

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 APRIL 5, 2011 AT 6:00 P.M. IN THE BOARDROOM OF SAID CITY.

THOSE PRESENT	MAYOR HAL MARX
CITY ATTORNEY	DAPHNE LANCASTER
ALDERMEN	DAVID CLAYTON TONY DUCKER WILLIE HINTON STEVE STRINGER
OTHERS	ADA MADISON TOMMYE CORLEY E L PORTER BERNARD JACKSON AND MANY OTHERS

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

THE INVOCATION WAS OFFERED BY MILTON PALMER.

THE PLEDGE OF ALLEGIANCE WAS RECITED.

WHEREAS, THE MAYOR PRESENTED THE AGENDA WITH THE FOLLOWING AMENDMENTS

GENERAL BUSINESS

6. ADD ALLOWANCE OF 8' X 16' BUILDING TO BE USED AS OFFICE SPACE TO CONDITIONAL USE.

31. REQUEST TO ACCEPT THE RESIGNATION OF CLYDE BREAZEALE IN THE POLICE DEPT EFFECTIVE 4/05/2011.

ORDERS & ORDINANCES

1. REQUEST TO BEGIN REVIEW PERIOD FOR ORDINANCE AMENDING METER DEPOSIT AND SETTING A DEPOSIT FEE FOR SEWER/SANITATION SERVICES.
2. REQUEST TO INCREASE RYAN EASLEY HOURLY RATE FROM \$12.97 PER HOUR TO \$13.50 PER HOUR.

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

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE MINUTES OF THE REGULAR MEETING OF MARCH 15, 2011.

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MARCH 15, 2011 AS WRITTEN. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX CALLED FOR PUBLIC COMMENT.

THERE WAS NONE.

WHEREAS, MAYOR MARX PRESENTED THE AGREEMENT WITH HATCH MOTT MACDONALD FOR STORM WATER SERVICES.

EXHIBIT "A"

AGREEMENT

THEREUPON, ALDERMAN HINTON MADE A MOTION TO ACCEPT THE AGREEMENT WITH HATCH MOTT MACDONALD FOR A TERM OF (1) ONE YEAR AND FOR STORM WATER SERVICES ONLY. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST FOR ADJUSTMENT TO WATER SERVICES BILLED TO 39 CHAR LANE.

THEREUPON, ALDERMAN HINTON STATED THAT UPON FURTHER INVESTIGATION OF THE REQUEST THE CITY IS SATISFIED THAT THE BILL WAS DUE TO AN ERROR ON THE CITY'S SIDE AND MADE A MOTION TO AUTHORIZE THE WATER DEPT TO MAKE THE NECESSARY CORRECTIONS TO THE ACCOUNT AT 39 CHAR LANE. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PAY DRYMASTER CARPET CARE INVOICE IN THE AMOUNT OF \$50.00 FOR CARPET CLEANING SERVICES AT 1235 OLD RICHTON RD.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO OMIT THE REQUEST FROM THE AGENDA STATING THAT IT HAS BEEN TURNED OVER TO MS MUNICIPAL LIABILITY PLAN. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX CALLED ON MIKE SLAUGHTER WITH SLAUGHTER & ASSOC. TO ADDRESS THE BOARD REGARDING REDISTRICTING.

THEREUPON, MR. SLAUGHTER PRESENTED THE BOARD WITH A PRESENTATION EXPLAINING THE STEPS TO REDISTRICTING. MAYOR MARX REQUESTED MR. SLAUGHTER PRESENT AN AGREEMENT FOR SERVICES TO THE BOARD FOR APPROVAL AT THE NEXT MEETING.

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PURCHASE AN AD IN THE 2011 ADP LEADERSHIP PINEBELT DIRECTORY.

THEREUPON, THE REQUEST DIED DUE TO LACK OF A MOTION.

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE DESIGN & CONSTRUCTION ENGINEERING CONTRACTS WITH SHOWS, DEARMAN & WAITS FOR 2011 STREET OVERLAY PROJECT.

EXHIBIT "B"

CONTRACT

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE DESIGN & CONSTRUCTION ENGINEERING CONTRACTS WITH SHOWS, DEARMAN & WAITS FOR 2011 STREET OVERLAY PROJECT. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ALLOW THE VINEYARD CHURCH TO USE THE SENIOR CENTER FOR OUTREACH ACTIVITIES.

EXHIBIT "C"

AGREEMENT

THEREUPON, ALDERMAN DUCKER MADE A MOTION TO ALLOW THE VINEYARD CHURCH TO USE THE SENIOR CENTER FOR OUTREACH ACTIVITIES. ALDERMAN CLAYTON SECONDED THE MOTION. ALDERMAN STRINGER STATED THAT IF PROBLEMS ARISE THEY WILL BE ADDRESSED AT THAT TIME.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PURCHASE (3) THREE MOTOROLA RADIOS, SPARE BATTERIES, AND SPEAKER MICS AT A COST OF \$2979.00 OUT OF STATE REBATE MONEY.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE FIRE DEPT TO PURCHASE (3) THREE MOTOROLA RADIOS, SPARE BATTERIES, AND SPEAKER MICS AT A COST OF \$2979.00 OUT OF STATE REBATE MONEY. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION TO GRANT A CONDITIONAL USE AT 405 W CENTRAL AVE.

EXHIBIT "D"

PLANNING COMMISSION MINUTES

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION AND GRANT A CONDITIONAL USE AT 405 W CENTRAL AVE FOR THE SALE OF USED VEHICLES AND TO ALLOW THE 8'x16' BUILDING TO BE USED AS OFFICE SPACE. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION TO REZONE PROPERTY LOCATED AT 8 & 12 LYNN RAY RD.

EXHIBIT "E"

ORDINANCE 1979 (42-A361)

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION TO REZONE THE PROPERTY LOCATED AT 8 & 12 LYNN RAY RD FROM RF AND R-1 TO C-3 AND ADOPT THE FOREGOING ORDINANCE. ALDERMAN DUCKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION TO GRANT A CONDITIONAL USE FOR 8 & 12 LYNN RAY RD.

EXHIBIT "D"

PLANNING COMMISSION MINUTES

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION AND GRANT A CONDITIONAL USE ALLOWING THE PLACEMENT OF METAL BUILDINGS AT 8 & 12 LYNN RAY RD. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION TO GRANT A CONDITONAL USE FOR 367 CORINTH RD.

EXHIBIT "D"

PLANNING COMMISSION MINUTES

THEREUPON, ALDERMAN DUCKER MADE A MOTION TO ACCEPT THE PLANNING COMMISSION RECOMMENDATION AND GRANT A CONDITIONAL USE ALLOWING THE SALE OF A MAXIMUM OF (4) FOUR VEHICLES AT 367 CORINTH RD. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE AGREEMENT OF INTENT AND THE CITY OF PETAL SPORTS COMPLEX BRIEF WITH THE DEPT OF THE NAVY.

EXHIBIT "F"

AGREEMENT OF INTENT
CITY OF PETAL SPORTS COMPLEX BRIEF

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE AGREEMENT OF INTENT AND THE CITY OF PETAL SPORTS COMPLEX BRIEF WITH THE DEPT OF THE NAVY FOR THE CONSTRUCTION OF BALLFIELDS AT ROBERT E RUSSELL SPORTS COMPLEX. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE QUOTE FROM ELITE MOSQUITO CONTROL FOR NEW SPRAYING MACHINE AT A COST OF \$16,780.00

EXHIBIT "G"

QUOTES

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO AUTHORIZE THE STREET DEPT TO PURCHASE A NEW SPRAYING MACHINE FROM ELITE MOSQUITO CONTROL AT A COST OF \$16,780.00. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE QUOTE FROM DEEP SOUTH TRUCK & EQUIPMENT SALES IN THE AMOUNT OF \$5,700.00 FOR 2005 FORD RANGER PICKUP.

EXHIBIT "H"

QUOTES

THEREUPON, ALDERMAN CLAYTON MADE A MOTION TO AUTHORIZE THE WATER DEPT TO PURCHASE A 2005 FORD RANGER PICKUP FROM DEEP SOUTH TRUCK & EQUIPMENT IN AMOUNT OF \$5,700.00. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PURCHASE (2) TWO TASERS AND (60) SIXTY 15FT TRAINING CARTRIDGES AT OF COST OF \$2,896.40 OUT OF THE LAW ENFORCEMENT FUND.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE POLICE DEPT TO PURCHASE (2) TWO TASERS AND (60) SIXTY 15FT TRAINING CARTRIDGES AT A COST OF \$2,896.40 OUT OF THE LAW ENFORCEMENT FUND. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO REFUND DOLLAR GENERAL IN THE AMOUNT OF \$223.36 FOR OVER PAYMENTS MADE ON WATER ACCOUNT THAT IS CLOSED.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO REFUND DOLLAR GENERAL IN THE AMOUNT OF 223.36 FOR OVERPAYMENTS MADE ON WATER ACCOUNT THAT IS CLOSED. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PAY BANCORP SOUTH INVOICE IN THE AMOUNT OF \$4,737.50 FOR INTEREST ON LTD OBLIG BOND SERIES 2002.

THEREUPON, ADLERMAN HINTON MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY SOUTH INVOICE IN THE AMOUNT OF \$4,737.50 FOR INTEREST ON LTD OBLIG BOND SERIES 2002. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE FOLLOWING PROOFS OF PUBLICATION FOR FILING.

- FINAL PAYMENT TO LEE'S ELECTRIC

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE FOREGOING PROOFS OF PUBLICATION FOR FILING. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO REDUCE THE SPEED LIMIT ON OLD RICHTON ROAD.

THEREUPON, ALDERMAN HINTON MADE A MOTION TO REDUCE THE SPEED LIMIT ON OLD RICHTON ROAD FROM 45 MPH TO 35 MPH EFFECTIVE APRIL 6, 2011. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

ALDERMAN CLAYTON LEFT THE ROOM.

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO SEND 2002 GMC, VIN#1GTEC14B82Z298286, TO MARTIN & MARTIN AUCTION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE SELL OF A 2002 GMC, VIN#1GTEC14B82Z298286, THROUGH MARTIN & MARTIN AUCTION. ALDERMAN DUCKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A LIST OF UNMARKED VEHICLES IN THE POLICE DEPT.

EXHIBIT "I"

LIST OF VEHICLES

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE FOREGONG LIST OF VEHICLES AS UNMARKED IN THE POLICE DEPT. ALDERMAN DUCKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE EMERGENCY RESPONSE PLAN FOR THE CITY OF PETAL.

EXHIBIT "J"

EMERGENCY RESPONSE PLAN

THEREUPON, ALDERMAN DUCKER MADE A MOTION TO ADOPT THE EMERGENCY RESPONSE PLAN FOR THE CITY OF PETAL. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE PETAL FIRE DEPT STANDARD OPERATING GUIDELINES.

EXHIBIT "K"

STANDARD OPERATING GUIDELINES

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE PETAL FIRE DEPT STANDARD OPERATING GUIDELINES. ALDERMAN DUCKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

ALDERMAN CLAYTON RE-ENTERED THE ROOM.

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PAY PEOPLES BANK INVOICE IN THE AMOUNT OF \$13,261.26 FOR INTEREST ON GO BOND SERIES 2001.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY PEOPLES BANK INVOICE IN THE AMOUNT OF \$13,261.26 FOR INTEREST ON GO BOND SERIES 2001. ALDERMAN DUCKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO REFUND CASH BOND IN THE AMOUNT OF \$100.00 TO ALLAN DEARMAN.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO REFUND THE CASH BOND IN THE AMOUNT OF \$100.00 TO ALLAN DEARMAN. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO DONATE THE FOLLOWING SURPLUS ITEMS TO MACEDONIA FIRE DEPT.

- 10 PAIR LEATHER BOOTS
- 5 MSA MASKS
- 6 MSA
- 2 SURVIAIR
- 3 MSA PACKS
- 5 OXYGEN CYLINDER REGULATORS

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO FIND THE ABOVE ITEMS AS SURPLUS AND DONATE THEM TO THE MACEDONIA FIRE DEPT. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO DISPOSE OF THE FOLLOWING ITEMS THAT HAVE BECOME DAMAGED OR UNSAFE FOR USE.

- WEED EATER
- MTD HAND HELD BLOWER
- 2 PLASTIC STORAGE CABINETS
- 3 BED FRAMES
- 7 HELMET SHELLS
- 1 NIGHT FIGHER SCENE LIGHT
- 1 PAIR RUBBER BOOTS
- 1 SPREADER TOOL
- 11 PAIR TURN OUT PANTS
- 15 TURN OUT JACKETS
- 1 AED UNIT

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE DISPOSAL OF THE ABOVE DAMAGED EQUIPMENT. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO TRANSFER THE FOLLOWING ITEMS TO OTHER DEPTS WITHIN THE CITY

- 3 PLASTIC STORAGE CABINETS TO RECREATION DEPT
- 5 PLASTIC STORAGE CABINETS TO CIVIC CENTER

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE TRANSFER OF THE FOREGONG ITEMS TO OTHER DEPARTMENTS WITHIN THE CITY. ALDERMAN DUCKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO DONATE SURPLUS BED FRAMES AND MATTRESSES TO THE PETAL CHILDREN'S TASK FORCE AND THE MACEDONIA FIRE DEPT.

THEREUPON, ALDRMAN STRINGER MADE A MOTION TO FIND THE BED FRAMES AND MATTRESSES AS SURPLUS AND DONATE THEM TO THE PETAL CHILDREN'S TASK FORCE AND THE MACEDONIA FIRE DEPT. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER

ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE PROJECT SAFE NEIGHBORHOOD GRANT.

EXHIBIT "L"

PROJECT SAFE NEIGHBORHOOD GRANT

THEREUPON, ALDERMAN HINTON MADE A MOTION TO ACCEPT THE PROJECT SAFE NEIGHBORHOOD GRANT IN THE AMOUNT OF \$12,675.00 IN AGREEMENT WITH USM FROM THE U. S. DEPT OF JUSTICE. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO PAY ESTIMATE #1 IN THE AMOUNT OF \$89,454.85 TO ARROWHEAD ENTERPRISES, LLC FOR GREENS CREEK BANK STABILIZATION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY ESTIMATE #1 IN THE AMOUNT OF \$89,454.85 TO ARROWHEAD ENTERPRISES, LLC FOR GREENS CREEK BANK STABILIZATION. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE DOCKET OF CLAIMS FOR THE MONTH OF MARCH 2011.

THEREUPON, ALDERMAN DUCKER MADE A MOTION TO AUTHORIZE THE CITY CLERK TO PAY CLAIMS #118896-119380 FOR THE MONTH OF MARCH 2011. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO ACCEPT THE RESIGNATION OF CLYDE BREAZEAL IN THE POLICE DEPT.

THEREUPON, ALDERMAN DUCKER MADE A MOTION TO ACCEPT THE RESIGNATION OF CLYDE BREAZEAL IN THE POLICE DEPT EFFECTIVE APRIL 5, 2011. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER

ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST FOR CARL JOHNSTON AND AMY HEATH TO ATTEND FLOODPLAIN 101 IN HATTIESBURG, MS ON JUNE 22, 2011.

THEREUPON, ALDERMAN HINTON MADE A MOTION TO AUTHORIZE CARL JOHNSTON AND AMY HEATH TO ATTEND FLOODPLAIN 101 IN HATTIESBURG, MS ON JUNE 22, 2011 AT NO COST TO THE CITY. ALDERMAN STRINGER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST FOR THE FOLLOWING FIREFIGHTERS TO ATTEND SMOKE DIVER COURSE AT THE MS STATE FIRE ACADEMY ON APRIL 25 – 28, 2011.

- SHANE ATKINS
- GRANT CROWDER
- BRIAN WELLS

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ATTEND SMOKE DIVER COURSE AT THE MS STATE FIRE ACADEMY ON APRIL 25 – 28, 2011 AND TO PAY EXPENSES. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST FOR CHANCE GARDNER TO ATTEND SSGT INSTRUCTOR TRAINING IN TUPELO, MS ON APRIL 25-29, 2011.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE CHANCE GARDNER TO ATTEND SSGT INSTRUCTOR TRAINING IN TUPELO, MS ON APRIL 25-29, 2011 AND TO PAY EXPENSES. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST FOR CHAD LEWIS TO ATTEND HAZMAT TECH SCHOOL AT THE MS STATE FIRE ACADEMY ON APRIL 4 – 15, 2011.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE CHAD LEWIS TO ATTEND HAZMAT TECH SCHOOL AT THE MS STATE FIRE ACADEMY ON APRIL 4 – 15, 2011 AND TO PAY EXPENSES. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST FOR THE FOLLOWING TO ATTEND MS MOSQUITO & VECTOR CONTROL ANNUAL WORKSHOP ON APRIL 13-14, 2011 IN BRANDON, MS.

- LARRY CARRAWAY
- DAVID SCHWANDT
- STANCE BRADLEY

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO AUTHORIZE THE FOREGOING TO ATTEND MS MOSQUITO & VECTOR CONTROL ANNUAL WORKSHOP ON APRIL 13-14, 2011 AND TO PAY EXPENSES. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED FOR REVIEW AN ORDINANCE AMENDING THE METER DEPOSIT AND SETTING A DEPOSIT FEE FOR SEWER/SANITATION SERVICES.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO TAKE THE ORDINANCE UNDER REVIEW. ALDERMAN CLAYTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE FOLLOWING ORDER INCREASING THE PAY RATE FOR RYAN EASEY.

ORDER

WHEREAS, THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF PETAL DEEM IT NECESSARY TO
INCREASE THE RATE OF PAY FOR RYAN EASEY

IT IS HEREBY ORDERED THAT RYAN EASEY BE
INCREASED TO \$13.50 PER HOUR EFFECTIVE
APRIL 6, 2011

SO ORDERED THIS THE 5TH DAY OF APRIL 2011

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

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE FOLLOWING RESOLUTION AMENDING THE FY2010-2011 BUDGET.

EXHIBIT "M"

RESOLUTION

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADOPT THE FOREGOING RESOLUTION. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED THE CERTIFICATE OF ATTENDANCE FOR MICHELLE STREBECK.

EXHIBIT "N"

CERTIFICATE OF ATTENDANCE

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ACCEPT THE CERTIFICATE OF ATTENDANCE FOR FILING. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

WHEREAS, MAYOR MARX PRESENTED A REQUEST TO CLEAR THE ROOM TO DETERMINE THE NEED FOR EXECUTIVE SESSION TO DISCUSS LEGAL ISSUES AND PERSONNEL ISSUES.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO CLEAR THE ROOM TO DETERMINE THE NEED FOR EXECUTIVE SESSION. ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ENTER INTO EXECUTIVE SESSION, ALDERMAN HINTON SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

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

THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

NO OFFICIAL ACTION WAS TAKEN IN EXECUTIVE SESSION.

THEREUPON, ALDERMAN STRINGER MADE A MOTION TO ADJOURN THE REGULAR MEETING OF
APRIL 5, 2011. ALDERMAN DUCKER SECONDED THE MOTION.


THOSE PRESENT AND VOTING "AYE"

ALDERMAN DAVID CLAYTON
ALDERMAN TONY DUCKER
ALDERMAN WILLIE HINTON
ALDERMAN STEVE STRINGER

THOSE PRESENT AND VOTING "NAY"

NONE

THERE BEING NO FURTHER BUSINESS, THE REGULAR MEETING OF THE MAYOR AND BOARD OF
ALDERMEN OF THE CITY OF PETAL, MISSISSIPPI WAS ADJOURNED ON APRIL 5, 2011


MAYOR HAL MARX

SEAL

ATTEST


MELISSA MARTIN, CITY CLERK

AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES

“EXHIBIT A”

THIS AGREEMENT is made and entered into this 15th day of March, 2011, by and between HATCH MOTT MACDONALD, LLC, having its principal place of business at 32 Millbranch Road, Suite 40, Hattiesburg, Mississippi 39402, hereinafter called “ENGINEER”; and CLIENT, having offices at 119 West 8th Avenue, PO Box 364, Petal, MS 39465, hereinafter called the “CLIENT”.

WHEREAS, CLIENT wishes to obtain professional engineering consulting services through the year 2013 (sometimes referred to herein as the “Work”), and

WHEREAS, the CLIENT desires that the ENGINEER be available to undertake such professional engineering services as the CLIENT may order hereunder,

NOW, THEREFORE, in consideration of the premises and the covenants and agreements contained herein, CLIENT and ENGINEER agree as follows:

SECTION 1 - BASIC SERVICES OF ENGINEER

- (a) ENGINEER shall provide the professional engineering services of the types described in Exhibit A attached hereto (“Further Description of Basic Services”).
- (b) Written Work Orders specifying the professional engineering services required will be issued hereunder from time to time by the CLIENT and will be mutually agreed by the CLIENT and the ENGINEER. These Work Orders may be in the form annexed hereto as Exhibit A, Attachment A-1. However, no particular formality is required for Work Orders and they may take the form of ordinary letters or oral instructions from the CLIENT. All the terms and conditions of this Agreement shall apply to each Work Order as if set forth at length therein.
- (c) ENGINEER is retained as an independent contractor and not as an employee of the CLIENT.
- (d) ENGINEER shall be responsible to CLIENT for ENGINEER’s negligent acts, errors or omissions in the performance of its professional engineering services and those of its subcontractors, agents and employees. However, ENGINEER shall not be responsible for the negligent acts, errors or omissions of any other persons including but not limited to the agents, employees and contractors of CLIENT.
- (e) ENGINEER’S SERVICES SHALL NOT BE SUBJECT TO ANY EXPRESS OR IMPLIED WARRANTIES WHATSOEVER.

SECTION 2 - ADDITIONAL SERVICES OF ENGINEER

General - If authorized in writing by CLIENT and agreed to in writing by ENGINEER, ENGINEER shall furnish or obtain from others Additional Services which will be paid for by CLIENT as indicated in Section 5. The following shall be Additional Services:

- (a) Services resulting from significant changes in the extent of the orders issued by the CLIENT or changes requested by CLIENT.
- (b) Additional or extended services made necessary by prolongation of the services ordered or acceleration of the ENGINEER’s progress schedule.
- (c) Services after completion of the Work as ordered by CLIENT.
- (d) Preparing to serve or serving as a consultant or witness (either expert or factual) for CLIENT in any arbitration, litigation, public hearing or other legal or administrative proceeding involving the Work.
- (e) Services normally furnished by CLIENT or other services not otherwise provided for in this Agreement and the Work Orders issued hereunder.

SECTION 3 - CLIENT’S RESPONSIBILITIES

CLIENT shall:

- (a) Assist ENGINEER by placing at his disposal all available information pertinent to the Work, including previous reports and any other data relative to the Work.
- (b) Arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform its services.
- (c) Examine all studies, reports, sketches and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants as CLIENT deems appropriate for such examination, within a reasonable time so as not to delay the services of ENGINEER.
- (d) Designate in writing a person to act as CLIENT’S representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT’S policies and make decisions with respect to the Work.
- (e) Give prompt written notice to ENGINEER whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER’S services or any alleged defect or non-conformity in the work of the ENGINEER.

SECTION 4 - PERIOD OF SERVICE

- (a) The provisions of this Section 4 and the various rates of compensation for ENGINEER’S services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Work through completion.
- (b) If there are material modifications or changes in the extent of the services or in the time of performance of ENGINEER’S services, the various rates of compensation and the time of completion of the services shall be equitably adjusted appropriately.
- (c) This Agreement shall cover the period from March 15, 2011 through ~~December 31, 2013~~ March 2012 *mm*

SECTION 5 - PAYMENTS TO ENGINEER

- (a) CLIENT shall pay ENGINEER for Basic Services rendered on a time and materials basis under ENGINEER’S Rate Schedule, attached hereto as Exhibit B.
- (b) A not to exceed amount shall be established by mutual agreement for each Work Order.
- (c) If at any time the ENGINEER determines that, without the fault of the ENGINEER, the not to exceed amount will not be sufficient to complete the services, he shall give notice of the same to the CLIENT, accompanied by his estimate of the additional funding necessary to complete such services, whereupon the CLIENT shall have the option of either providing the additional funds necessary for the completion of the services (in which case the Work Order shall be amended by mutual agreement to set forth the additional amounts) or reducing the further services to be provided by the ENGINEER consistent with the remaining funds in the not to exceed amount (in which case the Work Order shall be amended by mutual agreement to set forth the revised scope of work).
- (d) CLIENT shall pay ENGINEER for additional Services rendered under Section 2 as follows:
 - (i) For Additional Services rendered under Section 2 on the basis of ENGINEER’S Hourly Rate Schedule in effect at the time the services are rendered, and the actual hours of services rendered by any employees assigned to the Project.
 - (ii) Special Consultants. For services and reimbursable expenses of special consultants employed by ENGINEER, the amount billed therefore times a factor of 1.15.
 - (iii) For Reimbursable Expenses. In addition to payments provided for under Section 5, CLIENT shall pay ENGINEER the actual costs of all Reimbursable Expenses incurred in connection with Additional Services during the project.
- (e) ENGINEER shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. CLIENT shall make prompt monthly payments in response to ENGINEER’S monthly statements.
- (f) If CLIENT fails to make any payment due ENGINEER for services and expenses within thirty (30) days after the date of the ENGINEER’S bill therefor, the amounts due ENGINEER shall include a charge at the

rate of 1 1/2 % per month from said thirtieth day, and in addition, ENGINEER may, after giving seven (7) days’ written notice to CLIENT, suspend services under this Agreement until he has been paid in full all amounts due him for services and Reimbursable Expenses.

- (g) In the event of a termination under SECTION 6(a) of this Agreement, ENGINEER will be paid for all unpaid Basic Services, Additional Services and unpaid Reimbursable Expenses, to the date of termination.
- (h) Reimbursable Expenses mean the actual expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto; telephone calls and fax charges; postage and delivery charges; photographic and photo copying expense; and reproduction of reports, drawings, specifications, and other Work-related items as are set forth in the “Expenses” Schedule of Exhibit B. ENGINEER’S costs associated with computer usage shall also be a Reimbursable Expense, with ENGINEER to be compensated at his normal billing rates in effect for computer use at the time the usage occurs.

SECTION 6 - GENERAL PROVISIONS

- (a) Termination - Either the CLIENT or the ENGINEER may terminate this Agreement without advance notice and effective immediately for cause which, on the part of the ENGINEER shall be for breach of the terms and conditions of this Agreement, and, on the part of the CLIENT, shall be for failure to make the payments under the terms of this Agreement; or, otherwise, with or without cause, upon ten (10) days advance written notice to the other party.
- (b) Reuse of Documents - All documents prepared and delivered by ENGINEER pursuant to this Agreement are instruments of service in respect of the Work ordered. They are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Work or on any other project. CLIENT shall not reuse said documents without the express written consent of ENGINEER. Any such reuse shall be at the sole risk of the CLIENT.
- (c) Project Records - As used in this Agreement, the term, “Records”, shall include plans, reports, documents, field notes, work product, or other items generated or obtained for the Project by ENGINEER. Only original signed and sealed documents and drawings shall constitute Records. Unsigned or unsealed copies, prints, CADD files, computer programs, magnetic deliverables and/or any other media shall not be considered Records. If there is a discrepancy between the signed and sealed Records and any other documents or drawings, the Records shall prevail.
- (d) Records which are instruments of service deliverable under this Agreement shall become the property of the CLIENT upon payment for all the Work. Originals of Records shall remain in the possession of the ENGINEER. The CLIENT shall be entitled to additional copies of all Records within a reasonable period of time after forwarding a written request to the ENGINEER, provided that the CLIENT has paid the ENGINEER for all the Work. ENGINEER shall be compensated for the reasonable costs of research and reproduction of the additional copies of the requested Records.
- (e) Governing Law - This Agreement is to be governed by the laws of the State in which the services are to be performed.
- (f) Successors and Assigns - Neither CLIENT nor ENGINEER shall assign this Agreement without the express written consent of the other, and except to the extent that the effect of this limitation may be restricted

by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment, release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent consultants, associates and subcontractors as he may deem appropriate to assist him in the performance of the Work hereunder.

EXHIBIT A"

(g) Estimates of Cost - Since ENGINEER has no control over the cost of labor, materials or equipment, over contractor(s) methods of determining prices, or over competitive bidding or market conditions, his opinions of estimated Project cost or construction cost are to be made on the basis of his experience and qualifications and represent his professional judgment as an engineer, but ENGINEER cannot and does not guarantee that such cost will not vary from opinions of estimated cost prepared by him.

(h) The mandatory language of applicable equal employment opportunity and affirmative action laws and regulations promulgated by the federal and state governments having jurisdiction are incorporated by reference into this Agreement. ENGINEER agrees to afford equal opportunity in performance of this Agreement in accordance with an affirmative action program approved by the appropriate authorities.

SECTION 7 - EXHIBITS

The following Exhibits are attached to and made a part of this Agreement.

- (a) Further Description of Basic Services and Work Order (Exhibit A)
- (b) The ENGINEER'S Schedule of Hourly Rates and Expenses (Exhibit B)

SECTION 8 - INSURANCE

ENGINEER shall carry the following insurance during the performance of its services and shall provide certificates of insurance evidencing its coverage, prior to starting the Work. The certificates of insurance shall provide for advance notice to the CLIENT of any subsequent modification or cancellation of the coverages:

- (a) Worker's Compensation Insurance with statutory coverage and \$1,000,000 employer's liability coverage.
- (b) Commercial General Liability Insurance with aggregate annual limits of \$1,000,000.
- (c) Automobile Liability Insurance with aggregate annual limits of \$1,000,000.
- (d) Professional Liability Insurance with aggregate annual limits of \$1,000,000.

SECTION 9 - INDEMNIFICATION AND WAIVER

(a) The CLIENT hereby agrees to indemnify and hold harmless ENGINEER and its subcontractors, consultants, agents, officers, directors and employees from and against any and all claims, damages, losses and expenses, whether direct, indirect, or consequential (including but not limited to reasonable attorney's fees), arising out of, resulting from, or alleged to have arisen out of or to have resulted from, the services or work, or the failure to perform services or work, of ENGINEER, or any claims against ENGINEER arising from the

negligence of the ENGINEER, except for those claims, damages, losses or expenses proximately caused by the gross negligence, sole negligence or willful misconduct of ENGINEER. It is the intention of the parties that pursuant to this waiver and indemnification provision, the CLIENT shall indemnify ENGINEER to the fullest extent permitted by law for liabilities arising other than from the sole negligence or willful misconduct of ENGINEER. Such indemnification shall also not apply to claims, damages, losses or expenses which are finally determined to result from the fraud, intentional tort, bad faith or criminal misconduct of ENGINEER.

(b) In addition to and not in lieu of the above indemnification, the CLIENT does hereby waive any and all claims against ENGINEER for special, indirect or consequential damages of any nature whatsoever, arising out of or in any way related to the services or Work, from any cause or causes, including but not limited to joint and several liability or strict liability. Both the CLIENT and ENGINEER agree to waive the right to trial by jury and in any legal proceedings relating to this Agreement.

(c) In the event that the indemnification undertakings of the CLIENT, or any part thereof, are determined by a court of competent jurisdiction to be invalid or unenforceable, this waiver shall be considered severable and shall remain in full force and effect.

(d) Notwithstanding anything else to the contrary herein, the liability of ENGINEER under this Agreement (whether by reason of breach of contract, tort or otherwise, including under indemnification provisions, if any) shall be limited to the amount of ENGINEER'S fee payable hereunder.

(e) The CLIENT acknowledges that ENGINEER'S agreement to the amount of compensation provided for under this Agreement has been negotiated and agreed by reason of ENGINEER'S reliance on the foregoing limitation, indemnification and waiver undertakings of the CLIENT.

SECTION 10 - DISPUTE RESOLUTION

CLIENT and ENGINEER agree that any disputes arising out of this Agreement which cannot be resolved through good faith negotiations shall be submitted to binding alternative dispute resolution proceedings to be conducted before ENDISPUTE or a comparable private dispute resolution service. All fees incurred in the maintenance of such ADR proceedings (exclusive of attorney fees) shall be equally born by CLIENT and ENGINEER.

SECTION 11 - HEALTH AND SAFETY

CLIENT shall be solely responsible for the health, safety and welfare of its employees and agents and others with regard to the Work, and shall strictly comply with all health and safety rules, including but not limited to ENGINEER'S Injury, Illness and Prevention Program or applicable guidance which may be provided by ENGINEER, and all other applicable rules, regulations and guidance required by ENGINEER, Client or applicable government agencies relating to the Work. CLIENT is solely responsible for establishing and enforcing any additional requirements that CLIENT deems necessary to protect its employees, ENGINEER'S employees, and any other persons entering the site for purposes relating to CLIENT'S operations.

SECTION 12 - ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between CLIENT and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or

cancelled by the terms of a mutually agreed written instrument. In case of any inconsistency between the terms of a Work Order and this Agreement, the terms of this Agreement shall prevail, unless the terms of the Work Order expressly provide that the terms of the Work Order are to prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

ATTEST: CLIENT

By Hal Marx
Hal Marx
 Print or Type Name
Mayor
 Title

ATTEST: HATCH MOFF MACDONALD, LLC

By _____
 Rick Walker, PLS
 Vice President

extent allowable under State or Local Law) on non-stormwater discharges into the MS4, and appropriate enforcement procedures and actions; and

B.3.c. Develop a plan to detect and address non-stormwater discharges, including illegal dumping, into the MS4; and

B.3.d. Educate public employees, businesses, and the general public about the hazards associated with illegal discharges and improper disposal of wastes; and

B.3.e. Determine appropriate best management practices (BMPs) and measurable goals for this minimum control measure.

B.4 Construction Site Runoff Control

B.4.a. Have an ordinance or other regulatory mechanism requiring the implementation of proper erosion and sediment controls, and controls for other wastes, on applicable construction sites; and

B.4.b. Have procedures for site plan review of construction plans that consider potential water quality impacts; and

B.4.c. Have procedures for site inspection and enforcement of control measures; and

B.4.d. Have sanctions to ensure compliance (established in the ordinance or other regulatory mechanism); and

B.4.e. Establish procedures for the receipt and consideration of information submitted by the public; and

B.4.f. Determine the appropriate best management practices (BMPs) and measurable goals for this minimum control measure.

B.5 Post-Construction Runoff Control

B.5.a. Develop and implement strategies which include a combination of structural and/or nonstructural best management practices (BMPs); and

B.5.b. Have an ordinance or other regulatory mechanism requiring the implementation of post-construction runoff controls to the extent allowable under State or Local Law; and

B.5.c. Ensure adequate long-term operation and maintenance of controls; and

B.5.d. Determine the appropriate best management practices (BMPs) and measurable goals for this minimum control measure.

