity to resolve the problem before advancing to the next level; however, problems may be introduced at any level without recourse. Grievances can normally be resolved in oral form; however, it is desired that those presented at the Fire Chief level be put in writing to provide a record of problems that have arisen and their resolution. No problem will be dismissed until a resolution has been determined.

PFSOG003

2

PFSOG003

3

Typing assistance is available for official business by contacting the Fire Chief's Administrative Assistant. All items to be typed will be clearly written in the format to be used. The Fire Chief will determine item priority.

A Fire Department Staff meeting will be held the first Tuesday of the month at 8:15 a.m. This meeting will be used to pass on information and discuss matters that affect more than one section. Persons required to attend are: Fire Chief, Deputy Chief, All Shift Commanders, Fire Inspector, Training Officer, and Administrative Assistant. All personnel will sign a written record of attendance, which will be kept on file in the Administrative Assistant Office.

## INSPECTIONS

Most occupancies are inspected once each year, but there are some that require an inspection every six months. The decision to inspect and re-inspect commercial occupancy is made by the inspector. General information about occupancy is filed with the inspection form. All inspection survey reports are filed according to their street address.

Due to the nature and changes that can apply to an occupancy, decision as to when and how often it is to be inspected is made at the time of inspections and is noted on the building data form.

The basis that determines the frequency of occupancy to be inspected is based on the Fire Codes, N.F.P.A. Standards, and the State or County requirements. Residential occupancies will be inspected only by request from the occupancies owner, or when deemed necessary by the Building code Official.

Should the inspector determine that occupancy should be inspected at times other than the over; the time will be noted on the building data form.

The official inspection survey report form is used for all official inspections. The inspector, and owner, or someone working at the occupancy during the time of the inspection will sign the inspection form. The yellow copy of the inspection form is left at the inspection site and the white copy is filed in the inspector's office.

## REINSPECTION

When hazards are found during an inspection and the hazards do not have to be corrected at that time, the inspection form is placed in the reinspection file. Reinspections are usually done on a thirty day basis, or sooner if the hazard demands. These files are reviewed each morning and the inspections forms are pulled that are to be reinspected on that day. If there is to be any change in construction, the Building Official is notified.

When on the spot corrections must be made, such as blocked exits, combustibles near a heat source, storage of combustible or flammable liquids or any other hazard deemed necessary by the inspector to be corrected. This decision is based on International Fire Code and available standard recommendations, or the inspector's own knowledge. Some decisions are based on common knowledge.

PFSOG005

1

## EXHIBIT "B"

This report is filled out at the end of the day or the next morning. This report contains information and notes or comments made by the inspector, and is turned in each day to the Fire Chief's Office. This report is a method of contact between the Chief and Fire Inspector's Office. This report is kept on hand for one year.

## DAILY INSPECTION REPORT

This report is filled out the same time as the Daily Activity Report. The Daily Inspection Reports are turned into the Chief's Office at the end of each month. The information is recorded and the report is returned to the Inspector's Office. This report is filed in a file box on the top shelf of the bookcase.

## COMPANY INSPECTIONS

Inspections by personnel other than a Fire Inspector will be scheduled through the Training Officer or the Shift Commander.

## PLANS REVIEW

Plans are reviewed as they are received from the Building Official. Fire hydrants are placed according to the Fire Chief's recommendation. All subdivision plans are forwarded to the Chief. Any corrections or comments are noted on the plans and sent back to the Building Official. Should any reason for a meeting with the Building Official be needed, it is scheduled at this time. Plans that are reviewed by the Fire Inspectors are listed in a folder in the Inspector's Office. Any comments are recorded at this time.

## NEW OCCUPANCIES

The Building Official and the Fire Inspector must approve new occupancies. Any hazards found are treated the same as in an existing occupancy, except that before a Certificate of Occupancy is issued, the corrections are to be made. A temporary Certificate of Occupancy may be issued if the hazards are not a real threat to life or property.

## INSPECTION REQUEST

Most of the time it is not necessary to request permission to inspect any occupancy, but there are times when this is done to accommodate the occupancy and the Fire Department. There are also times when City Hall requests an inspection of a building if the Building Official is out of town. Most of the time, when a request is made, it is by an occupant that

PFSOG005

2

needs to get a privilege license. Inspections by request will be accommodated to the greatest extent possible.

## PUBLIC EDUCATION

Public Education is done through schools, day care center, apartments, retirement homes, Churches and other places throughout the year. Fire Prevention, the Training Officer, and the Shift Commander coordinate public Education. Educational programs consist of films, slides, handouts and talks on fire and life safety. There are also demonstrations and training in the use of fire extinguishers.

## ADVERTISING FIRE SAFETY

Most fire safety advertising is done through direct contact with the public. Television and letters do some advertising from the Inspector's Office to the public. Use of the library is a source of advertising and fire and life safety training.

PFSOG005

3

PFSOG006

2005

## FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH PROGRAM

This Operating Procedure contains material extracted from NFPA 1500 amended for specific application by the Petal, MS Fire Department.

1. Purpose
  - a. The purpose of this Operating Guideline is to specify the minimum requirements for occupational safety and health for the fire department, and safety procedures for those individuals involved in fire suppression, rescue, and related activities.
  - b. The objective is to help prevent accidents, injuries, and limit severity of exposures that do occur.
  - c. Nothing herein is intended to restrict exceeding these minimum requirements.
2. Organization
  - a. The fire department shall prepare and maintain a written statement or policy that establishes the basic organizational structure; the expected number of fire department members; the type of functions that the fire department is expected to perform; and the type, amount, and frequency of training to be provided to fire department members.
  - b. The organizational statement shall be available for inspection by members.
  - c. It shall be the responsibility of the fire department to provide a safe, healthy work environment for its members. The fire department shall research, develop, implement, and enforce occupational safety and health.
  - d. Each individual member of the fire department shall cooperate, participate, and comply with the provisions of the occupational safety and health program. They will immediately notify their supervisor of hazards.
  - e. The Fire Chief shall appoint a designated fire department safety officer. This position shall comply with the requirements of NFPA 1521, Standard for Fire Department Safety Officer.
  - f. The fire department safety officer shall be responsible for the management of the occupational safety and health program.

PFSOG006

1

EXHIBIT "B"

Training and Education

- g. The fire department shall establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, or deaths that are or might be job related.
  - h. The data collection system shall also maintain individual records of any occupational exposure to known or suspected toxic products or contagious diseases.
  - i. The fire department shall maintain a confidential health record for each member and a health database.
  - j. The fire department shall maintain training records for each member indicating dates, subjects covered, and certifications achieved.
  - k. The fire department shall maintain inspection, maintenance, repair, and service records for all vehicles and equipment used for emergency operations.
  - l. An Occupational Safety and Health Committee shall be established and shall serve in an advisory capacity to the Fire Chief. The purpose of this committee shall be to conduct research, review accidents and injuries, review specifications, review matters pertaining to occupational safety and health within the fire department, and make recommendations through the Safety Officer to the Fire Chief.
- The Occupational Safety and Health Committee shall be comprised of one Firefighter and one Officer from each shift and the Safety Officer, who serves as the chairperson of the committee. Each Firefighter and Officer shall have one vote, with the Safety Officer only voting in case of a tie. Selection of the committee representatives shall be made by each shift from within their respective shifts. Serving on the committee shall be on a voluntary basis. The term for serving on the committee is one year.
- The committee shall hold meetings quarterly, and may hold special meetings when called by the Safety Officer or Fire Chief. Written minutes of each meeting shall be retained and shall be posted on fire department bulletin boards at each station.
- Any department member may convey a safety concern to the committee by submitting it in writing to any committee member, who will introduce the concern to the committee at the next meeting. Any department member may address the committee during a committee meeting.

- The fire department shall establish and maintain a training and education program with a goal of preventing occupational accidents, deaths, injuries, and illnesses.
- b. The fire department shall provide training and education for all members commensurate with the duties and functions that they are expected to perform.
- c. The fire department shall provide training and education for all members to ensure that they are able to perform their assigned duties in a safe manner that does not present a hazard to themselves or to other members.
- d. All training and education shall be provided by individuals who are qualified in the subjects covered.
- e. Training shall be provided for all members as outlined in the Training PFSOG007.
- f. Whenever changes in procedures or technology are introduced or new hazards are identified in the work environment, appropriate training and education shall be provided for all affected members.
- g. Members shall be provided with training and education appropriate for their duties and responsibilities before being permitted to engage in emergency operations.
- h. All members who engage in structural fire fighting shall meet the minimum requirements of Fire Fighter I & II as specified in NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- i. All fire apparatus drivers/operators shall meet the minimum requirements specified in NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.
- j. All fire officers shall meet the minimum requirements for at least Fire Officer I as specified in NFPA 1021, Standard for Fire Officer Professional Qualifications.
- k. All members who may be involved in emergency operations shall be trained in the incident command system.
- l. The training program for all members engaged in fire-ground operations shall include procedures to be followed to provide for their safe exit from the dangerous area in the event of equipment failure or sudden changes in fire conditions.
- m. Members engaged in structural fire fighting shall participate in practical drill training as outlined in the Training PFSOG.

- n. Training in fire ground operations shall be based on standard operating procedures. These procedures shall be maintained in written form and shall address all emergency scene operations.
  - o. Training exercises shall be conducted in accordance with the established fire ground operation procedures and shall be supervised by designated officers.
  - p. When training involves live fire fighting exercises, these shall be conducted in compliance with NFPA 1403, Standard on Live Fire Training Evolutions.
  - q. Smoke generating devices that produce a hazardous atmosphere shall not be used in training exercises unless SCBA's are worn.
  - r. Specialized training and education shall be provided to members regarding special hazards to which they may be exposed during fires and other emergencies.
  - s. The fire department shall develop written procedures that describe the actions to be taken in situations involving special hazards and shall include these in the training and education program.
4. Vehicles and Equipment
- a. The fire department shall consider health and safety as primary concerns in the specification, design, construction, acquisition, operations, maintenance, inspection, and repair of all vehicles and equipment.
  - b. Fire department vehicles shall be operated only by members who are trained and certified in their proper operation.
  - c. Drivers of fire department vehicles shall have a valid Mississippi driver's license. Vehicles shall be operated in compliance with all traffic laws, including sections pertaining to emergency vehicles, as applicable. (C.D.I. not required)
  - d. Drivers of fire department vehicles shall be directly responsible for safe and prudent operation under all conditions. When the driver is under the direct supervision of an officer, that officer shall also assume responsibility for the actions of the driver.
  - e. Drivers shall not move fire department vehicles until all persons on the vehicle are seated and secured with seat belts or safety harnesses in approved riding positions.
  - f. All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tail-steps or in any other exposed positions shall be prohibited. Unrestrained personnel shall be

- prohibited from riding on apparatus, with the exception of loading supply hose in which a spotter shall be used at all times.
- g. All fire department vehicles shall be inspected at least weekly and within 24 hours after any use or repair to identify any correct unsafe conditions. A preventive maintenance program shall be established and records shall be maintained. Maintenance, inspections, and repairs shall be performed in accordance with manufacturer's instructions.
- h. Any fire department vehicle found to be unsafe shall be reported to the Shift Commander and be placed out of service until repaired. After being repaired, the vehicle shall be inspected and the Shift Commander notified prior to being placed back in service.
- i. Fire pumps on apparatus shall be service tested in accordance with the frequency and procedures specified in NFPA 1911, Standard on Acceptance and Service Tests of Fire Department Pumping Apparatus.
- j. All aerial devices shall be inspected and service tested in accordance with the frequency and procedures specified in NFPA 1904, Standard for Testing Fire Department Aerial Ladders and Elevating Platforms.
- k. All equipment carried on fire apparatus or designated for training shall be visually inspected at least weekly and within 24 hours after any use. Inventory records shall be maintained for the equipment carried on each vehicle. Records shall also be maintained for equipment designated for training.
- l. All equipment carried on fire apparatus or designated for training shall be tested at least annually in accordance with manufacturer's instructions and applicable standards.
- m. Fire fighting equipment found to be defective or in unserviceable condition shall be removed from service and repaired or replaced.
- n. All ground ladders shall be inspected and service tested as specified in NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.
- o. All fire hose shall be inspected and service tested as specified in NFPA 1962, Standard on Care, Maintenance, and Use of Fire Hose Including Connections and Nozzles.
- p. All fire extinguishers shall be inspected and tested as specified in NFPA 10, Standard for Portable Fire Extinguishers.

