

BE IT REMEMBERED THAT THERE WAS BEGUN AND HELD A REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI ON NOVEMBER 18, 2008 AT 7:00 P.M. IN THE BOARDROOM OF SAID CITY.

THOSE PRESENT	MAYOR CARL L SCOTT
CITY ATTORNEY	THOMAS W TYNER
ALDERMEN	DAVID CLAYTON KAY FAIRLEY JAMES MOORE STEVE STRINGER LIESA WEAVER
OTHERS	RHONDA JACKSON TOMMYE CORLEY DARRIN CARROLL HAL MARX DEBORAH REYNOLDS HARRY/NETTIE FARRIS E L / GAIL PORTER FRANK/ANNE CLARKE MANY OTHERS

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

THE INVOCATION WAS OFFERED BY BERNARD JACKSON.

THE PLEDGE OF ALLEGIANCE WAS RECITED.

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

- IX. GENERAL BUSINESS
 - 12. REQUEST TO ACCEPT RESIGNATION OF MARCUS O'QUINN FROM THE POLICE DEPARTMENT EFFECTIVE IMMEDIATELY.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ADOPT THE AGENDA WITH THE FOREGOING CHANGES. 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 MINUTES FOR THE REGULAR MEETING OF NOVEMBER 18, 2008.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2008. 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 CALLED FOR PUBLIC COMMENT. THERE WAS NONE.

WHEREAS, THE HOUR OF 7:00 P.M. HAVING ARRIVED THE MAYOR AND BOARD OF ALDERMEN PROCEEDED TO PUBLICLY OPEN AND READ THE SEALED BIDS FOR THE RE-ROOFING OF THE LIBRARY/CIVIC CENTER.

SEE EXHIBIT "A"

BIDS
RE-ROOF CIVIC CENTER/LIBRARY

AAA HOMES OF MS 53 LAKELAND CIRCLE PETAL, MS 39465	\$40,200.00
BP ROOFING & CONSTRUCTION, LLC 264 VICTORY ROAD LAUREL, MS 39441-0602	\$40,250.00
EDDIE PEARSON ROOFING 992 MORRISTON ROAD PETAL, MS 39465	\$46,850.00
ASSOCIATED CONTRACTORS 5729 HWY 49, SOUTH HATTIESBURG, MS 39404	\$48,450.00
FAIRLEY CONSTRUCTIONS 828 HWY 11 PETAL, MS 39465	\$48,500.00
CHARLES MALONE, INC 5258 HWY 42 HATTIESBURG, MS 39401	\$64,480.00
SMITH ROOFING 14 SMITH ROAD PETAL, MS 39465	\$68,670.00
PACE ROOFING 16 TEMPLE ROAD PETAL, MS 39465	\$78,360.00

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO TAKE THE BIDS UNDER ADVISEMENT. 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, RHONDA AND BERNARD JACKSON ADDRESSED THE BOARD OF ALDERMEN TO DISCUSS THE POSSIBILITY OF RECEIVING A CERTIFICATE OF OCCUPANCY SO THEY CAN MOVE IN HOUSE AT 66 SPRINGFIELD ROAD.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE BUILDING INSPECTOR TO DO A WALK THROUGH TO MAKE SURE THAT EVERYTHING IS OK BEFORE THE CITY GRANTS THE JACKSON'S A TEMPORARY CERTIFICATE OF OCCUPANCY FOR THREE YEARS AND TO BUILD A ROAD TO BE DEDICATED TO THE CITY AND TO RELIEVE THE CITY ALL RESPONSIBILITY FROM LIABILITY IF SOMETHING HAPPENS WITHIN THE THREE YEARS UNTIL DECEMBER, 2011. ALDERMAN MOORE SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

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

THOSE PRESENT AND VOTING "NAY"

ALDERMAN LIESA WEAVER'

WHEREAS, MAYOR SCOTT PRESENTED A REQUEST TO ADVERTISE FOR FINAL PAYMENT TO INSITUFORM.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO ADVERTISE FOR FINAL PAYMENT TO INSITUFORM. 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 AGREEMENT WITH LSBP AND CITY OF PETAL FOR KELLY ROSE LANE BRIDGE.

SEE EXHIBIT "B"

AGREEMENT BETWEEN LSBP
AND
CITY OF PETAL

THEREUPON, ALDERMAN MOORE MADE A MOTION TO AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT WITH LSBP AND THE CITY OF PETAL FOR KELLY ROSE LANE 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 THE RESIGNATION OF JAMES WALLACE FROM THE PLANNING COMMISSION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE RESIGNATION OF JAMES WALLACE FROM THE PLANNING COMMISSION EFFECTIVE NOVEMBER 18, 2008. 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 RESIGNATION OF ALBERT HOLIFIELD IN THE POLICE DEPARTMENT.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE RESIGNATION OF ALBERT HOLIFIELD IN THE POLICE DEPARTMENT EFFECTIVE NOVEMBER 18, 2008. 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:

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO TRANSFER, UPON THE RECOMMENDATION OF ASSISTANT FIRE CHIEF SHANE PICKETT, A FIREFIGHTER TO PART TIME.

IT IS HEREBY ORDERED THAT MARK RUSSELL BE TRANSFERRED TO PART TIME FIREFIGHTER IN THE FIRE DEPARTMENT EFFECTIVE NOVEMBER 23, 2008 AT A RATE OF \$8.50 PER HOUR.

SO ORDERED ON THIS THE 18TH DAY OF NOVEMBER, 2008.

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 THE 2008 EDITION OF THE STANDARD OPERATING GUIDELINES FOR THE FIRE DEPARTMENT, AS PRESENTED BY ASSISTANT FIRE CHIEF SHANE PICKETT.

SEE EXHIBIT "C"

STANDARD OPERATING GUIDELINES

THEREUPON, ALDERMAN FAIRLEY MADE A MOTION TO ADOPT THE 2008 EDITION OF THE STANDARD OPERATING GUIDELINES FOR THE FIRE DEPARTMENT. 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 TO SUSPEND OFFICER DAVID WARD WITHOUT PAY, UPON THE RECOMMENDATION OF POLICE CHIEF LEE SHELBOURN.

THEREUPON, ALDERMAN STRINGER MADE A MOTION, UPON THE RECOMMENDATION OF CHIEF LEE SHELBOURN, TO SUSPEND OFFICER DAVID WARD FIVE DAYS WITHOUT PAY, DEMOTE TO FIRST CLASS PATROLMAN EFFECTIVE IMMEDIATELY, SIX MONTHS PROBATIONARY PERIOD, AND TO RELEASE HIM OF HIS DUTIES AS COMMANDER OF THE SWAT TEAM. 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 FROM ASSISTANT FIRE CHIEF SHANE PICKETT TO REMOVE THE FOLLOWING ITEMS FROM INVENTORY.