B.6 Pollution Prevention and Good Housekeeping

B.6.a. Develop and implement an operation and maintenance program with the ultimate goal of preventing or reducing pollutant runoff from municipal operations into the storm sewer system;

EXHIBIT A

FURTHER DESCRIPTION OF BASIC SERVICES

This is Exhibit A, attached to, made a part of and incorporated by reference into the Agreement for Professional Engineering Services. The Basic Services of ENGINEER as described in Section 1 of the Agreement are supplemented as indicated below.

A form of Work Order is attached hereto as Exhibit A, Attachment A-1.

“ EXHIBIT A ”

SF-BOA-WO

Exhibit A
Attachment A-1

WORK ORDER

Dated: 15th March 2011

This Work Order is issued between CLIENT and HATCH MOTT MacDONALD, LLC, pursuant to the Agreement for Professional Engineering Services between the parties dated the 15th day of March, 2011 and subject to all the terms and conditions thereof.

SCOPE OF WORK TO BE PERFORMED

The ENGINEER is hereby requested to perform the following services (the "Work"):

Task A – Review of Existing Program

Hatch Mott MacDonald Proposes to review all of the elements of the City's existing Stormwater Management Program. This will allow us to know how the program has functioned to date, and prevent redundant or unnecessary work and costs.

Task B – Implementation of Minimum Control Measures

Hatch Mott MacDonald proposes to review and continue to implement and/or improve the existing Stormwater Management Program that is composed of six program elements, or minimum control measures. A summary of the minimum control measures that constitute the Stormwater Management Program follow:

B.1 Public Education and Outreach

B.1.a Implement a public education program to distribute educational materials to the community, or conduct equivalent outreach activities about the impacts of stormwater discharges on local water bodies and the steps that can be taken to reduce stormwater pollution; and

B.1.b Determine the appropriate best management practices (BMPs) and measurable goals for the minimum control measure.

B.2 Public Participation and Involvement

B.2.a Comply with applicable State and Local public notice requirements; and

B.2.b Determine the appropriate best management practices (BMPs) and measurable goals for the minimum control measure.

B.3 Illicit Discharge Detection and Elimination

B.3.a Develop a storm sewer system map, showing the location of all outfalls and the names and locations of all waters of the United States that receive discharges from those outfalls; and

B.3.b Through an ordinance, or other regulatory mechanism, develop a prohibition (to the

and

B.6.b Include employee training on how to incorporate pollution prevention / good housekeeping techniques into municipal operations such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance; and

B.6.c Determine the appropriate best management practices (BMPs) and measurable goals for this minimum control measure.

Common to all of the minimum control measures are the best management practices (BMPs). HMM will implement and manage the Best Management Practices (BMP's) that the City of Petal has in place to reach the measurable goals that are associated with each of the minimum control measures.

The BMPs include, but are not limited to:

- Distribution of Educational Material
- Public Classroom Education
- Workshops for Professionals
- City Stormwater Steering Committee
- Volunteer Cleanup Events and other public events
- Waste Collection Center
- Maintain Municipal Stormwater Map
- Inspection and Maintenance of Stormwater System
- Identification of Illegal Discharges
- Train City Employees on Identification of Illegal Discharges and BMP's
- Construction Site Ordinances and Inspection

HMM will continue to evaluate these existing practices as they are implemented, and make recommendations to the City if improvements are required, or if any additional practices are required to fulfill the obligations of the permit.

As part of the inspection of stormwater system and the identification of illegal discharges, HMM will require the services of a testing laboratory qualified to perform water and soil quality and testing. These services will be provided through a sub-consultant.

Task C – Annual Reporting and Recoverage

Hatch Mott MacDonald proposes to compile and submit an annual report of the existing BMP's and proposed goals for the next annual period for the purpose of recoverage of the Stormwater Management NS4 permit. The findings of this report will be presented to the City government for their review and approval.

COMPENSATION

The ENGINEER shall be compensated as follows:

Task	Proposed Fee
A. Review of Existing Program	Time and Materials
B. Implementation of Minimum Control Measures	Time and Materials
C. Annual Reporting and Recoverage	Time and Materials
D. Retaine	\$100/month

Time and Materials: ENGINEER's compensation shall be on a time and materials basis, to be billed at the rates set forth in Exhibit B to this Work Order.

AUTHORIZATION

The undersigned Authorized Representative represents that funds have been duly appropriated and committed for this Work Order and that the Work has been duly authorized by the CLIENT. A copy of the CLIENT's authorizing Resolution is annexed hereto.

ACCEPTED:

Dated: 04/03/11

CLIENT

By: Hal Marx

Hal Marx
Type or Print Name

Mayor
Title

HATCH MOTT MacDONALD, LLC

Dated: _____

By: _____

Rick Walker, PLS
Vice President

STANDARD FORM of AGREEMENT
EXHIBIT B
between OWNER and ENGINEER
for
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____, 20__ (“Effective Date”)

between _____ **City of Petal** _____, (“OWNER”), and

SHOWS, DEARMAN & WAITS, Inc., (“ENGINEER”).

OWNER intends to: Level, overlay, install shoulder material, and mill tie in locations of the following street; West 8th Street, East 8th Street, North George from Central Avenue to West 1st Street, Meadowbrook and Pinehaven. (“Project”).

OWNER and ENGINEER in consideration of their mutual covenants as set forth herein agrees as follows:

ARTICLE 1 - SERVICES OF ENGINEER

1.01 Scope

A. ENGINEER shall provide the Basic and Additional Services set forth herein and in Exhibit A.

B. Upon this Agreement becoming effective, ENGINEER is authorized to begin Basic Services as set forth in Exhibit A.

C. If authorized by OWNER, ENGINEER shall furnish Resident Project Representative(s) with duties, responsibilities and limitations of authority as set forth in Exhibit D.

ARTICLE 2 - OWNER’S RESPONSIBILITIES

2.01 General

A. OWNER shall have the responsibilities set forth herein and in Exhibit B.

ARTICLE 3 - TIMES FOR RENDERING SERVICES

3.01 General

A. ENGINEER’s services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. Unless specific periods of time or specific dates for providing services are specified in this Agreement, ENGINEER’s obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.

B. If in this Agreement specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or dates are changed through no fault of ENGINEER, the rates and amounts of compensation provided for herein shall be subject

“ EXHIBIT C”

We, the representatives of the Vineyard Church, agree that in exchange for using the Petal Senior Center for outreach activities we will be responsible for cleaning the Center after use and returning it to the condition in which we found it. In addition, we agree to repair or replace any property at the Center, should it be damaged or destroyed while under our care.



Rev. Mark Farris

Glen Moore

Signed, March 24, 2011

City of Petal
Minute Book 31

CITY OF PETAL PLANNING COMMISSION
MINUTE BOOK 1

THEREUPON, COMMISSIONER CORLEY MADE THE MOTION TO APPROVE THE AGENDA.
COMMISSIONER BLACKWELL SECONDED THE MOTION.

BE IT REMEMBERED THAT THERE WAS HELD AND HELD THE REGULAR MEETING OF THE
PLANNING COMMISSION OF THE CITY OF PETAL, MISSISSIPPI ON MARCH 22, 2011 AT 6:00 P.M. IN
THE BOARDROOM OF SAID CITY.

EXHIBIT D

COMMISSIONERS PRESENT JOSEPH BARKER
 CHARLES BLACKWELL
 CHRIS CONN
 TOMMYE CORLEY
 JO DAVIS
 JEFFREY GINN
 ADAM JOHNSON
 CHARLES KENDRICK
 PATRICK MCGHEE

COMMISSIONERS ABSENT NONE

OTHERS PRESENT ALLEN FLYNT
 MILTON PALMER
 RUSSELL PALMER
 E.L. PORTER
 KARA DRANE
 JIMMIE DALE ODOM
 EDDIE REID
 BRYANT LEE
 AND OTHERS

THE CHAIRMAN DECLARED A QUORUM PRESENT AND DECLARED THE PLANNING
COMMISSION IN SESSION.

WHEREAS CHARLES KENDRICK PRESENTED THE AGENDA.

1. OLD BUSINESS

2. GENERAL BUSINESS

- A. REQUEST FOR A CONDITIONAL USE TO SALE USED VEHICLES AND PLACE AN 8'X10' OFFICE BUILDING ON THE PROPERTY LOCATED AT 405 W. CENTRAL AVENUE. (JIMMIE DALE ODOM)
- B. REQUEST FOR A ZONING CHANGE OF PROPERTY LOCATED AT 8 & 12 LYNN RAY ROAD, CONTAINING 4.988 ACRES +/- FROM R-1 (LOW DENSITY RESIDENTIAL) AND R-FR (RURAL FRINGE) TO C-3 (CENTRAL BUSINESS DISTRICT). (COLLEGE L.P.R. ALLEN FLYNT AGENT)
- C. REQUEST FOR A CONDITIONAL USE TO CONSTRUCT A METAL BUILDING ON PROPERTY LOCATED AT 8 & 12 LYNN RAY ROAD, CONTAINING 4.988 ACRES +/- (COLLEGE L.P.R. ALLEN FLYNT AGENT)
- D. REQUEST FOR A CONDITIONAL USE TO SALE USED VEHICLES ON THE PROPERTY LOCATED AT 767 CORINTH ROAD. (EDDIE REID)

THROUGH THE EARLY 1990'S THE METAL BUILDING STRUCTURE WAS PREVIOUSLY AT DEARMAN AUTO SALES AND HE PURCHASED IT FROM MR. PAYNE WHEN THE AUTO SALES BUSINESS CLOSED. MR. ODOM MOVED THE BUILDING TO HIS LOCATION, WHICH HAS BEEN ABOUT TWO MONTHS. IT IS AN 8'X10' OFFICE BUILDING.

THEREUPON CHAIRMAN KENDRICK ASKED FOR PLANNING COMMISSION DISCUSSION. COMMISSIONER GINN ASKED HOW MANY VEHICLES MR. ODOM PLANNED TO HAVE AT THE REQUESTED LOCATION. MR. ODOM STATED THAT THERE ARE USUALLY ABOUT TWENTY (20) VEHICLES AND HE HAS A SHOP BEHIND THE BUILDING BUT WANTS TO SET VEHICLES AT THIS LOCATION. COMMISSIONER GINN ASKED IF THE PLANNING COMMISSION WOULD APPROVE THE CONDITIONAL USE AND NOT ALLOW AUTO REPAIR TO BE DONE AT THE BLOCK BUILDING AT THE REAR OF THE PROPERTY. MR. ODOM STATED THAT THERE HAS BEEN A SHOP AT THE LOCATION SINCE 1976 IN THE BLOCK BUILDING. THE BUILDING HAS TWO BAYS AND IS A CONCRETE BLOCK BUILDING 46'X74'. COMMISSIONER JOHNSON STATED THAT HE WANTS TO LET MR. ODOM USE HIS PROPERTY FOR WHAT HE INTENDS BUT NOT TO WORK ON CARS IN THE FRONT OF THE BUILDING.

THEREUPON COMMISSIONER GINN MADE THE MOTION TO APPROVE THE CONDITIONAL USE FOR THE SALE OF USED VEHICLES AND TO ALLOW MR. ODOM TO USE THE 8'X10' BUILDING AS AN OFFICE. ANY NEEDED REPAIR WORK MUST BE DONE INSIDE THE EXISTING BLOCK BUILDING. NO VEHICLE REPAIRS ALLOWED OUTSIDE OF THE BUILDING. COMMISSIONER DAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

CHARLES BLACKWELL
CHRIS CONN
JO DAVIS
JEFFREY GINN
ADAM JOHNSON

THOSE PRESENT AND VOTING "NAY"

JOSEPH BARKER
TOMMYE CORLEY
PATRICK MCGHEE

THEREUPON CHAIRMAN KENDRICK PRESENTED NEW BUSINESS ITEM B.

THEREUPON CHAIRMAN KENDRICK YIELDED THE FLOOR TO ALLEN FLYNT, AGENT FOR MILTON & RUSSELL PALMER. MR. FLYNT EXPRESSED MR. PALMER'S INVOLVEMENT IN THE COMMUNITY AND CITY OF PETAL. MR. PALMER WANTS TO MOVE HIS BUSINESS TO PETAL FROM HATTIESBURG. MR. PALMER WANTS TO HAVE FIVE ACRES OF THE PROPERTY ON LYNN RAY ROAD REZONED TO C-3 FOR HIS BUSINESS. IF THE ZONING CHANGE IS APPROVED THEN THEY WILL DO A TOPOGRAPHIC STUDY, ETC. TO PRESENT FOR SITE PLAN REVIEW. THE HOUSES ON THE PROPERTY ARE RENTAL HOUSES RIGHT NOW AND THEY PLAN TO LEAVE THEM THAT WAY FOR NOW. THEY PLAN TO SHOW ON THEIR SITE PLAN A SECURITY FENCE AROUND THE PROPERTY AND THE PARKING WILL BE OFF OF LYNN RAY ROAD. THE TRUCKS WILL BE 10' ON TO 15' ON TRUCKS AND THERE WILL BE NO POLE STORING AT THE FACILITY. THEY WANT TO KEEP THE PROPERTY AS AESTHETICALLY PLEASANT AND KEEP ALL ITEMS OUT OF SIGHT AS POSSIBLE.

THOSE PRESENT AND VOTING "AYE"

JOSEPH BARKER
CHARLES BLACKWELL
CHRIS CONN
TOMMYE CORLEY
JO DAVIS
JEFFREY GINN
ADAM JOHNSON
PATRICK MCGHEE

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, COMMISSIONER BARKER MADE THE MOTION TO ADOPT THE
MINUTES OF THE REGULAR MEETING OF FEBRUARY 22ND, 2011. COMMISSIONER CONN SECONDED
THE MOTION.

THOSE PRESENT AND VOTING "AYE"

JOSEPH BARKER
CHARLES BLACKWELL
CHRIS CONN
TOMMYE CORLEY
JO DAVIS
JEFFREY GINN
ADAM JOHNSON
PATRICK MCGHEE

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, CHAIRMAN KENDRICK OPENED THE FLOOR FOR PUBLIC COMMENT. KARA DRANE, A RESIDENT OF 5 EASTWOOD DRIVE, REQUESTED TO SPEAK IN REFERENCE TO ITEM D, REQUEST FOR A CONDITIONAL USE TO SALE USED VEHICLES AT 367 CORINTH ROAD. MRS. DRANE STATED THAT SHE KNEW THERE WAS PREVIOUSLY INTERNAL COMMERCIAL WORK DONE AT THE SITE BUT DOESN'T AGREE WITH USED CAR SALES IN THAT AREA. SHE STATED THAT THERE ARE AT LEAST A DOZEN HOMES IN WALKING DISTANCE. SHE IS NOT IN FAVOR OF USED CAR SALES IN THAT AREA.

THEREUPON, CHAIRMAN KENDRICK PRESENTED NEW BUSINESS ITEM A.

THEREUPON, CHAIRMAN KENDRICK YIELDED THE FLOOR TO JIMMIE DALE ODOM, OWNER OF THE PROPERTY LOCATED AT 405 W. CENTRAL AVENUE. MR. ODOM STATED THAT HE HAD PREVIOUSLY HAD A CAR LOT AT THE LOCATION FOR ABOUT FORTY YEARS, FROM 1961

THEREUPON COMMISSIONER BLACKWELL MADE THE MOTION TO REZONE THE
PROPERTY LOCATED AT 8 & 12 LYNN RAY ROAD, CONTAINING 4.988 ACRES +/- FROM R-F (RURAL
FRINGE) AND R-1 (LOW DENSITY RESIDENTIAL) TO C-3 (CENTRAL BUSINESS DISTRICT).
COMMISSIONER DAVIS SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

JOSEPH BARKER
CHARLES BLACKWELL
CHRIS CONN
TOMMYE CORLEY
JO DAVIS
JEFFREY GINN
ADAM JOHNSON
PATRICK MCGHEE

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, CHAIRMAN KENDRICK PRESENTED NEW BUSINESS ITEM C.

THEREUPON, CHAIRMAN KENDRICK YIELDED THE FLOOR TO ALLEN FLYNT, AGENT FOR MILTON & RUSSELL PALMER. MR. FLYNT STATED THAT MR. PALMER WOULD LIKE TO PLACE METAL BUILDINGS ON THE ALMOST FIVE ACRE SITE TO USE AS AN OFFICE AND THE OTHER FOR EQUIPMENT STORAGE. THE BUILDINGS WOULD BE 100' X 200' AND THEY WOULD SCREEN WITH TREES, ETC. THEY WILL PRESENT THE EXACT DEPICTIONS OF THE BUILDINGS IN SITE PLAN REVIEW.

THEREUPON, COMMISSIONER BARKER MADE THE MOTION TO GRANT THE CONDITIONAL USE TO PLACE METAL BUILDINGS AT 8 & 12 LYNN RAY ROAD. COMMISSIONER BLACKWELL SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

JOSEPH BARKER
CHARLES BLACKWELL
CHRIS CONN
TOMMYE CORLEY
JO DAVIS
JEFFREY GINN
ADAM JOHNSON
PATRICK MCGHEE

THOSE PRESENT AND VOTING "NAY"

NONE

THEREUPON, CHAIRMAN KENDRICK PRESENTED NEW BUSINESS ITEM D.

THEREUPON, CHAIRMAN KENDRICK YIELDED THE FLOOR TO EDDIE REID, OWNER OF THE BUSINESS PRO-STREET CUSTOM THAT IS CURRENTLY LOCATED AT 367 CORINTH ROAD. MR. REID STATED THAT HE NEEDS TO SELL VEHICLES AT THE LOCATION TO SUPPLEMENT HIS INCOME. HE LIKES HAVING HIS BUSINESS IN PETAL AND DOESN'T WANT TO HAVE TO TAKE THE BUSINESS ELSEWHERE. HE WORKS ON VEHICLES INSIDE THE BUILDING AND TEARS DOWN VEHICLES BEHIND THE BUILDING. THE VEHICLES HE WORKS ON ARE HIGH-END MUSCLE CARS AND VERY SELDOM HAS CARS THAT DON'T RUN. HE HAS ANOTHER SHOP IN SEMINARY WHERE THE PAINTING, ETC. ARE DONE. MR. REID STATED THAT HE HAS SPOKEN TO THE NEIGHBORS IN THE NEIGHBORHOOD, INCLUDING MR. MORELAND, MR. WEDGEWORTH AND MS. GAMBLE, AND THEY ARE ALL OKAY WITH THE VEHICLES BEING SOLD AT HIS SHOP. COMMISSIONER MCGHEE ASKED IF MR. REID WOULD PUT A FENCE UP AROUND THE PROPERTY. HE STATED THAT HE WOULD IF HE OWNED THE PROPERTY, BUT HE DOES NOT AND IS NOT WILLING TO INVEST MONEY IN SOMETHING HE DOESN'T OWN. HE WOULD LIKE TO SELL 3-4 VEHICLES AT A TIME MAXIMUM AND WOULD LIKE TO PLACE A FOR SALE SIGN ON EACH VEHICLE. THE COMMISSIONERS EXPRESSED THEIR CONCERN WITH AESTHETICS AND NOT BEING ABLE TO SEE THE TORN DOWN CARS WHEN HE IS WORKING ON THEM.

“EXHIBIT D”

THEREUPON, COMMISSIONER JOHNSON MADE THE MOTION TO GRANT THE CONDITIONAL USE TO SELL FOUR VEHICLES MAXIMUM AT 367 CORINTH ROAD, AND ALL VEHICLES BEING WORKED ON AND VEHICLES USED FOR PARTS TO BE STORED IN THE REAR OF THE BUILDING. COMMISSIONER BARKER SECONDED THE MOTION.

THOSE PRESENT AND VOTING "AYE"

JOSEPH BARKER
CHARLES BLACKWELL
CHRIS COHN
TOMIYI CORLEY
JO DAVIS
ADAM JOHNSON
PATRICK MCGHEE

THOSE PRESENT AND VOTING "NAY"

JEFFREY GIBB

THEREBEING NO FURTHER BUSINESS OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF PETAL, MISSISSIPPI WAS ADJOURNED ON THIS THE 22ND DAY OF MARCH 2011.

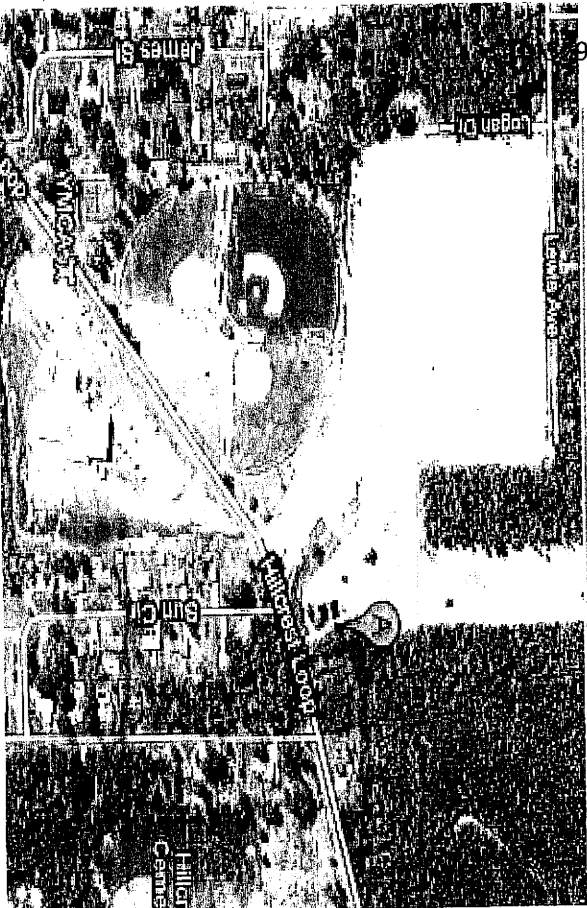
CHARLES KENDRICK
CHAIRMAN

ATTEST:

AMY HEATH
SECRETARY



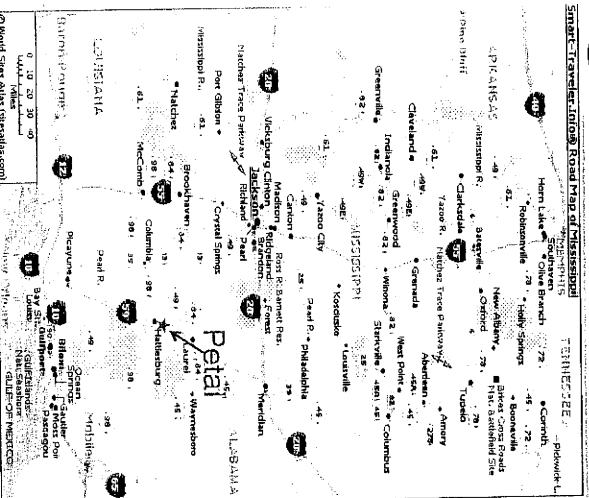
UNCLASSIFIED
Petal Sports Complex



City of Petal
Minute Book 31

“EXHIBIT F”

UNCLASSIFIED
Petal Mississippi



Petal, MS is a city in Forrest County, MS. It is located 70 Miles N of Gulfport and 13 miles NW of Hattiesburg along the Leaf River. The population is 10,617 per the US Census estimates performed in July 2007.



UNCLASSIFIED
City of Petal Sports Complex

- **What:** Construct four baseball fields and site prep of parking lot to include:
 - stripping of topsoil and grading site
 - install storm drains, inlets, curbs, and gutters
 - install chain link fence
 - construct concrete sidewalk and flatwork
- **ROW Project Cost:** \$668K
- **Where:** Petal, MS
- **When:** APR 2011 - FEB 2012
- **Why:** To increase community QOL and increase city revenue.
- **Who:** Seabees



Hill Side of project



Final elevation to match Press Box



UNCLASSIFIED
Orientation

- **Weather:**
 - Hurricane Season is June 1 - Nov30
 - Hot, humid summers
- **Terrain:**
 - Small rural setting
 - Narrow streets
 - Mostly flat land
- **Threat:**
 - Terror – Low
 - Crime – Overall crime is low. There will be jail trustees cutting grass at the sports stadium but the city staff will keep them separated from the CB's.
 - Medical – Low

“ EXHIBIT F “

UNCLASSIFIED

Overview



- Orientation
- NMCB 11 Mission
- Project
- Important Addresses and Phone Numbers
- Planning Factors
- Equipment Consideration
- Logistics
- Command relationships
- POCs

UNCLASSIFIED

City of Petal Sports Complex
Brief

Presented to NMCB 11



Page 11

1. PURPOSE: Define the construction activities agreed upon between the Navy Seabees and the civilian leadership of Petal, MS in regards to construction of the Petal Sports Complex.

2. The Navy Seabees will perform the following construction:

- Removal of topsoil and overall finish grading.
- Installation of drains, inlets, curbs and gutters for area of proposed ball fields and parking lot.
- Install approximately 4600' of chain link fence.
- All concrete flatwork in area of fields to include approximately 1900' of sidewalks and gutters.
- Coordinate with civilian contractors for placement of underground utilities.

3. Refer to the attached concept of operations (CONOPS) for the agreement of responsibilities of and between the Navy Seabees and city of Petal, MS.

* Effective date: This agreement enters into effect upon the date the last signature below is obtained and shall remain in effect until otherwise terminated.

K. A. DONOVAN
Commander

H. MARK
Mayor

DEPARTMENT OF THE NAVY
COLONEL
MICHAEL M. ALDRIDGE, USN (Ret.)
PRO 443103 102
DET ONE

3000
SSE K00/013
29 MAR 11

City of Petal
PO Box 504
Petal, MS 39466

Attention: The Honorable Mayor Mark
Dear Mayor Mark,

Please review the included agreement of intent and brief. If you have any questions, please contact DECS(CM) Michael M. Aldridge, USN at 228-971-3100 or michael.m.aldridge@navy.mil.

Sincerely,

K. A. DONOVAN
Commander, Tenth-Second
Naval Construction Regiment

Enclosures: 1. Agreement of Intent Sports Complex Brief
2. City of Petal Sports Complex Brief





UNCLASSIFIED

Logistics – Contracts / Medical

531

- **Contracting:** Petal PW will oversee all contracts. Petal will contract out the electrical, irrigation, and paving.
- **Medical Support:** This will be handled internally within the battalion. Forrest General Hospital is located within 7 miles of the project site.

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City of Petal
Minute Book 31

“ EXHIBIT F “

UNCLASSIFIED

Logistics – Berthing/Life Support

- **Berthing:** Camp Shelby
- **Showers/Sanitation/Laundry Facilities:** Camp Shelby
- **Food Service Support:** Food will be paid for by the City of Petal and coordinated by the Petal MWR director Tom Hardgess (601-325-4814). The city of Petal will pay Shelby galley to allow Seabees to eat breakfast/dinner at Shelby base. Lunch will be provided by various local restaurants coordinated by Tom Hardgess and also paid for by the City of Petal.

11



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Important Addresses and Phone Numbers

- Project Site : 605 Hillcrest Loop Petal, MS
- City Public works: 943 Highway 11 Petal, MS. #601-544-1522
- Forrest General Hospital: 6051 Highway 49 Hattiesburg, MS. General #601-288-7000
- Police Station: 127 W Eighth Ave Petal, MS. # (601) 544-5331
- Fire Department: 102 Fairchild DR. Petal, MS. # (601) 583-0991

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UNCLASSIFIED

Logistics – Communications

- **SIPR/NIPR Access:** 20th SRG will provide air cards for internet connection. NMCB shall leverage their internal computer assets to support.
- **Cell Phones:** 22NCR will also provide NMCB-11 detachment with one cell phone for communication back to Main Body for professional usage (not for morale calls).
- **Misc. Communications Gear:** DET will leverage internal TOA if extra comms gear is require. City of Petal will have an on site fax machine for official use for crew.

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UNCLASSIFIED

Planning Factors

- **Facts:**
 - Petal PW to provide CL III and IV material
 - Petal to pay for all food
 - 20th SRG to supply air card for internet connection
 - Petal to install erosion control
- **Assumptions:**
 - 22NCR's construction time line based on 12 person crew.
 - Will need to work closely with utilities contractors.
 - Prisoners working on site. NMCB 11 WILL NOT be in contact with prison work crews.
- **Constraints (must do):**
 - Must complete construction of baseball fields NLT 01 MAR 2012 for softball season
 - Must work in conjunction with contractors (electrical and irrigation must be in place prior to construction of sidewalks)
- **Restraints (can't do):**
 - Seabee's will not perform the following construction activities:
 1. Irrigation
 2. Electrical
 3. Paving



UNCLASSIFIED

Mission

NMCB 11 will organize a task-tailored project crew and NLT 25APR11 begin construction of GP11-871 Construct City of Petal: Sports Complex. Petal, MS IOT execute Construction Readiness Training (CRT) projects in support of the Naval Construction Force (NCF).



UNCLASSIFIED

Logistics – Funding / Class III, IV

- **Funding:** Petal PW holds all construction funds (\$668K).
- **Class III:** Fuel will be provided by Petal PW. POC is Larry "L.C." Carraway. Cell:601-325-7015 / Office 601-544-1522. NMCB will DIRLAUTH with "L.C." for all fuel.
- **Class IV:** Construction material will be provided by Petal PW. POC is Larry "L.C." Carraway. 22NCR will provide initial BOM to L.C. All "add on" material identified by NMCB will be annotated on a signed "add on" BM and a copy given to 22NCR. L.C. will arrange for all material to be delivered to project site.

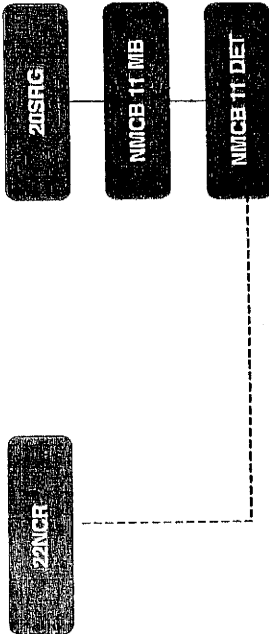


UNCLASSIFIED

Equipment Considerations

- Cost based analysis of organic vs rental or best combination.
- Seabees shall leverage the maximum use of organic Civil Engineer Support Equipment (CESE)
- Any rental equipment needed shall be identified prior to the start of construction and coordinated with Petal PW

Command Relationships



Points of Contact

22nd NCR CONUS OPS: CECS Michael Arrington
 CELL: 228-224-1364, OFFICE: 228-871-3869
 EMAIL: michael.m.arrington@navy.mil

22nd NCR CONUS OPS Quality Assurance: UT1 Chuck Richard
 CELL: 207-798-9196, OFFICE: 228-871-3913
 EMAIL: chuck.richard@navy.mil

“ EXHIBIT F ”



Command Relationships

- 20th SRG will maintain OPCON of NMICB-11
- NMICB-11 will maintain OPCON of NMICB-11 detachment
- NMICB-11 detachment will be in TACON to 22nd Naval Construction Regiment upon deployment to Petal, MS and until arrival in Gulfport, MS upon mission completion.

Points of Contact

Petal MWR Director: Tom Hardgess, CELL: 601-325-4814,
 EMAIL: petalrecreation@comcast.net

Street Department Director: Larry “L.C.” Carraway,
 CELL: 601-325-7015, OFFICE: 601-544-1522
 EMAIL: streetdept@cityofpetal.com



City of Petal
Minute Book 31

Quotation

"EXHIBIT G"

March 14, 2011
Quotation # 031411p
Customer ID 4136

ADAPCO, Inc. is pleased to provide the following quotation to:

Quotation To: City of Petal
Quotation valid until: 12/31/2011
City of Petal
Provided by: Jeff North
City of Petal

Comments or special instructions:

Description	Qty	Unit Price	Sub-Total
Guardian 1500a Fixed Foam Chemical Sprayer	1	\$7,000.00	\$7,000.00
SUBTOTAL			\$7,000.00

Freight prepaid on orders over \$4,000.00. Transit not 30 days. Please bid free to ask our web site at www.myadapco.com to view MSRP and 1 week order cycle and lead time.

Should you have any questions or instructions needs, please contact me at 800-367-0659. We look forward to hearing from you.
Regards,
Jeff North
Sales Representative

260 Airbase Road, Sanford, FL 32771 6342
800-367-0659 * 407-330-4900 * FAX 866-630-8889 * www.MyADAPCO.com



MONITOR 4

Quotation to:	Provided by:	Date:	3/18/2011
City of Petal	ADAPCO, Inc.	Valid Until:	12/31/2011
Larry Guttenway	Jeff North	PO #:	
601 325 7015	601 260 4553	Pump Type:	
l.guttenway@cityofpetal.com	jeff.north@adapco.com	ULV Type:	Guardian

Item Number	Qty	Description	Unit Price	Sub-Total
Systems				
Monitor 4 complete system	1	GPS variable flow cone of spray application monitor	\$ 4,900.00	\$ 4,900.00
Software				
Software	1	Annual Subscription (20 workstations)	\$ 495.00	\$ 495.00
Warranty				
Warranty	0	12 months from delivery date	Included	\$ -
Extended warranty	0	12 month extended warranty	\$ 745.00	\$ -
Extended warranty	0	24 month extended warranty	\$ 1,245.00	\$ -
Service				
Field	1	Daily on site per Technician	\$ 300.00	\$ 300.00
Labor/Training	2	Installation and training	\$ 375.00	\$ 750.00
Parts	0			
Systems			\$ 4,900.00	\$ 4,900.00
Software			\$ 495.00	\$ 495.00
Warranty			\$ -	\$ -
Service			\$ 1,095.00	\$ 1,095.00
Total			\$ 6,445.00	\$ 6,445.00

Thank you for the opportunity to provide this quote.

Jeff North
601 260 4553

ADAPCO, Inc. 260 Airbase Road Sanford, FL 32771 800-367-0659 www.MyADAPCO.com

0272012011 006 151 91 FAX

260 Airbase Road
Newport, AR 72112
870 503 1466
870 523 6057
870 523 6057

Mosquito Products, LLC

Fax

To: City of Petal, MS - I. C. Public Works From: Mosquito Products, LLC - Shane Grady

Fax: 601 545 6666 Pages: 2

Phone: Date: February 22, 2011

Re: Mosquito Control Bids

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

For your consideration. If you have any questions, call or contact me at your convenience.