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

5. Protective Clothing and Protective Equipment

- a. The fire department shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards of the work environment to which the member is or may be exposed. Such protective clothing and protective equipment shall be suitable for the tasks that the member is expected to perform in that environment. All new protective clothing and equipment purchased shall meet the minimum requirements of NFPA Standards (most recent edition). Protective clothing and equipment currently not meeting NFPA standards will be upgraded or replaced with NFPA approved as practical.
- b. Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
- c. Members shall be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.
- d. Protective clothing and protective equipment shall be used and maintained in accordance with manufacturer's instructions. Protective clothing shall be inspected by the Safety Officer annually. Protective clothing in need of repair shall be reported immediately to the Shift Commander.
- e. Fire department members shall wear all the protective clothing specified at all times when involved in or exposed to the hazards of structural fire fighting.
- f. SCBA shall be used by all personnel working in areas where:
  - a) The atmosphere is hazardous,
  - b) The atmosphere is suspected of being hazardous,
  - c) The atmosphere may rapidly become hazardous.

In addition to the above, all personnel working below ground level or inside any confined space shall use SCBA unless the safety of the atmosphere can be established by testing and monitoring.

- g. The fire department shall maintain a respiratory protection program that meets the requirements of ANSI Z88.5, Practices for Respiratory Protection for the Fire Service, and ANSI Z88.6, Standard for Respiratory Protection - Respirator Use Physical Qualifications for Personnel.
- h. Sources of a compressed gaseous breathing air, such as compressors, cascade systems, storage receivers, etc. used for filling SCBA cylinders shall be tested

PFSOG006

6

annually to assure their compliance with Compressed Gas Association G-7.1, Commodity Specification for Air, and shall have a minimum air purity of Grade D.

SCBA cylinders shall be hydrostatically tested within the periods specified by the manufacturers and the applicable governmental agencies.

- j. All SCBA shall be inspected, used, and maintained as specified in ANSI Z88.5, Practices for Respiratory Protection for the Fire Service.
- k. All members using SCBA shall be medically certified by a physician on an annual basis, and shall be regularly trained, tested, and certified in the safe and proper use of this equipment. When this evaluation is conducted by a physician other than the fire department physician, the evaluation shall be subject to the review and approval of the fire department physician.
- l. Members using SCBA shall operate in teams of two or more who are in communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities, and are in close proximity to each other to provide assistance in case of an emergency.
- m. Each new member shall be tested before being permitted to use SCBA in a hazardous atmosphere. Only members with a properly fitting facepiece shall function in a hazardous atmosphere with SCBA.
- n. Beards or facial hair that interfere with the facepiece seal are prohibited for members required to use SCBA. If eyeglasses are worn, the member shall use frames that do not pass through the seal area of the facepiece.
- o. Each member involved in rescue, fire fighting, or other hazardous duties shall be provided with and shall use a PASS device. Each PASS device shall be tested at the beginning of each shift and prior to each use, and shall be maintained in accordance with the manufacturer's instructions.
- P. Class I life safety harnesses shall only be used for fire fighter attachment to ladders and aerial devices.
- q. Class II life safety harnesses shall be utilized for fall arrest and repelling operations.
- r. Rope used to support the weight of members or other persons during rescue, fire fighting, other emergency operations, or during training evolutions shall be life safety rope. Life safety rope used for any other purpose shall be removed from service.

PFSOG006

7

- s. Life safety rope shall be inspected before and after each such use in accordance with the manufacturer's instructions. Ropes shall be removed from service if subjected to impact loading, or if signs of weakness or wear are detected. Records shall be maintained to record the use of each life safety rope used.
- t. Face and eye protection shall be used by members engaged in fire suppression and other operations involving hazards to the eyes and face at all times when the face is not protected by the full facepiece of SCBA.
- u. Hearing protection shall be used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.
- v. Hearing protection shall be used by all members when exposed to noise in excess of 90 dBA from power tools or equipment, except in situations where the use of such protective equipment would create an additional hazard to the user.
- w. The fire department shall engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources of noise in the work environment.

6. Emergency Operations

- a. Emergency operations and other situations that present similar hazards, including training exercises, shall be conducted in a manner to recognize hazards and to prevent accidents and injuries.
- b. An incident command system is established in PFSOG 003. Procedures apply to all members involved in emergency operations. All members involved in emergency operations shall be familiar with the system.
- c. The incident command system identifies roles and responsibilities relating to the safety of operations.
- d. The officer in command of an emergency incident is responsible for the overall safety of all members and all activities occurring at the scene.
- e. A standard system shall be used to identify and account for each member at the scene of an incident.
- f. Fire department operations shall be limited to those that can be safely performed by the personnel available at the scene.
- g. When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear a garment with fluorescent retro-reflective material.

PFSOG006

8

- h. When members are operating in hazardous areas, they shall work in teams of two or more. There shall be at least one member specifically assigned to remain outside the hazardous area and maintain an awareness of the operations inside the hazardous area.
- i. Whenever members are operating in positions or performing functions that would subject them to immediate danger of injury in the event of equipment failure or other sudden event, backup personnel shall be standing by with equipment to provide assistance or rescue.
- j. When members are operating in positions or performing functions that involve an immediate risk of injury, qualified basic life support personnel shall be standing by with medical equipment and transportation capability.

7. Facility Safety

- a. All fire department facilities shall comply with all legally applicable health, safety, building, and fire code requirements.
- b. All fire department facilities shall be inspected at least monthly to identify and cause correction of any health or safety hazards.

8. Medical

- a. Prior to becoming members, individuals shall be examined and certified by a physician as being medically and physically fit. Members who will be certified for fire suppression activities shall meet the medical requirements specified in Chapter 2 of NFPA 1001, Standard for Fire Fighter Professional Qualifications. Examinations for all other members shall take into account the risks and the functions associated with the individual's duties and responsibilities.
- b. All members engaged in emergency operations shall be re-examined by the physician on an annual basis and before being reassigned to emergency duties after debilitating illnesses or injuries. When these examinations are conducted by a physician other than the fire department physician, the examination report shall be subject to the review and approval of the fire department physician.
- c. Fire department personnel will participate in a physical fitness program, as specified to maintain a level of fitness in order to safely perform their assigned functions. Members who do not satisfy the required levels of fitness shall not be permitted to engage in emergency activities.

PFSOG006

9

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B" b.

- d. The fire department shall establish and maintain a permanent health file on each individual member that records the results of regular medical and fitness tests; any occupational illnesses or injuries; and any events that expose the individual to known or suspected hazardous materials, toxic products, or contagious diseases.
  - e. Health information shall be maintained as a confidential record for each individual member as well as a composite data base for the analysis of factors pertaining to the overall health and fitness of the member group.
  - f. The fire department shall actively attempt to identify and limit the exposure of members to contagious diseases in the performance of their assigned duties. When appropriate, inoculations, vaccinations, and other treatment shall be made available.
  - g. The fire department shall have an officially designated physician who shall be responsible for guiding, directing and advising the members with regard to their health, fitness, and suitability for various duties.
  - h. The fire department physician shall provide medical guidance in the management of the occupational safety and health program.
  - i. Fire department members shall participate in a program to develop and maintain appropriate levels of physical fitness. The maintenance of these levels of fitness shall be based on fitness standards determined by the fire department that reflect the individual's assigned functions and activities, and that are intended to reduce the probability and severity of occupational injuries and illnesses.
  - j. Members who are unable to meet the fitness standards shall enter a rehabilitation program to facilitate progress in attaining a level of fitness commensurate with the individual's assigned functions and activities.
  - k. The physical fitness program shall be under the medical supervision of the fire department physician.
  - l. It shall be an ongoing objective of the fire department to assist members affected by occupational injuries or illnesses in their rehabilitation and to facilitate their return to full active duty or limited duty where possible. In all cases, the fire department shall have an ultimate concern for the members' ability to regain and maintain a comfortable, healthy, and productive life during and after their service with the fire department.
9. Member Assistance Program
- a. The fire department shall provide a member assistance program that identifies and assists members with substance abuse, stress, and personal problems adversely

affecting job performance. The assistance program shall refer those members to appropriate health care services for the purpose of restoring performance to expected levels, as well as the restoration of health to a better condition. The Member Assistance Program shall be available to all members and their families.

The fire department shall adopt a written policy statement on alcoholism, substance abuse, and other problems covered by the Member Assistance Program.

PFSOG006

10

PFSOG006

11

PFSOG 007

2005

TRAINING

It is the goal of the Petal Fire Department that each member be trained in the safe and efficient performance of duties. All personnel shall be properly trained for assigned tasks prior to being assigned those tasks.

I. Participation

- A. Training sessions are mandatory for on-duty personnel unless excused by the Training Officer.
- B. Training sessions are open to all personnel.
- C. Training sessions will be scheduled at various times, both during the day and evenings so as to make them available to all personnel.
- D. Overtime for training sessions must be pre-approved by the Fire Chief. Training Class Notices will indicate when overtime is authorized. Any questions regarding overtime for training should be directed to the Training Officer or Fire Chief PRIOR to the class.

II. Types of Training

Training is categorized into four main areas: recruit training, in-service/refresher training, specialized training, and certification training. Recruit training encompasses training required at the beginning of a member's service with the department, and prior to participating in emergency response. In-service/refresher training consists of on-going education while the member is employed or affiliated with the department. Specialized training is training that may or may not apply to all members of the department, but is necessary in order to have personnel trained in specialized areas (i.e. dive rescue, advanced hazardous materials procedures, rope rescue, etc.). Certification training is formal training delivered by an accredited entity such as the State Fire Academy or the National Fire Academy.

A. Recruit Training

1. Paid Personnel:
  - a. New personnel will be classified as "Fire Fighter Recruit" until meeting all requirements of section II (A).
  - b. New personnel will complete the Fire Fighter 1001-I, II, course at the State Fire Academy within their first year of employment.
  - c. When practical, new personnel shall begin their service with the department by successfully completing the Fire Fighter 1001-I, II, course at the State Fire Academy. When this is not practical, new personnel will be assigned to the training division until they have completed Fire Fighter 1001-I, II, at the Academy. No personnel will be assigned to actual fire fighting prior to completing this course.

PFSOG007

1

- d. New personnel who are not already nationally registered Emergency Medical Technicians shall successfully complete the first available Emergency Medical Technician course, preferably within the first year of employment. They shall also pass the EMT National Registry Exam and complete the necessary requirements to remain registered while employed with the department. Only registered EMT's shall be assigned to provide medical care.

- e. New personnel shall be assigned to the Training Division.

Training shall consist of, but not limited to:

- \* safety
- \* departmental orientation
- \* standard operating procedures
- \* vehicle and equipment familiarization
- \* street locations
- \* familiarization of high hazard locations
- \* communications procedures
- \* incident command
- \* hazardous materials

PFSOG007

2

EXHIBIT "B"

B. In-Service/Refresher Training

1. In-service/refresher training shall consist of regular sessions on various fire, medical, and other related subjects.
2. Training shall be scheduled and personnel notified by the Training Officer. A schedule of training will be developed monthly by the Training Officer and posted at least three days prior to the first of the month.
3. Station training may be conducted by any Shift Commander or other officer. Training shall be properly documented according to Section IV of this PFSOG and the Training Report (roll sheet) turned in to the Training Officer.

C. Specialized Training

1. Specialized training shall consist of sessions conducted for special groups of personnel (ex. Smoke Diver Candidates, dispatchers, Officers, etc.) or for special hazards (ie. confined spaces, dive rescue, flammable liquids, etc.).
2. Training shall be scheduled and personnel notified by the Training Officer. A schedule of training will be developed monthly by the Training Officer and posted at least three days prior to the first of the month.
3. Station training may be conducted by any Shift Commander or other officer. Training shall be properly documented according to Section IV of this PFSOG and the Training Report (roll sheet) turned in to the Training Officer.

III. Training Safety

- A. Training Safety Policy: Safety while training is the responsibility of every member of the department. ANY person can halt a training evolution at ANY time if they see or think they see an unsafe act or condition. The unsafe act or condition shall be reported to the Safety Officer or Officer-in-Charge IMMEDIATELY!
- B. No training of an unusually hazardous nature shall be conducted without first notifying the Training/Safety Officer. When unusually hazardous training is being conducted, the Training/Safety Officer or an Officer designated by him shall be present at all times. Examples of training of an unusually hazardous nature are: rappelling, training fires, confined spaces, etc.
- C. When training evolutions are conducted, they shall be in compliance with PFSOG002 "Fire Department Occupational Safety and Health Program".

PFSOG007

3

D. When training in live fire situations is conducted, it shall be in compliance with NFPA 1403 "Live Fire Training Evolutions", current edition.

E. Emergency Vehicle Driving:

1. No member shall drive department apparatus without being certified to drive that apparatus by the department's Training Division.
2. Driver training shall not be conducted during inclement weather or hazardous driving situations.
3. Driver Training shall only be conducted by Fire Officers and with prior approval of the Shift Commander.