- A. GATEWAY MONITOR
- B. DELL MONITOR
- C. GATEWAY COMPUTER
- D. GATEWAY KEYBOARD

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE ASSISTANT FIRE CHIEF SHANE PICKETT TO REMOVE THE FOREGOING FROM THE INVENTORY LIST. 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 MOTORCYCLE LEASE AGREEMENT WITH HARLEY DAVIDSON OF CENTRAL MISSISSIPPI.

SEE EXHIBIT "D"

MOTORCYCLE AGREEMENT

THEREUPON, ALDERMAN FAIRELY MADE A MOTION TO AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT BETWEEN HARLEY DAVIDSON OF CENTRAL MISSISSIPPI AND THE CITY OF PETAL. 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 RESIGNATION OF MARCUS O'QUINN OF THE POLICE DEPARTMENT.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE RESIGNATION OF MARCUS O'QUINN IN THE POLICE DEPARTMENT. 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 IN HIRING A FIREFIGHTER.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT

NECESSARY TO HIRE A FIRE FIGHTER IN THE FIRE DEPARTMENT, UPON THE RECOMMENDATION OF ASSISTANT FIRE CHIEF PICKETT.

IT IS HEREBY ORDERED THAT ANDREW CRAFT BE HIRED IN THE FIRE DEPARTMENT AS A PROBATIONARY FIRE FIGHTER AT A RATE OF \$8.71 PER HOUR EFFECTIVE NOVEMBER 20, 2008.

SO ORDERED ON THIS THE 18TH DAY OF NOVEMBER 2008.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE FOREGOING ORDER.
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 IN HIRING A RECEPTIONIST/MAYOR'S SECRETARY.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO HIRE A RECEPTIONIST/MAYOR'S SECRETARY IN THE EXECUTIVE DEPARTMENT.

IT IS HEREBY ORDERED THAT CARLA CURRENCE BE HIRED AS RECEPTIONIST/MAYOR'S SECRETARY AT A RATE OF \$10.00 PER HOUR EFFECTIVE NOVEMBER 19, 2008.

SO ORDERED ON THIS THE 18TH DAY OF NOVEMBER, 2008.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE FOREGOING ORDER.
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 IN HIRING A PART TIME WATER CLERK.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI DO HEREBY DEEM IT NECESSARY TO HIRE A PART TIME WATER CLERK.

IT IS HEREBY ORDERED THAT CHRISTIE FULLER
BE HIRED IN THE WATER DEPARTMENT AS A PART TIME
CLERK AT A RATE OF \$9.00 PER HOUR EFFECTIVE
NOVEMBER 24, 2008.

SO ORDERED ON THIS THE 18TH DAY OF NOVEMBER
2008.

THEREUPON, ALDERMAN MOORE MADE A MOTION TO ADOPT THE FOREGOING ORDER.
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 AN EXECUTIVE SESSION TO DISCUSS
PERSONNAL MATTERS.

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

MAYOR SCOTT REOPENED THE MEETING.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ENTER INTO AN EXECUTIVE SESSION
TO DISCUSS PERSONNAL MATTERS. 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 MOORE MADE A MOTION TO ADJOURN THE EXECUTIVE SESSION.
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

NO ACTION WAS TAKEN IN THE EXECUTIVE SESSION.

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

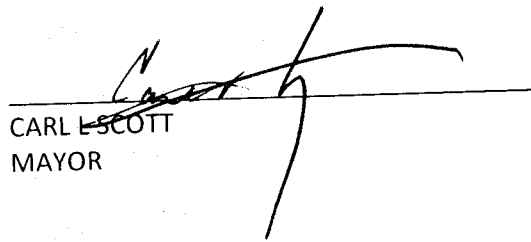
THOSE PRESENT AND VOTING "AYE"

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 WAS ADJOURNED ON THIS THE 18TH DAY OF NOVEMBER, 2008.


CARL L. SCOTT
MAYOR

(SEAL)

ATTEST:

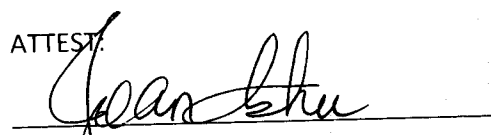

JEAN SHEE
CITY CLERK

EXHIBIT "A"

AAA HOMES OF MS	40,200.00
PACE ROOFING	78,360.00
SMITH ROOFING	68,670.00
CHARLES MALONE	64,480.00
Eddie Pearson Roofing	46,850.00
Associated Contractors	48,450.00
BP Roofing	40,250.00
Fairley Const.	48,500.00

EXHIBIT "B"

Project No. LSBP-181(11)

County FORREST

Local System Bridge Program Agreement for Municipalities

IN ACCORDANCE WITH THE REQUIREMENTS OF THE ACT,
THE CITY OF PETAL, FORREST COUNTY
HEREBY CERTIFIES AND AGREES THAT:

1. The Municipality will maintain the project(s), located within their jurisdiction after completion in a regular and satisfactory manner subject to the approval of the State Aid Engineer and keep right of way free of encroachments such as buildings, fences, and any other obstruction.
2. The Municipality will, at its own expense, acquire all rights of way and relocate or make adjustments to public utilities for each project within their jurisdiction in accordance with the policy of the State Aid Engineer.
3. In the event the Municipality cancels or withdraws any project(s) included in this program, the Municipality hereby agrees to reimburse its Local System Bridge Replacement funds for any charges incurred and paid from LSBP funds.
4. The Municipality will, at their own expense, provide adequate base and paving at each bridge end, all in accordance with said Act and plans and specifications.

Order authorizing the Mayor to execute the Agreement and the City Clerk to attest:

It is hereby ordered that the Mayor be authorized to execute the said Agreement as required by House Bill 1302, 1994 Legislature Session for participation in the Local System Bridge Replacement and Rehabilitation Program.

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

City of Petal

By: 

Title: Mayor, City of Petal

Attest:

By: 

Title: City Clerk

CITY OF PETAL
FIRE DEPARTMENT SOGs

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EXHIBIT "C"
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Vehicle and Equipment Repair Procedures

CONCEPT OF FIRE DEPARTMENT OPERATION

The following are general concepts that will be used as the basis for all fire department actions. Rules, Procedures, Fire Ground 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 be used at the fire department administrator's discretion and 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 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.

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, direction of fire suppression, rescue, and EMT activities.

- Working with administration of the city to help the fire department in means of growth
- Assistant Fire Chief: Provides direct support to the Fire Chief in accomplishing all responsibilities assigned to the fire department. Serves as the director of training for state classes. Routinely manages emergency planning and hazard abatement. Serves as Fire Chief in his absence.
- Battalion Chiefs: 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 the Assistant Chief's absence.
- Logistics Fire Chief: Will be responsible for all inventories within the fire department, and will also be over public training for classes and fire education to the public and fire prevention. Will serve as an officer during the absence of a battalion 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 Investigator: Responsible for investigating the cause(s) of fires. Must have 5 years experience in the fire service. Works in coordination with the State Fire Marshall's office is needed.
- Fire Fighter: Firefighters are responsible for combating and preventing fires, routine custodial maintenance of department equipment, apparatus, and quarters. Firefighters are responsible for the protection of life and property through firefighting, rescue, and related duties. Assignments are given by superior officer. When assigned, firefighters drive and operate apparatus.
- 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

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 Assistant Fire Chief.
4. The item should be brought to the attention of the Fire Chief.
5. The item should be brought to the attention of the Mayor.