Thank You - Shane Grady

0272012011 006 151 91 FAX

Mosquito Products, LLC

2600 Airbase Road • Newport, AR 72112
(870) 503-1466 phone • (870) 523-6057 fax

February 22, 2011

City of Petal, Mississippi
attn: I. C. - Public Works Department
Petal, MS 39465

Re: ULV Fogger and GPS/GIS Pricing

Dear I. C.

We submit the following items and pricing for your consideration:

PRODUCT	QUANTITY	PRICING
Lundun Fogger 18 20 ULV Fogger	1	\$ 8995.00
Sentinel GIS Software (must be purchased only once)		\$ 5500.00
DataLink GIS Software (must be purchased only once)		\$ 1250.00
Archer Field PC Mobile GIS Basic Package		\$ 2500.00
1 year Technical Support		\$ 400.00
TOTAL PACKAGE PRICE		\$ 18,645.00

Thank you in advance for the opportunity to submit these prices for your consideration. If you have any questions or need more information, call or contact us at your convenience.

Sincerely,
Shane Grady
Shane Grady, President
Mosquito Products, LLC

PETAL CITY OF
LARRY CARRAWAY
P.O. BOX 548
PETAL
MS
39465

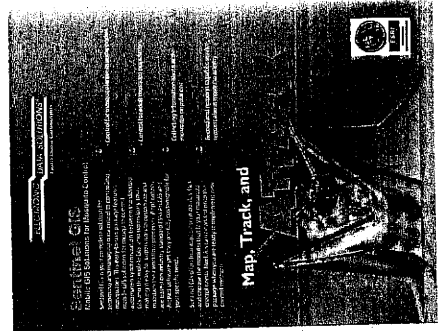
STREET DEPARTMENT
LARRY CARRAWAY

"EXHIBIT G"

Qty	Description	Unit price	Total
1	1 1/2" 20 LONDON FGD 18HP OVERHEAD VALVE V-TWIN CYLINDER, ELECTRIC START STOP CHOKE AND SPRAY FROM CAB	\$7,895.00	\$7,895.00
1	Sentinel GIS-Addlocking software (One-time purchase)	\$5,000.00	\$5,000.00
1	Archer Field PC Mobile GIS Basic Package	\$995.00	\$995.00
1	10 call to outfit each additional machine with Sentinel GIS addlocking software would be \$2,465	\$2,465.00	\$2,465.00
1	12 Month Software Technical Support Agreement	\$295.00	\$295.00
1	This product to and has been tested by each company to ensure that it works correctly with all installations. Both companies have worked together and tested this product to ensure it works correctly like no other product on the market will.	\$0.00	\$0.00
	Subtotal	\$16,780.00	\$16,780.00
	Total Due	\$16,780.00	\$16,780.00

Ph: 662-298-6300, Fx: 662-893-1301
Joe.flowers@gmail.com

Sincerely,
Joe Flowers



Sentinel GIS
Discover the power of mobile GIS with Sentinel GIS. The only mobile GIS software that works on all mobile devices. Sentinel GIS is the only mobile GIS software that works on all mobile devices. Sentinel GIS is the only mobile GIS software that works on all mobile devices.

Sentinel GIS
Discover the power of mobile GIS with Sentinel GIS. The only mobile GIS software that works on all mobile devices. Sentinel GIS is the only mobile GIS software that works on all mobile devices. Sentinel GIS is the only mobile GIS software that works on all mobile devices.

Sentinel GIS Application Modules

Return on Investment

The purchase of the Sentinel GIS was a critical part of our overall manufacturing of the District that has major in mean efficiency. The cost savings were over \$4,000,000. The decision to purchase Sentinel GIS on any date to make the investment worth it. The decision to purchase Sentinel GIS on any date to make the investment worth it.

Deep South
Truck and Equipment Sales, Inc.

Phone: 601-765-3770 -- Cell
601-722-3240 -- Office
601-722-9988 -- Fax
email: deepsouthtrkeq@bellsouth.net

Mailing Address:
PO Box 261
Seminary, MS 39479

Physical Address:
2342 Hwy 49 N
Seminary, MS 39479

SALES QUOTE
3/24/10

Prepared For:

City of Petal
Streets Department
PO Box 564
Petal, MS

Quoted Vehicle :

2005 Ford Ranger Pickup

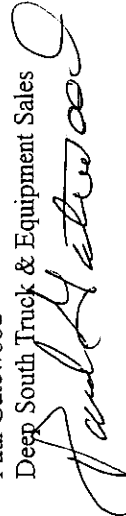
Specifications:

4 cylinder Ford gasoline engine
Automatic transmission
Very clean inside and out
Odometer reading: 110,000 miles
AM/FM radio
A/C

Net sales price : \$ 2740⁰⁰

Thank you for your consideration

Paul Gatewood
Deep South Truck & Equipment Sales



WOOLWINE FORD-LINCOLN-MERCURY, Inc.

P.O. Drawer 1509
COLLINS, MISSISSIPPI 39428
765-4461 Laurel 645-5561 H'burg 544-6146

City of Petal
Minute Book 31

"EXHIBIT H"

CITY OF PETAL
STREETS DEPT.
PO BOX 564
PETAL, MS

AUTO QUOTE:
2005 FORD RANGER TRUCK

SPECS:
4 CYLINDER GAS ENGINE
AUTOMATIC TRANSMISSION
PWR WINDOWS AND LOCKS
AM/FM RADIO
AIR CONDITIONING
VEHICLE OVERALL CONDITION IS GOOD

TOTAL PRICE \$6500

THANK YOU,



DANIEL WOOLWINE
WOOLWINE FORD

“ EXHIBIT I ”

Petal Police Department
Unmarked Vehicles Report March 2011

VEHICLE TYPE	YEAR	VIN	UNIT #
Ford F150	2008	1FTPW14V38FA066618	78
Chevrolet Tahoe	2007	1GNFC13C07R350593	75
Chevrolet Tahoe	2007	1GNFC13CX7R271772	65
Jeep Wrangler	2004	1J4GX48S94C412231	M17
Chevrolet Silverado	2007	2GCEC13C471567481	68
Chevrolet Silverado	2007	2GCEC13C671566185	74
Chevrolet Impala	2007	2G1WS55R279270252	69
Chevrolet Impala	2007	2G1WS55R379273774	71
Chevrolet Silverado	2007	2GCEK13C071564161	67

ADMINISTRATION

City of Petal
Minute Book 31

"EXHIBIT J"

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 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 holidays 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 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. All items to be typed will be clearly written in the format to be used. The Fire Chief will determine item priority.

APPENDIX A

Hiring Process

Individuals shall make applications for employment between 8:00a.m.-4:30p.m. Monday-Friday at City Hall 119 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. The city of Petal Fire Department is committed to following all federal guidelines in hiring and staffing.

In an attempt to maintain a trained work force, wisely use budget monies, and fill openings as needed, Petal Fire Department will strive to hire personnel that have attained minimum training standards as set forth by the state of Mississippi.

If the need to hire more than 3 personnel at one time arises, Petal Fire Department will advertise through local media outlets of the application process for new firefighters to be employed.

PERFORMANCE EVALUATION
EMPLOYEE PERFORMANCE EVALUATION

For Employees Who Supervises others

City of Petal
Minute Book 31

EXHIBIT J

NAME: _____ TITLE & JOB CODE _____
EMPLOYEE NO: _____ DEPT _____

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

	1	2	3	4	5
	Unsatisfactory	Marginal	Satisfactory	Very good	Excellent
Accuracy	Continually makes errors <input type="checkbox"/>	Makes an 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 <input type="checkbox"/>
Neatness	Work performed is not neat <input type="checkbox"/>	Neatness of work is not average <input type="checkbox"/>	Work is usually neat <input type="checkbox"/>	Work is very neat <input type="checkbox"/>	Neatness of work is outstanding <input type="checkbox"/>
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 <input type="checkbox"/>
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 <input type="checkbox"/>
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 <input type="checkbox"/>
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 <input type="checkbox"/>
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 <input type="checkbox"/>
FIVE	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"/>	Consistently tries to obtain knowledge for job <input type="checkbox"/>
Resourcefulness	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 <input type="checkbox"/>
DEPENDABILITY	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 <input type="checkbox"/>
Punctuality	Very often late <input type="checkbox"/>	Often late <input type="checkbox"/>	Occasionally late <input type="checkbox"/>	Rarely late <input type="checkbox"/>	Never Late <input type="checkbox"/>
Attendance	Absent often <input type="checkbox"/>	Attendance record not to good <input type="checkbox"/>	Good attendance recorded <input type="checkbox"/>	Rarely absent <input type="checkbox"/>	Never Absent <input type="checkbox"/>
Application	Loafs on 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 <input type="checkbox"/>
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 <input type="checkbox"/>
Manner	Sullen, resent, criticism <input type="checkbox"/>	Indifferent, tactless <input type="checkbox"/>	Usually tactful <input type="checkbox"/>	Very tactfully and considerate to others <input type="checkbox"/>	Gracious, courteous, kind in every respect <input type="checkbox"/>
Cooperation	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 <input type="checkbox"/>
Courtesy	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 <input type="checkbox"/>
Compliance	Sometimes disobedient Does not like to be given orders <input type="checkbox"/>	Occasionally is not willing to follow orders with grumbling <input type="checkbox"/>	Considered average in complying with rules and orders <input type="checkbox"/>	Complies with all rules and orders <input type="checkbox"/>	Clearly follows rules and orders <input type="checkbox"/>
Personal Appearance	Untidy, careless, neglected <input type="checkbox"/>	Occasionally untidy, careless, neglected <input type="checkbox"/>	Personal appearance is usually good <input type="checkbox"/>	Neat and well groomed <input type="checkbox"/>	Always immaculate <input type="checkbox"/>
Professional Ethics	Gossip, recklessly does not respect confidential information <input type="checkbox"/>	Little understanding of professional properties, freely trained in professional ethics <input type="checkbox"/>	Fair understanding of professional properties and ethics <input type="checkbox"/>	Good understanding of professional properties, well trained in professional ethics <input type="checkbox"/>	Professional in manner approach and speech <input type="checkbox"/>

	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					

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:

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

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

Rater's Comment:

APPENDIX C

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

10	Standard for Portable Fire Extinguisher
1001- I-II	Professional Qualification for Firefighter
1002	Professional Qualification for Fire Apparatus Driver/ Operator
1021- I-II	Professional Qualification for Fire Company Officer
1041- I-II	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
FC-1	Fire Chiefs Vehicle (Command Post at major Incidents)
PAR	Personnel Accountability Report
RIT	Rapid Intervention Team
IC	Incident Commander (senior officer on the scene of an Incident)
PIO	Public Information Officer

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 _____

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 the shift ends. Failure to show up for the assigned day will result in disciplinary action. The fill-in personnel will adhere to all the rules of the Petal Fire Department. They shall be under the supervision of the shift officers. The personnel actually performing duty will be responsible for their conduct and actions assigned to the position filled.

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

Petal Fire Department Trading Time form will be completed and approved for each occurrence. The form is only to identify Shift Commander's approval of qualifications of the individual to work. The Fire Department will 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.

_____ OF _____ SHIFT AGREES TO WORK FOR
_____ OF _____ SHIFT FROM _____ Da.m. Op.m.
UNTIL _____ Da.m. Op.m. ON THE DATE OF ____/____/____, WITH THE PRIOR APPROVAL OF THE SHIFT
COMMANDER

RETURN TIME

_____ OF _____ SHIFT AGREES TO WORK FOR
_____ OF _____ SHIFT FROM _____ Da.m. Op.m.
UNTIL _____ Da.m. Op.m. ON THE DATE OF ____/____/____.

Firefighter

Shift Commander

Firefighter

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. 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 EMT, 1002, 1041) ()
 - c. Courses:
 - i. Fire Officer 1021-I ()
 - ii. Fireground Leadership ()
 - 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
 - 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. 5pts) _____

(max 10pts.) _____

- 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. 5 points
Has met minimum physical fitness standards. 10 points
Has exceeded minimum physical fitness test by 1 minute or more. (max. 10 pts.) _____
Total Physical fitness points.
- V. PROMOTIONAL TEST:
1 point for each test point above 70%
Failure of promotional exam (below 70%) = Not eligible for promotion
Test Score _____
- 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.): _____

LIEUTENANT'S PROMOTIONAL TALLY SHEET

City of Petal
Minute Book 31

Name: _____

DATE: ___/___/___

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.

(max. 10pts.) _____

Total Additional Training Points _____

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 J ”

1. Training/ Experience: (1 point for each)
 - a. 5 Years firefighting service with a professional service. ()
 - b. 1 Year of service holding a officers position ()
 - c. Petal Firefighter ()
 - d. Courses while in the position: (1 point for each)
 - i. HazMat Technician I ()
 - ii. EMT ()
 - iii. Serve as an engineer for 1 year ()
 - iv. Fireground leadership ()
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. _____ ()
 - viii. _____ ()
 - ix. _____ ()
 - x. _____ ()
- e. EMT-Paramedic 5 points _____
- f. In-Service Departmental Training: 5 points _____

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. 10 pts.) _____
4. 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.) _____

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

- Promotional Board Results:
- a. Interviewer #1 _____
 - b. Interviewer #2 _____
 - c. Interviewer #3 _____
 - d. Interviewer #4 _____
 - e. Interviewer #5 _____
- Total Promotion board Score (max. 30pts.) _____

Final Computations: Promotional Board Score: _____
Additional Training Points: _____
Performance Points: _____
Physical Fitness Points: _____
Promotion Test Points: _____
Total Score (max. 130 pts.): _____

Total Additional Training Points: _____

Petal Fire Department

Engineer Promotional Tally Sheet

Name: _____

Date: ___/___/___

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

1. Training/ Experience: (1 point for each)
 - a. Petal Firefighter (including Haz-Mat tech, 1041- I) ()
 - b. Required Courses:
 - i. 1002 ()
 - ii. EMT ()
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. _____ ()
- 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.) _____

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
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.): _____

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

- Promotion Board Results:
- a. Interviewer # 1 _____
 - b. Interviewer # 2 _____
 - c. Interviewer # 3 _____
 - d. Interviewer # 4 _____
 - e. Interviewer # 5 _____
- Total Promotion Board Score (max. 30pts.): _____

7. Final Computation
Promotional Board Score: _____
Additional Training Points: _____
Performance Points: _____
Physical Fitness Points: _____
+ Promotion Test Points: _____
Total Score (Max. 120 pts.): _____

City of Petal
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“ EXHIBIT J ”

Petal Fire Department Rank Structure

Rank	Date of Hire/ Until certified as FF
Probationary	Eligible after FF Certification
Recruit Firefighter	Eligible after 1 year service
Firefighter Third Class	Eligible after 2 years service
Firefighter Second Class	Eligible after 3 years service
Firefighter First Class	Eligible after 3 years service
Fire Training Officer	As needed for state rating
Fire Inspector/Pub Ed	Eligible after 4 years service
Engineer	Eligible after 5 years service
Lieutenant	Eligible after 6 years service
Fire Battalion Chief	Eligible after 6 years service
Fire Logistics Chief	Fire/ Police Joint Position
Public Safety Dispatcher	Appointed-Exempt Position
Assistant Fire Chief	Appointed-Exempt position
Fire Chief	

Salaries: Set by Mayor and Board of Aldermen

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.

*1021 Description: Fire Officer

This course contains subjects, discussions, and class activities that pertain specifically to fire officers. Course topics include human resource management, community awareness/ public relations, organizational structure, administration, budgeting, and communication.

*1041 Description: Fire Instructor

This course is designed to provide the student with skills needed to deliver instructional sessions.

*1031 Description: Fire Inspector

This course is designed to prepare the student to perform at the level of Fire Inspector I. Students gain knowledge about development adoption, and use of fire related codes and standards.

*1033 Description: Fire Investigator

Areas covered in this course are the chemistry of fire, fire dynamics, and analysis of fire patterns, determining the cause/ origin of fires, fire scene investigation, etc.

*1035 Description: Fire & Life Safety Educator

The course will provide students the opportunity to develop a starting point from which to plan their education programs and establish goals and objectives for their programs.

*1521 Description: Safety Officer

This course addresses the basic requirements, duties, and responsibilities of a safety officer for a fire department.

Fire Ground Leadership Description: Course is designed to address the management needs of first-in engine company officers or officials who are responsible for emergency response actions.

*Fire Ground Management Description: Course focuses on the individual fire officer in making informed decision required for personnel supervision and organizational change.

*Smoke Diver Description: A physically demanding, advanced course with a focus on fire suppression and structure fire rescue.

*Rope Rescue Description: this course is designed to teach high angle rescue and to build student confidence in their ability to use modern rope rescue techniques subjects 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, DeTour Petroleum.

*Emergency Medical Responder Description: Course is designed to meet the emergency medical care performance capability requirements for entry level firefighters.

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“EXHIBIT J”

*Emergency Medical Technician Description: Course is an advance level of Emergency Care of EMS system. It requires the completion of 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.

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.

EXHIBIT J

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.

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.
 - b. Perform required cleanup (wheel wells, floorboards, outside of apparatus). This is to be done upon returning to the station.
 - c. Check apparatus for lost or damaged equipment. All equipment will be placed back in service as soon as possible.
 - d. Dirty hose will be cleaned and replaced with hose from supply if necessary.
 - e. If the apparatus has been pumped for more than 30 minutes, the pump oil shall be checked for contamination and proper level.
 - f. Wheel wells on apparatus will be checked and cleaned any time an apparatus returns to the station.
 - g. Drivers should check their apparatus in the morning before going off shift for cleanliness and to correct any deficiencies.
3. The following are firefighter responsibilities and shall be performed by the firefighters assigned to apparatus.
 - a. Firefighters place their gear on or near the apparatus that they are assigned by 6:30 a.m. and shall not be removed until relieved by oncoming personnel at which time it shall be stored in its proper place.
 - b. Check their breathing apparatus and facemask to insure that it is ready for service.
 - c. Check all safety equipment to insure that it functions properly (seat belts, etc.).
 - d. Check the firefighting nozzles to insure that they are properly set (semi-fog, 95GPM).
 - e. Check turnout gear to see that it is in order and all parts are present and functional.

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- f. Assists the driver in functions as requested (washing, filling booster tank, etc.)
- g. Ensure turnout gear is cleaned and returned to service after a call.
4. General Driving rules- Emergency Vehicles Drivers shall:
 - a. Not drive any department vehicle while under the influence of alcohol, or after taking any medication or drugs that impair senses.
 - b. Move apparatus only after personnel are seated with safety belts buckled.
 - c. Avoid moving apparatus without checking around the entire vehicle or having a crew member do it.
 - d. Use turn signals or appropriate hand signals to indicate a turn.
 - e. Stop apparatus so that it does not place personnel or apparatus in danger by other traffic.
 - f. Obtain backing assistance if alone. If no assistance is available, the vehicle may be backed after the driver has dismounted to check around the entire vehicle. Use extreme caution if this is the case.
 - g. Stop prior to driving onto a sidewalk or roadway from an alley, driveway, or building, and yield the right-of-way to pedestrians and other vehicles.
 - h. Use headlights whenever vehicle is in operation.
 - i. Follow department procedures if involved in an accident.
 - j. Adhere to all traffic regulations when on non-emergency runs.
5. Emergency Response Guidelines: Drivers shall use prudence when operating any emergency vehicle. Emergency vehicle drivers:
 - a. May exceed posted speed limit when using extreme caution, when the safety of all persons and property is not endangered, when the weather and time of day permit clear visibility, and when potential problems may be avoided.
 - b. Reduce vehicle speed at all intersections and negotiate a full stop when the intersection cannot be safely entered.
 - c. Yield to any vehicle already in any part of an intersection.
 - d. Assume the right-of-way only after it is granted by the other driver.
 - e. Operate vehicles under emergency conditions only when audible and visual warning devices are operating.
 - f. Proceed with the normal flow of traffic, obeying all traffic laws when involved in routine responses without warning devices.
 - g. Be aware of the running routines of other units and alert for other responding apparatus or police. The right-of-way for two responding vehicles is: apparatus arriving first in an intersection, apparatus having the right-of-way by traffic

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- control devices, apparatus traveling through an intersection without negotiating any turns, and apparatus making a right turn before apparatus turning left.
- h. Following other responding vehicles will allow sufficient distance to stop should the leading vehicle stop abruptly. Drivers should realize that motorists may pull into their paths after yielding to leading vehicles.
- i. Shall not overtake or pass other responding emergency vehicles unless radio contact is made and it can be done safely.
- j. Reduce speed when approaching a curve, hill, narrow or winding roadway, or when any known hazard exists, or when visibility is reduced.
- k. Drive on the right hand side of the centerline of roadways, except when passing. Drivers will not travel on the left side of the median strip or center dividing line unless necessary due to congested traffic. If necessary, drive with extreme caution and at a low rate of speed.
- l. Pass on a motorist' left side when overtaking except when the motorist has stopped to turn left at an intersection, or when the motorist has pulled to the extreme left and indicated awareness of the emergency vehicles presence.
- m. May proceed against traffic on one-way streets only when the emergency is in that section of that street, and not as a means of taking a shorter route. Proceed with caution on a one-way thoroughfare, as oncoming drivers will not be anticipating meeting anyone.
- 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

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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. All other riders 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.

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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.

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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.

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- h. The data collection system shall also maintain individual records of any occupational exposure to known 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 or the Fire Chief.

The Occupational Safety and Health Committee shall be comprised of one Firefighter and one Officer from each shift and the training director, who serves as the chairperson of the committee. Each Firefighter and Officer shall have one vote, with the training director only voting in case of a tie. Selection of the committee representatives shall be made by each shift from within their respective shifts. Serving on the committee shall be on a voluntary basis. The term for serving on the committee is one year.

The committee shall hold meetings quarterly, and may hold special meetings when called by the training director or Fire Chief. Written minutes of each meeting shall be retained and shall be posted on fire department bulletin boards at each station.

Any department member may convey a safety concern to the committee by submitting 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.

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- 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.
- 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 within one year of hire date.
- 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 a leadership course.
- 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.

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- 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
 - c. Drivers of fire department vehicles shall have a valid Mississippi driver's license. Vehicles shall be operated in compliance with all traffic laws, including sections pertaining to emergency vehicles, as applicable. (C.D.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.
 - h. Any fire department vehicle found to be unsafe shall be reported to the Shift Commander and be placed out of service until repaired. After being repaired, the vehicle shall be inspected and the Shift Commander notified prior to being placed back in service.

- i. Fire pumps on apparatus shall be service tested in accordance with the frequency and procedures specified in NFPA 1911, Standard on Acceptance and Service Tests of Fire Department Pumping Apparatus.
 - j. All aerial devices shall be inspected and service tested in accordance with the frequency and procedures specified in NFPA 1904, Standard for Testing Fire Department Aerial Ladders and Elevating Platforms.
 - k. All equipment carried on fire apparatus or designated for training shall be visually inspected 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.
 - 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 not meeting NFPA standards will be upgraded or replaced with NFPA approved as practical.
 - b. Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.

- c. Members shall be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use
- d. Protective clothing and protective equipment shall be used and maintained in accordance with manufacturer's instructions. Protective clothing shall be inspected by the Safety / Training Officer annually. Protective clothing in need of repair shall be reported immediately to the Shift Commander.
- e. Fire department members shall wear all the protective clothing specified at all times when involved in or exposed to the hazards of structural firefighting.
- f. 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.
 In addition to the above, all personnel working below ground level or inside any confined space shall use SCBA unless the safety of the atmosphere can be established by testing and monitoring.
- g. The fire department shall maintain a respiratory protection program that meets the requirements of ANSI Z88.5, Standard for Respiratory Protection for the Fire Service, and ANSI Z88.6, Standard for Respiratory Protection - Respirator Use Physical Qualifications for Personnel.
- h. Sources of a compressed gaseous breathing air, such as compressors, cascade systems, storage receivers, etc. used for filling SCBA cylinders shall be tested 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.
- i. SCBA shall be hydrostatically tested within the period specified by the manufacturer and the applicable government agencies
- j. All SCBA shall be inspected, used, and maintained as specified in ANSI Z88.5, Practices for Respiratory Protection for the Fire Service.
- k. All members using SCBA shall be medically certified by a physician on an annual basis, and shall be regularly trained, tested, and certified in the safe and proper use of this equipment. When this evaluation is conducted by a physician other than the fire department physician, the evaluation shall be subject to the review and approval of the fire department physician.
- l. Members using SCBA shall operate in teams of two or more who are in communication with each other through visual, audible, physical, safety guide

- m. 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.
 - n. 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.
 - o. 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.
 - p. 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.
 - q. Class I life safety harness or the firefighter leg lock shall be used for firefighter attachment to ladders and aerial devices.
 - r. Class III life safety harnesses shall be used for fall arrest and repelling operations.
 - s. 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.
 - t. 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.
 - u. 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.
 - v. Hearing protection shall be used by all members operating or riding on fire apparatus when subject to noise in excess of 90 DBA.
 - w. 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.
 - x. The fire department shall engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources of noise in the environment.
6. Emergency Operations

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- 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 PFSOG009. 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.
- 7. Facility Safety
 - a. All fire department facilities shall comply with all legally applicable health, safety, building, and fire code requirements.
 - b. All fire department facilities shall be inspected at least monthly to identify and cause corrections of any health or safety hazards.
- 8. Medical
 - a. Prior to becoming members, individuals shall be examined and certified by a physician as being medically and physically fit. Members who 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 reflect the individual's assigned functions and activities, and that are intended to reduce the probability and severity of occupational injuries and illnesses.
- j. Members who are unable to meet the fitness standards shall enter a rehabilitation program to facilitate progress in attaining a level of fitness commensurate with the individual's assigned functions and activities.

- k. The physical fitness program shall be under the medical supervision of the fire department physician.
- l. It shall be an ongoing objective of the fire department to assist members affected by occupational injuries or illnesses in their rehabilitation and to facilitate their return to full active duty or limited duty where possible. In all cases, the fire department shall have an ultimate concern for the members' ability to regain and maintain a comfortable, healthy, and productive life during and after their service with the fire department.
- 9. Member Assistance Program
 - a. The fire department shall provide a member assistance program that identifies and assists members with substance abuse, stress, and personal problems adversely affecting job performance. The assistance program shall refer those members to appropriate health care services for the purpose of restoring 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.

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.

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 inspected 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.

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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.

1. 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 PFD5OG007. 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.

2. Station business hours are from 8:00a.m. to 5:00p.m. The station doors should be unlocked no later than 6:15a.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.
3. Standard meal hours are as follows:
 - a. Breakfast- before 9:00 a.m.
 - b. Lunch- between 11:00 a.m. and 1:30 p.m.
 - c. Dinner- after 5.00 p.m.

These hours can be adjusted according to scheduling.

4. Visitors are allowed during lunch hours 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.

5. Quiet hours for sleep time are required from 10:00p.m. to 6:00a.m. Firefighters may retire 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.
6. 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.
7. 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.
8. During business hours, personal phone calls should be limited to incoming calls and then only when no work or training is being conducted unless it is an emergency. Outgoing calls should be limited to breaks and lunch during business hours on weekdays. When answering the phone, a courteous and professional manner should be used. Remember sometimes this is our only contact with the public. Fire department personnel should make every effort to write down messages received for other personnel who either may not be available or may not be on duty at the time the call is received. The information should include the date, time of call, and person taking the message. Leave messages at the dispatcher's desk for notification upon the individual's arrival.
9. 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.
10. 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.

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

12. Company work that is not completed due to weather, alarms, etc. shall be passed on to the next shift for completion. However, each officer shall make every effort to complete the detail, working past 5:00p.m., if necessary. (The only exception is the monthly detail which shall be completed by the same shift that began it.)
13. All firefighters are responsible for participation in station cleaning during their tour of duty. After meal time, each firefighter shall clean up after him. This should be completed prior to the end of mealtime.
14. Each man will be responsible for making his bed immediately upon rising each morning. Bedspreads will be removed and washed every month as part of the station monthly.
15. The flag will be raised every morning promptly before 8:00a.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.
16. 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.
17. Firefighters are responsible for keeping clean all personal protective clothing and equipment issued to them. Any protective clothing or equipment that needs to be repaired or replaced shall be reported to the shift commander in the form of an "Equipment Requisition Form". The shift commander is responsible for inspecting said item to determine if the item should be repaired or replaced.
18. Each 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 firefighter's equipment locker.
19. No fire department equipment will be loaned out without approval of the chief.
20. Employees returning from vacation, personal days, or sick leave or any other time off from work shall, immediately upon returning to work, check the Fire Department "Bulletin Board". This board will contain any information deemed important in the operation of the fire department. It will include such items as: equipment changes, equipment out of service, changes in procedure, and any general fire department information.
21. It is this department's policy to conserve energy as much as possible. Any lights that are not in use should be turned off. This is every employee's responsibility.
22. Lawn care is to be conducted on Tuesdays unless it becomes necessary to reschedule due to weather or another fire department function. If it becomes necessary to reschedule, it will be conducted by the same shift on the following shift. The only exception would be if the lawn needed to be cut prior to a special occasion.

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

23. The washer/ dryer will be used for fire department clothing (exercise and work clothes) by on duty personnel. Personnel should make every effort to wash/ dry only full loads, not small loads or individual items.
24. Offices and office equipment will only be used by those persons assigned to them unless prior approval has been obtained from the shift commander or the person assigned to that office.
25. The patio area and the grill will be maintained each shift by those persons who use it. Make sure the grill is turned off after each use.
26. In order to make a safer work environment, personnel will not be allowed to work on any personal projects on city property having the potential to bring physical harm to themselves or others. In addition, the use of power tools will be limited to fire department business only.

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-black pants for chiefs)
 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.
 12. 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)

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 disfigurement caused by accident or medical procedure. When worn, it will conform to the standard haircut criteria as stated.

Facial Hair

Facial Hair will be neatly groomed. The length and other bulk of facial hair will not be excessive or present a ragged, unkempt, or extreme appearance. Firefighters' facial hairs will not extend into the seal of the air mask. Mustaches are permitted, but cannot extend below the corner of the mouth (No fu manchu, goatees, or soul patches) 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

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.

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 (black for chiefs)
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.

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

Uniform caps may be worn with Class 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:

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 or Ranking 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 1/4 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 but will be announced over the radio.

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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

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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.

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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.

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- 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.
- 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.

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- 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,

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and structural members must not be damaged.

- e. 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.

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

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

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FIRE CHIEF

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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.

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.

Ability to analyze complex, fiscal, and organizational situations, and take or recommend proper courses of action.

Ability to plan, install, and carries 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.

ASSISTANT FIRE CHIEF

Nature of Work

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

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

Illustrative Examples of Work

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

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

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

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

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

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

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

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

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

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

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

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Extensive knowledge of the principles and practices of modern fire suppression organization and administration.

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

Thorough knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Thorough knowledge of all departmental and City rules and regulations, the geography of the City, and the location of streets, principal buildings, and fire hydrants in the City.

Thorough knowledge of the current literature, trends, and developments in firefighting, fire prevention techniques, and fire suppression administration.

Knowledge of the background and objectives of the Federal, State, and local Emergency Preparedness Programs.

Knowledge of modern principles and practices of business management. Ability to make decisions based on recognized precedent and departmental policies, and to use resourcefulness in meeting new problems.

Ability to analyze complex, fiscal, and organizational situations, and take or recommend proper courses of action.

Ability to plan, install, and carry out operational programs, activities, personnel training, and fire prevention.

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

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

Required Education and Experience

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

FIRE INSPECTOR

Nature of Work

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

Illustrative Examples of Work

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

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

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

Coordinate work activities where required with the City Building Inspector.

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

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

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

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

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Extensive knowledge of the fire prevention code and a working knowledge of the building code.

Knowledge of the City and the location of important buildings.

Working knowledge of the standard methods, materials, and techniques involved in building construction, repair, and alteration.

Working knowledge of possible defects and flaws in building construction and of effective corrective measures

Working knowledge of City building, electrical, and related codes and ordinances.

Considerable knowledge of modern developments, current literature, and sources of information in the field of City fire code inspection.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to express ideas effectively, orally, and in writing to groups and individuals.

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Desirable Education and Experience

Graduation from a high school or acceptable equivalent and at least four (4) years experience in fire fighting, or code inspection. Must successfully complete course of study in Fire Inspection 1031 I&II and 1033 Fire Investigator as outlined by IFFPA before assignment or within one year after assignment to position.

PUBLIC SAFETY DISPATCHER

Nature of Work

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

Illustrative Examples of Work

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

- On an assigned shift operates telephone, radio, and other communications equipment.
- Receives complaints and emergency calls which must be properly processed; obtains all essential information for handling emergencies, dispatches appropriate personnel and equipment to scenes of police and fire incidents, accidents, natural disasters, rescue operations, and other emergencies.
- Receives routine calls and provides information as requested.
- Maintains radio contact with all police and fire units away from station; maintains status and current information on all units in and out of service.
- Monitors all alarms and dispatches units as needed, maintains records of all emergency and other dispatches; periodically makes routine announcements and relays messages via radio.
- Operates accessory equipment which includes teletype, typewriter, and computer keyboard.
- On occasion receives and processes legal documents and makes necessary entries in docket books and logs.
- Monitors tapes, changes and marks them when necessary; cleans the tape recorder heads.
- Maintain an inventory of supplies at communications desk, requesting additional supplies when necessary.

Performs other duties as assigned

Desirable Knowledge, Abilities, and Skills

- Knowledge of police and fire protection systems and emergency procedures
 - Knowledge of the geography of the City and the location of streets and important buildings.
 - Knowledge of English, spelling, punctuation, and arithmetic.
 - Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
 - Ability to learn quickly the operation of telephone, radio, and other communication equipment.
 - Ability to speak clearly in a well modulated voice and to use good diction.
 - Ability to think and act quickly, calmly, and efficiently in emergency situations.
 - Ability to establish and maintain effective working relationships as necessitated by work assignments
 - Ability to understand and follow moderately complex oral and written instructions and procedures.
 - Basic Knowledge in operating a typewriter and computer keyboard
- Desirable Education and Experience
- Graduation from a high school or acceptable equivalent, minimum age of twenty (20) years.
 - Experience desirable but not required.

FIRE BATTALION CHIEF

Nature of Work

This is supervisory firefighting work with management responsibilities.

An employee of this class has responsibility for the supervision, discipline, and training of a shift of firefighters. Incumbent exercises direct supervision of the men assigned. Work involves the performance of a wide variety of duties, including inspection of assigned fire stations equipment, personnel, and public and private buildings. Routine duties are performed with a degree of independence within established departmental rules and regulations, but under the general supervision of the Fire Chief. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records.

