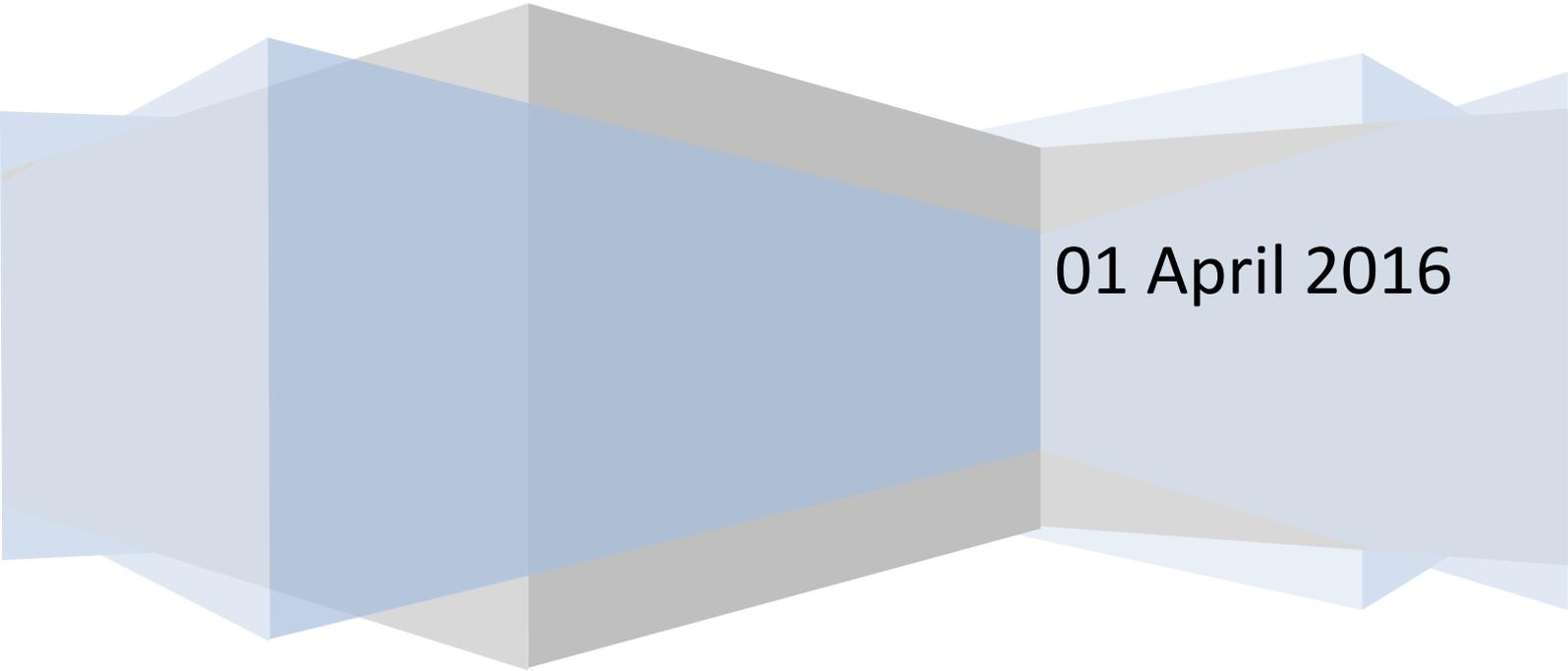


Standard Operating Guidelines 2016revised

# TULLAHOMA FIRE DEPARTMENT

City of Tullahoma, Tennessee



01 April 2016

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# Section 1

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## INTRODUCTION

*From Chief Richard Shasteen*

The purpose of this updated manual is to provide uniform standards for the operations of the Tullahoma Fire Department.

This manual is for the use of every member of the Tullahoma Fire Department. It is designed to help each person better represent our profession and our Department.

Our department is judged by the performance of each individual member. Therefore, all of us should strive for a high level of professionalism and dedication.

Although most of the common and generally used operations are covered and the rules of good conduct are recorded, each firefighter and each incident must be considered separately. Therefore, this manual in no way should be interpreted as removing the discretionary powers of individual firefighters in unique situations. Wherever possible, departmental policies and procedures must be followed. However, when the incident dictates the need to make a judgment decision, the firefighter is not, and cannot be, restricted by this manual.

No manual, however detailed, can be used as a substitute for good judgment and common sense.

Upon appointment to the Department, it is most important that you fully realize the responsibilities of your position. It is not just a “job” to which you have been appointed. It is a position of TRUST. We have been entrusted with the preservation of life and property by the citizens of Tullahoma.