Each leave 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.

Typing assistance is available for official business by contacting the shift commander. Items to be typed will be clearly written in the format to be used. The Fire Chief will determine item priority.

A Fire Department council meetings will be held the last Thursday of the month at 7:30 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: the fire council which is made up of Assistant Chief, 3 Battalion Chief, 2 Engineers and 1 firefighter. All personnel will sign a written record of attendance which will be kept on file by the Assistant Chief.

**FIRE PREVENTION
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 fire Chief / Battalion Chief. General information about the 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, 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 above, the time will be noted on the building data form.

EXHIBIT "C"

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 B.C.'s office.

REINSPECTIONS

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 re-inspection file. Re-inspections are usually done on a fourteen day basis, or sooner if the hazard demands. These files are reviewed each morning and the inspections forms are pulled that are to be re-inspected 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.

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 Chief are listed in a folder in the Chief's office. Any comments are recorded at this time.

NEW OCCUPANCIES

The Building Official and the Fire chief 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 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 Chief's Office to the public. Use of the library is a source of advertising fire and life safety training.

FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH PROGRAM

This operating procedure contains material extracted from NFPA 1500 amended for specific application by the Petal, MS 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 within one year of being appointed. In the absence Training Officers shall adhere.

- f. The fire department safety officer shall be responsible for the management of the occupational safety and health program.
 - g. The fire department shall establish a data collection system and maintain permanent records of all accident, 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 know or suspected toxic products or contagious disease. Those exposed shall have an annual evaluation.
 - i. The fire department shall maintain a confidential health record for each member and a health database. These records shall be maintained for 30 years after employment.
 - j. The fire department training officers 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.
 - m. 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.
 - n. 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.
 - o. Any department member may convey a safety concern to the committee by submitting 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.
3. Training and Education
 - a. The fire department shall establish and maintain a training and education program with a goal of preventing occupational all 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 subject covered.

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	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 Asst:	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.
P 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.	

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 the 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, accomplished 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 firefighting 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.

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- 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.

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.
- 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.

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	<ul style="list-style-type: none">Ability to analyze complex, fiscal, and organizational situations, and take or recommend proper courses of action.Ability to plan, install, and carry out operation 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.

ADMINISTRATION

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 coordination 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

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	department. When failure to meet a requirement is discovered, the individual will be counseled to determine the reason and to establish and compliance date. The need for disciplinary action will be evaluated in all cases. Results of the counseling will be documented and filed as appropriated.
	Promotion within the fire department will be on a merit basis as well as time on the department.

The city has established seven holidays each year to be celebrated as days off for city employees. These represent 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.

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 the 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 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 recently 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 other 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 check 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

17. 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.
18. 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.
19. 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 PFDOSOG009. 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.
 - 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.
20. 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 corrections of any health or safety hazards.

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21. Medical
- a. Prior to becoming members, individuals shall be examined and certified by a physician as being medically and physically fit. Members who are 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 risk 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 illness 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.
 - 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
 - j. reflect the individual's assigned functions and activities, and that are intended to reduce the probability and severity of occupational injuries and illnesses.
 - k. 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.

- l. The physical fitness program shall be under the medical supervision of the fire department physician.
 - m. 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.
22. 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 job 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.
 - b. The fire department shall adopt a written policy statement on alcoholism, substance abuse, and other problems covered by the Member Assistance Program.

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.

- 1. Participation
- 2. Training sessions are mandatory for on-duty personnel unless excused by the Training Officer.
- 3. Training sessions are open to all personnel.
- 4. Training sessions will be scheduled at various times, both during the day and evenings so as to make them available to all personnel.
- 5. 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 a training should be directed to the Training Officer or Fire Chief **PRIOR** to the class.
- 6. Types of Training
 - a. 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 of the National Fire Academy.

- 7. Recruit Training
- 8. Paid Personnel:
- 9. New personnel will be classified as "Firefighter Recruit" until meeting all requirements of section II (A).
- 10. New personnel will complete the Fire Fighter 1001 (I-II) course at the State Fire Academy within their first year of employment.
- 11. 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.
- 12. New personnel who are not already nationally registered Emergency Medical Technicians shall successfully complete the first available Emergency Medical Technician course, preferably within the second 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 over see provided medical care.
- 13. New personnel shall be assigned to the Training Division.

- 1. Training shall consist of, but not limited to:

- 14. Safety
- 15. Department orientation
- 16. Standard operating procedures
- 17. Vehicle and equipment familiarization
- 18. Street locations
- 19. Familiarization of high hazard locations
- 20. Communications procedures
- 21. Incident command
- 22. Hazardous materials
- 23. In- service/ Refresher Training
- 24. In-service/ refresher training shall consist of regular sessions on various fire, medical and other related subjects.

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e. Training and education shall be provided by individuals who are qualified in the subjects covered.

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 Firefighter I & II as specified in NFPA 1001, Standard for Firefighter 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 a 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 PFDSOG.

n. Training in fire ground operations shall be based on standard operating Guidelines. 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 guidelines 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 guidelines to members regarding special hazards to which they may be exposed during fires and other emergencies.

4. Vehicles and Equipment(Daily Report)

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

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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.L 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, the officer shall also assume responsibility.

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 vehicles by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tails-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 daily and within 24 hours after any use or repair to identify and 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.

b. 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 daily 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. Firefighting 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.

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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.

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

b. not meeting NFPA standards will be upgraded or replaced with NFPA approved as practical.

c. Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.

d. 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.

e. Protective clothing and protective equipment shall be used and maintained in accordance with manufacturer's instructions. Protective clothing shall be inspected by the Safety / Training Officer annually. Protective clothing in need of repair shall be reported immediately to the Shift Commander.

f. Fire department members shall wear all the protective clothing specified at all times when involved in or exposed to the hazards of structural firefighting.

g. SCBA shall be used by all personnel working in the areas where:

1) The atmosphere is hazardous,

2) The atmosphere is suspected of being hazardous,

3) The atmosphere may rapidly become hazardous.

4) 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.

h. The fire department shall maintain a respiratory protection program that meets the requirements of ANSI Z88.5, Standard for Respiratory Protection for the Fire Service, and ANSI Z88.6, Standard for Respiratory Protection – Respirator Use Physical Qualifications for Personnel.

i. Sources of a compressed gaseous breathing air, such as compressors, cascade systems, storage receivers, etc. used for filling SCBA cylinders shall be tested

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

j. SCBA shall be hydrostatically tested within the period specified by the manufacturer and the applicable government agencies.

k. All SCBA shall be inspected, used, and maintained as specified in ANSI Z88.5, Practices for Respiratory Protection for the Fire Service.