IV. Training Records

- A. Personnel attending departmental training sessions must sign the roll sheet provide to ensure that they receive proper credit for the class (and EMT recertification hours when applicable).
- B. Personnel attending "off-site" training courses must provide the Training Officer with a copy of their certificate or other documentation verifying course attendance, subject, hours, date(s), and instructor's name.
- C. Training Folders will be maintained by the Training Division on all personnel. These folders shall contain a log of training hours and subjects, the person's State Fire Academy training record printout, copies of their certificates, and other documentation as needed.
- D. Personnel may view their Training Folder at any time by contacting the Training Officer. Each individual is responsible to ensure information is provided to the Training Officer and that their training record is up to date.

V. Frequency of Training

Listed below are the "required" training subjects and their training frequency. This list is not conclusive and other subjects may be added at any time by the Fire Chief.

PFSOG007

4

A. Monthly Training:

- \* Safety Procedures
- \* Emergency Medical Subjects
- \* Incident critiques
- \* General fire fighting subjects and tactics
- \* Territory familiarization (ie. pre-plan tours)

B. Quarterly Training:

- \* Fire Department Operating Procedures
- \* High hazard locations
- \* Streets
- \* Driver training
- \* Ladder truck operations

C. Semi-Annual Training:

- \* Mutual aid joint training exercises
- \* SCBA (operation, safety, donning & doffing)
- \* Fire Officer Training (officers only)

D. Annual Training:

- \* CPR (recertification)
- \* Emergency vehicle driving (recertification)
- \* Automotive extrication
- \* Incident command system
- \* Hazardous Materials (first responder level refresher)

E. Bi-Annual Training:

- \* EMT Refresher Course (recertification)
- \* Radiological Monitoring Refresher Course (recertification)
- \* Dive Rescue Specialist (recertification)

VI. Testing

- A. Written tests on training subjects shall be administered when applicable.
- B. Minimum passing score on tests is 85 unless otherwise indicated. Personnel not scoring 85 or greater shall be required to re-take the exam until a passing score is achieved. Personnel will be allowed three attempts at achieving a passing score.

PFSOG007

5

After three attempts with no satisfactory result, the training officer will notify the Fire Chief in writing for disciplinary action.

- C. A person's "On-Going Test Grade Average" is defined as the previous twelve month's test scores added together and divided by the number of tests. This average CAN be used as one factor when reviewing a person's performance.

D. Emergency Vehicle Driver Certification:

1. Driver certification training may be conducted by any Officer; however, actual testing and certification shall be conducted by a Shift Commander or the Training Officer.
2. Certification shall consist of both written and practical testing.
3. Driver training shall be properly documented according to Section IV of this PFSOG and the Training Report (roll sheet) turned in to the Training Officer.

VII. Training Materials Sources

- A. IFSTA Training Manuals shall be the primary source material for fire fighting subjects. Lesson plans, study guides, etc. will be generated from these materials as well as from other pertinent informational sources available.
- B. Other source materials will be utilized as needed.

PFSOG007

6

The Physical Fitness Program is an in-service activity; therefore, the following requirements will be met:

1. Exercise clothing for the physical fitness activities will be determined by the Fire Chief.
2. Each individual will be responsible for keeping his/her exercise clothing clean and in good condition. Needed replacements should be reported to the station officer or Shift Commander.
3. Response clothing will be placed in such a manner as to minimize any delay in response time.
4. In the event of an alarm before or during the exercise period, all equipment will be put back in service prior to continuation of the exercise program.

The Physical Fitness Program consists of three parts:

1. Flexibility exercises
2. Muscular strength conditioning
3. Cardiovascular conditioning

#### Flexibility Exercises (Stretching)

##### Purpose:

This set of exercises is designed to increase elasticity of the muscle group of the upper and lower legs involved in walking and jogging. These exercises also prepare the upper body for weightlifting.

#### Muscular Strength Conditioning (Weightlifting)

##### Purpose:

To improve muscle tone, produce a moderate increase in strength, and contribute to flexibility, coordination, and balance.

#### Cardiovascular Conditioning (Aerobics)

##### Purpose:

To improve the efficiency and capacity of the cardiovascular and respiratory systems: the lungs, heart, and blood vessels. The major change should be a decrease in heart rate and an increase in the amount of blood ejected per heartbeat.

The Physical Fitness Program was designed to obtain specific results. Each exercise activity should be completed as scheduled. "Warm-up" means that all warm-up exercises should be completed slowly and properly. Cardiovascular conditioning guidelines must be followed, maintaining pulse rates but not exceeding specified rates. "Cool down" is as important as the other exercise activities and must be completed to allow the body systems to gradually return to normal.

## EXHIBIT "B"

### Purpose:

The Petal Fire Department's Wellness/Fitness Program is designed to improve and maintain the level of health and physical fitness of the firefighters in the City of Petal at a level that will enhance their abilities to perform their duties and benefit the individual's general health and longevity.

### Goals:

1. To increase physical agility, strength, flexibility, endurance, and mental alertness.
2. To reduce the frequency and severity of job-related injuries.
3. To reduce the frequency and severity of illness.
4. To improve the health and fitness of fire personnel on the job and to enhance health and longevity of the individual throughout their career.

### Policy:

The Wellness Fitness Program is mandatory for all members of the Petal Fire Department assigned to the combat division. The program will include: annual medical physicals; daily physical fitness training; semi-annual physical ability test, fitness and health counseling; an immunization program; infection control; post exposure procedures; and all benefits of the City of Petal Employee Assistance Program.

Minimum standards are established to ensure the firefighters ability to perform their duties in a safe and effective manner and to maintain a desirable level of physical fitness and overall health in each individual.

### General Rules:

Scheduled exercise time for on-duty personnel begins at 4:00 p.m. Monday through Friday and at any time after required work has been accomplished on weekends or holidays, with approval of the station officer. Physical fitness scheduling may be changed at any time, at the discretion of the station officer.

The station officer may excuse a firefighter who is not feeling well. If the officer has doubt, he should refer the individual to a doctor. If the individual will not be able to participate in the exercise program for an extended period of time, the Shift Commander and the Fire Chief shall be notified and a doctor's excuse obtained. Injuries which occur as a result of physical fitness activities shall be reported to the station officer and then forwarded to the Shift Commander and Fire Chief.

PFSOG008

1

### Warning Symptoms

Exercises should be discontinued and medical personnel contacted if any of these warning symptoms occur:

- Tightness or pain in the chest area
- Numbness or pain in the arms
- Severe breathlessness
- Light-headedness or dizziness
- Loss of muscle control
- Nausea
- Severe muscle pain

### Petal Fire Department Physical Ability Test

Each member of the Petal Fire Department assigned to a combat division will be required to meet these minimum standards in April and October of each year. All events will be successfully completed within the maximum allowable time. Failure to meet these minimum standards will result in disciplinary action.

The Petal Fire Department Physical Ability Test consists of eight separate events requiring the individual to progress along a predetermined path from event to event in a continuous manner. Each event must be performed satisfactorily and the entire course completed within the maximum allowable time. While accomplishing each event, the individual will wear a 50 pound weight vest, to simulate the weight of self-contained breathing apparatus and firefighter protective clothing. An additional 25 pounds, which simulates the weight of a hose or high rise pack, will be added for the stair climb event. There will be a measured walk of 85 ft. between each event.

The test events will include:

1. **Stair Climb Event.** This event uses a StepMill stair climbing machine and will consist of a 20 second warm up period at a rate of 50 steps per minute, followed by a 3 minute test period at 60 steps per minute.
2. **Hose Drag.** This event will use a 200 ft., uncharged, 1 1/4" hoseline with nozzle. The hose will be advanced 75 ft. to a pre-determined point, the individual will make a 90 degree turn and continue another 25 ft. to a marked boundary. The firefighter will then drop to one knee and pull the hose, hand over hand until he has pulled 50 ft. of hose over the boundary line.
3. **Equipment Carry.** For this event, the firefighter will remove two 30 lb. weights from a shelf, one at a time, and place them on the ground. Both weights will then be picked up and carried while walking 75 ft. to a pre-determined turn, then back to the starting point. Once back at the starting point, the weights will be placed on the

PFSOG008

3

ground, then picked up, one at a time, and returned to the shelf.

4. **Ladder Raise and Extension.** For this event, the individual must walk to the tip of a 24 ft. extension ladder, lift the ladder from the ground, and walk it up, hand over hand and using each rung, until it is in a vertical position. The ladder will then be extended to its full length using a hand over hand motion, and lowered in the same way.
5. **Exercise Entry.** For this event, the firefighter must use an eight lb. Sledgehammer to strike a designated target area 10 times. Each blow must be forceful and within the target area.
6. **Search.** For this event, the individual must crawl through a tunnel maze that is approximately 3 ft. high and 3 ft. wide and 65 ft. long with two 90 degree turns.
7. **Rescue.** For this event, the firefighter must lift and drag an approximately 170 lb. hose dummy or mannequin 35 ft. to a pre-positioned turn, then back across a line where they started.
8. **Calling Branch and Pull.** For this event, the firefighter will use a device that simulates the overhead push and pull motions of using a pike pole. On the upward stroke a weight of 60 lbs must be lifted three times to a pre-marked level. On the downward stroke a weight of 80 lbs. must be pulled five times to the same pre-determined point. Three strokes up and five strokes down will constitute one set, with four sets being required to complete the event.

(Note: More detailed information on each event, as well as recommended preparation procedures can be found in the Petal Fire Dept. Physical Abilities Testing Preparation Guide. This guide is issued to each individual and additional copies are available from the Training Office)

### Failure to Meet Minimum Physical Fitness Standards

Failure to meet these standards during scheduled evaluation results in a series of steps to bring the employee within an acceptable fitness level.

1. The first step is to have the employee evaluated by a physician to determine the reason for non-compliance with departmental standards. A report is made by the doctor and sent to the department head. If a medical problem exists at this time, the employee shall be allowed to conform to these standards without disciplinary action being taken. The physician will determine the time frame in which the employee must comply.

PFSOG008

4



2. If no medical problem exists, a reasonable time frame shall be determined by the department head for the employee to meet the minimum requirements. A notation will be made on the employee's performance evaluation. If the employee fails to meet this time table, disciplinary action shall be taken.
3. Should the employee not meet the minimum requirements during scheduled evaluation a second time, the employee may be given a suspension (up to 30 days without pay). When the employee conforms to standards, he/she shall be allowed to return to work and need not serve the remainder of the suspension.
4. If at the end of a 30 day suspension, the employee does not meet the standards, termination procedures may be initiated.

**Returning to work after extended absence**

In the event of an extended absence from work, for any reason, such as military leave, personal or family leave of absence, or extended leave for sickness or injury, which requires the employee to be away from work for six months or more, on return to work the employee will be given a period not to exceed eight weeks to prepare for and complete the minimum physical abilities requirements. All possible assistance will be offered during this time to aid in training and preparation for successful completion of all requirements.

If, at the end of this period, the employee should fail to meet minimum standards, an evaluation will be performed. If no medical problem is found to be the cause of non-compliance, the employee will be put on a personalized training program to help prepare them to successfully complete physical abilities requirements. A reasonable time period will be allowed for preparation before testing is rescheduled.

In some cases, after returning from leave due to injury or extended illness, the employee may be required, at the discretion of the Fire Chief, to successfully complete all requirements before returning to full duty. In any event, the administration of the fitness program will remain the inherent right of management.

PFSOG008

5

4. Visitors are allowed during the lunch hour and after 5:00 p.m. Visits will be terminated by 10:00 p.m. The visit shall be conducted in a public area. Visitors are not allowed to walk throughout the station unescorted.

Fire fighters may not conduct visits within vehicles.

Visits will be allowed at any time during the weekend and on designated holidays provided they do not interfere with fire department scheduling. For unexpected visitors, a short visit will be allowed as long as it does not interfere with the work or training schedule.

5. Quiet hours for sleep time is required from 9:00 p.m. to 6:00 a.m. Fire fighters may retire after 5:00 p.m. on weekdays and anytime on weekends or holidays unless the work schedule has not been completed, and shall arise by 6:00 a.m. All fire fighters shall observe quiet time for fire fighters wishing to sleep.
6. Maintenance problems arising at the station will be reported to the officer in charge who will notify the Chief if necessary for repairs.
7. No more than one personal vehicle, including truck, auto, or boat, trailers, shall be parked at the station. No personal vehicle shall be left at the station more than one off tour of duty without permission of the individual shift commander.
8. During business hours, personal phone calls should be limited to incoming calls and then only when no work or training is being conducted unless it is an emergency. Outgoing phone calls should be limited to breaks and lunch during business hours on weekdays.