Illustrative Examples of Work

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

- Responds to all the fire alarms and other emergency calls assigned to the Fire Dept. makes decisions as to methods and requirements for combating fires; directs fire-fighting unless relieved by a superior officer.
- Supervises fire scene activities such as laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, and salvage operations.
- Sees that all station equipment is in condition of readiness and is returned to proper place after a fire has been extinguished.
- Supervises the care and cleaning of quarters, equipment; and apparatus at a fire station; conducts roll call; inspects personnel; and maintains discipline.
- Inspects business, commercial and manufacturing establishments, churches, schools, etc. to become familiar with their structural layout to pre-plan for fire suppression, to locate possible fire hazards, and the firefighting problems they present.
- Identifies work to be done, develops work schedules, and assigns personnel to tasks.
- Performs incidental clerical work, such as making reports of fires, activities of the station, and the preparation of requisitions for supplies; and processing various types of personnel action and other personnel functions.

In emergency may drive firefighting apparatus to and from fires.

Makes accurate diagnosis of mechanical trouble on all types of fire department apparatus and monitors the performance of equipment for needed emergency adjustments and repairs. **City of Petal Minute Book 31**

Attends advanced firefighting schools and fire equipment schools.

Evaluates skill levels of personnel and identifies training requirements.

Assists in organizing and conducting recruit and in-service training for firefighting personnel. **“ EXHIBIT J ”**

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Considerable knowledge of the principles, methods, and equipment used in firefighting rescue operations, and fire prevention.

Considerable knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.

Considerable knowledge of the location of streets, fire hydrants, principal buildings and of the general type of building construction and usage in assigned district.

Considerable knowledge of the operating characteristics and maintenance and service requirements of firefighting equipment and apparatus.

Working knowledge of the occupational hazards proper safety precautions for the safe performance of the job.

Ability to assign and supervise effective use of firefighting equipment, apparatus, and personnel.

Ability to express ideas effectively, orally, and in writing.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability and physical strength to do prolonged and arduous work under adverse conditions.

Ability to meet such medical, and physical standards, as may be prescribed.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent

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

OR

Extensive training in accepted fire service courses applicable to the position.

Necessary Special Requirements

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

FIRE LOGISTICS CHIEF

Nature of Work:

An employee of this class has responsibility for inventory of all fixed assets and maintaining records of equipment, firefighter injury reports, yearly duties and will help keep documentation of yearly test such as the following: inspections, hydrant detail, pump test, hose test and fire prevention. Routines duties are performed with a degree of independence within established departmental rules and regulations, but under the general supervision of the Fire Chief.

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.)

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

Performs incidental clerical work, such as making inventory reports, preparation of requisitions for supplies and working with battalion chiefs to make sure all equipment and supplies are up to date.

Performs to other duties as assigned.

Necessary Special Requirements

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

FIRE INVESTIGATOR

Nature of Work

This is an administrative, technical, and skilled investigational work to determine the cause and origin of fires. Work involves investigating the cause of fires that occur within the jurisdictional area of Petal. Investigating a fire may require an individual to come in off duty.

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.)

May work in coordination with the Detectives from the Police Department if the fire is suspicious.

May work in coordination with the State Fire Marshall if unable to determine the cause.

Maintains files, records, and reports of cases.

May have to go to court and testify or present information about cases.

Desirable Knowledge, Abilities, and Skills

Extensive knowledge in determining fire cause and origin.

Extensive knowledge of fire codes.

Working knowledge of City building, electrical, and related codes and ordinances.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand how fire spreads or travels through given areas.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent and at least five (5) years experience in fire fighting. Must successfully complete course of study in Fire Investigation 1033 Fire

“ EXHIBIT J “

FIRE TRAINING OFFICER

Nature of Work

This is supervisory and skilled firefighting work. An employee of this class has responsibilities for developing and managing a comprehensive training program for all fire department personnel. Incumbent observes fire department activities and researches professional references to establish training needs. The Training Director will work a 40 hour work week, and the Shift Training Officer will work regular shift work. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records.

Illustrative Examples of Work

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

- Attends advanced fire service classes, prepares lesson plans and teaches classes.
- Organizes and conducts recruit and in-service training programs for firefighting personnel.
- Develops lesson guides and teaching outlines for training classes.
- Evaluates training program effectiveness and individual participants' progress.
- Maintains training records for fire department personnel.
- Responds to all fire alarms and other emergency calls assigned to the station; makes decisions as to methods and requirements for combating fires; directs firefighting activities until relieved by a superior officer.
- Supervises and participates in laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, and salvage operations.
- Sees that all station equipment is in condition of readiness and is returned to proper place after a fire has been extinguished.
- Supervises and participates in the care and cleaning of quarters, equipment, and apparatus at a fire station; conducts roll call, inspects personnel, and maintains discipline.

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

- Identifies work to be done, develops work schedules, and assigns personnel to tasks.
- Performs incidental clerical work, such as making reports of fires, activities of the station, and the preparation of requisitions for supplies, and processing various types of personnel actions, and other personnel functions.
- In emergency may drive firefighting apparatus to and from fires.
- Makes accurate diagnosis of mechanical trouble on all types of fire department apparatus and monitors the performance of equipment for needed emergency adjustments and repairs.
- Performs other duties as assigned.
- Desirable Knowledge, Abilities, and Skills
- Considerable knowledge of the principles, methods, and equipment used in firefighting rescue operations, and fire prevention.
- Considerable knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Considerable knowledge of the location of streets, fire hydrants, principal buildings, and of the general type of building construction and usage in assigned districts.
- Considerable knowledge of the operating characteristics and maintenance and service requirements of firefighting equipment and apparatus.
- Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to assign and supervise the effective use of fire fighting equipment, apparatus, and personnel.
- Ability to express ideas effectively, orally, and in writing.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to meet such medical and physical standards, as may be prescribed.

Desirable Education and Experience
Graduation from a high school or acceptable equivalent

Necessary Special Requirements

1. Have a minimum of three (3) years of firefighting service.
2. One additional national certified class as training officer level (minimum 40hours)
3. Fire Instructor 1041 I&II
4. Shall successfully complete a written exam.

FIRE LIEUTENANT

Nature of Work

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

Illustrative Examples of Work (All duties not listed)

- Responds to all fire alarms and other emergency calls assigned to the station; makes decisions as to methods and requirements for mitigating incidents; directs firefighting activities until relieved by a superior officer.
- Supervises and participates in laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons, and salvage operations.
- Sees that all stations equipment is in condition of readiness and is returned to proper place after a fire has been extinguished. Supervises and participates in the care and cleaning of quarters, equipment, and apparatus at a fire station. Shall conduct roll call, inspects personnel, and maintains discipline.
- Inspects business, commercial and manufacturing establishments, churches, schools, etc. to become familiar with their structural layout to pre-plan for fire suppression, to locate possible fire hazards, and the firefighting problems they present.
- Identifies work to be done, develops work schedules, and assigns personnel to tasks.
- Performs incidental clerical work, such as run reports, station activities, requisitions for supplies, processing various types of personnel actions, and other personnel functions.

In emergency may drive firefighting apparatus to and from fires.
 Makes accurate diagnosis of mechanical trouble on all types of fire department apparatus and monitors the performance of equipment for needed emergency adjustments and repairs.

Attends advanced fire service classes; prepares lesson plans and teaches classes.
 Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Considerable knowledge of the principles, methods, and equipment used in firefighting, rescue operations, and fire prevention.

Considerable knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.

Considerable knowledge of the location of streets, fire hydrants, principal buildings, and of the general type of building construction and usage in assigned district.

Considerable knowledge of the operating characteristics and maintenance and service requirements of firefighting equipment and apparatus.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to assign and supervise the effective use of firefighting equipment, apparatus, and personnel.

Ability to express ideas effectively, orally, and in writing.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability and physical strength to do prolonged and arduous work under adverse conditions.

Ability to meet such medical, and physical standards, as may be prescribed.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent.

One year of college level courses in a degree program

Necessary Special Requirements

Have a minimum of five (5) years as a firefighter.

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“ EXHIBIT J “

1. Meet the same requirements as Engineer
2. Certified state or national Fire Command Tactical Class or Classes (minimum 40hrs)
3. NFPA 10-21 Fire Officer while serving in position
4. Shall successfully complete a written exam.

FIRE ENGINEER

Nature of Work

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

Illustrative Examples of Work

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

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

Drives assigned firefighting apparatus to and from fires, operates pumps, ladders, and other mechanical equipment as required; determines that assigned hand tools and equipment are on apparatus and in condition of readiness.

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

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

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

Performs assigned housekeeping duties at a fire station.

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

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

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

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

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

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

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to act quickly and calmly in emergency situations.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to follow explicit instructions, written and oral.

Skill in the operation and minor servicing of mechanical and automotive fire apparatus.

Ability to meet such medical and physical standards as may be prescribed.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent.

Necessary Special Requirement

Must have the following certifications:

1. Driver/ Operator NFPA 1002
2. Nationally Registered Emergency Medical Technician
3. Fire Instructor NFPA 1041 while serving in position
4. Shall successfully complete a written exam

FIRE FIGHTER FIRST CLASS

Nature of Work

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

Illustrative Examples of Work

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

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

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

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

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

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

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

Drives and operates motor driven equipment when assigned.

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

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

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Knowledge of all current firefighting duties and methods

Ability to act quickly and calmly in emergency situations.

Ability to understand and follow oral and written instructions

Ability to climb ladders and work at considerable heights

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability and physical strength to do prolonged and arduous work under adverse conditions

Ability to meet such medical and physical standards as may be prescribed

Desirable Education

Graduation from a high school or acceptable equivalent.

Necessary Special Requirements

Eligible after completion of 3 years service.

Must have completed all prerequisites for Fire Fighter 2nd Class

“ EXHIBIT J ”

FIRE FIGHTER SECOND CLASS

PFDSOG002

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Nature of Work

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

Illustrative Examples of Work

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

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

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

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

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

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

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

Drives and operates motor driven equipment when assigned.

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

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

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PFDSOG002

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Knowledge of all current firefighting duties and methods.

Ability to act quickly and calmly in emergency situations.

Ability to understand and follow oral and written instructions.

Ability to climb ladders and work at considerable heights

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability and physical strength to do prolonged and arduous work under adverse conditions

Ability to meet such medical and physical standards as may be prescribed.

Desirable Education

Graduation from a high school or acceptable equivalent

Necessary Special Requirements

1. Eligible after completion of 2 years service
2. Must have completed prerequisites for Fire Fighter 3rd Class

Additional Requirements

1. Shall successfully complete Driver/ Operator NFPA 1002

FIRE FIGHTER THIRD CLASS

Nature of Class

PFDSOG002

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

Illustrative Examples of Work

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

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

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

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

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

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

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

Drives and operates motor driven equipment when assigned.

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

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

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PFDSOG002

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Knowledge of all current firefighting duties and methods.

Ability to act quickly and calmly in emergency situations.

Ability to understand and follow oral and written instructions.

Ability to climb ladders and work at considerable heights.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability and physical strength to do prolonged, and arduous work under adverse conditions.

Ability to meet such medical and physical standards as may be prescribed.

Desirable Education

Graduation from a high school or acceptable equivalent.

Necessary Special Requirements

1. Eligible after completion of 1 year service
2. Must have completed prerequisites for Recruit Firefighter

RECRUIT FIRE FIGHTER

Nature of Work

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“ EXHIBIT J ”

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

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

Illustrative Examples of Work

(All duties not listed)

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

- | | |
|----------------------------------|--------------------------------|
| 1. Rules and Regulations | 9. Fire Dept. Apparatus |
| 2. Hose Lays | 10. Fire Chemistry |
| 3. Ladder Raises | 11. Fire Service Hydraulic |
| 4. Rescue & Protective Breathing | 12. Portable Fire Extinguisher |
| 5. Ventilation | 13. First Aid |
| 6. Forcible Entry | 14. Salvage & Overhaul |
| 7. Ropes Slides, Knot Tying | 15. Fire Prevention |
| 8. Physical Training | 16. Basic Tools & Their Use |

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

Ventilates burning buildings by opening windows and skylights; cutting holes in roofs and floors. Removes persons from danger and administers first aid to injured persons.

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

Participates in fire drills and attends training classes in apparatus operation, firefighting, first aid, and related subjects; studies assigned materials relating to firefighting and fire prevention. Inspects buildings and premises for familiarization.

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

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

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

Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Knowledge of all current firefighting duties and methods.

Ability to act quickly and calmly in emergency situations.

Ability to understand and follow oral and written instructions.

Ability to climb ladders and work at considerable heights.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability and physical strength to do prolonged and arduous work under adverse conditions.

Ability to meet such medical and physical standards as may be prescribed.

Desirable Education

Graduation from a high school or acceptable equivalent.

Necessary Special Requirements

1. Must complete prerequisites for Probationary Firefighter.
2. Must complete Mississippi certified Academy for minimum standards.

PROBATIONARY FIRE FIGHTER

Nature of Work

This is a learning and development stage for new firefighter's, in which they learn fire department SOG's. Recruits will also learn how to operate and maintain living quarters as well as equipment.

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

Illustrative Examples of Work

(All duties not listed)

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

- | | |
|----------------------------------|--------------------------------|
| 1. Rules and Regulations | 9. Fire Dept. Apparatus |
| 2. Hose Lays | 10. Fire Chemistry |
| 3. Ladder Raises | 11. Fire Service Hydraulic |
| 4. Rescue & Protective Breathing | 12. Portable Fire Extinguisher |
| 5. Ventilation | 13. First Aid |
| 6. Forcible Entry | 14. Salvage & Overhaul |
| 7. Ropes Slides, Knot Tying | 15. Fire Prevention |
| 8. Physical Training | 16. Basic Tools & Their Use |

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

Removes persons from danger and administers first aid to injured persons. Performs salvage operations such as removing water and debris, covering property with tarps, and removing property from buildings.

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

Inspects buildings and premises for familiarization.
 Drives and operates motor driven equipment under special instructions and limited conditions.
 Performs general custodial and maintenance work in the upkeep of departmental apparatus, equipment, and structures.
 Provides first aid, ascertains that first aid kit, and related medical equipment are in reservice vehicle and in condition of readiness.
 Performs other duties as assigned.

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Desirable Knowledge, Abilities, and Skills

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

Desirable Education

Graduation from a high school or acceptable equivalent.

Necessary Special Requirements

1. Pre-employment Physical Training Test
2. Pre-employment Oral Interview
3. Pre-employment NCIC background check
4. Pre-employment physical and drug screen

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TRAINING

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

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

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

 - A. Recruit Training
 1. Paid Personnel:
 - A. New personnel will be classified as "Probationary Firefighter" until meeting all requirements of section II (A).
 - B. New personnel will complete the Fire Fighter 1001 (I-II) course at the State Fire Academy within their first year of employment.

- C. When practical, new personnel shall begin their service with the department by successfully completing the Fire Fighter 1001 (I-II) course at the State Fire Academy. When this is not practical, new personnel will be assigned to the training division until they have completed Fire Fighter 1001 (I-II) at the Academy. No personnel will be assigned to actual fire fighting unless supervised by a training officer prior to completing this course.
- D. New personnel who are not already nationally registered Emergency Medical Technicians shall successfully complete the first available Emergency Medical Technician course, preferably within the 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 to move up in rank.
- E. New personnel shall be assigned to the Training Division.

Training shall consist of, but not limited to:

- Safety
- Department orientation
- Standard operating procedures
- Vehicle and equipment familiarization
- Street locations
- Familiarization of high hazard locations
- Communications procedures
- Incident command
- Hazardous materials

- B. In-service/ Refresher Training
 1. In-service/ refresher training shall consist of regular sessions on various fire, medical and other related subjects.
 2. Training shall be scheduled and personnel notified by the Training Officer. A schedule of training will be developed monthly by the Training Officer and posted at least three days prior to the first of the month.
 3. Station training may be conducted by any Shift Commander or other officer. Training shall be properly documented according to Section 10.10 of this PFDSOG and the Training Report (roll sheet) turned in to the Training Officer.

C. Specialized Training

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

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III. Training Safety

- A. Training Safety Policy: Safety while training is the responsibility of every member of the department. ANY person can halt a training evolution at ANY time if they see or think they see an unsafe act or condition. The unsafe act or condition. The unsafe act or condition shall be reported to the Safety Officer or Officer-in-Charge IMMEDIATELY!
- B. No training of an unusually hazardous nature shall be conducted without first notifying the Training/ Safety Officer. When unusually hazardous training is being conducted, the Training/ Safety Officer or an Officer designated by him shall be present at all times. Examples of training of an unusually hazardous nature are: rappelling, training fire, confined spaces, Etc.
- C. When training evolutions are conducted, they shall be in compliance with PFDSOG005 "Fire Department Occupational Safety and Health Program".
- D. When training in live fire situation is conducted, it shall be in compliance with NFPA 1403 "Live Fire Training Evolutions", current edition.
- E. Emergency Vehicle Driving:
 1. No member shall drive department apparatus without being certified to drive the apparatus by the department's Training Division.
 2. Driver Training shall not be conducted during inclement weather or hazardous driving situations.
 3. Driver Training shall only be conducted by Fire Officers and with prior approval of the Shift Commander.

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IV. Training Records

- A. 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.
- B. 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.
- C. Training Folders will be maintained by the Training Division on all personnel. These folders shall contain a log of training hours and subjects, the person's State Fire Academy training record printout, copies of their certificates, and other documentation as needed.
- D. Personnel may view their Training Folder at any time by contacting the Training Officer. Each individual is responsible to ensure information is provided to the Training Officer and that their training record is up to date.

V. Frequency of Training

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

- A. Monthly Training:
 - * Safety Procedures
 - * Emergency Medical Subjects
 - * Incident Critiques
 - * General Fire Fighting subjects and tactics
 - * Territory Familiarization (i.e. Pre-plan tours)
- B. Quarterly Training:
 - * Fire Department Operating Procedures
 - * High Hazard Location
 - * Streets
 - * Driver Training
- C. Semi-Annual Training:
 - * Mutual Aid Joint training exercises
 - * SCBA (operation, safety, donning and doffing)
 - * Fire officer Training (officers only)

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D. Annual Training

- * CPR (recertification)
- * Emergency Vehicle driving (recertification)
- * Automotive Extrication
- * Incident command System
- * Hazardous Materials (first Responder level refresher)

E. Bi-Annual Training

- * EMT Refresher course (recertification)
- * Dive Rescue

VI. Testing

- A. Written tests on training subjects shall be administered when applicable.
- B. Minimum passing score on test is 75 unless otherwise indicated. Personnel not scoring 75 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.
- C. A person's "on-going Test Grade Average" is defined as the previous twelve month's test scores added together and divided by the number of test given. This average CAN be used as one factor when reviewing a person's performance.
- D. Emergency Vehicle Driver Certification:
 1. Driver Certification training may be conducted by any Officer, however, actual testing and certification shall be conducted by a Shift Commander or the Training Officer.
 2. Certification shall consist of both written and practical testing.
 3. Driver training shall be properly documented according to Section IV of this PFDSOG and the Training Report (roll sheet) turned in to the Training Officer.

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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 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.

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WELLNESS/ FITNESS PROGRAM

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Purpose:

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

Goals:

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

Policy:

The Wellness/ Fitness Program are 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 2:00pm 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
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 legs involved in walking and jogging. These exercises also prepare the upper body for weightlifting.

Muscular Strength conditioning (weightlifting)Purpose:

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

Cardiovascular Conditioning (aerobics)Purpose:

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

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

Petal Fire Department Physical Ability Test

Each member of the Petal Fire Department assigned to a combat physical will be required to bring 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 1/2 in. hose. You will walk 1 mile (4 times 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 try 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 employee 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.

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“EXHIBIT J”



SECTION 1

CITY OF PETAL EMERGENCY MANAGEMENT POLICIES

Policy Statements

This plan implements the emergency management policies as outlined for the City of Petal and observes the following policy objectives:

- To safeguard life and property by making maximum use of all available resources (public and private);
- To minimize the effects of environmental, technological, and civil disaster emergencies;
- To encourage citizens to be self-sufficient for up to 72 hours should a disaster emergency occur.

Emergency Response Priorities

The City of Petal observes the following response priorities:

- Protection of human life;
- Protection of public health;
- Protection of critical infrastructure resources;
- Protection of socioeconomic and cultural resources;
- Protection of public and private property.

Purpose of this Plan

The City of Petal Emergency Response Plan serves the following purposes:

- To guide local response in any situation where standard operating procedures are not available;
- To provide policy guidance and operational directives to coordinate and support local response activities;
- To guide local responders in call-out and applications of outside agencies;
- To promote local preparedness and first response while awaiting outside aid;
- To promote self-sufficiency and to encourage personal preparedness;
- To provide local information and guidance about the community in preparation for regional response efforts;
- To identify a City Incident Management Team (IMT), consisting of representatives from the city government, county, state and the local community.

Direction and Control

The Mayor or designee has the ultimate authority and responsibility for the selection and control of local resources during an emergency. The following are the primary responsibilities of the Mayor or designee:

- Mayor Pro Temp;
- Police Chief

It is important to maintain organizational continuity and to assign familiar tasks to personnel. However, if the situation requires, it may be necessary to assign people to their departure and use them in areas of Petal need.

In day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

Local community emergency responders usually know the best ways to apply disaster emergency relief resources within their communities.

State response organizations will coordinate their activities with the regional P&C and local government so that State aid is rendered in the most helpful manner.

Federal assistance should also be supportive of State and local efforts, not a substitute for them.

This plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during and after emergency operations.

Phases Of Disaster Emergency Management

Disaster emergency management planning can be divided into four phases: mitigation, preparedness, response and recovery. Although each phase has tasks assigned to it, the process is dynamic and interconnected. This plan addresses all four phases of disaster emergency management, with a focus on response.

- Mitigation:**
 - Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster emergency occur.
 - Mitigation measures include:
 - Identification of hazardous materials, land use and zoning requirements
- Preparedness:**
 - Includes actions taken to plan, equip and train citizens and government personnel to respond to local emergencies
 - Preparation may include developing Community Emergency Response Teams and exercises to test their skills; identifying and stockpiling disaster-related equipment and supplies needed to respond to the disaster emergency.
- Response:**
 - Includes actions taken to save lives and protect property during a disaster emergency.
 - Response may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering, injury and psychological services, disaster relief, disaster plan, and opening and staffing Emergency Operations Centers.

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The following descriptions summarize the assigned duties and responsibilities for certain community members during a declared emergency:

The Mayor shall be the designated Emergency Manager with all the duties, responsibilities and powers associated with that position.

The Mayor Pro Temp shall be the Assistant Emergency Manager and shall assume all the duties, responsibilities and powers of the Emergency Manager in his/her absence.

The City Clerk shall serve as Executive Assistant and shall assist the Emergency Manager in all administrative duties.

The Police Chief or designee shall be the Public Information Officer (PIO). The PIO shall be the primary contact for the public and media at the request of the Emergency Manager or his/her Assistant.

The Police and Fire Department personnel shall be responsible for alert, to drop, evacuation and relocation of all citizens. This includes search and rescue and/or AAA, EOC, Medical Facilities, and Nursing Homes to be utilized for elderly, sick or other medical needs that may arise.

The Public Works Director, Members of the street and waste departments shall move heavy equipment to a safe area, only if flooding at the city limits is imminent. After a disaster, the first priority of the street department shall be to open the main roads. The second priority is to bring the community utilities back on line as much as possible.

The Civic Center Director, The Civic Center Director shall report to the Civic Center to establish first line shelter operations.

The Recreation Director: The Recreation Director shall report to the Civic Center for assignment.

The Fire Chief: All Fire Stations will be fully staffed and equipment housed in station. The Fire Chief shall report to the Incident Command Center for assignment.

The Building Inspection Director and Code Enforcement Director shall assist with community notifications for assigned areas.

The Accounts Payable Clerk will track all paper documents associated with any disaster.

Organizing for Local Emergencies

This plan is based on the concept that emergency functions for groups and individuals involved in emergency management will generally parallel their normal day-to-day functions.

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- Fire Chief
- Assistant Police Chief
- Assistant Fire Chief
- Public Works Director
- Assistant Public Works Director
- City Clerk

A declaration of disaster emergency by the Mayor and Board of Aldermen is required to accept state and federal disaster assistance, and may expedite procurement of local resources and funding as well. This is a weekly requirement as long as a federal or state disaster area has been declared.

The Mayor has the authority to request assistance from the Federal County Emergency Management Services Director and/or from the Mississippi Emergency Management Association (MEMA).

The designated Emergency Response Coordinator serves as Incident Commander in all local emergencies and as the Incident Management Team (IMT). Should the local government be unable to respond to an emergency, the City of Petal IMT can be expanded and integrated with the other regional IMTs or other response structures, as appropriate.

- Community and Individual Readiness**
- Individual and family preparedness is the first step in successful disaster mitigation and response. All community members must remain well informed.
 - All community members must remain well informed about local disaster response plans and policies, including evacuation routes, shelters, mass care facilities, and shelter-in-place procedures.
 - When individuals and families cannot respond effectively, it is the responsibility of the local government to protect life and property from the effects of hazardous events.
 - When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. The federal government will provide assistance to the state, when appropriate.
 - Basic responsibility for disaster emergency planning and response first rests with individuals and heads of households. Those community members with assigned emergency response duties should take care of their families FIRST. Section 2 of this plan contains checklists and guidelines for personal and family disaster preparedness.

Assigned Duties and Responsibilities

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- Recovery:
 1. Includes those processes required to return the jurisdiction to normal following an emergency.
 2. Recovery could include reconstruction of roads and public facilities, securing financial aid for disaster victims, offering community counseling and psychological support services, and reviewing and critiquing of response activities.

Levels of Emergency Response

When a disaster emergency requires a coordinated response, the following tiered response flow occurs. The response begins with the first responders on-scene, and depending on the incident specifics may eventually expand to include local, state, and federal government and/or private sector responders, managers, and resources.

First Responders

- The first responders (i.e., fire, police, EOC), are dispatched to deal with the emergency.

- A local emergency responder, usually the person-in-charge from the responding organization, acts as Incident Commander and leads the response effort at the scene.

- The Incident Commander follows standard operating procedures and requests additional assistance as appropriate.

Local

- If the incident can be effectively managed by the initial Incident Commander and on-scene personnel, no further level of outside involvement may be required.

- For a more serious incident, it may be necessary to activate the local Incident Management Team (IMT) to establish the Emergency Operations Center (EOC), manage emergency operations, coordinate on-scene personnel, and gauge the need for assistance from outside the community.

State

- When a disaster response exceeds local capabilities, the Community Emergency Manager may request assistance from the Mississippi Emergency Management Association (MEMA).

- The Director of MEMA will activate state agencies and coordinate federal, military, and independent agency resources as required.

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“ EXHIBIT K ”

COMMUNITY PROFILE FOR THE CITY OF PETAL

The following community information is provided as general background for the benefit of the local community members and outside emergency response professionals.

Local Contact Information

City of Petal 1000 Highway 11 Petal, Mississippi 39465	601-544-1776 601-544-5633
Phone:	601-544-5633
Fax:	601-544-5633
Mayor Pro Temp City Clerk, Police Department 122 New Ebbell Street Petal, Mississippi 39465	601-544-4383 601-544-4383
Phone:	601-544-5331
Chief:	601-270-3132
Assistant Chief	601-068-4575
City of Petal Fire Department 107 Fairchild Drive Petal, Mississippi 39465	601-706-0908 601-520-1780
Chief:	601-297-2578
Assistant Chief	
City of Petal Public Works Department 901 Highway 11 Petal, Mississippi 39465	601-544-5911 601-408-8706
Director:	
Emergency Operations Center 1080 Highway 11 Hattiesburg, Mississippi 39402	
Director:	

Demographics, History and Climate

The City of Petal is located at 31 degrees 20 minutes 48 seconds North Longitude and 89 degrees 15 minutes 29 seconds West longitude. The population is approximately 12,000 people. Most of the land, ponds and swamps in Petal has a population of approximately 1,000 people.

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- Upon declaration of a "State of Emergency," the governor assumes command of all the state's emergency services. The governor appoints the State Emergency Management Coordinator, who then appoints the State Emergency Coordination Center, appoints a State Coordinating Officer, contacts the FEMA Regional Director and requests a Presidential Disaster Declaration for federal assistance as needed.
- Local responders will continue to be integrated into the incident management structure to the maximum extent possible.

Federal

- When federal agencies and resources are added to the local response, coordination between local governments and federal agencies is managed by MEMA.

- The Federal Emergency Management Agency (FEMA) is headed by the local Federal Emergency Management Agency (FEMA) regional director will activate the Regional Emergency Center and activate the Mississippi Emergency Response Team and Federal Liaison Officer, and will alert the Region Emergency Response Team and the Federal Coordinating Officer.

- After completion of a preliminary damage assessment, the director of FEMA will recommend to the President whether to declare an Emergency of Major Disaster. The President will declare an Emergency of Major Disaster and appoint the disaster Coordinating Officer and lead the federal response and recovery efforts from the field office.

- In a disaster not qualifying for a Presidential declaration, assistance may be available under the statutory authorities of individual federal agencies. The Community Emergency Manager may request assistance from the appropriate agencies through the Mississippi Division of Emergency Services.

Private Sector

- In the case of an emergency that originates at a private facility or plant, the person-in-charge of the affected facility will perform duties as facility disaster, and communicate activities to Emergency Management. The person-in-charge will coordinate with the local community to request assistance.

- Depending on the type of incident, the IMT and EOC may be activated to support the response at a private facility, and a Unified Command will be formed, consisting of a private sector facility representative and representatives of the local, state, and federal agencies with jurisdiction.

- For certain types of incidents, such as fires and hazardous materials releases, local agencies may maintain incident command to protect public health and safety. Likewise, if

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The community has a subtropical climate with average temperatures ranging from 20 to 110 degrees Fahrenheit. Average precipitation is 62.47 inches annually.

First inhabited by the Choctaw Indians, the area where Petal resides today was settled by French, Spanish, British, and English. Spanish controlled the territory from the 16th through until 1699. Then the French took control until 1763 when the British took over. They held power over the land until 1793 until the Spanish regained control. Finally, in 1794, the United States took control of the area.

In 1904, Forrest County was formed from the second judicial district of Perry County, Mississippi. The county was named in honor of General Nathan Bedford Forrest, a famous Confederate Cavalry leader. The community was named after Ivin Palk's daughter, Petal Palk, who died in 1904 before her second birthday. The community retained a large unincorporated area until the decision was made to form a city in 1974. A code charter form of government was established and the City of Petal became an official legal subdivision of Forrest County in April of 1974.

The City of Petal School District, Waldner and the City of Petal are the major employers and these operations have primarily sustained the community. The City operates under a code charter form of government.

According to the 2009 U.S. Census, statistics for the addition of annexed areas, there are approximately 4,000 total housing units in the community, of which less than 1% are vacant. Median income is presently \$35,343.00 and there are approximately 1,000 food jobs.

Transportation and Economy

The City of Petal has approximately 68 miles of paved road access for vehicle, vehicle and pedestrian travel. The Fire Belt Regional Airport is approximately 10.6 miles to the southwest and is readily accessible. The local commercial carrier is Northwest Airlines with daily flights available to and from the Free Belt area. The City of Hattiesburg has a train depot serviced by Amtrak offering daily services to various points along major transportation lines.

The economy of the City of Petal relies primarily on the Petal School District, Waldner, the City of Petal and small retail and service establishments.

Utilities and Communications

The City of Petal has one local newspaper, the Petal News, that is weekly publication with distribution on Thursdays and each week a regional newspaper through its distribution throughout the entire Free Belt Area.

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The private facility or organization responsible for the incident does not have the planning or personnel in place to support a response, the Community IMT and/or the Regional IMT and EOC may be selectively activated to support response operations.

- Local medical facilities are an important private sector resource to consider during an emergency response. Medical resources are limited in the community, so it is important to modify the hospital or clinic when an incident occurs that might result in human casualties.

It is always better to be overly cautious and call for assistance as early on as possible. It will always be possible to scale down the response later, however if you wait to long to make notifications and/or requests for assistance, response time may not occur quickly enough to benefit the community.

PLAN MANN/DEMERT AND UPDM/TFS

Plan Review Cycle

This Community Emergency Response Plan will be reviewed and amended, if necessary:

- As appropriate following each emergency exercise or drill during which the plan is used, to reflect lessons learned during the drills, exercises, deployments, from
- As appropriate to reflect important changes in the community, state or federal emergency services.
- At least once every year.

The Mayor acting as Emergency Manager is responsible to ensure that revisions are made and incorporated into all copies of the Plan.

Drills and Exercises

Drills, training, and exercises are vital to determine the effectiveness of this Community Emergency Response Plan. Participants and observers will evaluate Training and exercise and change specific elements of the Plan as needed.

Log of Drills and Exercises

All disaster response drills and exercises held shall be recorded in the following matrix.

Type of Drill/Exercise and Date Held	Participation	Lessons Learned
--------------------------------------	---------------	-----------------

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There are telephone communications in most homes that is dependent on electrical supply to function. The City of Petal is served almost equally between Mississippi Power and Delta Electric Company within the confines of the city limits. Therefore, in a power emergency where telephone service and electric power are down, the City of Petal would communicate with other entities and among itself through cellular, satellite or radio equipment.

Alternative communication includes _____

The City of Petal receives its water supply from the various wells located throughout the City. The City owns three water generation plants that service approximately 96% of the population. The rest is served by two main water lines of 1,000,000 Gallons of water available from two reservoirs. The City has a 100% backup system for water supply in the event of a disruption from electrical failures at water plants are supplied with natural gas generators and are capable of pumping 750 gallons per minute.

The City of Petal owns and operates the sewer system for all structures. The system currently serves approximately 80% of homes with the remaining relying on septic tank systems. Problems in the number of the systems exist. The City is currently in the process of upgrading the sewer system with the installation of a new sewer main. The City is currently in the process of upgrading the sewer system with the installation of a new sewer main. The City is currently in the process of upgrading the sewer system with the installation of a new sewer main.

Natural gas is available to many homes and serves as an effective alternative during times of power outage. Natural gas is supplied from Senergy based in Columbus, Mississippi. Gas collection services are provided by the City of Petal. There is a transfer station located on Highway 11 in Hattiesburg within three miles of the city limits. The landfill is located in Perry County and is approximately 12 miles from the eastern border of the city.

The city has generation on many of its municipal facilities to include City Hall, Police Department and Fire Station 1 and 3.

Facilities and Equipment Resources

The Civic Center is currently the principal designated shelter able to house 109 individuals. In the event of a catastrophic disaster, school facilities could be opened to provide auxiliary shelter capabilities.