6. 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

a. use of this equipment. When this evaluation is conducted by a physician other

b. than the fire department physician, the evaluation shall be subject to the review and approval of the fire department physician.

7. 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.

8. Each new member shall be tested before being permitted to use SCBA in a hazardous atmosphere. Only members with a properly fitting face piece shall function in a hazardous atmosphere with SCBA.

9. Beards or facial hair that interferes with the face piece 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 face piece.

10. Each member involved in rescue, firefighting, 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.

11. Class I life safety harness or the firefighter leg lock shall be used for firefighter attachment to ladders and aerial devices.

12. Class III life safety harnesses shall be used for fall arrest and repelling operations.

13. Rope used to support the weight of members or other persons during rescue, firefighting, or other emergency operations shall be life safety rope. Life safety rope used for any other purpose shall be removed from service and may be used as training or utility rope.

14. Life safety rope shall be inspected before and after each use in accordance with the manufacturer's instructions. Ropes shall be removed from service if subjected to impact loading, or signs of weakness or wear are detected. Records shall be maintained to record the use of each life safety rope used.

15. 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 face piece of SCBA.

16. Hearing protection shall be used by all members operating or riding on fire apparatus when subject to noise in excess of 90 DBA.

- 2. Each individual will be responsible for keeping his/her exercise clothing clean and in good condition.
- 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 3 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 involved in walking and jogging. These exercises also prepare the upper body for lifting.

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 heart beat.

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.

Warning Symptoms:

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

- 1. Tightness or pain in the chest area
- 2. Numbness or pain in the arms

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- 3. Severe breathlessness
- 4. Light-headedness or dizziness
- 5. Loss of Muscle Control
- 6. Nausea
- 7. Severe muscle pain

Petal Fire Department Physical Agility Test

Each member of the Petal Fire Department assigned to a combat physical 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 7 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. There will be a measured walk of 85Ft. between each event.

- 1. **Bench Press:** You will have a 2 minute warm up period. During this evolution you will have someone spotting you. You must be able to bench press 70% of your body weight at least one time.
- 2. **Dummy Drag:** You will drag the dummy 35 Ft. one way, and go around the cone. Then you will drag the dummy back where you started. If you have to stop and rest you will not be allowed to let go of the dummy.
- 3. **Push-ups:** You will have 2 minutes to complete 35 push-ups. If you need to rest, you will remain in the up position. If you drop to your knees you will fail this evolution, and will be given a 2nd attempt.
- 4. **Sit-ups:** You will have 2 minutes to complete 35 sit-ups. If you need to rest, you will rest in the up position. If you rest on your back you will fail this evolution, and will be given a 2nd attempt.
- 5. **Stair-Stepper:** You will be on the stair- stepper for 3 minutes at level 6. You will be allowed to hold onto the hand rails if you would like.
- 6. **Evacuation Walk:** You will have a Scott 4500psi SCBA on and a mask. You will be on air, and carrying a single section of 1 ¼ in. hose. You will walk 1 mile (4x around track) around the track. If you run out of air you will fail this evolution.
- 7. **Flexibility:** You will be standing straight, and bend at your waist as far as you can trying to touch your toes keeping your legs straight.

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 departmental 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 physical will determine the time frame in which the employee must comply.
- 2. If no medical problem exists, and reasonable time frame shall be determined by the departmental 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 days 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 6 months or more, on return to work the employee will be given a period not to exceed 8 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.

At the end of this period, the employee should fail to meet minimum standards, and evaluation will be performed. If no medical problem is found to be the cause of non-compliance, the employees will be put on a personalized training program to help prepare to successfully complete the 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 Council, 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.

GENERAL STATION AND COMPANY POLICIES

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

shifts of duty are 24 hours from 6:30a.m. to 6:30a.m. On-coming personnel ready for duty at 6:30a.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 unit:

- 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 6:30a.m., off-going shift personnel are to remain at the station until 6:30a.m. The only exception will be "Early Relief" as described in PFDSOG007. Personnel not relieved of duty by 6:30a.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.

Station business hours are from 8:00a.m. to 5:00p.m. The station doors should be unlocked no later than 6:30a.m. The station should be locked to the general public by 9:30p.m. Unless there is work going on in the apparatus bays and firefighters present, the bay doors should be closed and locked by dark every evening.

Standard meal hours are as follows:

- a. Breakfast- before 9:00 a.m.
- b. Lunch- between 11:00 a.m. and 1:00 p.m.
- c. Dinner- after 5:00 p.m.

Break times are as follows

- a. Morning break- 10:00 a.m.
- b. Afternoon break- 3:00 p.m.

These hours can be adjusted according to scheduling.

Visitors are allowed during lunch hour and after 5:00p.m. Visits will be terminated by 9:30 p.m. The visit shall be conducted in a public area. Bedroom area is considered private. Visitors are not allowed to walk throughout the station unescorted.

Firefighters 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.

25. 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
26. Station training may be conducted by any Shift Commander or other officer. Training shall be properly documented according to Section IV of this PFD5OG and the Training Report (roll sheet) turned in to the Training Officer.
27. Specialized Training
28. Specialized training shall consist of sessions conducted for special groups of personnel (ex. Smoke Diver Candidates, Dispatchers, Officers, Etc.) or for special hazards (i.e. Confined space, dive rescue, flammable liquids, etc.).
29. 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.
30. Station training may be conducted by any Shift Commander of the other officer. Training shall be properly documented according to Section IV of this PFD5OG and the Training Report (roll sheet) turned in to the Training Officer.
31. Training Safety
32. 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. The unsafe act or condition shall be reported to the Safety Officer or Officer-in-Charge IMMEDIATELY!
33. 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 fire, confined spaces, Etc.
34. When training evolutions are conducted, they shall be in compliance with PFD5OG005 "Fire Department Occupational Safety and Health Program".
35. When training in live fire situation is conducted, it shall be in compliance with NFPA 1403 "Live Fire Training Evolutions", current edition.
36. Emergency Vehicle Driving:
37. No member shall drive department apparatus without being certified to drive the apparatus by the department's Training Division.