When answering the phone, a courteous and professional manner should be used. Remember sometimes this is our only contact with the public.

Fire department personnel should make every effort to write down messages received for other personnel who either may not be available or may not be on duty at the time the call is received. The information should include the date, time of call, and person taking the message. Leave messages at the dispatcher's desk for notification upon the individuals' arrival.

9. In order to keep a clean and neat appearance of all the station and members, mechanic work on personal vehicles should be held to that of occasional minor repairs which do not make the vehicle un-drivable. Changing of oil and washing of vehicles is not permitted.

PFSOG009

2

**CITY OF PETAL  
MINUTE BOOK 24**

**EXHIBIT "B"**

PFSOG009

437

2005

**GENERAL STATION AND COMPANY POLICIES**

Statement of Intent: It is the intent of the Station Policies and Procedures to help each shift operate in an efficient, organized manner, standardizing shift activities as practical.

1. Fire fighter shifts of duty are 24 hours from 7:00 a.m. to 7:00 a.m. On-coming personnel ready for duty at 7:00 a.m. "Ready for duty" means:
  - A) Fully dressed (PFD uniforms) and groomed.
  - B) Turnout gear in place at assigned vehicle position.
  - C) Face-to-face contact made with off-going personnel receiving pass-along information.

Off-going shift personnel are to remain on duty with their turnout gear in place at their assigned vehicle until:

- A) The on-coming person assigned to the position has placed his turnout gear in response-ready position.
- B) The on-coming person has met with him and received important information.

If relieved of duty before 7:00 a.m., off-going shift personnel are to remain at the station until 7:00 a.m. The only exception will be "Early Relief" as described in PFSOG007. Personnel not relieved of duty by 7:00 a.m. are responsible to immediately advise the on-coming Shift Commander so that he is aware that one of his personnel has not reported for duty. The off-going Shift Commander will determine who is to remain on duty for overtime.

2. Station business hours are from 8:00 a.m. to 5:00 p.m. The station doors should be unlocked no later than 7:30 a.m. The station should be locked to the general public by 9:00 p.m. Unless there is work going on in the apparatus bays and fire fighters present, the bay doors should be closed and locked by dark every evening.
3. Standard meal hours are as follows:
  - Breakfast - before 9:00 a.m.
  - Lunch - 12 noon to 1:00 p.m.
  - Dinner - After 5pm.
 Break times are as follows:
  - Morning break - 10:00 a.m.
  - Afternoon break - 3:00 p.m.

These hours can be adjusted according to scheduling.

PFSOG009

1

10. Firearms are not permitted in or around any station or premise occupied by the Fire Department. As allowed by law for transporting, firearms may be kept in personal locked vehicles parked on the premises as long as they are not handled as cleaning, repairing, or showing, etc.
11. The television set will be allowed on before 8:00 a.m., during the lunch hour, after 5:00 p.m., if work details are completed, and anytime on Saturday, Sunday, and official Holidays after work details are completed.
12. Company work that is not completed due to weather, alarms, etc. shall be passed on to the next shift for completion. However, each officer shall make every effort to complete the detail, working past 5:00 p.m. if necessary. (The only exception is the monthly detail which shall be completed by the same shift that began it.)
13. All fire fighters are responsible for participation in station cleaning during their tour of duty. After meal time, each fire fighter shall clean up after himself. This should be completed prior to the end of mealtime.
14. Each man will be responsible for making his bed immediately upon rising each morning. Bedspreads will be removed and washed every month as part of the station monthly.
15. The flag will be raised every morning promptly before 8:00 a.m. and will be lowered and properly folded promptly at dusk every evening. The flag will be placed at half-mast when specified by the Chief of the department.
16. All fire fighters shall participate in getting apparatus back in service after a call. Apparatus shall be put in service before men break for meals or showers.
17. Fire fighters are responsible for keeping clean all personal protective clothing and equipment issued to them. Any protective clothing or equipment that needs to be repaired or replaced shall be reported to the shift commander in the form of an "Equipment Requisition Form". The shift commander is responsible for inspecting said item to determine if the item should be repaired or replaced.
18. Each fire fighter shall inspect his protective gear when coming on duty to insure that it is in proper order. It shall then be placed on or near the apparatus to which he is assigned. Gear shall be removed at the end of the shift and locked in the proper storage area.
19. No fire department equipment will be loaned out without approval of the Chief.

PFSOG009

3

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

Uniform

438

20. Employees returning from vacation, personal days, or sick leave or any other time off from work shall, immediately upon returning to work, check the Fire Department "Bulletin Board". This board will contain any information deemed important in the operation of the fire department. It will include such items as: Equipment Changes, Equipment Out of Service, changes in procedure, and any general fire department information.
21. It is this department's policy to conserve energy as much as possible. Any lights that are not in use should be turned off. This is every employee's responsibility.
22. Lawn care is to be conducted on Tuesdays unless it becomes necessary to reschedule due to weather or another fire department function. If it becomes necessary to reschedule it will be conducted by the same shift on the following shift. The only exception would be if the lawn needed to be cut prior to that of a special occasion.  
  
Lawn care includes cutting all grass within the fire department boundary lines, weed-eating, picking up trash, sweeping walks, watering the lawn, and flower beds and shrubbery care.
23. The washer/dryer will be used for fire department clothing (exercise and work clothes) by on duty personnel. Personnel should make every effort to wash/dry only full loads -- not small loads or individual items.
24. Offices and office equipment will only be used by those persons assigned to them unless prior approval has been obtained from the shift commander or the person assigned to that office.
25. The patio area and the grill will be maintained each shift by those persons who use it. Make sure the grill is turned off after each use.
26. In order to make a safer work environment, personnel will not be allowed to work on any personal projects on city property having the potential to bring physical harm to themselves or others. In addition, the use of power tools will be limited to fire department business only.

PFSOG009

4

- Class A (all items are fire department issued except shoes and socks)
1. Blue buttoned shirt (training officer, inspector, all chiefs wear white button shirt) (long sleeve shirts must wear a department issued tie)
  2. blue t-shirt (training officer, inspector, all chiefs to wear white t-shirt)
  3. dark blue mock turtle neck may be substituted for t-shirt in cold weather
  4. dark blue pants (stripping to indicate rank)
  5. black footwear (shoes or boots, see note below \*)
  6. black or dark blue socks (unless socks are hidden by high top footwear)
  7. black belt
  8. name tag
  9. badge
  10. insignia as required by rank
  11. fire department patch on left arm and choice of EMT or smoke diver patch on right arm
  12. if smoke diver patch is worn, EMT pin must be worn above name plate
  13. extra insignia pins must be issued by the city, approved by the chief, and may not exceed two pins (including EMT pin)

Class A uniforms will be worn at all time when leaving the station except for emergency calls or other times when approved by the officer. Class A uniform will also be worn in station during scheduled visits or tours.

Class B (all fire department issued except shoes, socks, mock turtle-necks)

1. blue t-shirt
2. dark blue mock turtle-neck with white PFD embroidered on neckline
3. dark blue pants
4. black shoes (shoes or boots, see note below \*)
5. black or dark blue socks (unless socks are hidden by high top shoes)
6. black belt

Must be worn 8 a.m. to 4 p.m. on weekdays when Class A uniforms are not required.

Class C (all items are fire department issued except shoes and socks)

1. blue t-shirt, blue sweat shirt, or approved shift t-shirt
2. blue shorts or blue sweat pants
3. running or exercise shoes

Class C should be worn during physical fitness and at times when Class A or B is not required.

No part of the uniform will be loaned to persons outside the fire department. No member will be allowed to wear the fire department uniform off duty without permission of the fire chief. Uniforms will be allowed to be worn to and from work.

PFSOG009

5

\* Uniform footwear will be black with regular street heels (low) and with moderate rounded toe, similar to the Navy shoe. Also, no markings or designs on toe, sides or heel allowed. Footwear shall be kept clean and shined while on duty. Tennis shoe type will not be allowed. If in doubt ask chief before purchasing shoes.

Uniform caps may be worn with Class A, B, or C uniforms unless otherwise specified by the shift commander. Ball caps will be navy blue with approved insignia only. Approved stocking caps will be allowed for winter duty.

#### Personal Appearance

Personnel shall maintain personal habits of cleanliness and hygiene; and shall regulate their hairstyle, facial hair growths and jewelry to conform to the standards for on-duty appearance as listed:

#### Hair

The hair on top of the head will be neatly groomed. The length and other bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Firefighter's hair shall not be worn to the degree as to interfere with the wearing of breathing apparatus, or head gear, or other equipment necessary to perform their duties.

The wearing of a wig or hair piece by personnel, while in uniform or on duty, is prohibited except to cover natural baldness or physical disfigurement caused by accident or medical procedure. When worn, it will conform to the standard haircut criteria as stated.

#### Facial Hair

Facial hair will be neatly groomed. The length and other bulk of facial hair will not be excessive or present a ragged, unkempt, or extreme appearance. Firefighter's facial hair will not extend into the seal of the air mask. Mustaches are permitted.

#### Jewelry

Wrist watches, wrist identification bracelets, rings and tie pins and/or tie clasps (when wearing a tie) are the only items of jewelry which shall be visible when wearing the uniform.

#### Clothing

Clothing worn on duty should be clean, pressed and a professional appearance maintained. All buttons of the uniform shirt shall be kept fastened at all times when worn, with the exception of the button at the collar. Class A and B shirts shall be tucked inside trousers except sweat shirts designed to be worn over trousers.

PFSOG009

6

PFSOG010

2005

#### INCIDENT OPERATIONS

This Operating Procedure is applicable to all fire fighters for the City of Petal. It is modified as necessary by Joint Operating Procedures for mutual aid response however, unless changed therein, these procedures are effective at all locations.

1. Incident Command
  - a. Initial command will be the Senior Fire Personnel of the first responding crews.
  - b. Follow-on officers may assume command as the situation dictates. Follow-on officers will receive a situation briefing where practical before assuming command.
  - c. All changes of command will be identified over the radio by announcing the individual and the statement "assuming command".
  - d. When possible, the incident commander should remain outside the incident area, positioned for good overall observation of activities on the scene. Monitoring of fire pump status may be accomplished by the command officer if it does not prevent a clear view of the incident scene.
  - e. Fire officers at all levels should place themselves in the position to observe and direct the activities of their personnel.
2. Size Up and Approach
  - a. The first arriving crew will provide situation information via radio.
  - b. The Incident Commander will establish the vehicle approach and tactics to be used.
  - c. When fire or smoke are showing upon arrival, at least one supply line and one 1 3/4" attack line will be laid.

PFSOG010

1

3. Fire Attack

- a. Desired fire attack will be determined by the IC after performing a size-up.

4. Withdrawal (Tactical & Emergency)

- a. An emergency withdrawal from a building will be made when internal heat, structural collapse, hazardous reaction of chemical contents, or any other extremely dangerous condition presents an imminent hazard to personnel.
- b. An emergency withdrawal will be initiated by the incident commander or incident safety officer and signaled by long continued blasts of vehicle horns and verbal announcements over radio and public address systems. A tactical withdrawal will be initiated by the incident commander or a company officer, and indicated over radio.
- c. All tactical withdrawals will be made quickly but in an organized manner. Hoselines and all equipment will be removed with the crew as they withdraw, providing this will not expose the crew to increased danger.
- d. Each crew officer will account for his crew immediately after leaving the building. A PAR (personnel accountability report) should be initiated by the IC.
- e. Follow-up instructions will be given to crews to meet the new fire fighting objectives after establishing that all crews have safely withdrawn from the building.

5. Rescue

- a. Rescue of personnel will be of highest priority.
- b. Rescue crews will enter burning buildings with a charged hoseline. They will have priority for use of handlines.
- c. Rescue teams will always wear SCBA regardless of visible signs of fire.
- d. A medical sector will be established for assembling injured personnel. This area will be at a location accessible to arriving and departing ambulances. All injured personnel will be moved to the medical sector if possible.
- e. The senior person at the medical sector will develop a list of victims with names and short summary of injuries. All injuries shall be reported to the IC.

PFSOG010

2

6. Personnel Accountability System

- a. This operating procedure contains the guidelines for maintaining personnel accountability at emergency scenes. The Personnel Accountability System (PAS) should be used to the degree applicable at all emergency scenes, large and small, simple and complex.

All personnel entering the emergency scene shall report to the Incident Commander (IC). On-duty PFD personnel may report, utilizing the apparatus name/number (ex. Engine 1) to the IC by radio. IC will then assign these units/personnel as needed. All units/personnel shall report to the IC prior to leaving the scene.

b. INCIDENT COMMANDER/COMMAND POST

The IC shall be responsible for knowing the location of every apparatus and every person on the emergency scene. This should be done utilizing the Command Board on any incident involving multiple units.