When you accept a position as a firefighter, you become a part of the municipal and state governments. One of your many responsibilities is the enforcement of city ordinances and the laws of the State of Tennessee. You should be familiar with these rules and regulations and with the requirements of your position. This will make you a valuable asset to our Department and to the community.

At no time shall this document supersede the Tullahoma City Codes, Personnel Rules and Regulations in the Tullahoma Employee Handbook, or any City Ordinance.

## Section 2

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### MANUAL INFORMATION

*Department Personnel are responsible for their issued manual*

This manual is the property of the Tullahoma Fire Department, Tullahoma, Tennessee.

Manual No. \_\_\_\_\_ Issued to: \_\_\_\_\_

The member to whom this manual is issued is responsible for its care and good condition and for inserting supplements and making corrections necessary to keep it current.

This manual, as well as uniforms and equipment, is part of the official Fire Department property issued to members and employees. It will be treated as such, in accordance with the procedures and rules contained herein, and are subject to review and inspection by a superior officer at any time without notice and must be returned in good condition when the member severs his connection with the department.

If found, please return to the Tullahoma Fire Department,  
PO Box 807 Tullahoma,

## Section 3

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### Code of Ethics

- To strive to recognize the importance and honor of our profession.
- To conduct personal and official life to inspire public confidence.
- To prevent personal gain or profit from being the object of my endeavors in whatever position I hold
- To judge my fellow firefighters by standards I myself hold, and never jeopardize the safety of any fellow firefighter.
- To regard it as my duty to possess adequate knowledge to perform my job and avail myself to opportunities to learn more about my profession.
- To avoid alliances with persons or businesses whose goals are inconsistent with the ethics of a Firefighter.
- To never claim qualifications I do not possess.
- To share recognition equally with fellow firefighters whether favorable or unfavorable.
- To respect my superiors, fellow firefighters and the organization I represent.

## Section 4

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### Departmental Goals

The Tullahoma Fire Department's primary goal is to be the leading emergency service organization in our area by:

1. Meeting the needs of our community in fire protection, rescue, and assisting other emergency agencies when needed.
2. Constantly reviewing and improving our services and operations.

In carrying out our assigned duties the Tullahoma Fire Department will:

1. Give top priority to life safety for both firefighters and community members.
2. Give a very high priority to the protection of property and environment.
3. Encourage the professional and personal development of our members.
4. Communicate openly and honestly with our members, the community, and city government.
5. Maintain a high level of performance that will inspire trust and confidence from our community.

## Section 5

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### Definitions

**Accountability** - A subordinate is responsible to his or her superiors for proper execution of assigned duties.

**Acting** - Serving temporarily in a position to which the member ordinarily is not assigned, usually in a position of higher responsibility. The acting member shall assume the authority, responsibility, and duties of the higher position.

**Administrative order** - An order issued by the Fire Chief establishing a principle, policy, or procedure concerning a given subject.

**Chain of Command** - The unbroken line of authority extending from the Chief through a single subordinate at each level of command down to the level of execution.

**City** - The area within the corporate limits of Tullahoma, Tennessee.

**Department** - The Tullahoma Fire Department.

**Duty** - A task that a subordinate is obligated to perform when assigned to do so by a superior.

**General Order** - A written order, issued by the Fire Chief, applicable to the Department as a whole or to a division thereof. It is effective permanently from the date issued and is in force until revoked by a subsequent General order.

**Insubordination** - The refusal to obey or comply with a lawful order from a member of a higher rank or position within the Department.

**Member** - Any employee of the Department.

**Off Duty** - The time when a member is not serving in a specified assignment as a Department employee.

**On Duty** - A member is on duty during the period when actively engaged in the performance of regularly assigned duties, when performing a special assignment for the Department, or when directed by a supervisor to perform in the service of the Department at other than regularly assigned duty hours.

**Officers** - Fire Chief, Deputy Fire Chief, Inspector, Training Officer, Captain, Lieutenant.

**Officer-In-Charge** - The officer in charge of a shift, normally a Captain, but the Shift Lieutenant assumes charge in the Captain's absence.

**Procedure** - The official method for dealing with any given situation.

**Report** - A written communication in the appropriate form.

**Responsibility** - A designated obligation which is established and can only be transferred through the chain of command. Responsibility cannot be transferred on one's own initiative.

**Rule** - A prescribed guide for conduct or action. A regulation controlling conduct issued by the Fire Chief.

**Shall or May** - "Shall" means mandatory; "May" denotes permissiveness.

**Shift** - Assigned duty hours.

**Special Order** - A written order issued by the Fire Chief applicable to the entire Department or to a division thereof, which establishes a temporary principle, policy, or procedure on a given subject, usually for a specific period of time. When the effective period is not specified, it automatically becomes inoperative with the passing of the incident or situation causing its issuance.