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Driver Training shall not be conducted during inclement weather or hazardous driving situations

39. Driver Training shall only be conducted by Fire Officers and with prior approval of the Shift Commander.

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40. Training Records

41. Personnel attending departmental training sessions must sign the roll sheet provided to ensure that they receive proper credit for the class and EMT recertification hours when applicable.
42. Personnel attending "off-site" training course 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.
43. 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.
44. Personnel may view their Training Folder at any time by contracting 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.
45. Frequency of Training
- a. Listed below are the "required" training subjects and their training frequency. This list is not all inclusive and other subjects may be added at anytime by the Fire Chief.
46. Monthly Training:
- a. *Safety Procedures
- b. *Emergency Medical Subjects
47. Incident Critiques
48. General Fire Fighting subjects and tactics
49. Territory Familiarization (i.e. Pre-plan tours)
- i. B. Quarterly Training:
1. *Fire Department Operating Procedures
50. High Hazard Location
1. *Streets
2. *Driver Training
- b. C. Semi-Annual Training:
1. *Mutual Aid joint training exercises

- ii. *SCBA (operation, safety, donning and doffing)
- iii. *Fire officer Training (officers only)
- c. D. Annual Training
51. CPR (recertification)
52. Emergency Vehicle driving (recertification)
- i. *Automotive Extrication
- ii. *Incident command System
53. Hazardous Materials (first Responder level refresher)
- a. E. Bi-Annual Training
54. EMT Refresher course (recertification)
55. Dive Rescue
56. Testing
57. Written tests on training subjects shall be administered when applicable.
58. Minimum passing score on test 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. After three attempts with no satisfactory result, the training officer will notify the Fire Chief in writing for disciplinary action.
59. 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 test given. This average CAN be used as one factor when reviewing a person's performance.
60. Emergency Vehicle Driver Certification:
61. 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.
62. Certification shall consist of both written and practical testing.
63. 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.
64. Training Materials Sources
65. 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.
66. Other source materials will be utilized as needed.

WELLNESS/ FITNESS PROGRAM

Purpose:

The Petal Fire Department's Wellness/ Fitness Program is designed to improved 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 2:00p.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.

Physical Fitness Program:

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.

Clothing worn on duty should be clean, pressed, and a professional appearance maintained. All buttons of the uniform shirt shall be 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.

INCIDENT OPERATIONS

This Operating Guideline is applicable to all firefighters for the City of Petal. It is modified as necessary by Joint Operating Guidelines 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 ¼ in. attack line will be laid.
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.

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- c. All tactical withdrawals will be made quickly but in an organized manner. Hose lines 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. APAR (Personnel Accountability Report) should be initiated by the IC.
 - e. Follow-up instructions will be given to crews to meet the new firefighting 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 hose line. They will have priority for use of hand lines.
 - c. Rescue teams will always wear SCBA's 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.
 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 Command Board on any incident involving multiple units.
The BC Truck shall be the Command Post (CP) unless otherwise stated over the radio. On incidents where the BC does not respond, the CP will normally be the first Unit on 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 BC Truck shall contain the following PAS equipment:

1. Incident Command Note Book
2. Incident Command Vests
3. Incident Accountability Board

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.).

- c. RAPID INTERVENTION TEAM (RIT)

At a structure fire or any situation with unusual hazards, the IC should designate at least 2 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's 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 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 they "have a PAR" or they are missing individuals.

In 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 (30-60seconds)
- "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 report."
- "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, en-route to Rescue Group, second floor."

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 an 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.

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Quiet hours for sleep time are required from 10:00p.m. to 6:00a.m. Firefighters may reture after 5:00p.m., on weekdays and anytime on weekends or holidays unless the work schedule has not been completed, and shall arise by 6:00a.m. All firefighters shall observe quiet time for firefighters wishing to sleep.

Maintenance problems arising at the station will be reported in writing to the officer in charge who will notify the Chief if necessary for repairs.

No more than one personal vehicle, including truck, auto, trailers, or boat 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.

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 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 noufication upon the individual's arrival.

In order to keep a clean and neat appearance for all the stations 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.

Firearms are not permitted in or around any station or premise occupied by the Fire Department. As allowed by law firearms may be kept in personal locked vehicles parked on the premises as long as they are not handled for cleaning, repairing, or showing, etc.

The television set will be allowed on while on duty but kept to a low volume and will be at the descretion of the station officer. Television will not be allowed to intefere with any station duties or training exercises.

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 5:00p.m., if necessary. (The only exception is the monthly detail which shall be completed by the same shift that began it.)

All firefighters are responsible for participation in station cleaning during their tour of duty. After meal time, each firefighter shall clean up after himself. This should be completed prior to the end of mealtime.

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.

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The flag will be raised every morning promptly before 8:00a.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 officers of the department.

All firefighters shall participate in getting apparatus back in service after a call. Apparatus shall be put in service before men break for meals or showers.

Firefighters are responsible for keeping clean all personal protective clothing and equipment issued to them. Any protecuve 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.

Each firefighter 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 put in the firefighters equipment locker.

No fire department equipment will be loaned out without approval of the chief.

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.

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.

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 a special occasion.

Lawn care includes cutting all grass within the fire department boundary lines, weed-eating, picking up trash, blowing off walks, watering the lawn, and flower beds or shrubbery care.

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--no: small loads or individual items.

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.

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.

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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.

Uniforms

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

1. Blue buttoned shirt (all chiefs wear white button shirt or polo shirt)
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 any certification fire patch on right arm, but only one patch per sleeve.
- !2. If smoke any patch other than EMT 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 times 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 with approved fire department insignia
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 or boots)
6. Black belt

Must be worn 8:00a.m. to 4p.m. on weekdays when Class A uniforms are not required.

Class C (All items are fire department issues except shoes and socks)

1. Blue t-shirt with approved fire department insignia
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.

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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.

*Uniform foorwear 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 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 only.

Uniforms worn by administrative personnel may vary from fire department class uniform, but will dress professionally with fire badge.

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. Firefighters' 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. Hair will be kept over the ears and off the collar.

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 disfiguration 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. Firefighters' facial hairs will not extend into the seal of the air mask. Mustaches are permitted, otherwise the face will be cleanly shaved before reporting to duty. Sideburns will not be permitted to extend below the opening of the ear.

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

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- n. 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.
 - o. Stop for all school buses displaying flashing lights, and proceed only after the driver of the school bus signals that it is safe.
 - p. 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.
 - q. Notify communications if not responding from their routine location and shall give the new location.
6. One of the most dangerous actions that we undertake is the backing up of a vehicle. In order to standardize our guidelines on this matter, the following guidelines shall be followed by all drivers.
- a. When it is necessary to back up 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.
 - b. 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.
 - c. 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.
 - d. 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.

VEHICLE AND EQUIPMENT REPAIR PROCEDURES

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 him. 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:

Vehicles or equipment parts found to be inoperable during any inspection should be repaired by the assigned crew when possible. Driver/ operator 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

EXHIBIT "C"

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 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 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 contracted 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 battalion 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 supports.

APPENDIX A
Hiring Process

Individuals shall make applications for employment between 8:00a.m.-4:30p.m. Monday- Friday at City Hall 109 West 8th 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 fire council.