FC-1 (Jeep) shall be the Command Post (CP) unless otherwise stated over the radio. On incidents where FC-1 does not respond, the CP will normally be the first Unit on the scene.

Initial Command shall be the senior officer/person initially on the scene. It may, at times, be necessary for the initial Commander to enter the structure or participate in the operation and be away from the CP. In these cases, Command should be transferred to a more senior officer arriving. The new IC shall announce over the radio that he/she is assuming command and shall remain at the CP to coordinate activities and other incoming units.

The CP vehicle (FC-1) shall contain the following PAS equipment:

- (1) Incident Command Note Book
- (2) Incident Command Vests

Command vests should be used on incidents where specific command/staff individuals may need to be readily identified by other personnel (ex. mutual aid incidents, large scale incidents, etc.).

PFSOG010

3

e. RAPID INTERVENTION TEAM (RIT)

At a structure fire or any situation with unusual hazards, the IC should designate at least two fully equipped personnel to stand by as a Rapid Intervention Team as soon as possible. The RIT shall be stationed near the CP and be available to rapidly respond to any situation on the scene where fire personnel have become trapped or lost.

The designated RIT members should not be assigned other duties that would inhibit their rapid response to an emergency situation. Personnel who have replenished their air supply and had sufficient rest may be assigned RIT standby duty.

At a structural fire the RIT personnel shall have, in addition to their personal protective equipment and SCBA, at least one forcible entry tool and a portable radio.

The IC shall advise all units on the scene when the RIT team is deployed to an emergency situation. The IC shall designate a new RIT to replace the deployed team as soon as possible.

At the IC's discretion, the RIT can be discontinued and the personnel utilized for other operations (ex. salvage, overhaul) after the severe hazards of the incident have been eliminated or diminished to a safer level.

f. PERSONNEL ACCOUNTABILITY REPORT (PAR)

A Personnel Accountability Report is a way for the IC to check the accountability of emergency personnel on the scene utilizing the sector officers. A PAR should be obtained periodically and after any critical change in the incident situation.

Examples of incident changes necessitating a PAR are:

- \* a change from Offensive to Defensive operation
- \* a building collapse
- \* an explosion
- \* an emergency withdrawal
- \* large scale relocations of personnel

Command shall initiate a PAR by announcing over the radio "Command to all units, stand by for a PAR". After a brief period to allow the sector officers to account for their people, Command shall call each sector officer individually and ask for a PAR. Each sector officer shall report back either

PFSOG010

4

they "have a PAR" or that they are missing individuals.

In the case of unaccounted for personnel, the IC can commit additional resources to that sector for rescue. Sector Officers shall never indicate that they "have a PAR" without ensuring that all of their personnel are accounted for.

An example of the radio traffic that would normally transpire for a PAR is as follows:

"Command to all units, stand by for a PAR."  
Brief wait (30 - 60 seconds)  
"Command to interior sector, PAR report."  
"Interior sector to Command, I have a PAR."  
"Command to roof sector, PAR report."  
"Roof sector to Command, I have a PAR."  
"Command to Rescue Group, PAR report."  
"Rescue Group to Command, I have 2 personnel unaccounted for on the second floor, still searching."  
"Command to RIT team, report to Rescue Group on second floor, two personnel unaccounted for."  
"RIT Team to Command, enroute to Rescue Group, second floor."

PFSOG010

5

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

7. Protective Clothing

- a. All personnel involved in emergency scene activities will wear appropriate protective clothing for the duties they are performing.
- b. All personnel operating firefighting hose lines will wear full turnout gear.
- c. All personnel entering a hazardous atmosphere will wear SCBA.
- d. Pump operators will wear at least turnout pants.
- e. All personnel operating or assisting with powered extrication/entry tools will wear eye protection or shields.
- f. Personnel will only wear protective clothing and equipment provided by, or approved by the Petal Fire Department.

8. Communications

- a. Each crew operating at a separate location at the emergency scene will have a portable radio.
- b. Crews will use their vehicle number as their crew call sign unless assigned differently by the incident commander.
- c. Mutual aid crews will use the city name and crew number for their call sign.
- d. To the greatest extent possible, radio communications should be limited to those between the crew officers and the incident commander.
- e. If communication is lost between a crew inside a building and the incident commander, withdrawal of that crew should be considered and is the responsibility of that crew officer.

9. Ventilation

- a. Horizontal ventilation is the preferred method when fire has not penetrated the ceiling diaphragm.
- b. Vertical ventilation is the preferred method when fire has extended into the attic space of a building.
- c. Roof ventilation openings should be made near but not directly above the

PFSOG010

6

fire. When possible, they will be made approximately 2 feet from the roof peak and a minimum size of 4 feet square. 440

- d. Personnel making roof openings will have a roof ladder positioned immediately adjacent to their work location when standing on a roof or will use a roof ladder as a work platform.
  - e. Any person on the roof of a fire building will have an observer for safety.
10. Overhaul Operations
- a. Overhaul operations will be conducted after extinguishment of all fires. Every area where fire may be hidden will be inspected.
  - b. An evaluation of structural integrity will be made by the incident commander before overhaul begins.
  - c. Areas of high density materials that absorb significant heat will be inspected frequently until heat has dissipated adequately to ensure no rekindling.
  - d. Walls will be opened for inspection when damage or heat indications are that fire may have penetrated the wall. Openings will be kept as small as practical and structural members must not be damaged.
  - e. Helmet, turnout coat and pants, gloves, and fire fighter boots are required for personnel conducting overhaul operations. Unless a safe atmosphere can be established, SCBA will be worn.
11. Salvage Operations
- a. Salvage operations will commence as soon as manpower is no longer needed for fire fighting and rescue.
  - b. Whenever possible, salvage will consist of protecting property in place.
  - c. For residential properties, salvage will include removal of debris and water. Where practical, efforts will be made to make the house livable.
  - d. Items removed from a building will be placed in an area adequately controlled to prevent theft.
  - e. Protective clothing will be worn during salvage.

PFSOG010

7

12. Returning to Service

- a. After completion of fire fighting actions, emphasis will be placed on returning first response engines and the rescue unit to response-ready condition.
- b. Fire hose may be rinsed and reloaded wet to insure adequate hose laying capability.
- c. Equipment should receive a cursory cleaning by spraying or wiping extremely dirty spots and returned to the proper storage location on the vehicle.
- d. A search of the incident scene and visual inventory of equipment on the truck will be made to identify any missing equipment.
- e. A thorough cleaning and inspection of all equipment and vehicles will be made after return to the fire station and personnel are rested.

PFSOG010

8

PFSOG 011

2005

DRIVER/CREW RESPONSIBILITIES

1. The assigned driver of each apparatus shall have the following duties. They shall be responsible for these acts and shall perform them personally unless otherwise directed by the Shift Commander. The driver of the apparatus in any case should be present for all duties performed on his assigned apparatus.
  - a. The first thing each morning, after assignments are made, the driver shall check his apparatus.
  - b. The driver will perform all maintenance checks.
  - c. They will report immediately to the Shift Commander any deficiency that would prohibit the apparatus from responding.
  - d. Fill out the "Daily Check List for Drivers" and return it to the station officer. Review deficiencies at that time with the station officer.
2. After calls the driver of each apparatus will accomplish the following and report to the apparatus or station officer when they are accomplished.
  - a. Check the fuel and booster tank - refill if needed.
  - b. Perform required cleanup (wheel wells, floorboards, outside of apparatus). This is to be done upon returning to the station.
  - c. Check apparatus for lost or damaged equipment. All equipment will be placed back in service as soon as possible.
  - d. Dirty hose will be cleaned and replaced with hose from supply if necessary.
  - e. If the apparatus has been pumped for more than 30 minutes. The pump oil shall be checked for contamination and proper level.
  - f. Wheel wells on apparatus will be checked and cleaned any time an apparatus returns to the station.
  - g. Drivers should check their apparatus in the morning before going off shift for cleanliness and to correct any deficiencies.

PFSOG011

1

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

3. The following are fire fighter responsibilities and shall be performed by the fire fighters assigned to apparatus.
- Fire fighters place their gear on or near the apparatus that they are assigned by 7 am and shall not be removed until relieved by oncoming personnel at which time it shall be stored in its proper place.
  - Check their breathing apparatus and facemask to insure that it is ready for service.
  - Check all safety equipment to insure that it functions properly (seat belts, etc.).
  - Check the fire fighting nozzles to insure that they are properly set (semi-fog, 95 gpm).
  - Check turnout gear to see that it is in order and all parts are present and functional.
  - Assists the driver in functions as requested (washing, filling booster tank, etc.).
  - Ensure turnout gear is cleaned and returned to service after a call.
4. General Driving Rules - Emergency Vehicle drivers shall:
- Not drive any department vehicle while under the influence of alcohol, or after taking any medication or drugs that impair the senses.
  - Move apparatus only after personnel are seated with safety belts buckled.
  - Avoid moving apparatus without checking around the entire vehicle or having a crewmember do it.
  - Use turn signals or appropriate hand signals to indicate a turn.
  - Stop apparatus so that it does not place personnel or apparatus in danger by other traffic.
  - Obtain backing assistance if alone. If no assistance is available, the vehicle may be backed after the driver has dismounted to check around the entire vehicle. Use extreme caution if this is the case.

PFSOG011

2

- Stop prior to driving onto a sidewalk or roadway from an alley, driveway, or building, and yield the right-of-way to pedestrians and ~~441~~ vehicles.
  - Use headlights whenever vehicle is in operation.
  - Drive at less than 30 mph when using chains.
  - Follow department procedures if involved in an accident.
  - Adhere to all traffic regulations when on non-emergency runs.
5. Emergency Response Procedures: Drivers shall use prudence when operating any emergency vehicle. Emergency vehicle drivers:
- May exceed the posted speed limit when using extreme caution, when the safety of all persons and property is not endangered, when the weather and time of day permit clear visibility, and when potential problems may be avoided.
  - Reduce vehicle speed at all intersections and negotiate a full stop when the intersection cannot be safely entered.
  - Yield to any vehicle already in any part of an intersection.
  - Assume the right-of-way only after it is granted by the other driver.
  - Operate vehicles under emergency conditions only when audible and visual warning devices are operating.
- Between the hours of 10 P.M. and 6 A.M. vehicles will not normally use audible siren in residential areas. The vehicle officer will evaluate traffic conditions and may determine that the siren be used to ensure safety.
- Proceed with the normal flow of traffic, obeying all traffic laws when involved in routine responses without warning devices.
  - Be aware of the running routines of other units and alert for other responding apparatus or police. The right-of-way for two responding vehicles is: apparatus arriving first in an intersection; apparatus having the right-of-way by traffic control devices; apparatus traveling through an intersection without negotiating any turns; and apparatus making a right turn before apparatus turning left.

PFSOG011

3

- Following another responding vehicle will allow sufficient distance to stop should the leading vehicle stop abruptly. Drivers should realize that motorists may pull into their paths after yielding to leading vehicles.
- Shall not overtake or pass other responding emergency vehicles unless radio contact is made and it can be done safely.
- Reduce speed when approaching a curve, hill, narrow or winding roadway, or when any known hazard exists, or when visibility is reduced.
- Drive on the right hand side of the centerline of roadways, except when passing. Drivers will not travel on the left side of the median strip or center dividing line unless necessary due to congested traffic. If necessary, drive with extreme caution and at a low rate of speed.
- Pass on a motorists' left side when overtaking except when the motorist has stopped to turn left at an intersection, or when the motorist has pulled to the extreme left and indicated awareness of the emergency vehicle's presence.
- May proceed against traffic on one-way streets only when the emergency is in that section of that street, and not as a means of taking a shorter route. Proceed with caution on a one-way thoroughfare, as oncoming drivers will not be anticipating meeting anyone.
- Will not cross railroad tracks if the warning devices are operating or the gates are lowered unless the officer in charge dismounts and checks to see that a train is not approaching. The officer in charge will reenter the vehicle after it is across the tracks.
- Stop for all school buses displaying flashing lights, and proceed only after the driver of the school bus signals that it is safe.
- Slow down well in advance of the emergency scene, so as not to endanger personnel, equipment, or spectators already on the scene. Apparatus shall be parked according to the officer's instructions, and every attempt shall be made to avoid impeding other apparatus.
- Notify communications if not responding from their routine location and shall give the new location.