Currently, there are no commercial lodging facilities available in the City of Petal. Reservations are _____

Community health is managed by Forrest County with their office located in Hattiesburg, Mississippi.

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City of Petal Minute Book 31

- Terrorism
 - Petroleum jelly or other lubricant
 - Solvent degreasers
 - Torque degreasers
 - Safety pins (gasoline sized)
 - Soap or cleaning agent
 - Grease
 - Aerosol or compressed air
 - Anti-dielectric medication
 - Antacid
 - Syrup of Ipecac
 - Latex
 - Activated charcoal
- Contact the American Red Cross to obtain a Radio Shack Aid Manual. Do not forget to include a list of all walk-in medicine policies, vital records, death, bank account numbers, credit card numbers, passport, social security cards, immunization records, etc. in a waterproof, portable container.

DISASTER PREPAREDNESS HAZARD ANALYSIS AND MITIGATION STRATEGIES Community Disaster Preparedness

This section addresses disaster preparedness at the community level. The first step in being prepared for a disaster emergency is to understand the hazard within a community. The following pages analyze the major hazards (both natural and technological) faced by the City of Petal. Each hazard is considered individually as it relates to the hazard subject to this plan, and each hazard is analyzed in general and the community-specific risk posed by each hazard; and a consideration of mitigation strategies that could be used both at a community and individual level to prepare for certain hazards. The mitigation discussion focuses on both local government planning efforts and individual/family preparedness concerns.

The following hazards are discussed in this section:

- Drought
- Earthquake
- Energy Storage or Interruption of Power
- Flood
- Fire
- Oil or Hazardous Materials Spills (both within community and occurring in other places but spreading to effect community)
- Transportation Accident (Air, Land)
- Severe Weather Storms/Tornadoes
- Hurricanes

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- Severe Earthquakes
- Severe Flooding
- Severe Weather
- Structural Damage
- Act of Terrorism

DROUGHT

Definition: Prolonged period without rain.

Hazard Analysis:

Although the City of Petal normally receives substantial precipitation during the course of the year, a prolonged dry spell among several years in a row with below-normal rainfall could result in drought. In addition, the presence of drought conditions may lead to, or aggravate, other emergency conditions, such as wildfires.

The City of Petal's water supply is fed from three deep well-leveled in the City. These wells are owned and operated by the City of Petal. The Water Association and Storm Water Management Department have deep well water pumps utilized to service some of the residents located within the confines of the City limits. Since the groundwater aquifers where these wells are located have substantial reserves, the local water source is probably not severely threatened by drought.

When drought conditions do occur, the threat of urban or wildland fires greatly increases. The City of Petal has a professional personnel with all surrounding volunteer fire departments and the City of Eureka's firefighters during times of low rainfall and dry conditions. Likewise, the City of Petal can implement burn restrictions on the local level without the County's participation. It is the responsibility of both Forest County and City of Petal government to monitor rainfall conditions and implement burn restrictions when necessary.

Mitigation Strategies

Planning and preparations for drought is primarily the responsibility of the local and county governments. The response to drought will require close coordination with local and county fire-fighting organizations to ensure that minimum water levels are maintained for fire suppression. Coordination of awareness and public information concerning the drought should also be closely coordinated with other water users in the community. Drought mitigation depends heavily on:

- Public education.
- Monitoring of water reserves and
- Careful monitoring of water supply sources by local governments, especially during times of low rainfall.

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Mitigation Strategies

Wildfires can be mitigated through:

- Monitoring of drought conditions and rainfall, and
- Implementing burn restrictions during times of low rain.
- Structural fires may be prevented or controlled by ensuring that all residential, commercial, and public buildings are equipped with fire-resistance equipment is fire-retardant and fire-resistant by ensuring that all fire-resistance equipment is fire-retardant and fire-resistant, trained personnel are available.

Regular fire drills should be performed in schools and other areas with special populations, to ensure that evacuation procedures are clearly understood. Likewise, in the case of a hazardous materials release during a fire, it is very important to educate residents about a Shelter in Place policy and it is safe to leave their homes.

FLOOD

Definition: Periodic overflow flow of rivers and streams.

Hazard - Onchely rising small streams after heavy rains.

- Urban - Overflow of storm sewer system usually due to poor drainage following heavy rain.
- Coastal - Flooding along coastal areas associated with severe storm, hurricanes or other events.

Hazard Analysis

The City of Petal is at risk of flooding from heavy rains due to the proximity to the Leaf River and poorly maintained surface drainage systems. Flooding can result in property and infrastructure damage to roads, bridges, buildings, utilities and communication systems and additional natural/environmental emergencies such as soil erosion or creek bank collapse.

The extent and degree of flooding will determine which populations are at risk. A "worst case scenario" would affect the entire community. The City of Petal does have a Flood Mitigation Program and safety plan and safety plan to repetitive loss project for flood-prone areas.

Mitigation Strategies

- Preparation of flood risks can be accomplished through public awareness and individual preparation in combination with:
- Zoning ordinances
- Building codes
- Adequate warning systems,
- Flood proofing measures, and

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EARTHQUAKE

Definition: A sudden motion of the ground, which may cause surface faulting, ground shaking and ground failure.

Hazard Analysis

Although the number of earthquakes known to have been centered within Mississippi's boundaries is small, the State has been affected by numerous shocks located in neighboring States. Most notable is the New Madrid Seismic area that has produced a series of earthquakes over the years near the New Madrid, Missouri area that was felt in Petal. The most recent earthquake in the Mississippi River valley was felt in the Petal area on September 18, 1970, in the vicinity of Vicksburg, more than 300 miles from the Petal area.

Earthquake occur when the two sides of a fault slip suddenly past each other. These earthquakes typically cause very little shaking which lasts several minutes and significant, permanent uplift or subsidence over very large areas.

The general effects of these events include structural damage to bridges, buildings, airport facilities, utilities and communication systems, as well as an earthquake with a magnitude of 0.1 to 0.2 on the Richter scale and hazardous materials incidents, disruption of vital services such as water and power, and disruption of emergency response facilities, resources and systems.

The severity and location of any future earthquake will determine to what extent persons and property are at risk in the City of Petal. The severity of an earthquake will depend on the magnitude of the earthquake, the depth of the focus, the distance from the epicenter to the site. Magnitude is related to the amount of seismic energy released at the hypocenter of the earthquake. This is measured with the Richter Magnitude scale.

Fortunately, the City of Petal has a very low risk of an earthquake with high intensity and magnitude sufficient enough to cause widespread damage.

Mitigation Strategies

Earthquake mitigation is difficult because these events are not well predicted. Increased awareness and community-wide education about what do before, during, and after an earthquake are essential to mitigate this potential hazard.

ENERGY SHORTAGE/INTERRUPTION

Definition: The shortage or interruption of vehicle fuel, heating oil, or disruptions of electrical power.

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- Other comprehensive regulatory actions designed specifically for the reduction of flood damage.

Effective mitigation strategies are important to reduce the loss of life and property. Public addressing capabilities along with flood control structures and restoration of services after a flood are also important elements of flood preparedness.

OIL SPILLS AND HAZARDOUS MATERIALS RELEASES

Stationary - The uncontrolled release of hazardous materials from a fixed site such as hazardous materials fabrication, processing or storage sites, or hazardous waste treatment, storage or disposal facilities.

Transportation - The uncontrolled release of hazardous materials during transport such as highways and lines, pipelines and waterways.

Hazard Analysis

"Hazardous materials" refers generally to extremely hazardous substances, petroleum, natural gas, synthetic gas, acidic, toxic chemicals and other toxic materials. For the purpose of this risk analysis, hazardous materials and oil spill incidents are considered together as a single risk group. Hazardous material releases and oil spill incidents are caused by a number of factors, including human error, equipment failure, storage, and disposal and transportation accidents (trainway, waterway, and air).

Hazardous materials (flammable) and petroleum products are transported near the City of Petal in large quantities and primarily via pipeline, rail and highway traffic. Most classes of hazardous (flammable, gas, explosive, flammable, petroleum products) occur in these routes with the largest quantity of hazard in the community related to the natural gas industry.

Petroleum gas, diesel) products are generally transported to area service stations by tanker truck and then transferred to either above ground or underground storage tanks via gravity flow in tanks present on transport vehicle. Natural gas is transported by railcar and tanker truck and presents by far the most likely risk at both stationary and transportation releases. The City of Petal has several tankers of various diameters are currently in use to transport and deliver natural gas to various customers. These tankers are transported through the City limits that offer a high risk of exposure to toxic chemical spills.

The City of Petal Fire Department has the responsibility of maintaining forms identifying all local sources of hazard in accordance with the Community Right to Know program. Additionally, the City of Petal Department has records of all fixed sites where hazardous materials are stored or produced. See Appendix A.

The City of Petal has numerous pipelines classifying the populace within the confines of the city limits. See Appendix B for a map depicting pipeline locations.

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Since the City has access to a limited amount of equipment that can be utilized in the event of a hazardous material release, the City will continue to evaluate the need for additional equipment. The City will continue to evaluate the need for additional equipment that can be utilized in the event of a hazardous material release, such as additional fire trucks, hazmat units, and other equipment. The City will continue to evaluate the need for additional equipment that can be utilized in the event of a hazardous material release, such as additional fire trucks, hazmat units, and other equipment.

The human health risks associated with oil spills are less acute, but it is important that all mitigation strategies be designed to prevent oil spills and to respond to them in a timely and effective manner. The City will continue to evaluate the need for additional equipment that can be utilized in the event of a hazardous material release, such as additional fire trucks, hazmat units, and other equipment.

Mitigation Strategies

Populations at a particular risk to the effects of a hazardous material release include those with respiratory problems, and the very young (school children, day-care facilities). It is essential that these at-risk populations receive immediate warning and direction should a hazardous materials release occur. Mitigation of hazardous materials releases should include the following:

Hazardous Materials Release Reporting Requirements

Under the community right-to-know requirements of federal law, facilities which store hazardous materials are required to file reports, known as EPCRA Tier 2 forms, with the local fire department, LEPC and/or TERC. These reporting requirements ensure that local residents are aware of the hazardous chemicals in their communities, and that local emergency response plans take into account property prepared to respond to an accidental release.

A Petal, CA, shows the location of all facilities in the community that store hazardous materials, according to the community right-to-know information they have provided to the local fire department.

TRANSPORTATION ACCIDENT

Definition: An accident involving passenger air, highway, rail and marine travel resulting in death or injury.

Hazard Analysis

The three major types of transportation accidents that the City of Petal faces are air, rail, and marine. Transportation accidents that occur along the road system for an oil spill, vehicle, air vessel, and in various lines would normally constitute a major emergency, unless hazardous materials, toxic materials or materials considered the accident.

EXHIBIT K

When it is a tornado's summer, it will then be next to abandon vehicle

HURRICANES

Definition: A hurricane is a tropical storm with winds that have reached a constant speed of at least 74 miles per hour or more.

Hazard Analysis

The 74 to 160 mile per hour winds of a hurricane can exceed inland for hundreds of miles. Hurricanes can strike a community, which will be the destruction of the storm. Petal and other communities are vulnerable to hurricanes. The City of Petal has a history of hurricanes, and the City of Petal has a history of hurricanes. The City of Petal has a history of hurricanes, and the City of Petal has a history of hurricanes.

The City of Petal does remain at high risk for the primary hazards of hurricanes in high winds, debris, rainwater, and flooding. During a hurricane, many structures, public buildings, and other structures may be damaged or destroyed by heavy rainwater, public winds, debris, rainwater, and flooding. During a hurricane, many structures, public buildings, and other structures may be damaged or destroyed by heavy rainwater, public winds, debris, rainwater, and flooding. During a hurricane, many structures, public buildings, and other structures may be damaged or destroyed by heavy rainwater, public winds, debris, rainwater, and flooding.

Mitigation Strategies

Mitigation of hurricane risks can be accomplished through public awareness and advanced preparation, in combination with:

- Evacuation plans
- Building codes
- A debris warning system

Because hurricanes produce many of the same effects as severe thunderstorms, the same mitigation strategies apply. See Severe Thunderstorm Mitigation section.

HOSTAGE SITUATIONS

Definition: This is generally defined to mean a prisoner who is held by one party to ensure that another party will meet specified terms.

Mitigation Strategies

Most transportation accidents are not fatal and can be handled using local resources. However, a severe transportation accident can result in a large number of deaths and injuries, and additional resources. Most likely, if a major accident were to occur, the City of Petal Police Department would call for a helicopter for severely injured patients. The assistance of the Mississippi State Troopers, the City of Petal Fire Department, and other outside agencies may be necessary to supplement the response.

Transportation accidents may have negative impacts on a community's mental health. The City of Petal will continue to evaluate the need for additional resources to respond to critical incidents that impacted community members receive the proper critical incident stress debriefing and grief counseling, as necessary.

SEVERE THUNDERSTORMS/TORNADOES

Definition: Violent, destructive atmospheric disturbance, almost always associated with lightning. Such storms usually generate strong, gusty winds and heavy rain, and occasionally hail or windbursts.

Wind Gusts - In a mature thunderstorm, the falling rain and hail lead the surrounding air downward in rotating, symmetrical, funnel-shaped clouds. The air, accelerating as it descends, can reach speeds of 100 mph or more. Such winds can cause damage to structures and other objects.

Hail - Hailstones can form in a thunderstorm with a strong updraft which forces raindrops, suspended in the updraft, to grow rapidly by sweeping up small droplets which freeze on contact.

Floodwaters - These are not and used when of thunderstorm phenomena are finally raining coming on air that descended in the well-known funnel shape from the base of a storm cloud. A tornado vortex, which can range in width from a few yards to hundreds of yards, usually while clockwise (viewed from above) and contains very damaging winds that may reach some 250 mph.

Hazard Analysis

Severe thunderstorms are localized events, usually affecting smaller areas than hurricanes and floods, so their devastating impact is often underestimated. These storms, which are more common than any other natural hazard, are ever increasing causing considerable property destruction and death. Most damage is caused from lightning, hail, high winds, and tornadoes. The City of Petal is currently in a high risk area for these events.

Thunderstorms are considered severe when they produce winds greater than 58 mph, hail larger than 1.4 in. in diameter, or tornadoes. While thunderstorms are generally beneficial

Hazard Analysis

Although hostage situations can vary greatly based on the motivations of the hostage taker, the exact circumstances surrounding the incident, there are some basic facts that apply to all hostage situations:

- The hostage taker wants to obtain something. This can be as simple as money, political asylum, or safe passage to another country, or it can involve a more complex political goal.
- The target of the hostage taker is not the hostage. It is some third party, a person, a company, or a government that can provide whatever it is the hostage taker wants.
- The hostages are innocent ships. They are not being held for ransom or as leverage.
- Monthly demands, in which the target was the Israeli government and the hostages were Israeli soldiers, but the hostages themselves could be anyone.

Clearly situations exist within the confines of the City of Petal that regularly could result in a person or persons being a hostage. As an example, during a riot, a person who is not a participant in the riot could be held as a hostage. During a riot, a person who is not a participant in the riot could be held as a hostage. During a riot, a person who is not a participant in the riot could be held as a hostage. During a riot, a person who is not a participant in the riot could be held as a hostage.

Mitigation Strategies

Most hostage situations occur through several distinct phases:

- Initial Phase - This phase is violent and brief and lasts as long as 10 minutes for the hostage taker to make their assault and subdue the hostages. The hostages are held in a secure location. At this point, law enforcement officials are on the scene and the demands have probably been received. This phase can last from hours, days or months and would also be referred to as the "standoff phase." Physically, nothing about the situation changes greatly. The hostages and the hostage taker are in the same place. However, a lot is happening during this phase in terms of the relationship developing between everyone involved. The hostage taker is likely to manipulate these relationships in a way that results in a specific demand.
- Negotiation Phase - This is the "real" negotiation phase that lasts. The phase has one of three results:
 - The hostage taker surrenders peacefully and the incident ends.
 - The hostage taker demands more money and the incident ends.
 - The hostage taker demands more money and the incident ends.

The fate of the hostages does not necessarily depend on what happens during the negotiation phase. Even if the hostage taker gives up, they may have killed hostages during the negotiation. Often, hostages are killed either involuntarily by police or

because of their needed time (except for occasional "hot shoots"), severe storms have the capacity of hurting them. In addition, severe storms have the capacity of hurting them. In addition, severe storms have the capacity of hurting them. In addition, severe storms have the capacity of hurting them. In addition, severe storms have the capacity of hurting them.

Mitigation Strategies

Mitigation of severe thunderstorm risks can be accomplished through public awareness and advanced preparation, in combination with:

- Evacuation plans
- Building codes
- A debris warning system

Effective mitigation strategies are important to reduce the loss of life and property. Public sheltering capabilities along with flood control, debris removal and emergency response after a severe thunderstorm are also important elements of thunderstorm preparedness. Likewise, the following information is provided:

SEVERE THUNDERSTORM PREPARATION WHILE AT HOME

- Secure any loose, high profile and small objects outside before the storm hits
- Stay inside during the thunderstorm
- Try to protect vehicle from hail damage (such as placing vehicle in the garage) before storm hits
- Striping sensitive equipment such as computers and other electronic equipment
- Turn off the gas furnace
- Stay out of bath or shower
- Keep a distance from windows
- Be ready to take shelter in center of building or lowest floor if caught low in the ground
- Listen to battery operated NOAA weather radio for updates

SEVERE THUNDERSTORM PREPARATION WHILE TRAVELING

- If possible, avoid driving a storm thunderstorm, especially when a severe thunderstorm is forecast.
- If trapped in a storm, stay in the vehicle if large hail and/or wind (hard-hitting ground lightning) is occurring
- If trapped on the highway, try to safely park the vehicle under no overpass
- Reduce speed significantly if driving through a thunderstorm
- Do not drive through flooded streets with unknown depth of water. When flooding levels are in doubt, always water is worse than no water.
- Listen to battery operated NOAA weather radio for updates

occasionally be their captors during an assault. There have even been cases in which the "hostage" taken were granted their demands, but they killed a hostage anyway.

The process of negotiation begins by securing the area and setting up an incident "command center." This is followed by the Incident Commander (individual with as much as possible about the hostage taker. The most basic question is "Who and the person take a hostage". There are a few common reasons:

- The hostage taker might be a member of a religious or political group.
- The hostage taker might be a member of a religious or political group.
- The hostage taker might be a member of a religious or political group.

The most common hostage situations in history have been the result of carefully planned attacks in terrorist and radical political groups. The hostage taker is usually a member of a religious or political group. The hostage taker is usually a member of a religious or political group. The hostage taker is usually a member of a religious or political group.

Incident Commanders will activate a "Tactical Unit." A professional police negotiator will attempt to diffuse the situation, reporting to the Incident Commander. Also, negotiators who are not active in the situation are available for consultation.

Hostage situations are a form of hostage crisis, but it doesn't resemble a typical hostage situation in which the hostage taker are barricaded in a known area. Kidnappers keep their hostage in a secret location, and communication is often one-way -- the kidnappers tell the authorities what to do. As a result, there are not much interventions.

STATION SHOOTINGS

Definition: The definition of School Shooting must fit in the broad definition of "shooting" which is any shooting, whether they are conducted by individuals and whether they are lethal or non-lethal, caused by adults or children in, near or on the way to school.

Hazard Analysis

The City of Petal is at the same risk, but every other community in the nation faces with the same risk. The City of Petal is at the same risk, but every other community in the nation faces with the same risk. The City of Petal is at the same risk, but every other community in the nation faces with the same risk. The City of Petal is at the same risk, but every other community in the nation faces with the same risk.

EXHIBIT K

ACT OF TERRORISM

Definition: The unlawful use or threatened use of force or violence by a person or an organized group against people or property with the intention of intimidating or coercing societies or governments, often for ideological or political reasons.

Hazard Analysis

The City of Petal is more remote from an act of terrorism than any other community in the United States. Terrorism is an anxiety inspiring method of repeated violent action, employed by a clandestine individual, group or state actors, for ideological, criminal or political reasons, whereby the direct targets of violence are not the main targets. The main target in virtually all acts of terrorism is to inspire fear into the general population for the purpose of attracting attention, whether it be through the media, or through the immediate target's actions, whether it be through the media, or through the target's actions. Terrorism is a violent act which is commonly ascribed to individuals or groups who are motivated by a common ideology or political philosophy. This serves the purpose of becoming a message to the entire population.

The City of Petal has well defined targets that could provide not only regional, but national repercussions in disruptions to natural gas supplies. Thus, the City of Petal is considered at very high risk for this type of emergency situation.

Mitigation Strategies

Terrorism is becoming increasingly lethal throughout the world as a wide variety of groups seeking to influence political and social discourse embrace escalating levels of violence. The terrorism mitigation includes system design and physical security measures to enhance observation and deter criminal activities. Petal will continue to identify and analyze security threats and communication and coordination with local, state, and federal law enforcement agencies to obtain terrorism intelligence, training and technical support.

Terrorism response includes the development of plans and procedures for minimizing the potential danger to the community in a case where a terrorist act is suspected. For the emergency response, Petal will continue to assess about the appropriate resources to invest in preparedness and mitigation capabilities. This process has three steps:

- Perform risk assessment
- Identify hazard severity and probability
- Reserve identified risks and hazards.

Presently, due to the fact that acts of terrorism can take a multitude of forms, the City of Petal has a number of emergency response plans in place to respond to various types of terrorism that takes place within the confines of the City of Petal. While the City will continue to require regional, state and federal assistance. With future allocation of resources, training

information without placing either themselves or potential hostages at risk. If an incident is determined to be in progress, Police Department personnel will refer to established standard operating procedures regarding this type of situation.

Definition: A barricaded suspect is one that is intent upon evading arrest and takes up a defensive, secured position in a known location presenting a deadly hazard to arresting officers.

BARRICADED SUSPECT

Definition: A barricaded suspect is one that is intent upon evading arrest and takes up a defensive, secured position in a known location presenting a deadly hazard to arresting officers.

Hazard Analysis

Normally a criminal suspect with known or unknown violent potential that has barricaded himself (alone or with others) in a structure and refuses to surrender to Law Enforcement provides ample time for detailed planning and negotiations. Problematic with these individuals is that they are normally armed and there is a high risk potential for a transition to an active shooter or hostage situation. Any number of circumstances could arise that make the City of Petal equally at high risk for this type of situation.

Mitigation Strategies

Mitigation strategies for such an event would include securing the area, placing out the SWAT unit and establishing an Incident Command Center. A SWAT team is a designated unit of law enforcement officers that is specifically trained, but not limited to, work as a coordinated team to respond to terrorist acts and other high risk incidents. Such a unit is trained to respond to active shooters, barricaded suspects, and other high risk incidents. Such a unit is trained in mitigating these type of situations due to the unknown level of escalation that may occur due to the suspect's perceived desperation level.

SECTION 3
INITIATING AN EMERGENCY RESPONSE

Introduction

This section should serve as a starting point for organizing a disaster response. This section uses simplified action plans that are designed to provide needed response activities and resources for a variety of circumstances and scale of disasters where outside assistance may be necessary.

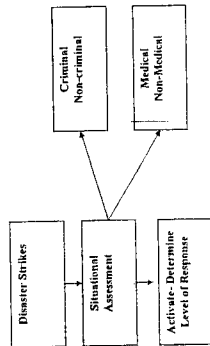
While this Emergency Response Plan has been designed to promote the highest possible level of self-sufficiency for disaster response within the City of Petal, there will always be some circumstances where regional, state, or federal resources will be necessary to support the response.

Nonetheless, it is always better to be overly cautious and call for assistance as early on as possible. It will always be possible to scale down the response later, however if you wait to long to make notifications and/or requests for assistance, response time may not occur quickly enough to benefit the community and mitigate increased damages.

Initial Response Flow Charts

The initial response flow charts that follow outline immediate actions to take in the case of a local emergency.

INITIAL RESPONSE FLOW CHART



Mitigation Strategies

Problematic is rather than providing context, the media's linking of these shootings as "a trend" has tended to exacerbate people's fears about the safety of their children and youth in schools. The result is that unrestricted public policy is being generated to safeguard the schools, even though the real threat may lie elsewhere. To reduce the number of school shootings, police officers in our schools to establishing school after-school programs due to this type of violence. This is spite of the fact that a wide spectrum of criminologists, educators and law enforcement officials say that these programs constitute vital crime reduction and community enhancing strategies.

Likewise, concern among school administration has resulted, such a point that they cease to make child safety the primary focus. This type of violence is being generated by the inclusion of more proactive effective police protection actions. This is evidenced by the inclusion of new mitigation strategy for handling mass panic not only from students but from concerned parents as well. Due to the nature of such an incident the City of Petal Police Department would issue an ALL-PAGE call-out, secure the area and refer to the established standard operating procedure (SOP) that directly deals with the emergency school plan.

BANK ROBBERIES

Definition: Bank robbery is the crime of robbing a bank. It is also called Bank Heist; especially in the USA. It is usually accomplished by a solitary criminal who intimidates a teller and demands money, either orally or through a written note. The most dangerous type of bank robbery is a hijacker robbery in which the hijacker demands that the bank employees and tellers take the money to a place during off hours when thieves try to break into the vault and get away with the money.

Hazard Analysis

The City of Petal is blessed to have an abundance of banks commercially operating within the city and surrounding areas. Bank robberies occur more frequently in the City of Petal as money depositors are targets for the would be robber. Fortunately, for the City of Petal all banks are located on the most traveled corridors thereby increasing surveillance opportunities by not only the City of Petal Police Department, but private citizens as well.

Mitigation Strategies

In the event of a bank robbery, the City of Petal Police Department would use the "Poy Moore" Protocol. This is a well established national program for identifying robbers in progress, tracking to false alarms and allowing Police officers a safe avenue for obtaining and coordination efforts, the City of Petal can maintain a proactive approach to terrorist mitigation.

and coordination efforts, the City of Petal can maintain a proactive approach to terrorist mitigation.

HAZARD-SPECIFIC RESPONSE CHECKLISTS

The hazard-specific Response Checklists that follow offer a means to address the following:

- notification;
- protective actions;
- special and unique response procedures;
- emergency public information; and
- other response needs generated by a particular hazard.

The checklists for each hazard focus on the special planning needs and regulatory issues generated by the hazard and identify appropriate outside agencies to contact for assistance in each case. The Response Checklists also reference other plan sections that may provide additional direction or background information to support the action item in the checklist.

These checklists are only guides and all actions may not be appropriate in every situation. The users of emergency personnel should use their own good judgment and common sense when carrying out the actions in their plan.

Response Checklist: DROUGHT	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Warning Phase: Threat of a Drought Exists</p>	<p>City of Petal Fire Department Phone: 601-705-0908 Fire Agency Operations Center Phone: 601-544-5911 National Weather Service 800-427-7191</p>	<p>Monitor low rainfall situations closely Review local water use and develop curtailment plan Establish and maintain contact with other affected areas Arrange for public announcements via radio, television, newspaper and website Identify facilities & industries at risk Assess readiness of firefighting equipment Alert Petal Police</p>

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“EXHIBIT K”

Response Checklist: EARTHQUAKE	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Recovery Phase: Event has occurred</p>	<p>Ensure that all organizations listed under WARRIOR and KATONAH phases have been notified as appropriate</p>	<p>Review Warning & Response Checklists Coordinate recovery activities with regional, state, and federal relief agencies Identify safety hazards and undertake corrective action Arrange for debris clearance Coordinate cleanup and recovery for individual/family and applications Work to restore damaged utilities and transportation systems Initiate Community Healing programs as needed Work on monetary damage claims for disaster declaration</p>

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Response Checklist: ENERGY SHORTAGE/INTERRUPTION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Outage is occurring</p>	<p>City of Petal Fire Department Phone: 601-705-0908 Emergency Operations Center Phone: 601-544-5911 MS Fireway Service Phone: 1-800-240-1140 MEMA 222-6362 800-395-6042</p>	<p>Department in event of smoke impairing traffic flow Research alternate potable water sources Initiate help of volunteer and relief organizations Review Warning Checklist Activate EOC Monitor drought conditions Continue to disseminate public information Fillimize water reserves Develop generation plan MEMA 222-6362 800-395-6042 Monitor rumors to prevent damage Monitor fire risk & advise fire departments Repair potable water assistance if appropriate</p>

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Response Checklist: ENERGY SHORTAGE/INTERRUPTION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Warning Phase: Threat of an Energy Shortage or Interruption Exists</p>	<p>City of Petal City Hall 601-545-1776 City of Petal Police Department 601-544-5311 City of Petal Fire Department 601-705-0908 Emergency Services Director MS Tower 601-544-5911 Director Dave Heston 601-543-5408 Emergency Services Director Sweeney Jim Have Tech M1 Company</p>	<p>Identify areas at risk Estimate probable consequences Coordinate with other regional, state, and federal agencies Alert public utilities Estimate nature & scope of assistance required</p>
<p>Response Phase: Energy Shortage or Interruption is occurring</p>	<p>If K-1 necessary MEMA 222-6362 800-395-6042 MEMA 222-6362 800-395-6042</p>	<p>Determine the extent of damage/interruption Establish if K-1 is necessary Disseminate public information The backup power is necessary Monitor public health & safety Estimate extent of damage</p>

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Response Checklist: EARTHQUAKE	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Earthquake is occurring</p>	<p>City of Petal Police Department 601-544-5311 City of Petal Fire Department Phone: 601-705-0908 City Center Phone: 601-392-5272 Emergency Operations Center Phone: 601-544-5911 MEMA 222-6362 800-395-6042 American Red Cross 601-582-9151 SAR Value Alarm 601-544-5800</p>	<p>Warn citizens of fire dangers of weakened or collapsing buildings Issue evacuation orders as appropriate Activate IRI & establish EOC Survey existing communications & develop communication plan Notify verified hospitals of injury victims Conduct fire and hazard reviews Monitor public order and control crowd Continue to disseminate public information Establish shelters Coordinate with Red Cross Sheltering Army Secure evacuated areas Establish safe location for emergency medical care Arrange for medical evacuations Estimate extent of damage</p>

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Response Checklist: ENERGY SHORTAGE/INTERRUPTION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Recovery Phase: Emergency Shortage or Interruption has occurred</p>	<p>Ensure that all organizations listed under WARRIOR and KATONAH phases have been notified as appropriate</p>	<p>Review Warning & Response Checklists Coordinate recovery & activities with regional, state, and federal relief agencies Make damage assessment Work to restore damaged utilities and transportation systems Coordinate cleanup and recovery for individual/family and applications Initiate Community Healing programs as needed Work on monetary damage evaluations for disaster declaration</p>

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Requester Checklist: FIRE SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
Warning Phase: Threat of a Fire Escape (See also Drought checklist)	City of Petal Fire Department Phone 601-705-0998 City of Petal Police Department 601-544-5331 Emergency Operations Center Phone 601-544-5911 MS Forestry Service Phone 601-928-1450 NADOT (if roadways are impacted) 1-800-222-6362 TENA 800-395-6042	Identify areas at risk. Determine fire readiness of vehicles & equipment. Determine water levels for fire fighting. Check auxiliary generators and other power, lighting, equipment. Restrict outdoor burning. Establish contact with fire agencies. Survey existing communications. Consider activation of EOC Provide public information & direction.

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Requester Checklist: FLOOD SITUATION	NOTIFICATIONS and CONTACTS (987)	ACTIONS
Warning Phase: Threat of Flooding: Exits	City of Petal Police Department 601-545-5331 City of Petal Fire Department 601-705-0908 City of Petal Street Department 601-544-1522 City of Petal Sanitation Department 601-544-1522 National Weather Service 800-472-3391 NADOT (if roadways are impacted) 601-544-6511	Identify areas at risk. Evaluate need for evacuation. Identify safe areas suitable for relocating evacuees. Determine whether roadways or transportation facilities are at risk. Estimate number of evacuees and arrange for relocation. Arrange for public alert and warning if necessary. Inventory heavy equipment for use in response & recovery. Remove emergency equipment, fuel, and medical supplies from impacted areas. Keep records of actions taken & resources used.

Response Phase: Fire is occurring	Emergency Phase: PLASE notifications made	Review Warning checklist
	American Red Cross 601-382-1151 Salvation Army 601-242-5804	Assess situation and identify affected areas. Continue to disseminate public information. Issue evacuation orders, as necessary. Establish EOC. Establish shelters. Coordinate with Red Cross, Salvation Army. Secure evacuated areas. Establish facility/site location for emergency medical care. Arrange for medical evacuations as necessary. Estimate extent of damage. Contact social service and relief agencies, such as the Red Cross, as necessary.

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Response Phase: Flood is occurring	Emergency Phase: PLASE notifications made	Review Warning checklist
	EMMA 1-800-222-6362 EMMA/disaster relief 800-395-6042 Notify all other emergency services under NADOT/PLASE (as appropriate)	Review Warning checklist. Establish EOC if necessary. Establish a watch/observation system for flood progression. Continue to disseminate public information. Limit travel/recreation in affected areas. Facilitate relocation of impacted residents. Establish shelters, if necessary. Coordinate with Red Cross, Salvation Army. Secure evacuated areas. Estimate extent of damage.

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Requester Checklist: FIRE SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
Recovery Phase: Fire has occurred	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate	Review Warning & Response checklists. Coordinate recovery activities with regional, state, and federal relief agencies. Identify safety hazards and undertake corrective action. Arrange for emergency housing, as necessary. Work to restore damaged utilities and transportation systems (airports, roadways, and port facilities). Coordinate disaster site centers for individual, family and applications. Initiate Community Healing programs as needed. Work on monetary damage estimates for disaster declaration.

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Requester Checklist: FLOOD SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
Recovery Phase: Flood has occurred	Ensure that all organizations listed under WARNING and RESPONSE phases have been notified, as appropriate	Review Warning & Response checklists. Coordinate recovery activities with regional, state, and federal relief agencies. Reestablish zoning ordinances and enforce policies. Identify safety hazards and undertake corrective action. Arrange for debris clearance. Work to restore damaged utilities and transportation systems, if any. Coordinate disaster and centers for individual/family aid applications. Initiate Community Healing programs as needed. Work on monetary damage estimates for disaster declaration.