APPENDIX B
PERFORMANCE EVALUATION
EMPLOYEE PERFORMANCE EVALUATION
Date: _____
NAME: _____ TITLE & JOB
CODE: _____
EMPLOYEE NO.: _____ DEPT.: _____
Purpose of Evaluation (check one) 30 Days Evaluation Semi Annual Annual
60 Days Evaluation 90 Days Evaluation

	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory	Very good	Excellent
Accuracy	Continually makes errors	<input type="checkbox"/> Makes no excessive number of errors	<input type="checkbox"/> Makes an average number of errors	<input type="checkbox"/> Makes very few errors	<input type="checkbox"/> Rarely makes errors
Neatness	Work performed is not neat	<input type="checkbox"/> Neatness of work is not average	<input type="checkbox"/> Work usually neat	<input type="checkbox"/> Work is very neat	<input type="checkbox"/> Neatness of work is outstanding
Thoroughness	Work never complete	<input type="checkbox"/> Thoroughness is below average	<input type="checkbox"/> Work is usually complete	<input type="checkbox"/> Thoroughness is above average	<input type="checkbox"/> Work is complete in every detail
Quantity	Slow worker seldom completes on time	<input type="checkbox"/> Meets minimum requirements for amount of work done	<input type="checkbox"/> Amount of work meets average requirement	<input type="checkbox"/> Always completes substantially more than minimum requirements	<input type="checkbox"/> Consistently does much more than expected standards.
Job knowledge Training	Does not respond well to training or suggestions	<input type="checkbox"/> Is slow responding to training	<input type="checkbox"/> Generally responds well to training	<input type="checkbox"/> Responds to training very well	<input type="checkbox"/> Learns very quickly Appreciates being taught new jobs or methods
Knowledge	Skill of performance is poor	<input type="checkbox"/> Below average in skill	<input type="checkbox"/> Performs job with average skill	<input type="checkbox"/> Is quite skillful in performance of job	<input type="checkbox"/> Is very skillful in performance of job
Execution	Quite inefficient in performing work	<input type="checkbox"/> Efficiency of performance is below average	<input type="checkbox"/> Has average efficiency in job performance	<input type="checkbox"/> Work is generally done quite efficiently	<input type="checkbox"/> Works with maximum efficiency
INITIATIVE Interest	Shows no desire to improve performance	<input type="checkbox"/> Tries occasionally to better performance	<input type="checkbox"/> Shows interest in doing a good job	<input type="checkbox"/> Tries to improve self	<input type="checkbox"/> Constantly tries to obtain knowledge for job
Planning	Has no ability to plan work	<input type="checkbox"/> Plans work poorly	<input type="checkbox"/> Plans work fairly well	<input type="checkbox"/> Plans work very well	<input type="checkbox"/> Excellent ability to plan work
Resourcefulness	Displays no creative ability	<input type="checkbox"/> Very seldom has new ideas	<input type="checkbox"/> Sometimes has new ideas for doing work	<input type="checkbox"/> Often has new ideas for doing work	<input type="checkbox"/> Very often has new ideas as to how work can be done better
DEPENDABILITY Punctuality	Very often late	<input type="checkbox"/> Often late	<input type="checkbox"/> Occasionally late	<input type="checkbox"/> Rarely late	<input type="checkbox"/> Never Late
Attendance	Absent often	<input type="checkbox"/> Attendance record not too good	<input type="checkbox"/> Good attendance recorded	<input type="checkbox"/> Rarely absent	<input type="checkbox"/> Never Absent
Application	Looks no job	<input type="checkbox"/> Needs constant supervision to keep busy	<input type="checkbox"/> Needs average supervision	<input type="checkbox"/> Needs less than average supervision	<input type="checkbox"/> Little or no supervision
Industry	Does not apply self	<input type="checkbox"/> Could easily work hard	<input type="checkbox"/> Average worker	<input type="checkbox"/> Very good worker	<input type="checkbox"/> Excellent worker
Manner	Sullen, reticent, critical	<input type="checkbox"/> Indifferent, inelastic	<input type="checkbox"/> Usually tactful	<input type="checkbox"/> Very tactfully and considerate to others	<input type="checkbox"/> Generous, courteous, Kind in every respect
Cooperation Courtesy	Never or Seldom Courteous	<input type="checkbox"/> Sometimes courteous	<input type="checkbox"/> Usually courteous	<input type="checkbox"/> Always courteous	<input type="checkbox"/> Always very courteous
Helpfulness	Never offers assistance	<input type="checkbox"/> Slow to help others	<input type="checkbox"/> Is often helpful	<input type="checkbox"/> Is very helpful	<input type="checkbox"/> Goes out of way to be helpful

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

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- Helmet, turnout coat and pants, gloves, and firefighter 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 firefighting 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.

12. Returning to Service

- a. After completion of firefighting 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 whipping 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.

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 in writing.
 - d. Fill out the "Daily Check List for Driver" 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.

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APPENDIX D

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.

Issues arising from Trading Time will be handled among the individuals, with assistance from 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 be not manage or document Trading Time farther 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 compensational time and will not be reported on time sheets.

EXHIBIT "C"

TRADING TIME FORM

_____ 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 into 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 E

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 Smoke Diver, 1002, 1041-I) ()
 - c. Required Courses:
 - i. Fire Officer 1021-I ()
 - ii. Fire Safety Officer 1521 ()
 - iii. Haz-Mat Technician I ()
 - iv. 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. 10pts.) _____
- b. Officer service- 1 point for each year with the city as an officer. (max. 10pts.) _____
- c. College
 - i. Fire Service Associate Degree- 2pts.
 - ii. Fire Service Bachelor's Degree- 5pts.
 - iii. Non Fire Service Associate Degree- 1 pt.
 - iv. Non Fire Service Bachelors Degree- 3pts.

(max. 5pts.) _____

- d. Professional Certification Courses- 1point each:
 - i. Haz-Mat First Responder 472- I ()
 - ii. Haz-Mat Technician 472-II ()
 - iii. Fire Dept. Safety Officer 1501 ()
 - iv. Fire Investigator 1033 ()

- v. Dive Rescue Specialist ()

- vi. Rope Rescue Specialist ()
- vii. Certified Advanced Rescue Specialist ()
- viii. _____ ()
- ix. _____ ()
- x. _____ ()

(max. 10pts.) _____

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- e. NREMT- Paramedic 5pts. _____

- f. In-Service Departmental Training:
 - i. Previous 12mths. Training grade average _____

Scale: 100 & up = 10pts., 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 months.)

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.) _____

ce	Subordinates' discipline: Does not like to be given orders	<input type="checkbox"/>	Occasionally is not willing to follow orders with grumbling	<input type="checkbox"/>	Consistent average in complying with rules and orders	<input type="checkbox"/>	Complies with all rules and orders	<input type="checkbox"/>	Carefully follows rules and orders	<input type="checkbox"/>
ice	Upholds discipline	<input type="checkbox"/>	Occasionally upholds discipline	<input type="checkbox"/>	Personal appearance is usually good	<input type="checkbox"/>	Neat and well-groomed	<input type="checkbox"/>	Absolutely immaculate	<input type="checkbox"/>
sal	Concepts: understands and respects confidential information	<input type="checkbox"/>	Limited understanding of professional properties	<input type="checkbox"/>	Fair understanding of professional properties and ethics	<input type="checkbox"/>	Good understanding of professional properties	<input type="checkbox"/>	Professional in manner, approach and speech	<input type="checkbox"/>

MINUTE BOOK 29 Specific Goals or Improvement Programs to be undertaken during the next evaluation period:

EXHIBIT "C"

Record Specific work performance deficiencies or job behavior requiring improvement or correction;

Performance Evaluation

For Employees Who Supervises others

Unsatisfactory Marginal Satisfactory Very Good Excellent

Planning & Organizing					
Scheduling & Coordinating					
Training & Instructing					
Effectiveness					
Evaluation Subordinates					
Judgments & Decisions					
Leadership					
Operational Economy					
Supervisory Control					
Disciplinary Control					
Fairness & Impartiality					
Approachability					

Record job strengths, Superior Performance Incidents, Progress achieved:

Rater's Comment:

Overall Evaluation:

Substandard Substandard but making progress Doing an adequate job

Definitely above Average Superior

Rater: I certify this report represents my best judgment.