PFSOG011

4

6. One of the most dangerous actions that we undertake is the backing up of a vehicle. In order to standardize our procedures on this matter, the following guidelines shall be followed by all drivers.
- When backing up is necessary by an apparatus, the passenger in the front of the cab shall dismount and walk to the rear of the driver's side of the apparatus. He will place himself in a position so that the driver can see him in the driver's side mirror and at a sufficient distance behind the apparatus to be safe.
  - No other person will dismount the apparatus unless requested by the driver and shall be for the purpose of assisting in the backup operations. All other riders remain on the apparatus until the vehicle has stopped in quarters or at the final position.
  - At night, the observer will use a flashlight to help direct the apparatus. Care should be taken not to shine the light into the mirrors, as this will blind the driver.
  - Use warning lights if the vehicle is in the path of oncoming traffic. Warning lights will be used during backing up of emergency vehicles not equipped with backup alarms or if backup alarms are not functioning properly.

PFSOG011

5

During the daily, weekly, monthly, periodic, and annual inspections of vehicles and equipment, some parts are found to be inoperable. This procedure is designed to establish a step-by-step method to accomplish repairs. The fire department has a working department mechanic to provide fire truck maintenance with work to be accomplished by the fire department. Specialized training needed for fire equipment will be provided by the fire department. Where practical, all non-operator maintenance will be accomplished by the department mechanic.

**Routine Repairs**

Vehicle or equipment parts found to be inoperable during any inspection should be repaired by the assigned crew when possible. Drivers/operators are expected to have enough knowledge of the vehicle's operations to make simple repairs and adjustments. If repair of the vehicle is beyond their capability, they should bring it to the station officer's attention. If the station officer or shift commander is unable to make repairs, a maintenance work order will be filled out and sent to the Shift commander to schedule repairs. The Shift commander will contact the department mechanic and schedule the repairs. The person dropping off or receiving apparatus from mechanic will either give or receive a fire department maintenance work order.

All maintenance accomplished by fire department personnel, including adding fluids to maintain proper levels, will be entered on the vehicle maintenance logbook. The department mechanic will maintain a record of all work accomplished by the him including man-hours using his standard method. Reports to the Fire Chief will be as needed. Complete and correct records are needed for future budgeting and possible inter-department fund transfers to properly account for costs. Vehicle parts will be provided by purchase order, obtained either by the Fire Chief's office. The shift commander and the mechanic will coordinate on the type and number of parts needed. Where maintenance required is beyond the mechanic's capabilities, repairs will be conducted using normal purchasing procedures. The department mechanic will assist in identifying qualified vendors for the work to be performed.

**Emergency Repairs**

Emergency repairs will be accomplished in the same basic manner as routine repairs, except that action will be immediate and the Fire Chief will perform the maintenance coordinator's function. Where after normal hours work is required, the Fire Chief may coordinate with the department mechanic to identify the need to cover overtime expenses. During large fire operations, the Fire Chief may request the designated mechanic report to the fire scene to provide maintenance support.

**EXHIBIT "B"**

Individuals shall make applications for employment 8:00 a.m. - 4:30 p.m. Monday - Friday at City Hall 109 West Eighth Avenue. Application will be forwarded to the fire Chief via the City Clerk. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The city of Petal Fire Department has hiring practices, which consist of a physical agility test, and oral interview board. We will first run ads in local newspapers to give all interested individuals an opportunity to apply. The city of Petal Fire Department is committed to following all federal guidelines in hiring and staffing.

The Interview Board will consist of:

The Department Chief

One City Alderman

Three Retired Fire Chief Officers

**APPENDIX B**

**Performance Evaluation  
EMPLOYEE PERFORMANCE EVALUATION**

Date: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE & JOB CODE: \_\_\_\_\_  
EMPLOYEE NO: \_\_\_\_\_ DEPT: \_\_\_\_\_

Purpose of Evaluation: (check one)  30 Day Evaluation  Semi Annual  
 60 Day Evaluation  Annual  
 90 Day Evaluation

	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory	Very Good	Excellent
<b>QUALITY</b>	Continually makes errors	Makes an excessive number of errors	Makes an average number of errors	Makes very few errors	Rarely makes errors
<b>Neatness</b>	Work performed is not neat	Neatness of work is not average	Work is usually neat	Work is very neat	Neatness of work is outstanding
<b>Thoroughness</b>	Work never complete	Thoroughness is below average	Work is usually thorough	Thoroughness is above average	Work is thorough in every detail
<b>Quantity</b>	Does not meet minimum requirements for output of work done	Makes minimum requirements for output of work done	Average of work done exceeds requirements	Always completes substantially more than minimum requirements	Consistently does much more than required standards
<b>Job Knowledge</b>	Does not respond well to training or suggestions	Is slow responding to training	Generally responds well to training	Responds to training very well	Shows very good aptitude being taught new jobs or methods
<b>Knowledge</b>	Has a poor knowledge of job	Has average knowledge of job	Has good knowledge of job	Has excellent knowledge of job	Has superior knowledge of job
<b>Efficiency</b>	Quite inefficient in performing work	Efficiency of performance is below average	Has average efficiency in job performance	Work is generally done quite efficiently	Works with maximum efficiency
<b>INITIATIVE</b>	Shows no desire to improve performance	Takes necessary to better performance	Shows interest in doing a good job	Takes to improve self	Consistently tries to obtain knowledge for job
<b>Planning</b>	Has no ability to plan work	Plans work poorly	Plans work fairly well	Plans work very well	Excellent ability to plan work
<b>Resourcefulness</b>	Displays no creative ability	Very seldom has ideas when doing work	Sometimes has good ideas for doing work	Often has new ideas for doing work	Very often has new ideas to do more work in the same period
<b>DEPENDABILITY</b>	Very often late	Often late	Occasionally late	Fairly late	Rarely late
<b>Punctuality</b>	Absent often	Absent several times per week	Good attendance record	Fairly absent	Absent seldom
<b>Appearance</b>	Lacks on job	Needs constant supervision to keep busy	Needs average supervision	Needs less than average supervision	Little or no supervision needed
<b>Industry</b>	Does not apply self	Could easily work harder	Average worker	Very good worker	Excellent worker
<b>Manner</b>	Rude, means offense	Indifferent, tedious	Usually cordial	Very helpful and courteous to others	Excellent, courteous, kind to every person
<b>Cooperation</b>	Never or seldom cooperative	Sometimes cooperative	Usually cooperative	Always cooperative	Always very cooperative
<b>Courtesy</b>	Never offers assistance	Does not help others	Is often helpful	Is very helpful	Shows real ability to be helpful
<b>Compliance</b>	Sometimes disobedient (Does not like to be given orders)	Occasionally is not willing to follow orders without questioning	Compliance average in complying with rules and orders	Complies with all rules and orders	Clearly follows rules and orders
<b>Personal appearance</b>	Untidy, careless appearance	Occasionally untidy, careless appearance	Personal appearance is usually good	Neat and well groomed	Always immaculate
<b>Professional ethics</b>	Disregards confidentiality of professional property. Freely reveals confidential information	Little understanding of professional property. Freely reveals confidential information	Fair understanding of professional property and ethics	Good understanding of professional property and ethics	Professional in manner, approach and speech

**Performance Evaluation**

For Employees Who Supervises Others

	Unsatisfactory	Marginal	Satisfactory	Very Good	Excellent
Planning & Organizing					
Scheduling & Coordinating					
Training & Instructing					
Effectiveness					
Evaluating Subordinates					
Judgements & Decisions					
Leadership					
Operational Economy					
Supervisory Control					
Disciplinary Control					
Fairness & Impartiality					
Approachability					

Record job strengths, Superior Performance Incidents, Progress achieved:

Record Specific Goals or Improvement Programs to be undertaken during the next evaluation period:

Record Specific work performance deficiencies or job behavior requiring improvement or correcti

# CITY OF PETAL MINUTE BOOK 24

## EXHIBIT "B"

Through out your carrier as a fire fighter you will be afforded the opportunity to advance in pay status, through departmental incentive programs. These programs will produce pay increases as follows on an annual basis.

Overall Evaluation:

Substandard \_\_\_\_\_ Substandard but making progress \_\_\_\_\_ Doing an adequate job \_\_\_\_\_

Definitely above average \_\_\_\_\_ Superior \_\_\_\_\_

Rater: I certify this report represents my best judgement.

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

Reviewer: (if none so state)

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

Employee: I certify this report has been discussed with me. \_\_\_\_\_ I wish to discuss this report with the reviewer. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Employee Signature	_____ Date
-----------------------------	---------------

_____ Department Head Signature	_____ Date
------------------------------------	---------------

Smokediver	(.25) twenty five cents/hr.
Emergency Medical Technician	(.25) twenty five cents/hr.
Rope Rescue	(.15) fifteen cents/hr.
Confine Space	(.10) ten cents/hr.
Dive Rescue	(.15) fifteen cents/hr.
Fire ground Leadership	(.10) ten cents/hr.

For every 60 hours of additional education outside of the department per year, must be state or national certification you will receive. (.05) five cents/hr.

### APPENDIX D

Referenced National Fire Protection Codes, Standards and other related acronyms

10	Standard for Portable Fire Extinguisher
1001-J-II	Professional Qualification for Firefighter
1002	Professional Qualification for Fire Apparatus Driver/Operator
1021-I-II	Professional Qualification for Fire Company Officer
1041-J-II	Professional Qualification for Fire Service Instructor
1403	Standard for Live Fire Training Evolutions
1521	Professional Qualification for Fire Department Safety Officer
1904	Service Tests of Department Aerial Ladders
1911	Service Tests of Fire Department Pumping Apparatus
1932	Use and Service Tests of Department Ground Ladders
1962	Care Maintenance and Testing of Department Fire Hose
1981	Standard for Self-contained Breathing Apparatus
471-472	Hazardous Material Technician
Smoke Diver	State certification in Self-contained Breathing Apparatus
EMR	Emergency Medical Responder
EMT	Emergency Medical Technician (National Registry)
ANSI	America National Standard Institute
IFSTA	International Fire Service Training Association
SCBA	Self-contained Breathing Apparatus
FC-1	Fire Chiefs Vehicle (Command Post at major incidents)
PAR	Personnel Accountability Report
RIT	Rapid Intervention Team

IC	Incident Commander (senior officer on the scene of an incident)
PIO	Public Information Officer

APPENDIX E

Trading Time

Personnel may arrange trading of time on the work schedule with a qualified person to work for them providing they have the approval of their shift commander. This practice will be referred to as "trading time".

Trading time is obligated time, meaning that it must be repaid. The number of times a person may trade shall be twelve (12) times per year. Anyone working Trading Time is obligated to stay on the job until relieved. It will become the responsibility of the person that is scheduled to fill in to work the assigned shift. Failure to show up for the assigned day will result in disciplinary action. The fill-in personnel will adhere to all the rules of the Petal Fire Department. They shall be under the supervision of the shift officers. The personnel actually performing duty will be responsible for their conduct and actions assigned to the position filled.

Conflicts arising from Trading Time will be handled among the individuals, with assistance from the Shift Commanders concerning hours actually worked. Trading Time is designed as a convenience. If abused, this privilege may become prohibited.

Petal Fire Department Trading Time form will be completed and approved for each occurrence. The form is only to identify Shift Commander's approval of qualifications of the individual to work. The Fire Department will not manage or document Trading Time further nor in any way enforce agreements between individuals.

EARLY RELIEF

The practice of relieving a person prior to the scheduled time of shift change by a member of the on coming shift is "Early Relief". This practice will be allowed on an occasional basis with verbal approval of the shift commander. Early relief will not exceed one hour prior to scheduled shift change. Early Relief is not compensable time and will not be reported on time sheets.

CITY OF PETAL  
MINUTE BOOK 24

EXHIBIT "B"

TRADING TIME FORM

444

\_\_\_\_\_ OF \_\_\_\_\_ SHIFT AGREES TO WORK FOR

\_\_\_\_\_ OF \_\_\_\_\_ SHIFT FROM \_\_\_\_\_  a.m.  p.m.

UNTIL \_\_\_\_\_  a.m.  p.m. ON THE DATE OF \_\_\_\_/\_\_\_\_/\_\_\_\_, WITH THE PRIOR APPROVAL OF THE SHIFT COMMANDER.

RETURN TIME

\_\_\_\_\_ OF \_\_\_\_\_ SHIFT AGREES TO WORK FOR

\_\_\_\_\_ OF \_\_\_\_\_ SHIFT FROM \_\_\_\_\_  a.m.  p.m.

UNTIL \_\_\_\_\_  a.m.  p.m. ON THE DATE OF \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Firefighter Firefighter

\_\_\_\_\_  
Shift Commander Shift Commander

IT IS THE RESPONSIBILITY OF THE PERSON REQUESTING TIME OFF TO OBTAIN THE FORM AND SEE THAT IT IS FILLED OUT PROPERLY, SIGNED, AND TURNED IN TO THE SHIFT COMMANDER. RETURNING OF TIME SHALL BE THE SAME AS THE TOTAL HOURS OFF. TRADING TIME SHALL BE DONE RANK FOR RANK UNLESS OTHERWISE APPROVED BY THE SHIFT COMMANDER.