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Response Checklist: OIL SPILL/HAZARDOUS MATERIALS RELEASE SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Oil Spill or Hazardous materials release is occurring</p>	<p>National Response Center 800-424-8802</p> <p>City of Petal Police Department 601-544-5331 Petal Fire Department 601-705-0908 EPC 601-544-5911</p>	<p>Secure the area where release has occurred.</p> <p>Identify hazards, if possible</p> <p>Look for information on labels, shipping papers, etc.</p> <p>Assess the situation to determine type of release, approximate size, weather factors, etc.</p> <p>Determine public information about evacuation or shelter in place.</p> <p>Include evacuation, if necessary.</p> <p>Establish facility/area location for emergency medical care.</p> <p>Area sensitive to release, if applicable, and take steps to mitigate spill impacts.</p> <p>Activate the EPC, if necessary.</p> <p>Estimate extent of damage.</p>

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Response Checklist: OIL SPILL/HAZARDOUS MATERIALS RELEASE SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Oil Spill or Hazardous materials release has occurred</p>	<p>Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.</p> <p>MEMA 1-800-223-6762 PEMA 1-800-795-6042</p>	<p>Review Response Checklist</p> <p>Ensure that all hazardous materials have been properly stored.</p> <p>Identify safety hazards and undertake corrective action.</p> <p>Work to restore damaged utilities and transportation systems.</p> <p>Work to mitigate environmental damage and coordinate cleanup with other regional, state and federal agencies.</p> <p>Coordinate disaster and centers for individual, family and applications.</p> <p>Include Community Healing programs as needed.</p> <p>Work on nonpoint damage prevention, if disaster declaration.</p>

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Response Checklist: TRANSPORTATION ACCIDENT SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Accident is occurring</p>	<p>City of Petal Police Department 601-544-5331 City of Petal Fire Department 601-705-0908 EPC 601-544-5911 Examiner, State Medical 601-506-7088/506-5081 MDOJ 601-544-6511 City Center 601-382-5672 American Red Cross 601-382-8151 Salvation Army 601-544-5681</p>	<p>If hazardous materials or oil are released, spill kit refer to the emergency checklist.</p> <p>If injuries, involved, notify AAA and call for medical, as appropriate.</p> <p>Secure the area. Control crowds.</p> <p>Control fires and hazard releases as necessary. EPC Activate and establish EPC location for emergency medical care.</p> <p>Report assistance with emergency responders and workers.</p> <p>Set up emergency shelter, as necessary.</p> <p>Determine public information.</p> <p>Estimate extent of damage.</p>

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Response Checklist: TRANSPORTATION ACCIDENT SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Accident has occurred</p>	<p>Ensure that all organizations listed under RESPONSE phase have been notified, as appropriate.</p>	<p>Maintain scene security.</p> <p>Identify safety hazards and undertake corrective action.</p> <p>Arrange for debris clearance.</p> <p>Work to restore damaged utilities and transportation systems.</p> <p>Arrange for emergency housing, as necessary.</p> <p>Coordinate disaster and centers for individual, family and applications.</p> <p>Initiate Community Healing programs as needed.</p> <p>Work on nonpoint damage prevention, if disaster declaration.</p>

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Response Checklist: SEVERE THUNDERSTORMS/TORNADOES SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Tornado or Extreme Weather Threat Warning</p>	<p>Warning Weather Service 800-352-0704</p> <p>City of Petal Police Department 601-544-5331</p> <p>City of Petal Fire Department 601-705-0908</p> <p>City of Petal Street Department 601-544-1532</p> <p>City of Petal Water Department 601-544-0781</p>	<p>Confirm warnings with National Weather Service.</p> <p>Identify areas at risk.</p> <p>Disseminate public information.</p> <p>Assess current levels of heavy equipment for debris removal, etc.</p> <p>Assess fuel levels, manage transportation procedures as necessary.</p> <p>Check conditions and outfit backup power.</p> <p>Prepare emergency equipment, such as generators, for use after extreme weather is over.</p> <p>Arrange for safe delivery of incoming response personnel and supplies.</p>

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Response Checklist: TRANSPORTATION ACCIDENT SITUATION	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Response Phase: Extreme weather is occurring</p>	<p>City Center 601-382-5672 American Red Cross 601-382-8151 MDOJ 601-544-6511 EPC 601-544-5911</p>	<p>Review Warning checklist</p> <p>Continue to monitor forecasts.</p> <p>Continue to disseminate public information.</p> <p>Keep in communication with state/federal emergency response agencies.</p> <p>Determine the need to establish shelters for those who may be without heat or essential services.</p> <p>Coordinate with School, Red Cross, and Salvation Army.</p> <p>Establish facility/area location for emergency medical care.</p> <p>Arrange for medical equipment, if needed. EPC, if needed. Petal Fire Department as necessary.</p> <p>Estimate extent of damage.</p>

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“EXHIBIT K”

Response Checklist: SEVERE THUNDERSTORMS/TORNADOES	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Recovery Phase: Extreme Weather has occurred</p>	<p>Ensure that all organizations listed under WARNING and RECOVERY phases have been notified, as appropriate.</p>	<p>Review Warning & Response checklists. Coordinate recovery activities with regional, state, and federal relief agencies. Identify safety hazards and undertake corrective action. Arrange for debris clearance. Work to restore damaged utilities and transportation systems. Coordinate disaster aid centers for individual/family aid applications. Initiate Community Healing programs as needed. Work on monetary damage estimates for disaster declaration.</p>

Response Checklist: HURRICANE	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Warning Phase: Threat of Hurricane/Typhl Wind Exits</p>	<p>National Weather Service 800-742-4051 City of Petal Police Department 601-544-5331 City of Petal Fire Department 601-544-5308 City of Petal Street Department 601-544-1522 City of Petal Water Department 601-544-5308 City of Petal Recreation Department 601-554-5440 City of Petal Sanitation Department 601-544-1522 601-544-2672 EOC 601-544-5911</p>	<p>Confirm forecasts with National Weather Service. Identify areas at risk. Disseminate public information. Assess current levels of heavy equipment for debris removal, etc. Assess flood levels. Initiate conservation programs as necessary. Check generators and other backup power. Preposition emergency equipment, fuel, and other supplies in safe area for use after extreme weather is over. Arrange for safe delivery of incoming response personnel and supplies.</p>

SECTION 4
SIREN ALERT AND WARNING SYSTEM

In the City of Petal, public alert and warning of a disaster emergency can be carried out using one or more of the following methods:

- Siren alert system.
- Emergency Alert System (EAS) - transmitted via Commercial radio channels.
- Mobile phone alert system.
- Door to door contact.

Siren Alert System

The City of Petal has both a fixed siren system and mobile siren capabilities through all police and fire vehicle public address systems. The City of Petal has also purchased a mobile siren system for use in the event of a disaster emergency. The City of Petal will continue to evaluate the need for additional fixed sirens in order to effectively alert all citizens to a potential, pending or occurring disaster.

Emergency Alert System

The Emergency Alert System (EAS) consists of broadcast radio and television stations and government offices to provide emergency alert and warning to the public. The EAS covers both AM/FM/CSS/R(LM/R) radio and VHF Low/VHF Medium/VHF High/UHF/television (including low-power stations), HRC/BC/CC/SD/DEA, cable television and wireless cable television companies. Digital television, digital cable, XM Satellite Radio, Sirius Satellite Radio, Granite, Windforce, IPOC/DAB and digital radio broadcast has been purchased by the City of Petal. The Emergency Alert System (EAS) will be required to participate beginning July 1, 2007. Video Dial Tone (VDT) will be required to participate beginning July 1, 2007. The FCC is in the process of revising EAS obligations.

Nonetheless, because EAS warnings are broadcast for the most part via radio and television stations, the system is not practical for highly localized emergencies. EAS messages are broadcast on the following local frequencies:

Mobile Public Address System

In the City of Petal, all police and fire vehicles are equipped to function as the mobile public address system. This mobile system is used by the Police Chief, Fire Chief, and other City employees to broadcast messages via mobile public address should the situation warrant. The mobile public address may be used by itself or to supplement fixed

Response Checklist: SEVERE THUNDERSTORMS/TORNADOES	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Recovery Phase: Extreme Weather has occurred</p>	<p>Ensure that all organizations listed under WARNING and RECOVERY phases have been notified, as appropriate.</p>	<p>Review Warning & Response checklists. Coordinate recovery activities with regional, state, and federal relief agencies. Identify safety hazards and undertake corrective action. Arrange for debris clearance. Work to restore damaged utilities and transportation systems. Coordinate disaster aid centers for individual/family aid applications. Initiate Community Healing programs as needed. Work on monetary damage estimates for disaster declaration.</p>

Response Checklist: HURRICANE	NOTIFICATIONS and CONTACTS	ACTIONS
<p>Recovery Phase: Hurricane has occurred</p>	<p>Ensure that all organizations listed under WARNING and RECOVERY phases have been notified, as appropriate.</p>	<p>Review Warning & Response checklists. Coordinate recovery activities with regional, state, and federal relief agencies. Identify safety hazards and undertake corrective action. Arrange for debris clearance. Work to restore damaged utilities and transportation systems. Coordinate disaster aid centers for individual/family aid applications. Initiate Community Healing programs as needed. Work on monetary damage estimates for disaster declaration.</p>

R. Shelters

Shelters	City Center	Review Warning Checklist
	<p>City Center 601-544-2672 American Red Cross 601-544-2672 MEMA 1-800-232-6302 FEMA (disaster relief) 800-375-6842</p>	<p>Continue to monitor forecasts. Continue to disseminate public information. Keep in communication with state/federal emergency response agencies. Determine the need to establish shelters for those who may be without heat or essential services. Coordinate with School, Red Cross, Salvation Army. Establish inpatient/evacuation location for emergency medical care. Arrange for medical services for those in need of the City of Petal Fire Department as necessary. Estimate extent of damage.</p>

sirens or other alert and warning systems. Mobile public address messages should briefly explain the nature of the emergency and the type of public response required.

Door-to-Door Alert

Door-to-door alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency. Door-to-door alert messages should briefly explain the nature of the emergency and the type of public response required.

Special Populations

Special populations include senior citizens, school age children, clinic patients, day care centers, and other concentrations of people with health problems or special needs. Regardless of the emergency alert and/or warning system used, these special populations may require additional, targeted warnings, especially for those with limited mobility. These individuals will be in charge of any needed rescue or individual assistance in these special populations.

Sample Alert and Warning Messages

General Information Message

"At (time) today, City of Petal public safety officials reported an (describe the event, emergency, incident). The (event occurred at (location and time) today. The Mayor requests that all persons in the City of Petal listen to the radio or television for further information."

Shelter in Place Message

"At (time) today, City of Petal, public safety officials reported an (e.g. industrial accident involving hazardous materials). The accident occurred at (location and time) today. The Mayor or Incident Commander requests that all persons in (names of areas) should remain inside their houses or other enclosed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, go indoors and remain inside. Turn off heating, ventilation, and cooling systems and windows or air conditioning units. Avoid showers and baths. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

EXHIBIT K

SECTION 5

DISASTER ASSISTANCE

Introduction

Proper and thorough rendition of the disaster conditions will enhance disaster assistance from mutual aid agencies and state and federal entities.

This section outlines the disaster emergency declaration and reporting process and damage assessment procedures that the Incident Commander will implement in the event of a disaster emergency.

Declaration of Local Disaster Emergency

The Mayor or designee has the legal authority to declare a local disaster emergency through provisions of the City of Petal's Emergency Response Ordinance number _____.

A local disaster emergency declaration may be necessary to expedite procurement of resources and to access state and federal disaster assistance. If the Mayor is unable to act due to absence or incapacity, the next person in the local chain of succession, as defined by this ordinance, will exercise local disaster emergency declaration authority. The declaration of a local disaster emergency must include a description of the situation and existing conditions, must delineate the geographic boundaries, and must outline what special powers are being exercised by the City of Petal. In the event that the City of Petal is declaring a local disaster emergency for the purpose of expediting procurement of regional response resources or requesting disaster assistance directly from the State of Mississippi, use the model declaration forms found in this section. The Mississippi Emergency Management Agency (MEMA) makes recommendations on disaster declarations with requests for State assistance and forwards those recommendations to the Governor's Office.

Reporting

Accurate incident status summaries are important to decision makers within the local Incident Management Team (IMT), as well as to assisting outside agencies and the public. A Situation Report should be completed as soon as possible after the onset of an emergency, and should be updated at least every 12 hours thereafter. After the local emergency ends, the Incident Commander should submit a final report to the local governing authority. A model after-incident report is available. The Incident Commander is considered after declaring a state of emergency. Status must review the need for continuing the local emergency at least every seven (7) days until local emergency is terminated, and shall proclaim the termination of such emergency at the earliest possible date that conditions warrant.

SECTION 6

INCIDENT MANAGEMENT TEAM

The Incident Management Team described here uses a broad, all hazard emergency management system designed to address mitigation, preparedness, response, and recovery activities. This system follows the NIMS/ICS model for incident command. ICS is designed around the following principles:

- Flexible enough to expand or contract based on the size of the incident.
- Performance based incident management functions regardless of the size of the incident.
- Uses common terminology and organizational structures to allow for integration of response personnel and managers from different organizations and jurisdiction.

The ICS format breaks incident management into five basic functions:

- Command
- Operations
- Logistics
- Planning
- Finance/Administration

For small-scale incidents that can be managed wholly within the resources and capabilities of the community, the local Incident Management Team (IMT) may use the five basic ICS functions to organize incident management and emergency response functions.

For incidents that require supplemental response and/or incident management resources from outside agencies or organizations, the local IMT will form the initial incident command, and this organization will eventually be expanded to a full ICS organization, integrating regional emergency operations plans and a pre-incident emergency response or other prevention and contingency plans. In a regional disaster, local personnel from the City of Petal IMT may be incorporated into a regional or private industry incident management team organized under one of the plans described above.

The local Incident Management Team should be composed of qualified personnel of the City. The qualified personnel from the following pages identifies potential IMT personnel; however every incident will be different.

MAJOR ICS MANAGEMENT ACTIVITIES:
COMMAND

The Incident Report should be prepared and distributed via phone, fax, email, radio, hard copy, etc. to at least the following:

- Regional Emergency Services Director
- Mississippi Emergency Management Agency Director

The local Incident Commander may also distribute local Situation Reports to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations should the situation dictate.

Damage Assessment should begin immediately after the onset of a disaster, as preliminary damage assessment will be critical to obtaining outside assistance. For Damage Assessment Directives, refer to Section 8.

City of Petal Disaster Declaration

The City of Petal Disaster Declaration should include at a minimum the following elements:

- A brief description of the disaster or emergency, when it happened and where it happened.
- A statement describing the political subdivision.
- A statement outlining the disaster or emergency conditions, areas affected, damages.
- A statement that local capability has been exceeded.
- A statement by the appropriate principal executive officer authorized to declare a disaster emergency.
- A request that the Mayor designate the City of Petal a disaster area and request assistance from the State of Mississippi.
- A brief statement and estimated value of local government commitment to the disaster.
- Signature of principal executive officer authorized by local ordinance.

Example

WHEREAS, commencing on date, the City of Petal, Mississippi, sustained severe losses and threats to life and property from describe the event or situation; and,

WHEREAS, the City of Petal is a political subdivision within Forest County, Mississippi; and,

WHEREAS, the following conditions exist as a result of the disaster emergency (describe the event and the impact to community, changes, and etc.); and,

WHEREAS, the severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and,

Set objectives and priorities, has overall responsibility in the incident or event

OPERATIONS

Conducts Tactical Operations to carry out the main, Director tactical objectives, organization, and directs all resources.

LOGISTICS

Provides support to meet incident needs, provides resources and all other services needed to support the incident.

PLANNING

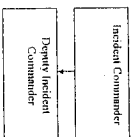
Develops the Incident Action Plan to accomplish the objectives, gathers and evaluates information, maintains resource status, maintains and displays situation status, develops alternative strategies, provides documentation services and reviews the Demobilization plan.

FINANCE/ADMINISTRATION

Manages costs related to incident, provides accounting, procurement, time recording, and cost analysis.

Incident Command System (ICS)
Organization and General Principles

The City of Petal Incident Management Team will follow the NIMS/ICS organization, where incident response functions are broken out into five areas: Command, Operations, Logistics, Planning, and Finance/Administration. In a fully developed ICS, each of these five functions may be subdivided several times over and subdivided by up to seven levels of individuals. Smaller incidents may be managed using a simplified ICS organization under the Incident Management Team (IMT) organizational structure. The basic organization under ICS is as follows:



THEBOPRE be it resolved that the City of Petal does declare a Disaster Emergency per Mississippi Code Annotated Section 33-13-5(1) to exist in the City of Petal.

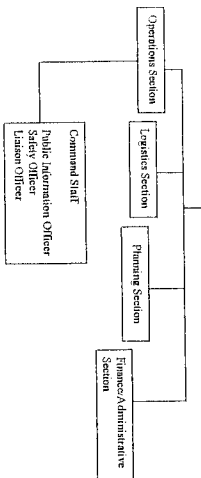
FURTHERMORE, it is resolved that the Mayor declare a Disaster Emergency in exist as described in Mississippi Code Annotated Section 33-13-5(1) and request assistance from the Forest County Emergency Operations Center and the Mississippi Emergency Management Agency (MEMA) in its response and recovery from this event.

IN WITNESS, the undersigned certifies that the City of Petal has or will expend local resources in the amount necessary to mitigate and contain actions as a result of this disaster and may request both State and Federal financial assistance.

SIGNED this ____ day of _____, 20__

Local Situation Report Sample

Incident No.	Incident Name	Prepared By:
1. Jurisdiction: City of Petal, Incident Manager:		
2. Casualty Status:		
a. Confirmed Dead		
b. Missing		
c. Injured		
d. Estimated Sheltered Population		
3. General Situation		
4. Road Closure		
5. Current Sheltering/Evacuation Status		
a. Total Shelters Open		
b. Total Registered at Shelter		
c. Total Registered Sheltered (Adult, Youth)		
6. Current Priority Needs		
7. Future Outcomes/Planned Actions		
8. Other Comments		
9. EOC/MEMA/EMVA Notified		



Command Levels

The command function within the ICS may be organized in two general ways: as a Single Command or a Unified Command.

Single Command

- When an incident occurs within an area that has one department/agency with jurisdictional authority.
- When there is no overlapping of jurisdictional authority.
- The single Incident Commander objectives that will be the foundation upon which action planning will be based.

Unified Command

- When an incident occurs within an area with one or more department/agencies with jurisdictional authority.
- When the resources and personnel of a single agency are not sufficient to mount an effective response.

Incident commanders or designated representatives from each of the agencies will coordinate and develop a single Incident Action Plan. The Unified Command may select from among themselves a person to serve as Incident Commander. Under a Unified Command, the IC carries out the objectives as set by the Unified Command.

Incident Management Team Position Descriptions

The Incident Management Team is led by the Incident Commander (IC), who is responsible for the management and oversight of all incident activities, according to developing strategic objectives and approving the routing and release of resources.

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- The Incident Commander will lead an Incident Management Team (IMT) consisting of both Incident Staff and Command Staff personnel. The Incident Staff consists of the following positions:
 - Operations Section
 - Logistics Section
 - Planning Section
 - Finance Section
- The Command Staff is composed of four sub-functional positions:
 - Public Information Officer
 - Safety Officer
 - Liaison Officer
 - Legal Officer

Command Section
Incident Commander

The Incident Commander supervises Command Staff and General Staff positions. The Incident Commander will provide an overall coordinating function to activate the specific Incident Management Team functional units.

In the City of Petal, the Incident Commander will be the Police Chief or designee. For some incidents, the Mayor and Board of Aldermen may provide guidance to the Incident Commander through the City Council or Multi-Agency Coordinating Group.

The Incident Commander may choose to activate the Deputy Incident Commander position and designate one of the City Officers to that Deputy. The Deputy Incident Commander for the City of Petal will be the Fire Chief.

Public Information Officer

The Public Information Officer is responsible for the formation and release of information about the incident to the public. The Public Officer reports to the Incident Commander and is responsible for the coordination of all public information activities. The Public Information Officer for the City of Petal is the Deputy Clerk of the Council. The Public Information Officer for the City of Petal is the Deputy Clerk.

Safety Officer

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe conditions and developing measures for ensuring personnel safety. The Safety Officer will direct unsafe acts or conditions through the regular line of authority, or may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains a list of active and developing situations and incidents.

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City of Petal Incident Management Team

Qualified Personnel Roster

The Qualified Personnel Roster identifies city personnel who may fill various positions during an activation of the City of Petal Incident Management Team. It is organized by City Section, including a list of City Section personnel.

Name	Title / Function	Phone Number

City of Petal Incident Management Team Staffing

IMT staffing should be prepared using a standing shift schedule and standardized roster procedure to ensure consistency and ensure sufficient rest.

- IMT Staffing: City staff should remain consistent and appropriate to incident needs.
- Adequate rest periods should be provided during shift changes so that no information is lost during IMT shift changes.
- (Incident/ies for IMT Staff Scheduling)
 - Establish shift length and rotation schedules early in the response.
 - Develop a shift change schedule.
 - IMT staff rest and change locations for all incoming and outgoing personnel to administrative incident status and priorities.
 - Assign a backup personnel to all key positions.
 - Shifts should be based on the time scheduled for opening shifts.
 - IMT staff should be based on 12 hours if possible.
 - Shifts that contain shifts over 20 to 30 minutes should subject to facilitate shift change.
 - Adequate Crisis Management Team members to take checks and rest as needed.
 - Assign a dedicated "check room".

Scope of Control

Scope of Control refers to how many organizational elements may be directly managed by a single person. Maximizing the scope of control throughout the ICS organization is very important. Scope of control may vary from 3 to 7, and a ratio of one to five reporting elements is recommended. If the number of reporting elements falls outside of these ratios, expansion or consolidation of the organization may be necessary.

personnel in each Incident Action Plan. The Safety Officer reports to the Incident Commander and supervises any additional Safety Staff. The Safety Officer for the City of Petal is the Assistant Fire Chief.

Liaison Officer

The Liaison Officer is responsible for communicating with local, state and federal government agencies. If these agencies assign representatives to the IMT, the Liaison Officer will coordinate their activities and relieve the Incident Commander of as much government liaison work as possible. The Liaison Officer reports to the Incident Commander and supervises a Liaison Staff, which may include agency representatives. The Liaison Officer for the City of Petal is the Assistant Police Chief.

Legal Officer

The Legal Officer is responsible for providing legal advice on all aspects of IMT involvement. The Legal Officer reports to the Incident Commander and supervises the legal staff as assigned. The Legal Officer for the City of Petal is the City Attorney. Additionally, a legal officer is not necessarily involved in every incident.

General Staff

Operations Section

The Operations Section is led by a Section Chief who reports directly to the Incident Commander. The Operations Section includes personnel directly involved with incident tactical activities. The Operations Section Chief manages the Operations Section personnel and is responsible for providing tactical direction to the Operations Section personnel and for the field to respond and accomplish the incident set forth in the incident action plan.

The Operations Section Chief(s) must divide their time between the field and the Local Emergency Operations Center (LEOC) for the purpose of the City of Petal. Operations Section Chief(s) will be assigned by the Incident Commander from either of both Police Stations or Fire Stations Chief based on the nature of the emergency.

Additional operations section personnel such as a volunteer group, inspectors, strike team task force experts, and others will work with the LEOC to provide information on the status of the operational activities.

Planning Section

The Planning Section is led by a Section Chief who reports directly to the Incident Commander. Planning Section personnel maintain the incident status, develop and modify incident strategies, and disseminate information as necessary to include incident

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LOCAL EMERGENCY OPERATIONS CENTER FACILITIES

There will be exceptions, for example, for some applications of ICS, especially those that involve a large area of control.

The Local Emergency Operations Center (LEOC) is a facility required for managing disaster emergencies. The Incident Management Team uses the LEOC as their center of operations to direct the overall disaster emergency response.

The LEOC specializes incident management and also does the following:

- records and analyzes incident priorities as determined; strategies are developed and critical resources are assigned to tactical operations
- provides a central location for planning meetings, tactical meetings, staff meetings, media briefings, press conferences, public information releases and other incident dissemination.
- facilitates efficient and effective communication.
- facilitates coordination of resources and personnel for conducting emergency operations. The LEOC coordinates the incident response, including establishing effective lines of communication to facilitate the coordination.
- contains operations during extended periods of time for locating the incident management team in an LEOC facility that minimizes disruptions of emergency functions within other organizations and agencies.
- provides continuity using mutual-aid agreements and a systematic means to brief members of the IMT through shift briefings with other units.

The City of Petal LEOC Locations

- The following locations within the City of Petal may serve as Local Emergency Operations Center, depending on the type and scale of emergency:
 - Municipal Court Room - City of Petal Police Department
 - The Hall Board Room - City of Petal Civil Hall

LEOC Requirements

Incident and equipment for the LEOC should be pre-identified, stored, and available for immediate access. They should include the following:

- OFFICE SPACE - The LEOC must have adequate office space to support the activities of the IMT.
- LIGHTING - The LEOC must have adequate lighting to staff to carry out their duties. An auxiliary power source is mandatory for the LEOC. Power should be provided for the lighting system to ensure a continuous power source in a power outage.
- HEATING AND/OR COOLING - Similar to adequate lighting, with the same needs for auxiliary power and/or standby sources of fuel.

management and organization. The Planning Section Chief manages the collection, evaluation, management and dissemination of information and resources, the nature of incident events, require alternative strategies, and coordinate and mobilize all available resources. The Planning Section Chief is also responsible for the preparation of Incident Action Plans. The Planning Section Chief for the City of Petal is the Mayor.

Logistics Section

The Logistics Section is responsible for obtaining and delivering resources as well as providing all service and support functions for the incident. Approval to order and allocate resources is the responsibility of the Incident Commander. The activities of the Logistics Section Chief will be coordinated with the Incident Commander. The Logistics Section Chief will report to the Incident Commander.

The Logistics Section Chief's primary responsibilities include acquisition of the Logistics Section and participation in the development and implementation of priorities and objectives for the Incident Action Plan. The Logistics Section Chief for the City of Petal is the Lieutenant of Petal or Lieutenant of Investigations. In the event of a major multi-jurisdictional event that requires involvement of the Forest County Emergency Operations Center (FCEOC), the Logistics Section Chief will report to the FCEOC for coordination purposes.

The Logistics Section is composed of two main branches: Service and Support, each of which performs several units. Acquisition of Service and Support units will vary with each incident.

Finance/Administration Section

The Finance and Administration Section is responsible for providing accounting functions including maintaining an audit trail, billing, invoice payments, and procurement of fuel, materials and services used during incident operations. The Finance Section Chief reports to the Incident Staff. The Finance Section Chief will report to the Incident Staff and will coordinate with the Finance and Administration Section Chief for the City of Petal.

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- SPECIFICITY - The LEOC must be easily located against confusion. Access to the LEOC should be allowed to only authorized personnel and staff.
- COMMUNICATIONS EQUIPMENT - It is vital that the LEOC have adequate communication equipment and that it is accessible to all personnel.
- TELEPHONES - Multiple landlines, incoming and outgoing lines, and cell phones are required for the LEOC. A minimum of two landlines should be provided. A wireless phone is required for the LEOC. A minimum of two cell phones should be provided.
- FAX MACHINES - For the potential of land-line interruption. Ideally, fax machines should be provided, one for outgoing use for incoming messages.
- COMPUTERS - Computer backups with adequate data storage space, primary use, and support personnel for the management of incident information and data.
- IDENTICAL RADIOS - Radio actions should have access to incident radios.
- AMATEUR (HAM) RADIOS - A suitable area should be provided for amateur (ham) radio operators. Required power sources, 11.7V and outlets should be provided for the LEOC to maintain press releases, news media and other pre-incident information.
- AREA SUITABLE FOR BRIEFINGS - A set remote from the main JIC operations area where shift briefings, strategy meetings, news media briefings and other meetings can be held without adversely impact the JIC operations.
- FOOD SERVICE - An adequate area for serving and preparing food for the JIC staff. The LEOC staff must be fed, and personnel should be provided the opportunity to eat. Staff should be fed, and outlets should be provided for the LEOC.
- DRINKING WATER - An adequate supply of drinking water should be provided, especially a back-up supply (e.g., bottled water) for use in personnel in the LEOC.
- TOILETS - Adequate toilet facilities should be provided for the LEOC staff and other personnel in the LEOC.
- SHELTER - Adequate shelter should be provided for the LEOC staff and other personnel in the LEOC.
- SUPPLIES - An adequate amount of office supplies and equipment should be available to support the LEOC staff and incident staff.
- LEVEL IN EOC - A relatively quiet work area is required for all functional areas to effectively and efficiently conduct business. All areas should be taken to minimize noise disturbance in the LEOC from equipment (e.g., generators, typewriters, machinery, media briefings, and conversations) of people.
- CROWDING - Only three individuals should be present. IMT Staff should be allowed in the LEOC.

LEOC Configuration

The layout of the LEOC will be determined by several factors, including:

- Number of members of the Incident Management Team.
- Size, shape, and number of the rooms available for the LEOC.

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- Location of the communications systems equipment to be utilized.
- Lessons learned from previous incidents.

General elements that should be considered when designing the layout of the LEOCC include the following:

- IKTs (Incident Kitchens) (e.g., phone) located should be positioned adjacent to the Incident Commander's desk and provide information that they manage.
- The Incident Commander should be located so that he/she can be easily informed at all times of the current status of the incident.
- IKT members whose functional responsibilities cause them to interact frequently, or have a need to coordinate together should be co-located.

LEOCC Supplies Checklist

The list that is a guide for setting up the LEOCC. Many of these supplies may be purchased and set aside ahead of time for easy use and access during an emergency.

Infrastructure

- Auxiliary power
- Lighting
- Office space
- Physical space
- Restrooms
- Food/Drink

General Office and Communications Equipment

- Telephone
- Fax machine
- Copy Machine
- T.V.
- Radio
- Extension cords
- Tables
- Overhead with screen

Office Supplies and Miscellaneous

- Bulletin boards
- Display boards
- Maps
- Map keys
- Flip Chart easel

LEOCC Communications

Effective emergency communications among on-scene responders, Incident Management Team (IMT) communication points, and the public is vital to the protection of life and property. The City of Petal will maintain an efficient and effective incident management system. The Police Department on W. Eighth Street will serve as the designated communications center unless circumstances dictate a move to City Hall located on W. Eighth Street or another location necessary to the City Center incident. Staff will be located in which case the communications function will occur at the City Center location.

The method used to accomplish efficient and effective multi-jurisdictional incident management is in the use of a common communications plan with agreed-upon requirements designed to various incident functions. This communications plan will be regular the tactical and support units of the various agencies and organizations and maintain communications discipline.

Basic Incident Communications Plan

Channel	Function	Assignment	Remarks
VHF Channel X	Coordination of Emergency Management	All Incident Management Team members as appropriate	
VHF Channel X	Emergency Response Dispatch	Information used by Public Information Officer or other incident personnel	
Cellular Phones	Community notification free for emergency	Designated persons will carry lists as appropriate	Residents should be notified NOT to use phone lines during an emergency.

NOTE: All incident communications should be limited to essential information

- Flipchart pad
- Assorted paper/boards
- Pens
- Large Manila envelopes
- Heavy duty staples
- Standard desk top staples
- Paper clips
- Staple puller
- Wheeling pads
- Scotch tape
- Shredded file folders
- Filing pads
- Blank labels
- Three hole punch
- Telephone message pads
- Colored permanent markers
- Copy paper
- Computer printer paper
- Boxes for filing
- CD's/DVD's
- Spare bags

LEOCC OPERATIONS

Setting Incident Management Priorities

For each operational period (generally 12-24 hours), the Incident Commander will set objectives to guide the IMT's response activities. The City of Petal IMT will prioritize incident objectives according to the following:

- Protection of human life
- Protection of public health
- Protection of environmental/natural resource
- Protection of socioeconomic and cultural resources
- Protection of public and private property

Each IMT member will carry out their responsibilities according to the incident objectives set by the incident manager. All materials equipped by the Incident Commander, the IMT will meet for Status Briefings and IMT members will be provided with information regarding any changes in incident status or objectives.

City of Petal Communications Equipment Resources

Equipment	Location	Quantity
VHF Radio (Fixed)		
Specific Phone		
IMT Radio Operator		
Citizen's Band (CB) Radio		
VHF Radio (Portable 2-way Handhelds)		
Single Site Band (SSB) Cellular Phones		

Local Radio Frequencies

- Clear Channel 104.5
- Clear Channel
- Clear Channel
- Clear Channel

Common Emergency Channels

- Citizen's Band (CB), Channel 7
- Single Site Band (SSB):

Locally Monitored Frequencies

- Citizen's Band (CB) Calling
- VHF - Emergency Broadcast/Disaster
- VHF - Emergency Coordination
- VHF - Working Frequency:

Local Regional Disaster Emergency Frequency

- Local County Emergency Operations Center

Public Information Officer

During a regional emergency that involves the activation of the Incident Management Team, it is the responsibility of the PIO (PIO) should be assigned to coordinate the dissemination of information about the incident. The Public Information Officer is responsible for the formulation and release of information about the incident to the public, the news media and other appropriate agencies and organizations. In the City of Petal, the Deputy Clerk serves as Public Information Officer.

Public Information Flow

During an emergency, it is important to quickly disseminate information in order to coordinate an effective, community-wide response. The timely and effective distribution of public information can enhance respect and understanding of local government's public safety public support, and aid in response to emergencies. The following flow of incident information should be observed whenever possible:

- Information from on-scene sources or firsthand observation
- Local Emergency Operations Center Staff
 - Information should be approved by Incident Commander prior to public release
- Public Information Officer
 - Develop press release and public information release

MEDIA/PUBLIC

Media Guidelines

Consider the following guidelines before releasing information to the media:

- Provide accurate and consistent information. Release only those facts which can be confirmed. If little information is available, indicate this fact and schedule future meetings as they become available.
- Release: Nature and extent of emergency occurrence.
 - Impacted or potentially affected areas of the community.
 - Advice on emergency safety procedures, if any.
 - Mitigation activities being conducted by responders.
- Protocol for reporting emergency events published by the media.
 - Do not allow media access to the LEOCC except under formal, controlled circumstances, and only with the prior approval of the Incident Commander.
 - Do not allow media access to the LEOCC except under formal, controlled circumstances, and only with the prior approval of the Incident Commander.
 - Keep logs and, if possible, tape recordings of public information meetings, releases, interviews, and warnings.

SECTION 7

SHELTER OPERATIONS

In certain types of disasters, it may be necessary to provide short or long term shelters for all or part of the local population. Shelters may be set up in the community, or arrangements may be made to temporarily relocate residents to adjacent communities for sheltering.

In the City of Petal, the Civic Center is the primary emergency shelter. The Civic Center Director shall serve as the primary shelter manager, and will be responsible for opening the shelter and including services there. In the absence of the shelter manager, the Recreation Director will be responsible for sheltering. The American Red Cross, Salvation Army, and other community volunteers and various church organizations all have resources that may be called upon to support a local shelter. These resources include food, drinking water, cots and blankets, and organizational support. All of these organizations should be contacted once a shelter is established in the City of Petal, as they may be able to support long-term shelter operations.