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

APPENDIX C

Referenced National Fire Protection Codes, Standards, and other related acronyms.

10	Standard for Portable Fire Extinguisher
1001-1-11	Professional Qualification for Firefighter
1002	Professional Qualification for Fire Apparatus Driver/ Operator
1021-1-11	Professional Qualification for Fire Company Officer
1041-1-11	Professional Qualification for Fire Service Instructor
1403	Standard for Live Fire Training Evolutions
1521	Professional Qualifications 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
FCV	Fire Chiefs Vehicle (Command Post at major incidents)
PAR	Personnel Accountability Report
RI7	Rapid Intervention Team
IC	Incident Commander (senior officer on the scene of an incident)
PIO	Public Information Officer

Only documentation in the applicant's departmental Training Record and Working File Of Employee Information will be considered in the tabulation of promotional points.

EXHIBIT "C"

1. Required Training/ Experience: (no points)

a. Petal Firefighter (including Smoke Diver, 1002, 1041- I) ()

b. Required Courses:

i. Haz-Mat Technician I ()

ii. Fire Officer 1021 I & II ()
2. 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 pts.) _____

c. Professional Certification Courses – 1 point each

i. Fire Service Instructor 1041- I ()

ii. Fire Officer 1021- I&II ()

iii. Haz-Mat Technician II ()

iv. Fire Dept. Safety Officer 1501 ()

v. Fire Investigator 1033 ()

vi. Dive Rescue Specialist ()

vii. Rope Rescue Specialist ()

viii. Certified Advanced Rescue Specialist ()

ix. _____ ()

x. _____ ()

10 pts.) _____

d. NREMT- Paramedic () 5 points _____

e. In-Service Departmental Training:

i. Previous 12 months training grade average _____
Scale: 100=10pts, 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:

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- 57
3. Performance Rating (Previous 12 months):

Performance points will be based on Annual Performance Evaluations:
Excellent = 5 points
Outstanding = 10 points
Total Performance Points (max. 10pts.) _____

4. Bi-Annual Physical Fitness Tests:

Has not met minimum physical fitness standards.- Not eligible for promotion 5
Has met minimum physical fitness standards.
points
Has exceeded minimum physical fitness test by 1 minute or more. 10
points
Total Physical Fitness Points (max. 10 pts.): _____

5. Promotion Test

1 point for each test point above 70% Test Score _____
Failure of promotional exam (below 70%) = Not eligible for promotion

6. Promotion Board Results:

a. Interviewer # 1 _____

b. Interviewer # 2 _____

c. Interviewer # 3 _____

d. Interviewer # 4 _____

e. Interviewer # 5 _____

7. Final Computation

Promotional Board Score: _____

Additional Training Points: _____

Performance Points: _____

Physical Fitness Points: _____

Total Promotion Board Score (max. 30pts.): _____
- PFDSOG003
- 58
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- 2008
- + Promotion Test Points:

Total Score (Max. 120 pts.):

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- PFDSOG003
- 2008
- | APPENDIX F | |
|--|---------------------------------------|
| Petal Fire Department Rank Structure | |
| Probationary | Date of Hire |
| Recruit Firefighter | Eligible beginning of the second year |
| Firefighter Third Class third year | Eligible beginning of the |
| Firefighter Second Class | Eligible beginning of the fourth year |
| Firefighter First Class | Eligible beginning of the fifth year |
| Fire Engineer | Eligible beginning of fifth year |
| Fire Lieutenant | Eligible beginning of sixth year |
| Fire Training Officer | Eligible beginning of third year |
| Fire Battalion Chief | Eligible beginning of the eighth year |
| Fire Logistics Chief | Eligible beginning of the eighth year |
| Public Safety Dispatcher | Fire/ Police |
| Fire Inspector | Eligible beginning of the fifth year |
| Assistant Fire Chief | Eligible beginning of the tenth year |
| Fire Chief | eligible beginning of the tenth year |
| Salaries: Set by Mayor and Board of Aldermen | |
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V. PROMOTIONAL TEST:
1 point for each test point above 70%
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. 30pts.) _____

VII. FINAL COMPUTATIONS:

Promotional Board
Score: _____
Add. Training Points: _____
Performance Points: _____
Physical Fitness
Points: _____
+ Promotion Test
Points: _____
TOTAL SCORE

(max. 130 pts.): _____

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PETAL FIRE DEPARTMENT
LIEUTENANT'S PROMOTIONAL TALLY SHEET

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Only documentation in the applicant's departmental Training Record and Working File Of Employee Information will be considered in the tabulation of promotion points.

- EXHIBIT "C"
1. Required Training/ Experience: (no points)
- a. 5 Years firefighting service with city. _____
- b. Petal Firefighter (including Smoke Diver, 1002, 1041- I) _____
- c. Required Courses:
- i. HazMat Technician I _____
- ii. Fire Officer 1021 I & II _____
- iii. NFPA 1521 Fire Department Safety Officer _____
- iv. Certified state or national Fire Command Tactical Class or Classes (minimum 40hrs.) _____
2. 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. 10pts.) _____
- c. College:
- i. Fire Service Associate Degree - 2points _____
- ii. Fire Service Bachelor's Degree - 5 points _____
- iii. Non Fire Service Associate Degree - 1 point _____
- iv. Non Fire Service Bachelor's Degree - 3 points (max. 5 pts.) _____
- d. Professional Certification Courses - 1 point each:
- i. HazMat Technician 472-II _____
- ii. Fire Investigator 1033 _____
- iii. Dive Rescue Specialist _____
- iv. Rope Rescue Specialist _____
- v. Certified Advanced Rescue Specialist _____
- vi. _____
- vii. _____

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VIII. _____

IX. _____

X. _____

(max. 10 pts.) _____

e. EMT-Paramedic _____

f. In-Service Departmental Training: _____

points _____

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1. Previous 12 months training grade average _____
Scale: 100 & up = 10pts., 99=9, 98=8, 97=7, 96=6, 95=5, 94=4, 93=3, 92=2, 91=1.