APPENDIX F

PETAL FIRE DEPARTMENT  
BATT. CHIEF PROMOTIONAL TALLY SHEET

Name: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ONLY DOCUMENTATION IN THE APPLICANT'S DEPARTMENTAL TRAINING RECORD AND WORKING FILE OF EMPLOYEE INFORMATION WILL BE CONSIDERED IN THE TABULATION OF PROMOTION POINTS.

I. REQUIRED TRAINING/EXPERIENCE: (no points)

- A. 7 years firefighting service, the last 2 years serving as a fire officer with the CITY OF PETAL ( )
- B. Petal Firefighter (including Smeat Driver, 1002, 1041-2) ( )
- C. Required Courses:
  - Fire Officer 1021-I ( )
  - Fire Safety Officer 1521 ( )
  - HazMat Technician I ( )
  - Minimum of 2 Fire Command Tactical Schools ( )

II. ADDITIONAL TRAINING/EXPERIENCE:

- A. Firefighter service - 1 point for each paid year as a fire service employee. (max. 10 pts.) \_\_\_\_\_
- B. Officer service - 1 point for each year with the city as an officer. (max. 10 pts.) \_\_\_\_\_
- C. College
  - Fire Service Associate Degree - 2 points
  - Fire Service Bachelor's Degree - 5 points
  - Non Fire Service Associate Degree - 1 point
  - Non Fire Service Bachelor's Degree - 3 points
 (max. 5 pts.) \_\_\_\_\_
- D. Professional Certification Courses - 1 point each :
  - 1. HazMat First Responder 472-I ( )
  - 2. HazMat Technician 472-II ( )
  - 3. Fire Dept. Safety Officer 1501 ( )
  - 4. Fire Investigator 1033 ( )
  - 5. Dive Rescue Specialist ( )
  - 6. Rope Rescue Specialist ( )
  - 7. Certified Advanced Rescue Specialist ( )
  - 8. \_\_\_\_\_ ( )
  - 9. \_\_\_\_\_ ( )
  - 10. \_\_\_\_\_ ( )
 (max. 10 pts.) \_\_\_\_\_

E. NREMT-Paramedic 5 points \_\_\_\_\_  
 F. In-Service Departmental Training:  
 1. Previous 12 mths. training grade average \_\_\_\_\_  
 Scale: 100 & up = 10 pts, 99 = 9, 98 = 8, 97 = 7, 96 = 6,  
 95 = 5, 94 = 4, 93 = 3, 92 = 2, 91 = 1 (max. 10 pts.) \_\_\_\_\_  
 TOTAL ADDITIONAL TRAINING POINTS: \_\_\_\_\_

III. PERFORMANCE RATING: (Previous 12 mths)  
 Performance points will be base on annual Performance Evaluations  
 Excellent = 5 points  
 Outstanding = 10 points  
 TOTAL PERFORMANCE POINTS (max. 10 pts.) \_\_\_\_\_

IV. BI-ANNUAL PHYSICAL FITNESS TESTS:  
 Has not met minimum physical fitness standards. - Not eligible for promotion  
 Has met minimum physical fitness standards. 5 points  
 Has exceeded minimum physical fitness test by 1 minute or more. 10 points  
 TOTAL PHYSICAL FITNESS POINTS (max. 10 pts.) \_\_\_\_\_

V. PROMOTIONAL TEST:  
 1 point for each test point above 70% Test score \_\_\_\_\_  
 Failure of promotional exam (below 70%) = Not eligible for promotion

VI. PROMOTIONAL BOARD RESULTS:  
 A. Interviewer #1 \_\_\_\_\_  
 B. Interviewer #2 \_\_\_\_\_  
 C. Interviewer #3 \_\_\_\_\_  
 D. Interviewer #4 \_\_\_\_\_  
 E. Interviewer #5 \_\_\_\_\_  
 TOTAL PROMOTION BOARD SCORE (max. 30 pts.): \_\_\_\_\_

VII. FINAL COMPUTATIONS:  
 Promotional Board Score: \_\_\_\_\_  
 Add. Training Points: \_\_\_\_\_  
 Performance Points: \_\_\_\_\_  
 Physical Fitness Points: \_\_\_\_\_  
 + Promotion Test Points: \_\_\_\_\_  
 TOTAL SCORE (max. 130 pts.): \_\_\_\_\_



PETAL FIRE DEPARTMENT  
LIEUTENANT'S PROMOTIONAL TALLY SHEET

CITY OF PETAL  
MINUTE BOOK 24

1. Previous 12 mths. training grade average \_\_\_\_\_  
Scale: 100 & up = 10 pts, 99 = 9, 98 = 8, 97 = 7, 96 = 6, 95 = 5, 94 = 4, 93 = 3, 92 = 2, 91 = 1, **445**  
(max. 10 pts.) \_\_\_\_\_

Name: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

EXHIBIT "B"

ONLY DOCUMENTATION IN THE APPLICANT'S DEPARTMENTAL TRAINING RECORD AND WORKING FILE OF EMPLOYEE INFORMATION WILL BE CONSIDERED IN THE TABULATION OF PROMOTION POINTS.

- I. REQUIRED TRAINING/EXPERIENCE: (no points)**
- A. 5 years firefighting service with city. ( )
  - B. Petal Firefighter (including Smoke Driver, 1002, 1041-9) ( )
  - C. Required Courses: ( )
    - HazMat Technician I ( )
    - Fire Officer 1021 I & II ( )
    - NFPA 1521 Fire Department Safety Officer ( )
    - Certified state or national Fire Command Tactical Class or Classes (minimum 40 hours) ( )
- II. ADDITIONAL TRAINING/EXPERIENCE:**
- A. Firefighter service - 1 point for each paid year as a fire service employee. (max. 10 pts.) \_\_\_\_\_
  - B. Officer service - 1 point for each year with the CITY OF PETAL as an officer. (max. 10 pts.) \_\_\_\_\_
  - C. College (max. 5 pts.) \_\_\_\_\_
    - Fire Service Associate Degree - 2 points
    - Fire Service Bachelor's Degree - 5 points
    - Non Fire Service Associate Degree - 1 point
    - Non Fire Service Bachelor's Degree - 3 points
  - D. Professional Certification Courses - 1 point each: ( )
    - 1. HazMat Technician II ( )
    - 2. Fire Investigator 1033 ( )
    - 3. Dive Rescue Specialist ( )
    - 4. Rope Rescue Specialist ( )
    - 5. Certified Advanced Rescue Specialist ( )
    - 6. \_\_\_\_\_ ( )
    - 7. \_\_\_\_\_ ( )
    - 8. \_\_\_\_\_ ( )
    - 9. \_\_\_\_\_ ( )
    - 10. \_\_\_\_\_ ( )
- E. EMT-Paramedic 5 points \_\_\_\_\_
- F. In-Service Departmental Training: 3

TOTAL ADDITIONAL TRAINING POINTS: \_\_\_\_\_

**III. PERFORMANCE RATING (Previous 12 mths):**  
Performance points will be based on annual Performance Evaluations  
Excellent = 5 points  
Outstanding = 10 points  
TOTAL PERFORMANCE POINTS (max. 10 pts.): \_\_\_\_\_

**IV. BI-ANNUAL PHYSICAL FITNESS TESTS:**  
Has not met minimum physical fitness standards. - Not eligible for promotion 5 points  
Has met minimum physical fitness standards. 5 points  
Has exceeded minimum physical fitness test by 1 minute or more. 10 points  
TOTAL PHYSICAL FITNESS POINTS (max. 10 pts.): \_\_\_\_\_

**V. PROMOTIONAL TEST**  
1 point for each test point above 70% Test score \_\_\_\_\_  
Failure of promotional exam (below 70%) = Not eligible for promotion

**PROMOTIONAL BOARD RESULTS:**

- A. Interviewer #1 \_\_\_\_\_
- B. Interviewer #2 \_\_\_\_\_
- C. Interviewer #3 \_\_\_\_\_
- D. Interviewer #4 \_\_\_\_\_
- E. Interviewer #5 \_\_\_\_\_

TOTAL PROMOTION BOARD SCORE (max. 30 pts.): \_\_\_\_\_

**FINAL COMPUTATIONS:**

- Promotional Board Score: \_\_\_\_\_
- Additional Training Points: \_\_\_\_\_
- Performance Points: \_\_\_\_\_
- Physical Fitness Points: \_\_\_\_\_
- Promotion Test Points: \_\_\_\_\_
- TOTAL SCORE (max. 130 pts.): \_\_\_\_\_

PETAL FIRE DEPARTMENT  
ENGINEER PROMOTIONAL TALLY SHEET

Name: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ONLY DOCUMENTATION IN THE APPLICANT'S DEPARTMENTAL TRAINING RECORD AND WORKING FILE OF EMPLOYEE INFORMATION WILL BE CONSIDERED IN THE TABULATION OF PROMOTIONAL POINTS.

- I. REQUIRED TRAINING/EXPERIENCE: (no points)**
- A. Petal Firefighter (including Smoke Driver, 1002, 1041-9) ( )
  - B. Required Courses: ( )
    - HazMat Technician I ( )
    - Fire Officer 1021 I & II ( )
- II. ADDITIONAL TRAINING/EXPERIENCE:**
- A. Firefighter service - 1 point for each paid year as a firefighter. (max. 10 pts.) \_\_\_\_\_
  - B. Fire Service Associate Degree - 2 points  
Fire Service Bachelor's Degree - 5 points  
Non Fire Service Associate Degree - 1 point  
Non Fire Service Bachelor's Degree - 3 points (max. 5 points) \_\_\_\_\_
  - C. Professional Certification Courses - 1 point each ( )
    - 1. Fire Service Instructor 1041-I ( )
    - 2. Fire Officer 1021-I,II ( )
    - 3. HazMat Technician II ( )
    - 4. Fire Dept. Safety Officer 1501 ( )
    - 5. Fire Investigator 1033 ( )
    - 6. Dive Rescue Specialist ( )
    - 7. Rope Rescue Specialist ( )
    - 8. Certified Advanced Rescue Specialist ( )
    - 9. \_\_\_\_\_ ( )
    - 10. \_\_\_\_\_ ( )
- D. NREMT-Paramedic ( ) 5 points
- E. In-Service Departmental Training:
- 1. Previous 12mths. training grade average \_\_\_\_\_  
Scale: 100 = 10 pts, 99 = 9, 98 = 8, 97 = 7, 96 = 6, 95 = 5, 94 = 4, 93 = 3, 92 = 2, 91 = 1 (max. 10 pts.) \_\_\_\_\_

TOTAL ADDITIONAL TRAINING POINTS: \_\_\_\_\_

**III. PERFORMANCE RATING (Previous 12 mths):**  
Performance points will be based on Annual Performance Evaluations.  
Excellent = 5 points  
Outstanding = 10 points  
TOTAL PERFORMANCE POINTS(max. 10 pts.): \_\_\_\_\_

**IV. BI-ANNUAL PHYSICAL FITNESS TESTS:**  
Has not met minimum physical fitness standards. - Not eligible for promotion 5 points  
Has met minimum physical fitness standards. 5 points  
Has exceeded minimum physical fitness test by 1 minute or more. 10 points  
TOTAL PHYSICAL FITNESS POINTS (max. 10 pts.): \_\_\_\_\_

**V. PROMOTION TEST**  
1 point for each test point above 70% Test score \_\_\_\_\_  
Failure of promotional exam (below 70%) = Not eligible for promotion

**VI. PROMOTION BOARD RESULTS:**

- A. Interviewer #1 \_\_\_\_\_
- B. Interviewer #2 \_\_\_\_\_
- C. Interviewer #3 \_\_\_\_\_
- D. Interviewer #4 \_\_\_\_\_
- E. Interviewer #5 \_\_\_\_\_

TOTAL PROMOTION BOARD SCORE (max. 30 pts.): \_\_\_\_\_

**VII. FINAL COMPUTATION**

- Promotional Board Score: \_\_\_\_\_
- Additional Training Points: \_\_\_\_\_
- Performance Points: \_\_\_\_\_
- Physical Fitness Points: \_\_\_\_\_
- + Promotion Test Points: \_\_\_\_\_

TOTAL SCORE (max. 120 pts.): \_\_\_\_\_

EXHIBIT "B"

Volunteer	
Probationary Firefighter	date of hire
Fire Fighter Third Class	eligible beginning of the second year
Fire Fighter Second Class	eligible beginning of the third year
Fire Fighter First Class Step 1,2,3	eligible beginning of the fifth year
Fire Engineer	eligible beginning of the sixth year
Fire Lieutenant	eligible beginning of the sixth year
Fire Training Officer	eligible beginning of the eighth year
Fire Battalion Chief	eligible beginning of the eighth year
Public Safety Dispatcher	Fire / Police
Fire Inspector	eligible beginning of the eighth year
Assistant Fire Chief	eligible beginning of the tenth year
Deputy Fire Chief	eligible beginning of the tenth year
Fire Chief	eligible beginning of the tenth year
Salaries, set by Mayor and Board of Aldermen	

* CPAT Description	Candidate Physical Ability Test Pre-entry into a Mississippi Fire personnel minimum standards and certification board NFPA 1001-I-II fire fighting course
* 1001-I-II Description	Professional qualifications for basic firefighting Course is designed to meet the uniform minimum training standards stated in Mississippi code section 45-11-2003 and to meet or exceed the minimum standards of the National Fire Protection Association Fire Fighter Professional Qualifications Standards 1001, 1997 edition
* 1002 Description	Driver/Operator Daily classroom subjects include: The Driver/Operator, Types of Apparatus with fire pumps, Apparatus maintenance & inspection, Operating Emergency Vehicles, etc. Additionally, daily hands-on activities are conducted to build skill and enhance knowledge gained in each of the subjects listed above.
* 1021 Description	Fire Officer This course contains subjects, discussions, and class activities that pertain specifically to fire officers. Course topics include: human resource management, community awareness/public relations, organizational structure, administration, budgeting and communication
* 1041 Description	Fire Instructor This course is designed to provide the student with skills needed to deliver instructional sessions.
* 1031 Description	Fire Inspector This course is designed to prepare the student to perform at the level of Fire Inspector I. Students gain knowledge about: development adoption, and use of fire related codes and standards.