If the Civic Center cannot be used for one reason or another (such as structural damage during a disaster), it may be necessary to select an alternate shelter location. Other facilities that should be considered as potential shelters include:

- City Hall
- Churches
- School Locations
- Waste Department Building
- Fire Stations

Designated Primary Shelter: Civic Center

The Civic Center or alternate opens the Civic Center and acts as Shelter Manager. The Recreation Director performs sheltering functions as assigned/directed by the Shelter Manager.

Recreation Department personnel coordinates supply of food brought to Shelter from the American Red Cross and Salvation Army. Likewise, any food donations from local or outside sources will be coordinated by Recreation Department personnel.

The Assistant Police Chief is responsible for ensuring that the Shelter has adequate communications abilities.

Fire Department personnel will move medical equipment and set up an Aid Station at the Shelter location. Additionally, Fire Personnel will be responsible for the safe evacuation and relocation of special populations to the Shelter.

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- Storage areas (food, supplies, personal items)
- Restrooms and bathing facilities
- Nursery and child care
- Recreation

Shelter Reception and Registration

The Shelter Manager is responsible for ensuring that a suitable record is kept of each person who registers at the shelter. The following information on each basis should be recorded on an index card:

- The last first and middle names of the head of household and spouse, and the wife's maiden name
- Name and ages of all family members
- Any health problems of family members
- The family's pre-disaster address
- The family's pre-disaster telephone number
- The date the family arrived at the shelter

Access to shelter services shall not be denied on the basis of race, color, national origin, religion, sex, age or disability. The needs of special populations shall be identified and planned for accordingly.

When a family moves from a shelter, it should be indicated on the registration card, and the following information should be recorded:

- Name and address of the shelter
- Their post-disaster telephone number
- Their post-disaster telephone number

It is important that people be registered as soon as they arrive in the shelter, or as soon as EVERY SHELTER MUST HAVE SHELTER MANAGEMENT COVERAGE ON A 24-HOUR BASIS

Staffing the Shelter

Shelter staff, in addition to the Shelter Manager, may include:

- Reception manager/Nurse
- Registration workers
- Food preparation workers
- Laundry workers
- Public Information Officer
- Building maintenance and utilities

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SECTION R

CONCLUDING THE RESPONSE

Most of the post-incident resources described here should actually be obtained during the response phase of the incident. For the purpose of this discussion, post-incident activities include the following:

- Demobilization of the Emergency Operations Center
- Damage Assessment
- Post-Incident Evaluation
- Post-Incident Rehabilitation Program
- Incident Recovery and Community Healing Program

Demobilization is the process used to gradually cease response operations and release incident personnel and resources back to their non-emergency functions.

A demobilization plan should be developed to ensure that resources are released and tracked in an efficient, logical manner. Consider the following guidelines in developing the plan:

- Establish the authority for demobilization plan initiation and implementation by certain or IMA function.
- Develop release priorities for resources and equipment that were used during the response. Base these priorities on the following considerations:
 - Ongoing incident resource requirements and personnel needs
 - Current and projected resource requirements for each IMA section
 - Contactor requirements that might influence release priorities (i.e. contractual terms).

- Operational requirements or needs for incident resources
- Safety considerations and/or personnel test issues
- Physical status of personnel and the mechanical condition of equipment
- Cost and transportation considerations

Community Emergency Response Team (CERT) personnel should be released as soon as possible. The following guidelines apply, which will vary depending on the type of equipment and may include:

- Turn-in of any incident related documentation
- Turn-in of radios or other communications equipment
- Turn-in of personnel and equipment time recording, claims, contracts
- Turn-in of personnel and equipment time recording, claims, contracts

Damage assessment is conducted in three phases: Initial Damage Assessment, Preliminary Damage Assessment, and Damage Survey Reports Development. This plan focuses on initial damage assessment, because this is the only part of the process handled primarily within the community.

The initial assessment provides supporting information for the disaster declaration, and is the responsibility of the local government. The preliminary damage assessment and the damage survey reporting process are in-depth analyses of long term effects and costs of

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Services Provided at the Shelter

Food – (See menu should be provided twice a day. A midday lunch should be provided for children, the aged, expectant and nursing mothers, blind, and disaster victims doing heavy work. Meals should be planned in terms of foods available with per diem food and 35% funds being used first.)

Individual Assistance and Counseling – Shelter staff should provide help in solving disaster related problems such as the need for transportation and permanent housing. The American Red Cross or other community members with appropriate training should help with counseling needs. Section 8 of the plan discusses resources and procedures to learn community helpful.

Emergency Medical Services – Medical services should be provided to shelter occupants who become ill or injured. Medical personnel (EMT or EMT trained) individuals should provide guidance to protect the health of residents and supervise the sanitation of the shelter.

Showering – Occupants should be provided with city or public showers and a designated area for showering. Adults must not be held to impromptu sleeping areas if the color.

Child Care – If a shelter remains open for more than a few days, a child care facility should be considered. Child Care provisions will be especially important in an emergency where a large percentage of the adult population must work away from the community for an extended period of time, such as in regional disaster.

Recreation Services – If shelter operations are prolonged and involve large numbers of people, shelter staff may provide recreational services to relieve tensions and improve morale. Appropriate recreation activities include movies, television, reading materials, games, and crafts.

Shelter Maintenance – Funds for building maintenance and upkeep. The staff must be responsible for the facility may be available for this purpose. Shelter residents should be asked to assist.

Allocation of Space

- Reception and registration of shelter occupants
- Medical care
- Shelter accommodations
- Food service and feeding area.

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Service Required	National Standard	For 125 People
Shelter space	40 sq. ft. per person	5,000 to 5,000 sq. ft.
Tables	2 sq. ft. per person	250 sq. ft. (12.5 persons of food per day)
Portable water	5 gallons per person per day	625 gallons per day
Toilets and shower	1 per 40 persons	3
Comfort kits (first-aid, etc.)	1 per person	125
Blankets	2 per person	250
Cups	1 per person	125
Medical supplies	As needed	As needed
Handy-operated radios and flashlight batteries	As needed	As needed

Shelter residents can and should do a large proportion of the work associated with shelter management, including administrative duties, cooking, cleaning, maintenance, childcare, and other duties.

CIVIC CENTER SHELTER PROFILE

- BUILDING USE: Civic and Cultural Activities
- TYPE OF BUILDING: Civic Center
- CITY: BIRMINGHAM, ALA
- GROSS SQUARE FEET: 12,434
- ADDRESS: 1000 14TH AVE. S.
- MAGNOLIA ROOM: 952
- LIBRARY: 6,314
- COMMONS: 638
- NUMBER OF ROOMS: (Including storage)
- TOILETS ACCESSIBLE: 10 (BIPOC: 11)
- CONDITION OF BLDG.: Excellent
- FLOOR PLAN: Appendix I

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Shelter Management and Integration with Volunteer Relief Organizations

The City of Petal is responsible for maintaining a listing of all local volunteer resources for the American Red Cross or shelter operations. Coordination of volunteers in the event shelter operations become necessary falls directly under the span of control of the Civic Center Director.

The American Red Cross and The Salvation Army may provide personnel and shelter capabilities to assist in disaster relief operations. The City of Petal can also perform a variety of other valuable emergency services, including support and supplies for disaster victims and workers, and local government assistance.

The City of Petal can mobilize personnel and resources from out of the region state to provide immediate aid during the period of critical disruption following a disaster, which may include food, clothing, shelter, and other needs as indicated. Continuing care in response to requests for assistance is also provided.

The Civic Center Director would coordinate all efforts with the Recreation Department, the American Red Cross, and the Salvation Army. During an incident where sheltering needs are substantial, the American Red Cross may step in to manage or operate a shelter under its own authority as a non-governmental sheltering organization.

Shelter Requirements

Before setting up a disaster care shelter, attempts should be made to house families with resources, friends, or other relatives in alternate areas. Since a shelter provides only a temporary means of caring for people, plans should be made to close the shelter as quickly as possible. Families are not able to recover from the effects of a disaster when they are displaced for long periods of time. The effective use of a shelter facility should include the following:

- Be located outside the risk area.
- Be situated reasonably near victims a homes.
- Be of appropriate size. If one shelter is sufficient, only one should be established.
- Be safe and healthful
- Have an adequate supply of drinking water.
- Have adequate toilet and bathing facilities.
- Have facilities for cooking, serving, and storing food.
- Have a storage area that can be used for the elderly, low families with small children, and for nursing and office space.
- Have space that can be used as a recreation area.
- Have a heating area.
- Have adequate fire and smoke protection.

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The preparedness of a shelter building that is being used as a shelter should be the responsibility of the person in charge of the shelter. As there is no most complete knowledge of the building.

Evacuated residents should be provided with information about the LOCATION and RULES of the shelter, including the types of household pets accepted.

Pet Shelter

Household pets create substantial problems in evacuation areas and shelters during an emergency. The public must be aware that pets will not be accepted at the human shelter facilities. Evacuated residents should be informed about the pet shelter.

In order to properly care for displaced household pets during an evacuation, evacuation area, a pet shelter should be established. The Animal Warden will oversee the Pet Shelter in the City of Petal.

The Animal Warden should develop a Pet Sheltering Plan ahead of time, addressing where the shelter will be located, how it will be set up, and what type of pets will be accepted.

The pet shelter should be set up similar to an animal shelter and provide, at a minimum, the following services:

- Shelter workers, facilities (rooms or pens) for cats, dogs, and other animals
- Food and water for the animals
- Shelter staff to assist with feeding, walking, and cleanup up after animals
- A process to oversee transportation of displaced pets in the shelter.

Shelter Planning Guidelines

Essential Shelter Needs

Equipment needed at a shelter includes cots and blankets, chairs, tables, drinking cups, hot plates for warming food, cooking equipment, and other essential items. Necessary equipment includes: blankets, lanterns, flashlights, and generators, and a telephone.

Necessary shelter supplies include soap, towels, toilet tissue, disposable diapers, and cleaning items such as detergent and soap.

Office supplies needed include a telephone, carbon paper, disaster forms, cards, file folders, paper, pencil clips, and pencils.

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Law professionals such as school teachers, law enforcement personnel, and other professionals can take an active role in promoting community health following a disaster emergency. Because these individuals are in constant contact with members of the community, they should be trained to recognize, counsel, and refer individuals with special needs following a disaster.

In-service training programs provide resources and information to guide professionals to promoting the community's health. The following are suggestions for organizing in-service training programs:

- Select a qualified mental health professional to deliver the in-service training program.
- Develop in-service training programs in a manner that makes it easy for both professionals to attend and participate.

In-service Training Modules for City of Petal Mental Health Professionals, School and Community Health Professionals:

- **Enterprise** – This module is available FREE OF CHARGE through the Prince William Sound Regional Citizens' Advisory Council, as part of their "Coping with Technological Disasters" series: <http://www.pwsrac.org/CYTCWTD.html>
- **Available online at:** <http://www.pwsrac.org/CYTCWTD.html>

Community Emergency Response 8-8 February, 02 Section 8

Peer Listener Programs

A peer listener training program can train local residents to provide help to disaster-impaired communities and individuals. The peer listener acts as a friend, advisor and referral agent for individuals that may not desire to seek professional services or may not know that help is available.

Community leaders who are considering using peer listener training to facilitate community healing should consider the following:

- Peer listener training should be conducted by qualified mental health professionals.
- Peer listeners should be volunteers from within a community, who are highly trained, dependable, and discreet. They should represent all cultural, ethnic and age groups.
- Peer listener training usually takes about 3 days.
- Community centers should follow up with peer listeners to ensure all community needs are being met.

Peer listener training materials are available FREE OF CHARGE through the Prince William Sound Regional Citizens' Advisory Council, as part of their "Coping with Technological Disasters" series. Available online at <http://www.pwsrac.org/CYTCWTD.html> or call 907-277-7222.

Community Emergency Response Plan February, 02 8-7 *Peer-incident Actions*

"Talking Circle" Outreach Activity

The talking circle is a traditional Native American activity that involves sitting in a circle of participants in a dialogue where all participants are considered and treated equally in

- Things Parents or Other Caring Adults Can Do:
 - Talk with the children about how they are feeling and listen without judgment. Let them know they can have their own feelings – which might be different than others. It's OK.
 - Let the children take their time to figure things out and to have their feelings.
 - Don't rush them or pretend that they don't think or feel as they do.
- Help them learn to use words that express their feelings, such as happy, sad, angry, mad and scared. Just be sure the words fit their feelings.
- Assure fearful children that you will take care of them. Reassure them that you will do what you can to help them.
- Stay together as a family as much as possible.
- Go back as soon as possible to former routines or develop new ones. Maintain a regular schedule for the children.
- Reassure the children that the disaster was not their fault in any way.
- Let them have some control, such as choosing what outfit to wear or what need to address.
- Help your children know that others love them and care about them by visiting, calling, or writing to family members, friends and neighbors.
- Encourage the children to give or send pictures they have drawn or things they have written.
- Re-establish contact with extended family members.
- Help your children learn to treat adults with respect and kindness, including those who are different than them in faith and outlook.
- Help your children learn faith in the future by helping them develop plans for activities that will take place later – next week, next month.
- Children cope better when they are healthy, so be sure your children get needed healthcare as soon as possible.
- Make sure the children are getting balanced meals and eating enough food and getting enough sleep.
- Promote to take care of getting enough rest and care of your children.
- Spend extra time with your children at bedtime. Read stories, rub their backs, listen to music, talk quietly about the day.

Community Emergency Response Plan February, 02 8-11 *Post-Incident Actions*

- If you will be away for a time, tell them where you are going and make sure you return or call at the time you are away.
- Allow special privileges such as leaving the light on when they sleep for a period of time after the disaster to additional trauma, including news reports.
- Children should not be expected to be brave or tough, or to "not cry."
- Don't be afraid to "spoil" children in this period after a disaster.
- Don't give children more information than they can handle about the disaster.
- Don't minimize the event.
- Find ways to emphasize to the children that you love them.
- Allow the children to grieve losses.

This section provides brief descriptions of a few community outreach techniques and programs that can be implemented following a community disaster event. This section also identifies additional resources available through regional, state, and national organizations to promote community outreach, awareness and healing.

Suggested Community Outreach/Healing Programs

In the wake of a disaster emergency, community leaders should bring residents together to address their needs on a broader-based community level. It is helpful to remember that there are already in place – such as churches, trade-professional groups, Moose Elks Lodges, Girl/Boy Scouts, Tri/M or Native organizations, Parent Teacher Groups, etc. Also, special outreach programs can be implemented to reach out to the community as a whole.

Community outreach activities may include the following:

- In-service training for local health education materials
- Peer listener programs
- Talking circles
- Community Emergency Response 8-4 February, 02 Section 8

Community Education Materials

Community education information can be distributed through printed leaflets, community service announcements on local television, or on local newspapers. Community education materials should be specific in nature, discussing disaster recovery planning issues, or may focus on specific problems such as depression, anxiety, domestic violence, or substance abuse.

- Consider the following in developing and distributing community education materials:
 - Determine the specific needs of your community and focus on them.
 - Select a time for broadcast announcements when your target audience will most likely be reached.
 - Have additional leaflets in areas of greatest community interest (community centers, mental health facilities, clinics, other meeting places)
 - Distribute leaflets at major public events like festivals, fairs, etc.
 - Consider bulk mailing through the post office or door-to-door distribution.

A perspective article series, radio program, and sample leaflets in all community health facilities at major public events like festivals, fairs, etc.

Materials available FREE OF CHARGE through the Prince William Sound Regional Citizens' Advisory Council, as part of their "Coping with Technological Disasters" series.

Available online at <http://www.pwsrac.org/CYTCWTD.html>

Community Emergency Response Plan February, 02 8-5 *Post-Incident Actions*

In-service Training for Community Professionals

Children who experience initial traumatic events before they are 11 years old are three to five times more likely to develop psychological symptoms than those who experience their first trauma as a teenager or later. But children are able to cope better with a traumatic event if parents, friends, family, teachers and other adults support and help them with their experiences. Help should start as soon as possible after the event.

- It is important to remember that some children may never recover because they don't feel upset, while others may not get going until several weeks or even months after the event. Children may show a change in behavior, but may still need your help.
- Adults may exhibit these behaviors after a disaster:
 - Be upset over the loss of a favorite toy, blanket, teddy bear or other items that adults might consider insignificant, but which are important to the child.
 - Change from being outgoing to shy and afraid.
 - Sleep alone at night, with the light off, change from being outgoing to shy and afraid.
 - Develop nightmare fears. They may be afraid to sleep alone at night, with the light off, or to go to school.
 - Fear of the event will recur.
 - Become overly upset, crying and whining.
 - Lose trust in adults. After all, their adults were not able to control the disaster.
 - Revert to younger behavior such as bed wetting and thumb sucking.
 - Not want parents out of their sight and require constant reassurance.
 - Feel guilty about survival, and/or sudden loud noises.
 - Have an oncoming of illness, such as headaches, vomiting or fever.

Community Emergency Response 8-10 February, 02 Section 8

like emergency, and are done with the combined efforts of local, state, and federal agencies.

Record Keeping, especially of expenditures, should be started very early in the incident. Community Emergency Response 8-2 February, 02 Section 8

Initial Damage Assessment

The initial damage assessment is a process that will require major assistance from all city departments and available volunteer resources. If the community can document initial costs spent on the response, these should be used to request for the after the impact of the disaster. The initial damage assessment should be completed as soon as possible after the disaster. Initial damage assessment should be analyzed for structural integrity and safety. Structural integrity, and estimated cost to repair or replace. The damage assessment should be conducted using the following priorities:

1. Public buildings
 2. Churches, schools and other structures
 3. Towers, teleports, and radio communications systems.
 4. Roads, air strips, harbors, and other infrastructure.
 5. Priority 2 - Assessment of damage to support emergency or major disaster declaration.
1. Private homes, multiple family dwellings
2. Businesses
- Community Emergency Response Plan February, 02 8-3 *Post-Incident Actions*
- Disaster Recovery Assistance

Promoting Community Healing

In the initial days of the disaster, community officials may be so absorbed with responding to the initial emergency that less tangible needs of the community may be neglected at first. However, community members may suffer from a number of disaster-related stresses, including the following:

- Emotional distress
 - Financial losses
 - Childhood trauma
 - Loss of community membership and strain
 - Physical health concerns
- Community outreach programs are an important component of any disaster response and recovery effort. These programs should include activities that help residents understand the nature and kinds of stress reactions they are experiencing and provide information and resources to assist them in coping with the effects of the disaster.

many locations, generations of tribal members have used talking circles in leadership discussions and storytelling. The circle allows each participant to see the others' faces and speak in turn as a stick or feather is passed from hand to hand.

A talking circle can be a powerful tool in initiating community healing following a disaster emergency. The following steps are suggested for organizing a talking circle:

- Identify and contact community leaders to organize each talking circle. These individuals should have strong ties to various segments of the population (age, occupation, and other subgroups) to ensure maximum outreach.
- Identify spiritual leaders to participate in the talking circles. Encourage them to bring traditional ceremonial items to the talking circles.

Advocate the time and location for talking circles throughout the community. Schedule the talking circles for different times of day and at locations such as community halls, schools, and senior centers to reach out to all members of the community.

SECTION 8 of this plan lists additional resources available to assist with Social Services, Community Health Services and Community Outreach Materials in Disaster Manual Health and Emergency Response Community Emergency Response 8-8 February, 02 Section 8 Disaster Recovery Centers (DRC)

In addition to local Community Healing efforts, a Disaster Recovery Center (DRC) may be created to assist local citizens in applying for state or federal grants through the following channels:

- Disaster Recovery Centers, Federal, State and local.
- Temporary housing
- Disaster unemployment and job placement assistance
- Disaster loans
- Additional assistance programs and technical assistance
- Programs for the distribution of food stamps and eligibility requirements
- Disaster relief fund grants to meet disaster related expenses
- Legal counseling
- Tax counseling
- Consumer counseling
- Crisis counseling
- Senior citizens assistance.

Disaster Recovery Centers can be developed with the support of the American Red Cross, the Salvation Army, or other Aid organizations.

Community Emergency Response Plan February, 02 8-9 *Post-Incident Actions*

Petal Police Department

127 West 8th Ave
Petal, MS 39465
Phone: 601-344-3331
Fax: 601-344-3347



Chief of Police:
Leonard Fuller
Assistant Chief of Police:
Matthew Hiatt

City of Petal
Minute Book 31

"EXHIBIT L"



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

March 22, 2011

City of Petal
Attn Mayor Hal Marx
Board of Alderman
Petal, MS 39465

Dear Gentlemen:

Please acknowledge this as a formal request to accept the Project Safe Neighborhood Grant in the amount of \$12,675.00.

This grant is in agreement with the University of Southern Mississippi from the United States Department of Justice.

Thank you for your consideration.

Sincerely,

Leonard Fuller
Chief of Police

ach

Memorandum To: Official Grant File
From: Orbin Terry, NEPA Coordinator
Subject: Categorical Exclusion for University of Southern Mississippi

Awards under the FY 2008 Project Safe Neighborhoods grant program will be used to fund innovative ideas in reducing gun violence and will carry the following NEPA special condition:

None of the following activities will be conducted either under the OJP federal action or a related third party action: 1) New construction; 2) Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; 3) A renovation which will change the basic prior use of a facility or significantly change its size; 4) Research and technology whose anticipated and future application could be expected to have an effect on the environment; or 5) Implementation of a program involving the use of chemicals. Consequently, the subject federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of the Code of Federal Regulations. Additionally, the proposed action is neither a phase nor a segment of a project which when viewed in its entirety would not meet the criteria for a categorical exclusion.

Department of Justice Office of Justice Programs Bureau of Justice Assistance		GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY	
Grant PROJECT NUMBER 2008-07-CX-4077		PAGE 1 OF 1	
This project is supported under FY08(BIA - Project Safe Neighborhoods) P.L. 110-161			
1. STAFF CONTACT (Name & telephone number) Leland Wilson (202) 512-4257		2. PROJECT DIRECTOR (Name, address & telephone number) Julian Allen Project Director 118 College Drive, Room 5145 Hattiesburg, MS 39406-0001 (601) 266-4062	
3a. TITLE OF THE PROGRAM BIA FY 08 Project Safe Neighborhoods Initiative		3b. FONS CODE (SEE INSTRUCTIONS ON REVERSE)	
4. TITLE OF PROJECT The Southern District of Mississippi 2008 PSN Anti-Gang Initiative			
5. NAME & ADDRESS OF GRANTEE University of Southern Mississippi 89127 118 College Drive Hattiesburg, MS 39406-0001		6. NAME & ADDRESS OF SUBGRANTEE	
7. PROGRAM PERIOD FROM: 09/01/2008 TO: 08/31/2011		8. BUDGET PERIOD FROM: 09/01/2008 TO: 08/31/2011	
9. AMOUNT OF AWARD \$ 100,887		10. DATE OF AWARD 12/29/2010	
11. SECOND YEAR'S BUDGET		12. SECOND YEAR'S BUDGET AMOUNT	
13. THIRD YEAR'S BUDGET PERIOD		14. THIRD YEAR'S BUDGET AMOUNT	
15. SUMMARY DESCRIPTION OF PROJECT (See transcription on reverse) Project Safe Neighborhoods (PSN), a nationwide commitment to reducing gun crime, seeks existing local programs together and provides them with necessary tools. PSN takes a hard line against gun criminals, using every available means to create safer neighborhoods, reduce the active neighborhood population among federal, state, and local law enforcement, and emphasize victim intelligence gathering, more aggressive prosecution, and enhanced accountability through performance measures. The United States Attorney in each federal judicial district will lead the offensive. The fiscal agent, in coordination with the PSN Task Force, will allocate funds throughout the community. The Southern District of Mississippi charged the fiscal agent for this grant award to the University of Southern Mississippi. The University of Southern Mississippi will use the FY 2008 PSN grant to continue a two-prong approach to combating gun and gang crime in the city of Jackson and surrounding areas through prevention and enforcement methods. The goal of the program is to reduce the number of firearms related crimes in Jackson and other affected areas of the			

district, state, local law enforcement officers and provide information to target the worst criminals involved in gun and gang activity; and partner with social service agencies, non-profit community maintenance agencies, faith-based groups, schools, and private businesses to promote a comprehensive and coordinated community action plan. The PSN selection committee will approve applications which will support the district's plan for combating gun and gang crime.

NCANEP

APPENDIX C
STATEMENT OF WORK and BUDGET

City of Petal
Minute Book 31

“ EXHIBIT L “

Project 2008 Neighborhood Program (P20)
2008

DATE DUE VIA EMAIL: August 14, 2011
Contract/Agreement or Supporting

Name: P.O. Police Dept
Street Address: 127 West Ave
City, State, Zip: P.O. Box 25466
Phone: (504) 453-1111

Contract Number:
Name: Leonard Fuller
Title: Chief of Police
Street Address: 127 West Ave
City, State, Zip: P.O. Box 25466
Phone: (504) 453-1111
Email Address: fuller@petalpolice.com

Contract Title: Keeping it all safe

Amount Budgeted: \$12015

Petal Police Dept
Leonard Fuller
Chief of Police

Shivlin
Mayor

Page 1 of 1

Received 02/10

(1) Problem and Proposed Strategy

Petal is known as "the Friendly City" and would like to continue being known as this. In order to do this the Petal Police Department will begin taking its streets back one neighborhood at a time. Over the last few years the City of Petal has grown in population by 30 percent. With this growth new crime has risen which was not recently known to Petal. This is gang crime. Petal has begun to have more and more incidents involving gangs, gang activity, and guns. Within the past six months Petal has had a gang related drive by shooting, vandalism, and several assaults. We have worked with ATF in the past on many gun/gang cases. One third of crimes committed in Petal are gang related. One of our most active gangs is a white gang which has a partnership with one of our black gangs. This then makes our gang problem highly volatile with the other black gangs and the white supremacist gangs that also live within our city.

Another concern Petal has is the location of the city. Our western city limits border high crime areas within our neighboring city Hattiesburg. This presents a problem with crime from that city crossing over into our city. We have had many incidents where members from Hattiesburg gangs have come into our city and committed crimes.

The City of Petal would like to educate its officers in gang activity. We would like to work closely within our small community. Partnership and education with local business, churches and the Petal Public School District, and working closely with other jurisdictions will help reduce gang activity in our community.

Proposed Strategy and Prevention Activities

Extra Patrol will be provided in target areas during peak times. Saturations will be implemented to deter gang and gun activities. Officers will be provided with extra equipment to help locate and identify gang members.

- Officers will use cameras to take pictures of known and suspected gang members
- Officers will collect information from the above members and fill out gang cards
- Officers will make contacts within neighborhoods to help gather information on gang members and gang activities
- Officers will input data into the gang data base to help keep records and information of gang members and gang activity

Officers will attend schools and in service training to become familiar with local gun/gang activity and trained in gun/gang prevention.

- One officer from each shift will attend a gang school or gang/gun training within a year. Once these officers are trained they will return to the department and train his or her shift.
- Each officer will attend in service training during the year to be informed of any new information relating to gun/gang information.

The Petal Police department will work with the community to help make petal a safer place to live and to work. Gangs have no place in the friendly City.

- Petal is an Excel by 5 Community. Teaching children values and safety at a young age can help them to make better decisions as they get older.
- Local Businesses, Churches and neighborhoods will be informed of gang and gun activities in their areas to help make them aware of safety concerns in their neighborhoods.
- Crimes will be made public not only for concerned citizens or business owners to be made aware of what is happening in their neighborhoods but also criminals or potential criminals will be made aware that Petal Police is out in force to stop gun/gang involved crimes.

(2) Goals and Objectives

Goal #1 Reduce gang activity in Petal
Objective: To provide overtime and equipment for our officers. Officers of the Petal Police Department will be active in the target areas during nights, weekends, and summer months when crime is most prevalent. Petal Police will have extra details for trained gang officers to work in target areas during peak times. Around 40 hours a month of extra time will be dedicated to gang/gun related saturations and patrol of target areas.

Impact: As a result of officer saturation and extra patrol in target areas, gang related crimes will be reduced. With the reduction of gang/gun activity, crimes will go down and the citizens of Petal will have a safer place to call home.

Goal #2 Train local law enforcement officers and to provide information to target the individuals involved in gun and gang activity.
Objective: To provide Petal Police Department with additional equipment and information that would help them to identify the main targets. One officer from each patrol shift will attend gang related training. These officers will then return to the Petal police department and train other members of the

City of Petal
Minute Book 31

“ EXHIBIT L ”

department. Each officer will also attend quarterly in service training to keep them up today on new gangs and new gang activity in our area. Possible schools our officers might attend are RCTA, ROCIC, and MELOTA. Enable Petal Police department to maintain information on offenders through current and past arrest information, photographs of individual and photographs of gang tattoos, graffiti. Purchase digital cameras, computers, and other investigative and patrol equipment. As a result of these equipment purchases, Petal Police Department will be better able to record and document events in the field, resulting in more firearms and gang related prosecutions, and increased safety for law enforcement officers and the citizens of Petal. Officers will use the digital cameras that were purchased to take pictures of known gang members and affiliates. They will also collect data on these individuals on gang cards. This information will then be placed on a database that is available to our police officers. Officers will be able to search for offenders through this database also. They will be able to search for offenders by name, DOB, address, alias, tattoos, and addresses. This will be an essential tool for keeping up with gang members and gang activity.

- Goal #3** Partner with other law enforcement agencies, faith-based groups, school, and private business to promote a comprehensive and coordinated community action plan to reduce gun and gang related crime and awareness.
- Objective:** To partner with other law enforcement agencies and non-law enforcement agencies to advance the goals of gang suppression and firearm prevention and intervention and awareness.
- Impact:** Publicizing arrests of individuals who commit crimes of violence has been a strong deterrent to offenders contemplating future crimes. Target children through schools, after-school programs, mentoring and summer programs to make them aware of gang and gun violence and to help deter them from that life. Working with other departments and youth groups not only helps the Petal Police Department get a more clear picture of what is going on in the community but it also helps us to recognize areas that we might have overlooked or situations we were not aware of. Our youth of today are our leaders of tomorrow. Having a positive affect on them and working with them to prevent crime and keep them from becoming a statistic will benefit both the Police Department and the child in the long run.

(3) Implementation

- Training** Officers will be attending classes and training that deal with gangs and gang activities. With these classes our officers will be better able to locate, identify, and deter gang members and gang activity within our city. These officers will return to our department better prepared and more knowledgeable and they will then pass this information on to fellow officers.
- Identification** Gang members will be identified throughout our city. Gang members will be photographed and their information will be placed into a database designed for gang information. These data bases will not only house photographs of the individual members but it will also have information regarding tattoos, alias, member affiliation, and known gang activity of each individual. With this information our officers will be able to better identify not only gang members but also types of crime and method of operation associated with individual gangs or members.
- Saturation** Officers will saturate target gang areas during peak times. Extra patrol officers will be out during night shift, on weekends, and summer months when gang and gun activity is at its highest. The extra patrol and equipment will deter gang activity within our city.

With the training they will have received Petal Police Officers will be better equipped with the knowledge to work in gang areas and stop gang activity. With the extra officers and training our officers will be able to reduce gang related crime in our city.

(4) Evaluation/Measures

Petal Police Department will evaluate training, stats, and target areas on a quarterly schedule. We will make sure the proper type of training is given to our offices and community in regard to what type of gun/gang activity we are having. We will use quarterly analysis to determine the location of any gang/gun violence in our city and deploy our officers to that area. We will move our target areas to need based locations to utilize our training and extra manpower. We will continue to update our gang data base to have a well documented collection of gang members and their affiliates.

PSN Budget Narrative

Project Title Keeping Petal Safe

Total Request: \$ 12,675

Personnel \$ 3,499

Explanation:
Extra officers to patrol in target areas during peak hours and in high crime target areas:
\$14.58/hour x 20 hours per month x 12 months = \$3499

Fringe Benefits \$ 1,500

Explanation:
The \$1500 will pay the FICA and State Retirement for the officers who will work the extra details involving gang/gun saturations. This amount will cover the extra 40 hours a month in extra patrol. FICA @ 1.7% and retirement @ 12%

Travel/Training \$ 2,500

Explanation:
Two officers will attend a gang/gun related school. These schools might consist of but are not limited to RCTA in Meridian, MS, ROCIC in Nashville, TN, MELOTA in Jackson, MS. Class fee \$525.00 for 3 days, per diem at \$30 a day = \$150.00; hotel at \$100/night = \$500; mileage for 200 miles at \$.38 miles = \$76 for a total of \$1250/officer

Equipment 0

Supplies \$ 3,226

Explanation:
Digital camera with memory cards to help identify gang members; 2 desk top computers plus software to use as a database for the collected gang activity; ink cartridges for printer to print out pictures of gang members

- (8) 10-megapixel cameras 8 x \$230 = \$1840
- (8) 4-GB memory cards 8 x \$30 = \$240
- (2) desktop computers plus software 2 x \$1075 = \$2150
- (2) ink cartridges 2 x \$35.50 = \$71

Construction 0

Consultants/Contracting \$ 1,950

Explanation:
39 cases @ \$50 each will be sent to the Mississippi crime lab for fingerprint analysis

City of Petal
Minute Book 31

PSN Budget Summary

APPENDIX D
INVOICE TEMPLATE

Project Title Keeping Petal Safe
Requested Award: \$12,673

Personnel: \$3,499
Fringe Benefits: \$1,500
Travel/Training: \$2,500
Supplies: \$3,226
Consultants/Contracts: \$1,950

Revised 02/10

Subcontractor Name: _____
PROJECT TITLE: _____
USM CONTRACT # USM-GR: _____
INVOICE # _____
INVOICE PERIOD FROM _____ TO _____

	Current Sponsor Amount to be reimbursed for this period*	Cumulative Sponsor Total expenses from Beginning To-Date	Current Subcontractor Share Documented match reported for this period**	Cumulative Subcontractor Share Total reported from Beginning To-Date
Salary	0.00	0.00	0.00	0.00
Fringe	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Communications	0.00	0.00	0.00	0.00
Rents	0.00	0.00	0.00	0.00
Professional Fees	0.00	0.00	0.00	0.00
Other Contractual	0.00	0.00	0.00	0.00
Commodities	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Participant Costs	0.00	0.00	0.00	0.00
F & A	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

*A brief budget narrative must be attached to all invoices.
**Documentation of match must be attached to the invoice for reimbursement to be processed.