Training Points _____

3. Performance Rating (Previous 12 months):

Performance points will be based on annual Performance Evaluations

Excellent = 5 points

Outstanding = 10 points

(max. 10 pts.) _____

Total Performance Points

4. Bi-annual Physical Fitness Tests:

Has not met minimum physical fitness standards. - Not eligible for promotion

Has met minimum physical fitness standards

points _____

Has exceeded minimum physical fitness test by 1 minute or more

points _____

Total Physical Fitness

Points (max. 10 pts.) _____

5. Promotional Test

1 point for each test point above 70%

Score _____

Failure of promotional exam (below 70%) = Not eligible for promotion

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Promotional Board Results:

a. Interviewer #1 _____

b. Interviewer #2 _____

c. Interviewer #3 _____

d. Interviewer #4 _____

e. Interviewer #5 _____

Total
Promotion board Score (max. 30pts.) _____

Final Computations: Promotional Board

Score: _____

Additional Training

Points: _____

Performance Points:

Physical Fitness

Points: _____

Promotion Test

Points: _____

Total Score (max. 130 pts.): _____

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Petal Fire Department
Engineer Promotional Tally Sheet

Name: _____

Date: _____

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APPENDIX G

PETAL FIRE DEPARTMENT TRAINING DEPARTMENT

- *CPAT Description: Candidate Physical Ability Test
Pre-Entry into a Mississippi Fire Personnel minimum standards and certification board NFPA 1001- I&II firefighting 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 Firefighter 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.
- *1003 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, and analysis of fire patterns, determining the cause/ origin of fires, fire scene investigation, etc.
- *1035 Description: Fire & Life Safety Educator

EXHIBIT “C”

- 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 including: information on ropes, knots, rigging, simple mechanical advantage, and other related equipment.
 - *Confined 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 firefighters.
 - *Emergency Medical Technician Description: Course is an advance level of Emergency Care of 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 as national standard

- test known 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.

MOTORCYCLE LEASE AGREEMENT

CITY OF PETAL
MINUTE BOOK 29

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This Motorcycle Lease Agreement (the "Lease") is made this Nov. 30th 2008 by and between Harley-Davidson of Central Ms. 3509 I-55 south Jackson, Ms. 39212 ("Dealer" or "Lessor") and City of Petal, Police Dept (the "Office" or "Lessee") whose address is 124 E. Main, Petal, Ms. 39265 for the lease of police motorcycles (hereinafter referred to as "the vehicles") as described in Exhibit "A" attached hereto for use by the Department's authorized employees in the performance of police-related or law-enforcement duties. The terms and conditions of the Lease are as follows:

1. **Term:** The term of this Lease shall be 12 months. At the end of the lease agreement, upon mutual consent the motorcycles could be replaced with the newest model available. Lessee shall have the right to extend the term of this Lease, provided that Lessor agrees, upon the same terms and conditions as provided in the Lease. In the event Lessee elects to exercise its option to renew the terms of the Lease, then Lessee shall provide Lessor with written notice of its election.

2. **Payment:** Lessee shall make monthly lease payments to Lessor in the amount of \$260.00 per vehicle 0 ANTILOCK BRAKE SYSTEM. In the event Lessee is subject to budgetary constraints, an alternative payment plan for the lease (i.e. a lump-sum payment) can be arranged with Lessor.

3. **Miscellaneous:** Lessee agrees to pay for all official fees in connection with the certificate of title, registration and license fees and any applicable taxes for each of the leased vehicles. Lessor agrees to waive all charges with respect to freight and dealer prep of the vehicles except those cost associated with the installation of a police package \$100.00 per exchange.

4. **Maintenance, Repairs and Operating Expenses:** Lessee is responsible for and agrees to pay for all maintenance and repairs to keep the vehicles in good working order and condition and other expenses associated with operating the vehicles. Lessee agrees to service the vehicle according to the manufacturer's recommendations as outlined in the owner's manual for the vehicles, and as requested by the manufacturer in any recall campaign. Lessee's use or repair of the vehicle must not invalidate any warranty. There are no mileage restrictions placed on the leased vehicles. Any and all invoices or copies of the original invoices for services, repairs or warranty work performed anywhere other than the leasing dealership, must be made available to the leasing dealership within (7) working days of the invoice by fax or mail.

EXHIBIT "D"

5. **Use and Subleasing:** Lessee agrees that the vehicles (A) will be operated only by authorized licensed drivers employed by Lessee as law-enforcement officers; (B) will be kept free of all fines, liens, and encumbrances; (C) will not be used illegally, improperly, for hire, or contrary to the manufacturer's recommendations; and (D) will not be altered, marked or have equipment installed on them without Lessor's consent. Lessor does consent to have Lessee install police equipment and police decals to be properly removed at time of turn in of vehicle.

6. **Insurance:** During the term of the Lease Lessee must maintain public liability and physical damage insurance on the vehicles that covers both Lessee and Lessor. Harley-Davidson of Central Ms. 3509 I-55 South, Jackson, Ms. 39212 must be listed as Lienholder of each vehicle. Lessee agrees that the Department's own liability and personal injury protection insurance will provide primary insurance coverage up to its full policy limits. Lessor must be named as "additional insured" and "loss payee" on Department's insurance policy. Lessee will provide Lessor with evidence of this insurance. Lessee's insurance policy must provide that Lessor will be notified in writing at least 10 days before the insurance is cancelled or coverage altered and that Lessor, or its representatives, may have full access to any claim file in the event of an insurable loss.

7. **Notice of Accidents and Cooperation:** Lessee agrees to cooperate fully with Lessor and any insurance company in the investigation and defense of any and all claims arising from their possession and use of the vehicles. Lessee will make a complete report to Lessor within 48 hours after any accident, theft, or loss involving the vehicles.

8. **Indemnification:** Lessee agrees to indemnify and hold Lessor, its affiliates, assignees, officers, agents and employees harmless from all losses, liability, damages, injuries, claims, demands and expenses, including attorneys fees, arising out of the use of the vehicles while in the care, custody or control of the Lessee. Lessor agrees to indemnify and hold Lessee, its affiliates, assignees, officers, agents and employees harmless from all losses, liability, damages, injuries, claims demands and expenses, including attorneys fees, arising out of the use of the vehicles while in the care, custody or control of the Lessor.

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9. **Limitation of Liability:** Lessor shall not be liable for any indirect or consequential damages or inconvenience (except for those relating to personal injury) which may result to Lessee from any damages to, or defect in, the vehicles for the time needed to repair or service the vehicles. Monthly lease payments shall continue and not be reduced or delayed during this time. Lessor makes no express warranties covering the vehicles. In particular, Lessor makes no express warranties of vehicle condition, merchantability, durability or fitness for a particular purpose of use covering the vehicle, and Lessor expressly disclaims any such warranties.

10. **Return of the Vehicles:** At the end of the Lease, the Department must return the vehicles to Lessor in good condition, without damage, excessive wear or use and with all the original equipment installed by the manufacturer.

11. Vehicles must be picked up by Lessee.

Harley-Davidson of Central Ms.

By: Homer Orr
Homer Orr, Manager
Police/Fleet Sales & Leasing

By: [Signature]
Signature
Title: Mayor