* 1033 Description	Fire Investigator Areas covered in this course are the chemistry of fire, fire dynamics, analysis of fire patterns, determining the cause/origin of fires, fire scene investigation, etc.
* 1035 Description	Fire & Life Safety Educator The course will provide students the opportunity to develop a starting point from which to plan their education programs and establish goals and objectives for their programs.
* 1521 Description	Safety Officer This course addresses the basic requirements, duties, and responsibilities of a safety officer for a fire department.
* Fire Ground Leadership Description	Course is designed to address the management needs of first-in engine company officers or officials who are responsible for emergency response actions.
* Fire Ground Management Description	Course focuses on the individual fire officer in making informed decision required for personnel supervision and organizational change.
* Smoke Diver Description	A physically demanding, advanced course with a focus on fire suppression and structure fire rescue.
* Rope Rescue Description	This course is designed to teach high angle rescue and to build student confidence in their ability to use modern rope rescue techniques subjects include: information on ropes, knots, rigging, simple mechanical advantage and other related equipment.
* Confine Space Rescue Description	Course is designed to help fire service organizations meet the demands general industry has concerning confined space entry and rescue
* Hazardous Material Technician Description	This course provides emergency response, personnel training and information caused by Hazardous Material situations.

* Advance LP Gas School Description	Course taught by the University of Texas A&M which teaches the concept of how to deal with extreme fires brought on by petroleum gas which is carried at industrial plants. Example: Enterprise, Dufour Petroleum
* Emergency Medical Responder Description	Course is designed to meet the emergency medical care performance capability requirements for entry level fire fighters
* Emergency Medical Technician Description	Course is an advance level of Emergency Care of the EMS system. It requires the completion of a 140 hours of classroom and 60 hours of clinical setting. Completion level requires the trainee to successfully complete a national standard test know as National Registry of Emergency Medical Technicians
* Dive Rescue Description	Course is designed to teach underwater search patterns for rescue situations dealing with dark water such as: rivers, lakes, ponds etc. This class also shows you certain patterns to take while searching for bodies and items which may be at the bottom of the water. While in Dive Rescue class you will be trained and certified in underwater diving to help in rescue and recovery situations.

EXHIBIT "C"

Irrevocable Letter of Credit

May 17, 2005

LOC Number: 50900365501  
Expiry Date: May 17, 2006

City of Petal  
102 West 8<sup>th</sup> Avenue  
Petal, MS 39465

Re: Street Paving of Hemingway Subdivision

ATTN: Tom Tyner, City Attorney

Sir:

We hereby open our Irrevocable Letter of Credit in your favor for the account of Fairley Construction Company, Inc. of Petal, MS up to the aggregate amount of Ten thousand and no/100 U. S. Dollars (U.S. \$10,000.00) available to you as Beneficiary by your Draft due and payable on sight drawn on us under the terms and conditions stated hereinbelow:

Each draft drawn on us must bear on its face the words "Drawn under BancorpSouth Bank Letter of Credit No. 50900365501 dated May 17, 2005" and must be appropriately completed and a signed statement from the City of Petal, Board of Aldermen that "Fairley Construction Company, Inc. has failed to honor its Contractual Agreement with the City of Petal".

We do hereby engage with you that drafts drawn under the terms and conditions provided herein will be duly honored if drawn on us and presented to us at the following address: BancorpSouth Bank, 27 Byrd Parkway, Petal, MS 39465, on or before 2:00 p.m., Petal, Mississippi, May 17, 2006, at which time this Irrevocable Letter of Credit expires. We will not honor any drafts drawn under after said expiry time and date.

This Irrevocable Letter of Credit is not transferable or assignable by you.

Each draft drawn hereunder must be endorsed on the reverse side and this Irrevocable Letter of Credit must accompany the draft that exhausts it.

This Irrevocable Letter of Credit is governed by the laws of the State of Mississippi, and insofar as not inconsistent therewith is subject to the Uniform Customs and Practice for Documentary Credits, publication number 500, as published by the International Chamber of Commerce.

Sincerely,

  
Rachel L. McKenzie  
First Vice President

Eastbrook Branch • P.O. Box 505 • 27 Byrd Parkway • Petal, MS 39465 • 601-554-4040 • Fax 601-554-3375



**WAITS ENGINEERING CONSULTANTS, LLC**  
*Civil Engineering and Land Surveying*

2009 Hardy Street, Suite C  
Hattiesburg, MS 39401  
(601) 544-0009

William F. Waits, P.E., R.L.S.

July 13, 2005

City of Petal  
P.O. Box 564  
Petal, MS 39465  
Attn: Mr. Dan Tolbert

RE: The Hemmingway Subdivision  
(Fairley Construction Company, Inc.)

Dear Mr. Tolbert:

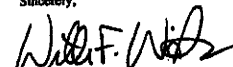
I have reviewed the proposed subdivision layout for the above referenced and have estimated the amount of asphalt required for the proposed Hemmingway Place roadway.

The roadway is approximately 540 LF long with a cul-de-sac. It is proposed that 2.5 inches of asphalt will be installed, which calculates to approximately 200 tons.

It is my opinion that this asphalt work will cost approximately \$8,900.00.

If necessary, feel free to contact me to discuss the project further.

Sincerely,

  
William F. Waits, P.E., R.L.S.

cc. Stephen Fairley

ORDINANCE NUMBER 1979 (42-A167)

EXHIBIT "D"

AN ORDINANCE CHANGING AND AMENDING THE COMPREHENSIVE ZONING ORDINANCE NO. 1979 (42) OF THE CITY OF PETAL, MISSISSIPPI, AS AMENDED BY ORDINANCE NUMBERS 1979 (42-1) THROUGH 1979 (42-A166) SO AS TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY LOCATED AT 111 PINE STREET, PETAL, MS, FROM R-4 (HIGH DENSITY RESIDENTIAL) TO C-2 (GENERAL COMMERCIAL DISTRICT).

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

SECTION 1. That the Comprehensive Zoning District Map, adopted as part of the Comprehensive Zoning Ordinance Number 1979 (42) of the City of Petal, Mississippi, as amended by Ordinance Numbers 1979 (42-1) through 1979 (42-A166) and the same is hereby changed and amended as per petition filed in connection therewith so that the land described as listed below. Change of current zoning from R-4 (High Density Residential) to C-2 (General Commercial District).

Said land being more particularly described as follows, to wit:

LOTS 6 & 7, BLOCK 2, OF THE J. B. MERKEL SUBDIVISION OF A PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 2, TOWNSHIP 4 NORTH, RANGE 13 WEST, FORREST COUNTY, MS

as per map or plat thereof on file in the office of the Chancery Clerk of Forrest County, Mississippi, is hereby classified and placed in the C-2 (General Commercial District).

SECTION 2. Except as hereby expressly changed and amended, the aforesaid Comprehensive Zoning Ordinance No. 1979 (42) of the City of Petal, Mississippi, as amended by Ordinance Numbers 1979 (42-1) through 1979 (42-A166) shall be and remain in full force and form as adopted on July 19, 2005.

SECTION 3. That this Ordinance shall take effect and be in full force within thirty (30) days from and after its passage as provided by law. The foregoing Ordinance having been reduced to writing, the same was introduced and read, and a vote was taken thereon, first section by section and then upon the Ordinance as a whole with the following results:

Those present and voting "AYE" and in favor of the passage, adoption and approval of Sections 1, 2 and 3 of the foregoing Ordinance:

170

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

Those present and voting "NAY" or against the adoption of any section of the foregoing Ordinance:

NONE

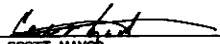
Those present and voting "AYE" and in favor of the adoption of the foregoing Ordinance as a whole:

ALDERMAN DAVID CLAYTON  
ALDERMAN KAY FAIRLEY  
ALDERMAN JAMES MOORE  
ALDERMAN STEVE STRINGER  
ALDERMAN LIESA WEAVER

Those present and voting "NAY" or against the adoption of the foregoing Ordinance as a whole:

NONE

WHEREUPON, the foregoing Ordinance be, and the same is hereby passed, adopted and approved on this the 19<sup>th</sup> day of July 2005.

  
CARL SCOTT, MAYOR

(SEAL)

ATTEST:

  
JEAN ISHEE, CITY CLERK

PUBLISH 1 TIME: August 3, 2005.

EXHIBIT "E"

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO INCREASE THE SALARY OF THE JUDICIAL DEPARTMENT.

SHAROLD FRANKLIN	\$28,000.00
JUDGE	\$ 18,000.00
JUDGE PRO TEMP	\$ 2,640.00
CITY PROSECUTOR	\$ 15,000.00
ASSISTANT CITY PROSECUTOR	\$ 2,400.00
PUBLIC DEFENDER	\$ 5,250.00

IT IS THEREFORE ORDERED THAT THIS PAY SCALE BECOME EFFECTIVE AUGUST 1, 2005 UNTIL FURTHER ORDERS OF THE MAYOR AND BOARD OF ALDERMEN.

SO ORDERED ON THIS THE 16<sup>TH</sup> DAY OF JULY, 2005.

EXHIBIT "F"

# City of Petal Mississippi



## A PROCLAMATION RECOGNIZING THE PETAL AREA AARP CHAPTER #3802'S CONTRIBUTIONS TO THE CITIZENS OF PETAL AND CELEBRATING ITS TWENTY YEARS OF SERVICE TO PETAL, MISSISSIPPI

WHEREAS, the Petal Area AARP Chapter #3802 was chartered as an official AARP chapter on July 8, 1985;

WHEREAS, the members of the Petal Area AARP Chapter #3802 have worked tirelessly the last twenty years to improve the quality of life and the safety, health, and well-being of all senior adults and other citizens of Petal, Mississippi,

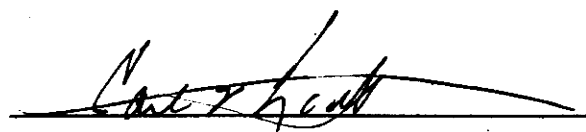
WHEREAS, the Petal Area AARP Chapter #3802 has been a significant contributor to AARP Mississippi's successful programs on Nursing Home Reform, Voices of Civil Rights, Medicare Prescription Drug Benefits, and Social Security Solvency;

WHEREAS, the Petal Area AARP Chapter #3802 has been recognized and honored nationally and state-wide by AARP for its community service activities and for its dedication and commitment to helping those senior adults who are in need;

WHEREAS, the Petal Area AARP Chapter #3802 exemplifies AARP's motto of "To Serve and Not Be Served", and,

WHEREAS, the Petal Area AARP Chapter #3802 will celebrate its Twentieth Anniversary on Thursday, July 21, 2005;

NOW, THEREFORE, I, Carl Scott, Mayor of the City of Petal and the City of Petal Board of Aldermen declare Thursday, July 21, 2005 as "Petal Area AARP Chapter #3802 Day" in Petal, Mississippi, and call upon all citizens of Petal to join with us in recognizing and celebrating this civic organization's twenty years of serving the citizens of Petal, Mississippi and the State of Mississippi.



Honorable Mayor Carl Scott