I certify that the amount reported above accurately reflects expenditures

Melina Martin
Signature of Financial Official (Signature required for reimbursement)

4/05/11
Date

Melissa Martin, City Clerk
Name and Title of Financial Official

Submit one signed original invoice and two copies to:
The University of Southern Mississippi
Sponsored Programs Administration
118 College Drive, #5157
Hattiesburg, MS 39406
Attention: Marlene Roney
marlene.roney@usm.edu
601-266-4119

Revised 01/2010

Subcontractor name: Mississippi Crime Lab

Project title: Keeping Petal Safe

USM Contract #: GR04247-01

Invoice #: _____

Invoice Period From _____ To _____

	Current Sponsor Amount to be reimbursed for this period*	Cumulative Sponsor Total expenses from Beginning To-Date	Current Subcontractor Share Documented match reported for this period**	Cumulative Subcontractor Share Total reported from Beginning To-Date
Salary	0	0	0	0
Fringe	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Rents	0	0	0	0
Professional Fees	1950.00	1950.00	0	0
Other Contractual	0	0	0	0
Commodities	0	0	0	0
Equipment	0	0	0	0
Participant Costs	0	0	0	0
F & A	0	0	0	0
TOTAL	1950.00	1950.00	0	0

*A brief budget narrative must be attached to all invoices.
**Documentation of match must be attached to the invoice for reimbursement to be processed.

I certify that the amount reported above accurately reflects expenditures.

Melina Martin
Signature of Financial Official (Signature required for reimbursement)

4/05/2011
Date

Melissa Martin
Name and Title of Financial Official

Submit one signed original invoice and two copies to:
The University of Southern Mississippi
Sponsored Programs Administration
118 College Drive, #5157
Hattiesburg, MS 39406
Attention: Marlene Roney
marlene.roney@usm.edu
601-266-4119

CERTIFICATION FORM

Recipient Name and Address: Petal Police Department, 127 W 8th, Petal, CA City of Petal
Grant Title: Project Safe Neighbor Grant Number: 04247-01 Award Amount: \$126,750.00 Minute Book 31
Contact Person Name and Title: Leonard Fuller Phone Number: 609 544-5331

FORM CD 913 (REV 12/94) U.S. DEPARTMENT OF COMMERCE
CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS
Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."
LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$100,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.
NAME OF APPLICANT: Hal Marx Mayor
AWARD NUMBER AND/OR PROJECT NAME:
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: Hal Marx Mayor
DATE: 4-5-11
SIGNATURE: Hal Marx

EXHIBIT L
Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an EEOOP of Community Oriented Policing Services (COPS) in accordance with 28 C.F.R. §§ 42.301-308. The regulations exempt some recipients from all of the EEOOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOOP, but they do not need to submit the EEOOP to OJP for review. Recipients that claim a complete exemption from the EEOOP requirement must complete Section B below. Recipients that claim the limited exemption from the submission requirements, must complete Section B complete Section A below. Recipients that claim either Section A or Section B, but both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOOP recipient certifies as complete exemption from the EEOOP requirement, prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A - Declaration Claiming Complete Exemption from the EEOOP Requirement. Please check all the boxes that apply.
Recipient has less than 50 employees.
Recipient is a non-profit organization.
Recipient is a medical institution.
Recipient is an Indian tribe.
Recipient is an educational institution, or
Recipient is receiving an award less than \$25,000.
I, Hal Marx (Hal Marx) [responsible official], certify that [recipient] is not required to submit an EEOOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that [recipient] will comply with applicable Federal civil rights laws prohibiting discrimination in employment and in the delivery of services.
Print or type Name and Title: Hal Marx Mayor Signature: Hal Marx Date: 4-5-11

Section B - Declaration Claiming Exemption from the EEOOP Submission Requirement and Certifying That an EEOOP Is on File for Review.
If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.303):
I, Hal Marx [responsible official], certify that [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOOP in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEOOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOOP is on file in the office of: [organization], [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.
Print or type Name and Title: Signature: Date:

OMB Approval No. 1121-0140 Expiration Date: 12/31/12

ASSURANCES - NON-CONSTRUCTION PROGRAMS
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.
As the duly authorized representative of the applicant, I certify that the applicant:
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, and through any authorized representative, access to and through any authorized representative, access to and through the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or nondiscrimination on the basis of the Public Health Service Act of 1944 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7329) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a-276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of flood hazards in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL: Hal Marx Mayor
TITLE: Mayor
APPLICANT ORGANIZATION: City of Petal - Police Dept
DATE SUBMITTED: 4-5-11

This AGREEMENT sets forth for the performance and administration of the work as specified in the Statement of Work for the University of Southern Mississippi (Southern Miss) in accordance with the terms and provisions incorporated herein and agreed upon by the parties. "EXHIBIT L"

SPONSOR: U.S. Department of Justice
CFDA NUMBER: 16.609
SUBRECIPIENT: CITY OF PETAL - POLICE DEPARTMENT
DUNS Number: 188354742
PERIOD OF PERFORMANCE: March 20, 2011 - March 19, 2012
PROJECT TITLE: Project Safe Neighborhoods, 2008
KEY PERSONNEL: Leonard Fulzer, Project Director
REIMBURSEABLE COST: \$12,975
COST SHARING: N/A
ATTACHMENTS: APPENDIX A - GENERAL TERMS AND PROVISIONS
APPENDIX B - PRIME AGREEMENT
APPENDIX C - STATEMENT OF WORK AND BUDGET
APPENDIX D - INVOICE TEMPLATE

This AGREEMENT contains all the terms and provisions of the agreement between the parties hereto. No verbal understandings or negotiations leading up to the execution of this AGREEMENT shall be treated or considered as part hereof unless they are fully set forth herein or specifically incorporated herein as an exhibit or appendix. None of the headings of the articles and sections herein shall be considered as terms of this AGREEMENT, but are intended as identifying references only. This AGREEMENT and prior agreements referred to therein constitute the entire agreement between Subrecipient and Southern Miss.

IN WITNESS WHEREOF, the undersigned, as authorized representatives of the respective parties, are agreed to all terms and provisions of this AGREEMENT as of the date last signed below.

CITY OF PETAL - POLICE DEPARTMENT

Bob Marx Date: 4-5-11
Bob Marx, Mayor

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Date
Denis Wiesenburg, Vice President for Research

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The following general terms and provisions are incorporated into this document in full force:

- A. GENERAL PROVISIONS: This clause, suitably modified to identify the parties, shall be included in all agreements, regardless of the tier. This AGREEMENT will be administered in accordance with the terms and conditions of the PRIME AGREEMENT, which documents are made part of this AGREEMENT and incorporated herein. Any term or provision applicable or contained in this AGREEMENT shall be performed in accordance with the terms and provisions of the PRIME AGREEMENT. All rights and compliance duties assigned to Southern Miss in the PRIME AGREEMENT shall pass to the Subrecipient.
- B. SCOPE OF WORK: Subrecipient will perform the work as described in Appendix C of the Southern Miss AGREEMENT.
- C. OMB UNIFORM ADMINISTRATIVE REQUIREMENTS: The provisions of OMB Circulars A-21, A-110, and A-133 are incorporated herein to this AGREEMENT by reference as applicable. Copies of all pertinent OMB Circulars are available at the following URL site: <http://www.whitehouse.gov/omb/circulars/>
- D. INVOICES: The Subrecipient shall submit quarterly invoices to the Southern Miss INVOICE ACCOUNTANT and shall reference the Southern Miss AGREEMENT number USM-GR04247-01 on all invoice copies and related correspondence. The Subrecipient shall send one (1) original and two (2) copies of each invoice. Each invoice shall detail current charges and total-to-date charges for the project. The Subrecipient shall mark the final financial invoice as "FINAL". The Subrecipient shall submit the final invoice within thirty (30) days after the completion of the project or expiration of the performance period, whichever is earlier.
- E. PAYMENTS: Funds for this project are provided by the SPONSOR, therefore, in no event shall Southern Miss be liable to the Subrecipient for payment of funds not provided by the SPONSOR. Requests for reimbursement during the period of performance are authorized only for activities and expenses detailed in the approved Statement of Work and Budget (Appendix C). Prior written approval from Southern Miss must be obtained before deviating from the approved budget. Payment may be withheld if the Subrecipient fails to comply with the program objectives, award conditions, or reporting or evaluation requirements, or is indebted to the United States and collection of the indebtedness will impair accomplishment of the objectives of a project or program sponsored by the United States, or fails to timely submit required plans or submittals, or fails to make or substantiate satisfactory progress on activities, milestones, or deliverables as detailed in the required plans.
- F. AUDITS AND RECORDS: The specific audit requirements are a function of the type of organization. These requirements are outlined in the PRIME AGREEMENT. The Subrecipient shall maintain records and supporting documentation of costs incurred. All financial records related to this project will be available to authorized representatives of Southern Miss and the Federal government for a period of three years following the final invoice. Southern Miss and the Federal government reserve the right to make such audit(s) of these records at such time(s) prior to final payment in accordance with the terms and conditions of the PRIME AGREEMENT for inspection, monitoring and examination of accounts.
A Subrecipient that is subject to OMB Circular A-133 (Audits of States, Local Governments, and Non-profit Organizations) shall submit a copy of its most recent financial and compliance audit report to Southern Miss, Sponsored Programs Administration, 118 College Drive, #5157, Hattiesburg, MS 39406-0001. The Subrecipient shall also forward any subsequent reports completed during the period of the AGREEMENT.
- G. REPORTS: The Subrecipient shall fulfill all reporting requirements based on the activities in the STATEMENT OF WORK in Appendix C and shall submit an electronic copy of each progress report to the Southern Miss project director, Julian Allen (Julian.allen@usm.edu). The Subrecipient shall adhere to the following progress report schedule:
Period of Performance
March 20, 2011 - June 30, 2011: Report due July 10, 2011
July 1, 2011 - December 31, 2011: Report due January 10, 2012
January 1, 2012 - March 19, 2012: Report due March 29, 2012
- H. NOTICES: All notices to be sent pursuant to the AGREEMENT, shall be in writing and shall be deemed to be fully given and received when hand delivered or forwarded by prepaid first-class mail to the respective party.

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- I. AMENDMENTS: Any changes, modifications or amendments to this AGREEMENT shall be accomplished by written amendment executed by the duly authorized representatives of the parties and in accordance with the terms and provisions of this AGREEMENT and the PRIME AGREEMENT.
- J. TERMINATION: Either party may terminate this AGREEMENT upon thirty (30) days written notice to the other party. In the event of default by the Subrecipient the performance of the Subrecipient may be terminated by Southern Miss at any time by giving ten (10) days written notice. Such notice shall be effective upon receipt by the Subrecipient. Should the SPONSOR terminate or issue a stop work order of any nature to Southern Miss, Southern Miss retains the right to issue a termination or stop work order pursuant to the terms of action issued by the SPONSOR regardless of the time frame provided. In the event of termination, the Subrecipient shall be entitled to receive reimbursement for all non-cancelable expenses properly incurred prior to the date of notice of termination. Such expenses shall not exceed the maximum amount payable under this AGREEMENT.
- K. EQUIPMENT: If applicable, the Subrecipient must request prior approval from Southern Miss to purchase equipment costing in excess of \$5,000 per unit and having a useful life of more than one year. This condition applies to equipment not specifically identified and justified in the Subrecipient's proposal and approved budget.
- L. GOVERNING LAWS: The provision of this agreement shall be construed according to, and the performance thereof governed by the laws of the State of Mississippi.
- M. DISPUTES: Any dispute concerning a question of fact arising under this subcontract shall be resolved in the following manner. In the event of disagreement, Southern Miss and the Subrecipient shall present their position in detail to the other party in writing, and both Southern Miss and Subrecipient hereby agree to negotiate an equitable settlement. Where this AGREEMENT represents an agreement between Southern Miss and another Mississippi State Institution of Higher Learning, contractual disputes shall be presented to the Board of Trustees, State Institutions of Higher Learning for resolution. Where this AGREEMENT represents an agreement between Southern Miss and any other organization that is not a Mississippi State Institution of Higher Learning, unresolved disputes shall be handled by a court of competent jurisdiction.
- N. INDEPENDENT CONTRACTOR: The Subrecipient is an Independent Contractor, not a partner or joint venturer, and shall not act as an agent for Southern Miss. Neither the Subrecipient nor any of its employees shall be deemed to be employees of Southern Miss for any purpose whatsoever. The Subrecipient shall not have any authority, either express or implied, to enter into any agreement, incur any obligations on Southern Miss' behalf, or commit Southern Miss in any manner whatsoever without Southern Miss' express prior written approval.
- O. ASSIGNMENT: Subrecipient shall not assign this AGREEMENT or enter into subagreements for any of the work described herein without obtaining the prior written approval of Southern Miss.
- P. PROJECT DIRECTOR: The Subrecipient's project director is responsible for the conduct of the work contemplated by this AGREEMENT. The project director for this project is listed in Appendix A. The project director is not authorized to change any element of this AGREEMENT. All changes shall be consummated by formal written amendment signed by the authorized contractual signatories of both parties to this AGREEMENT. Should the Subrecipient's project director become unavailable, the Subrecipient shall propose a substitute investigator for approval by Southern Miss. Changes to the Subrecipient's project director's level of effort shall require prior approval by Southern Miss in accordance with the terms and conditions of the PRIME AGREEMENT.
- Q. PUBLICATIONS: The Subrecipient agrees to submit to the Southern Miss project director for review and approval any contracts, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least forty-five (45) working days prior to targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, shall contain following acknowledgement of the source of funding.

This project was supported by Grant No. 2008-GP-CX-4077 awarded by the Bureau of Justice Assistance through The University of Southern Mississippi. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency

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Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice or The University of Southern Mississippi."

The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities:
<http://www.ojp.usdoj.gov/financialguide/>

"EXHIBIT L"

R. INTELLECTUAL PROPERTY: Intellectual Property means individually and collectively all inventions, improvements, or discoveries and all works of authorship, excluding articles, dissertations, theses, and books, which are generated in the performance of the research agreement during the agreement period.

Subject to the rights of the Federal government under 37 CFR 401 the following shall apply:
Patents, Inventions, or Computer Software: Anything in this AGREEMENT to the contrary notwithstanding (including the prime agreement attached hereto), all rights and title to Intellectual Property conceived and first reduced to practice by Subrecipient employees in the performance of this AGREEMENT during the agreement period belong to Subrecipient and first are subject to the terms and conditions of the AGREEMENT. All rights and title to Intellectual Property conceived and first reduced to practice by Southern Miss employees in the performance of this AGREEMENT during the agreement period belong to Southern Miss. Intellectual Property conceived and first reduced to practice jointly by Subrecipient and Southern Miss employees will be jointly owned. Subrecipient shall report to Southern Miss any inventions first actually reduced to practice in the performance of this AGREEMENT.

Where the deliverable, scope, or purpose of this AGREEMENT is to develop computer software, anything in this AGREEMENT to the contrary notwithstanding, the deliverable shall be an executable format of the software and does not include source code.

Other Scholarly Products: Southern Miss acknowledges that this contract in no way constitutes a work made for hire as described in the Copyright Act of 1976, 17 USC 101, and as such understands that all Subrecipient materials and articles that result from conduct under this project shall be copyrighted by the Subrecipient. The Subrecipient shall in no way limit dissemination and/or utilization of such material and data as shall arise from the work performed under this AGREEMENT.

At the time a joint invention is disclosed, Southern Miss and the Subrecipient will confer and agree to which party will take the lead in prosecution and licensing of the invention.

S. CONFIDENTIAL INFORMATION: Each party will clearly mark confidential information and maintain in confidence any confidential information owned by one and formally accepted by the other in writing during the course of this AGREEMENT, and there must be a signature of receipt by the receiver of the confidential information.

When one party accepts the other's confidential information (as evidenced by written receipt thereof) without objection within 30 days, that party agrees to exercise reasonable efforts to use the confidential information only in fulfillment of obligations hereunder; to not publish or otherwise reveal said confidential information to any third party without the permission of the other; and to not disclose the confidential information to persons not having a "need to know." Each party retains the right to refuse to accept any such confidential information which it does not consider to be essential to the performance of research pursuant to this AGREEMENT, or which it believes to be improperly designated.

Notwithstanding any provision to the contrary contained herein, it is recognized that Southern Miss is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, §§25-61-1, et seq., Miss. Code Ann. If a public records request is made for any INFORMATION provided to Southern Miss pursuant to this AGREEMENT, Southern Miss shall promptly notify the Subrecipient of such request. The Subrecipient shall promptly institute appropriate legal proceedings to protect its INFORMATION. No party to this agreement shall be liable to the other party for disclosures of INFORMATION required by Court order or required by law.

T. CERTIFICATIONS: The specific certification requirements are a function of the type of organization. These requirements are outlined in the General Terms and Conditions of the PRIME AGREEMENT. The Subrecipient certifies that it complies with all applicable regulations and guidelines and agrees to provide written documentation to support such certification if

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requested by Southern Miss and/or the Federal government. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients, subcontractors, and contractors shall certify and disclose accordingly.

Acceptance of this AGREEMENT constitutes certification of the following:

1. Subrecipient is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
2. Subrecipient is not delinquent on any Federal debt.
3. To the best of the Subrecipient's knowledge and belief:
 - a. No Federal appropriated funds have been paid or will be paid by, or on behalf of, the Subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the extension, continuation, making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b. If funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
4. Subrecipient is in compliance with the following provisions and the provisions of Appendix A of OMB Circular A-110 as applicable:
 - a. E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
 - b. Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 42 USC. 2006-1), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
 - c. Title IX of the Education Amendments of 1972 (P.L. 92-318; 20 USC. 1681-1686), prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.
 - d. State and federal rules regarding Affirmative Action for Disabled Veterans, Vietnam Era Veterans and Veterans and Workers with Disabilities.
 - e. The Drug-Free Workplace Act (PL 100-690).
 - f. Regulations regarding Conflict of Interest.
 - g. Regulations regarding all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799.

Subrecipient agrees to notify Southern Miss immediately if there are any changes to compliance with any of the items in section T of this AGREEMENT.

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U. REGULATORY COMPLIANCE:

1. Research Involving Human Subjects: If use of human subjects is required in the performance of the research work, Subrecipient certifies and agrees to comply with the applicable federal laws, regulations, and policy statements then in effect. Subrecipient further agrees to provide certification to Southern Miss, upon execution of this AGREEMENT, that an Institutional Review Board (IRB) operating in accordance with provisions of 45 CFR 46, has reviewed and approved the procedures involving human subjects.

2. Research Involving Animals (Live Vertebrates): The use of live vertebrate animals in the conduct of the research requires compliance with applicable provisions of the Animal Welfare Act (P.L. 89-544, 1966 as amended), and the policies and procedures of the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, (OPRR 1996), and The Guide for the Care and Use of Laboratory Animals, (NRC 1996).

If use of live vertebrates is required in the performance of the research work, Subrecipient certifies and agrees to comply with the applicable federal laws, regulations and policy statements then in effect. Subrecipient further agrees that in accordance with the above cited references, verification of review and approval of the proposed animal protocol by an appropriately constituted Institutional Animal Care & Use Committee (IACUC) shall be submitted by the Subrecipient to Southern Miss upon execution of this AGREEMENT.

3. Recombinant DNA (rDNA), Biohazards, and Occupational Health and Safety: Subrecipient shall act responsibly in matters of occupational health and safety and shall take all necessary and appropriate safety measures in performing under this agreement. Subrecipient shall comply with all applicable federal, state, and local laws, regulations and policy statements relating to use of rDNA, biohazards, and occupational health and safety.

If the work to be performed by the Subrecipient requires the use of rDNA or biohazards, Subrecipient agrees to provide certification to Southern Miss, upon execution of this AGREEMENT, that an institutional committee responsible for oversight of such matters has reviewed and approved the procedures involving rDNA and/or the use of biohazards as referenced in NIH Guidelines.

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SOUTHERN MISS REPRESENTATIVES

PROJECT DIRECTOR: Julian Allen, Director, Special Operations and Public Safety Technology & Training Programs, 118 College Drive #4043. Phone: (601) 266-5614; Fax: (601) 266-5770; E-mail: julian.allen@usm.edu

ADMINISTRATIVE OFFICER: Denis Wiesenburg, Vice President for Research, 118 College Drive, #5116, Hattiesburg, MS 39406-0001. Telephone Number: (601) 266-5116.

CONTRACT ADMINISTRATOR: Constance V. Wyldmon, Director, Sponsored Programs Administration, 118 College Drive, #5157, Hattiesburg, MS 39406-0001. Telephone Number: (601) 266-4312; E-mail: connie.wyldmon@usm.edu

INVOICE ACCOUNTANT: Marlene Roney, Contracts and Grants Accountant, 118 College Drive, #5157, Hattiesburg, MS 39406-0001. Telephone Number: (601) 266-4119; FAX: (601) 266-4312; E-mail: marlene.roney@usm.edu

SUBRECIPIENT REPRESENTATIVES

DUNS NUMBER: 188334742

CONTRACTUAL SIGNATURE AUTHORITY: Hal Marx, Mayor, City of Petal, P O Box 364, Petal, MS 39465. Tel. number (601) 545-1776, email hmarx@cityofpetal.com

PROJECT DIRECTOR: Chief Leonard Fuller, Petal Police Department, 127 west 8th Ave. Petal Ms. 39465, Tel. number (601) 544-5331, Fax: (601) 544-5347, email lfuller@petalpolice-ms.com

CHIEF OF POLICE: Same as Project Director

CONTRACT ADMINISTRATOR: Captain Jason James, Petal Police Department, 127 west 8th Ave. Petal Ms. 39465, Tel. Number (601) 544-5331, (601) 544-5347, email james@petalpolice-ms.com

INVOICE CONTACT: Assistant Chief Matthew Hiatt, Petal Police Department, 127 west 8th Ave. Petal Ms. 39465, Tel. Number (601) 544-5331, Fax: (601) 544-5347, email mhiatt@petalpolice-ms.com


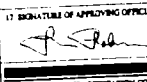
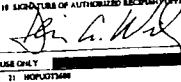
END APPENDIX A

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City of Petal
Minute Book 31

"EXHIBIT L"


APPENDIX B
PRIME AGREEMENT

 Department of Justice Office of Justice Programs Bureau of Justice Assistance		Grant	PAGE 1 OF 4
1 RECIPIENT NAME AND ADDRESS (including Tax Code) University of Southern California 4017 1st College Drive Los Angeles, CA 90089-0641		2 AWARD NUMBER: 2008-CP-CX-4077 3 PROJECT PERIOD FROM: 08/1/2008 TO: 08/31/2011 4 AWARD DATE: 12/28/08 5 ACTION: Initial	6 GRANTER REG-VIDEOR ID: 000000011 7 SUPPLEMENT NUMBER: 00 8 PREVIOUS AWARD AMOUNT: \$0 9 AMOUNT OF THIS AWARD: \$100,007 10 TOTAL AWARD: \$100,007
11 SPECIAL CONDITIONS This award is subject to the terms and conditions of the grant agreement on file with the Office of Justice Programs.			
12 STATUTORY AUTHORITY FOR GRANT This project is supported under 28 C.F.R. Part 23. Project has Neighborhoods P.E. 118 104			
13 METHOD OF PAYMENT UPFRS			
14 TYPED NAME AND TITLE OF APPROVING OFFICIAL Louise Robinson Assistant Attorney General		15 TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Catherine Whelan Director, Sponsored Programs Administration	
17 SIGNATURE OF APPROVING OFFICIAL 		18 SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL 	
19 DATE 1/25/11			
20 ACCOUNTING CLASSIFICATION CODES FISCAL YEAR: 2008 FUND: 00 ACT: 00 OBJ: 00 SUB: 00 PROGRAM: 0000 AMOUNT: 100007			

UP FRM 4002 (REV. 3-07) PREVIOUS EDITIONS ARE OBSOLETE.


UP FRM 4002 (REV. 4-06)

REVISED 02/10

 Department of Justice Office of Justice Programs Bureau of Justice Assistance		AWARD CONTINUATION SHEET	PAGE 2 OF 4
PROJECT NUMBER: 2008-CP-CX-4077		AWARD DATE: 12/28/08	
SPECIAL CONDITIONS 1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide. 2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.305), that is approved by the Office for Civil Rights, is a violation of its Certified Assurance and may result in suspension or termination of funding, until such time as the recipient is in compliance. 3. The recipient agrees to comply with the organizational needs requirements of OIG Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld or other related requirements may be imposed, if outstanding audit issues (if any) from OIG Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed as further described in the current edition of the OJP Financial Guide, Chapter 19. 4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP. 5. The recipient must promptly refer to the DOJ OIG any verifiable evidence that a provider, employee, agent, contractor, subcontractor, subcontractor, or other person has violated a crime clause for grant funds under the False Claims Act or 31 USC 3801(a) or any other law or regulation, or any other misconduct involving grant funds. This condition also applies to any subcontractors. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by: email: ojp-ig@doj.gov Office of the Inspector General U.S. Department of Justice Investigations Division 930 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: ojp-ig@doj.gov toll-free, (toll-free) in Spanish and Spanish: (800) 829-4499 or business fax: (202) 616-9481 Additional information is available from the DOJ OIG website at www.oig.doj.gov . 6. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this grant(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance or grants to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov .			

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 Department of Justice Office of Justice Programs Bureau of Justice Assistance		AWARD CONTINUATION SHEET	PAGE 3 OF 4
PROJECT NUMBER: 2008-CP-CX-4077		AWARD DATE: 12/28/08	
SPECIAL CONDITIONS 7. The recipient agrees that any information technology systems funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Justice Information Systems Operating Policies. If OJP determines this regulation to be applicable, the recipient shall comply with 28 C.F.R. Part 23 to the extent that it does not conflict with the recipient's existing policies, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)(4). It is the policy of the Department of Justice that any violation of this regulation shall be treated as a violation of the recipient's contract with the federal government. 8. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve increasing connectivity between participants, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system. 9. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including but not limited to, the provision of any information required for the assessment or evaluation of any activities within the project. 10. The grantee agrees to accept and maintain on file signed statements by each member of the selection committee or appointed by the United States Attorney or the PSN Task Force indicating that in making recommendations or decisions regarding contracts or subgrants paid for by this grant, the member had no conflict of interest. Such statements must include all of the language included in the PSN Conflict of Interest Certification, however, the grantee may use a different format or may add other related certifications of their own. 11. The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force for the district covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives (such as Weed & Seed and ATP's Youth Crime Gun Interdiction Initiative), and other ongoing, local gun prosecution and law enforcement strategies. 12. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports or any other written materials that will be published, including web-based materials and web site content, through funds from this grant or from other DOJ working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published in the grantee's or government's name, shall contain the following statement: "This project was supported by Grant No. 2008-CP-CX-4077 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities. 13. The recipient agrees to submit to DOJ for review and approval, any proposal or plan for Project Safe Neighborhoods and a sub-grant initiative or other related outreach. DOJ approval must be received prior to any obligation or expenditure of grant funds related to the development of such related outreach projects. 14. Recipients may not obligate, expend or draw down funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval. 15. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.			

OJP FORM 4002 (REV. 4-06)

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City of Petal
Minute Book 31

"EXHIBIT L"

 Department of Justice Office of Justice Programs Bureau of Justice Assistance	AWARD CONTINUATION SHEET	PAGE 4 OF 4
	PROJECT NUMBER 2008-01-CA-0977 AWARD DATE 12/20/09	
SPECIAL CONDITIONS 16. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.		

OJP FORM 486-2 (REV. 4-04)

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Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

December 20, 2010

Ms. Constance Wyldon
University of Southern Mississippi
#5157
118 College Drive
Hattiesburg, MS 39406 0001

Dear Ms. Wyldon:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 08 Project Safe Neighborhoods to the amount of \$100,887 for University of Southern Mississippi.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:
- Program Questions, Latasha Wilson, Program Manager at (202) 514-8267; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 438-0786, or you may contact the CSC at ask-ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.
Sincerely,

Loretta Robustone
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

December 20, 2010

Ms. Constance Wyldon
University of Southern Mississippi
#5157
118 College Drive
Hattiesburg, MS 39406 0001

Dear Ms. Wyldon:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Equal Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 20006, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation, 28 C.F.R. part 38, requires State Administering Agencies from making to meet these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making a award or grant administration decision on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/etdbio.htm>.

State Administering Agencies and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Victims of Crime Act, as amended, and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates all recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR audits a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, your organization, which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(s) or 31.202(s)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8 B, or certain Federal grant program requirements, your organization might need to comply with an EEOP reporting requirement. However, if your organization is a program recipient, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the preparation and maintenance of an EEOP. Your organization's EEOP requirement then, is simply to complete Section A of the Certification Form annexed to your organization's status. You must then return the Certification Form to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/eoop.htm>.

2) Submitting Findings of Discrimination

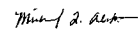
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for ensuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirement pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. Recipients that make subawards must have in place standard grant assurance and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients. You can find the information you need to ensure EEOP compliance from applicable subrecipients at <http://www.ojp.usdoj.gov/eoop.htm>.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0650 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

City of Petal

Minute Book 31

"EXHIBIT M"

RESOLUTION

DATE: 03/31/2011 PAGE: 1

FUND	INCREASE (DECREASE) BUDGET	REASON	DESCRIPTION	BUDGET	AMENDMENT	AMENDED
BETT RESOLVED AND ORDERED, by the Mayor and Board of Aldermen of the City of Petal, Mississippi						
follows:						
That pursuant to Section 21-35-23 of the Mississippi Code of 1972, annotated and amended, the year commencing October 1, 2010 and ending September 30, 2011 requires amending and,						
WHEREAS, by Section 21-35-23, the Mayor and Board of Aldermen do hereby amend the 2010-2011 fiscal budget as follows:						
REVENUE- GENERAL FUND			COURT FINES	253,000.00	2,000.00	257,000.00
			PERMITS TOTAL	253,000.00	2,000.00	257,000.00
			PERMITS TOTAL	2,400.00	1,760.00	4,160.00
			OFFICE SUPPLIES	3,000.00	600.00	2,400.00
			CONTRACT SERVICES	36,000.00	1,500.00	34,500.00
			TRAINING	350.00	600.00	950.00
			MISCELLANEOUS	2,000.00	1,500.00	3,500.00
			SEC & ELECTRICAL	21,833.33	1,850.00	23,683.33
			STATE FETTERMENT	9,000.00	275.00	9,275.00
			F I C A	6,000.00	185.00	6,185.00
			TRAVEL	2,500.00	1,600.00	1,500.00
			MISCELLANEOUS	1,000.00	1,000.00	
			SUBSCRIPTION MEMBERSHIPS	2,000.00	500.00	1,500.00
			ADMINISTRATIVE	62,166.67	5,000.00	67,166.67
			STATE FETTERMENT	17,000.00	600.00	17,600.00
			F I C A	11,000.00	400.00	11,400.00
			F I C A		500.00	500.00
			SEC & ELEC	10,000.00	2,750.00	7,250.00
			RESTORABLE CONTRACT	5,000.00	3,151.00	1,849.00
			EQUIPMENT	15,000.00	5,000.00	20,000.00
			PART-TIME OFFICERS	120,000.00	5,000.00	115,000.00
			OPS - OPERATING	82,000.00	1,000.00	83,000.00
			RESP. CHIEF	801,628.62	9,000.00	810,628.62
			NON-EMP. BENEFITS	128,500.00	2,000.00	126,500.00
			OPS - OPERATING	35,000.00	2,000.00	33,000.00
			PROFESSIONAL SERVICES	2,000.00	1,000.00	1,000.00
			TRAVEL EXPENSE	4,000.00	1,000.00	3,000.00
			REPAIR & MAINT SERVICES	15,000.00	1,000.00	14,000.00
			TRAINING	18,000.00	3,000.00	15,000.00
			FIRE PREVENTION & PROTECT	1,000.00		1,000.00
			ADMINISTRATIVE	165,418.70	8,000.00	177,418.70
			OPERATING SUPPLIES	20,000.00	4,000.00	24,000.00
			CONSTRUCTION SUPPLIES	10,000.00	2,000.00	8,000.00
			REPAIR & MAINT SERVICE	5,000.00	6,000.00	11,000.00
			ADMINISTRATIVE	38,154.00	1,800.00	37,354.00
			CONSTRUCTION	3,000.00	900.00	2,100.00
			TRAVEL & SEMINARS	7,000.00	900.00	6,100.00
			CODE TRAINING		1,317.11	1,317.11
			REPAIRS & EQUIPMENT	40,000.00	1,317.11	38,682.89
			EXPENDITURE TOTAL	1,682,151.32	2,000.00	1,682,151.32
			ROAD REIMBURSEMENT		230,000.00	230,000.00
			REVENUE TOTAL		230,000.00	230,000.00
			ROADS/BRIDGE IMPROVEMENTS	500,000.00	230,000.00	530,000.00
			OPS - OPERATING	55,000.00	2,200.00	52,800.00
			REPAIR & MAINT SERVICES	40,000.00	3,000.00	37,000.00
			STATE REBATE MONEY	1317.11		1317.11
			REQUIRED FOR CODE TRAINING	(1317.11)		
			EXPENDITURES - ROAD & BRIDGE FUND			
			ROAD & BRIDGE IMPROVEMENT	230,000.00		230,000.00
			CENTRAL AVENUE DRAINAGE			
			TOTAL EXPENSES	232,000.00		232,000.00

WHEREAS, upon adoption, the City Clerk will cause this Resolution to be published as required by Section 21-35-23

Those present and voting "AYE" and in favor of the Passage, adoption and approval of the Foregoing Resolution.

Alderman

Those present and voting "NAY" or against the adoption of the Resolution

None

WHEREAS, the foregoing Resolution was duly passed, adopted and approved on this the 5th day of APRIL, A. D., 2011.

CITY OF PETAL, MISSISSIPPI

DATE	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT
03/31/2011	REVENUES, OTHER PERMITS, FEES	253,000.00	2,000.00	257,000.00
03/31/2011	EXPENDITURES & EQUIPMENT	10,000.00	10,000.00	20,000.00
	EXPENDITURE TOTAL	430,000.00	230,000.00	660,000.00
	TOTAL	1,682,151.32	1,682,151.32	

"EXHIBIT N"



Certificate of Attendance

The University of Mississippi Law Center
Awards this Certificate to

Michelle Strebeck

for having attended the

Municipal Court Clerks Statewide Seminar
Jackson Marriott ~ Jackson, Mississippi

March 10-11, 2011
conducted by the

Mississippi Judicial College

Linda E. Beasley
Program Manager

[Signature]
Director

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