**Supervisor** - An officer who has been assigned by the Fire Chief or by job description to supervise the work of others.

**Suspension** - The act of temporarily denying a member the rights and privileges of performing duties as a member of the Department.

# Section 6

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## Rules and Regulations

### Purpose

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected that they will be sufficiently comprehensive to cover, whether in a general or specific way, the obligations and duties of the members of the Tullahoma Fire Department.

They are not designed nor intended to limit any member in the exercise of his judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much, by necessity, must be left to the loyalty, integrity and discretion of members.

### Scope

These rules and regulations apply to all employees as designated, general, applying to all members, and subsequent divisions apply to those specifically classified.

These rules and regulations shall apply where applicable to volunteer support personnel. All personnel connected with the Tullahoma Fire Department shall abide by these rules and regulations.

### Enforcement

Enforcement of these rules and regulations shall be done by the process as established by department policy and chain of command structure.

The responsibility for such enforcement shall be as designated by the job descriptions, or department policy, or as delegated by the Fire Chief.

## Section 7

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### Daily Station Rules

1. The uniform of the day will be gray shirts, blue pants, black belt and black shoes. These items are furnished by the City. Boots may be worn, but must be black.
2. All equipment must be checked by the oncoming shift. Anything found out of order should be reported to the Chief. Any equipment needing repairs should be taken care of immediately. The equipment should be clean and neat at all times.
3. The Fire Station shall be cleaned inside and out, and remain clean and neat at all times.
4. If members cook meals and eat at the Station, after each meal, the kitchen and utensils will be cleaned and put in order within a reasonable amount of time.
5. When a member on duty has permission from a supervisor to be relieved by another firefighter, it is the duty of the firefighter being relieved to have a replacement that is a firefighter qualified at the same level as the firefighter being relieved unless specific approval is given by the Shift Captain. It shall be the duty of the replacement firefighter to be present for duty at the agreed time of relief.
6. Members shall report to duty at the time and place and in proper uniform specified by the Department orders or a superior officer, unless the absence is authorized by an approved authority. The inability of a member to report must be reported to a supervisor at least one hour prior to the regular on-duty time. Members shall be punctual in reporting for duty, special assignments, and in meeting appointments. Members in uniform while off duty shall conduct themselves as though they were on duty.
7. Paid personnel must be available at all times during their shift. Visitation by non-member personnel is permitted only with permission of the Shift Captain and should be kept to a minimum.
8. On-coming and off-going personnel (officers, driver-operators, firefighters) will discuss and pass on all information needed to operate shifts during forthcoming time period.

## Section 8

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### Uniforms

Rules of dress and appearance create a standard for all members of the Department. Uniform, appearance, and dress rules are established to present to the public fire personnel who are clean and neatly groomed, to instill a degree of personal discipline among members, and to insure that clothing and hair styles will not be detrimental to safety of job performance.

1. Deviations from uniform, dress, and appearance rules are permitted only with the authorization of the Fire Chief. When on duty all members shall be groomed and clean.
2. After initial issue of uniforms, any replacement items must be approved by the Chief or his designee. Damaged or worn-out clothing will be turned in prior to authorized purchase of replacement items.
3. The standard uniform (as designated by current Department policy) shall be worn at all times when not engaged in maintenance or strenuous training.
4. Collar brass and badge shall be worn in accordance with Department policy.
5. Turnout gear will be issued and it is the responsibility of the individual to keep it clean. Turnout gear will not be left on trucks when going off duty, but will be returned to the turnout lockers provided.
6. Items lost, stolen, or damaged due to neglect (as determined by the Chief) will be replaced at the individual's expense. The individual may replace items through his own effort or have the Fire Department obtain them for him. All items obtained by the individual will be the same brand, material, etc., as that which he was issued.
7. Upon termination, all items issued by the Department will be turned in to the Administrative Deputy Chief. The Shift Captain will certify in writing that the items have been turned in and are acceptable. Items damaged beyond normal wear obviously maliciously damaged (as determined by the Chief) shall be replaced as previously stated.

The following items will be issued to firefighters when they are employed by the department. A proper record of such issuance shall be kept by the Deputy Chief.

**Fire Safety Gear:**

1. Turnout coat
2. Turnout pants
3. Fire Helmet
4. Gloves (Fire and Extrication)
5. Boots (Leather)
6. Suspenders
7. Flashlight
8. Nomex hood
9. SCBA with mask
10. Portable Radio

**Uniforms:**

1. 3 uniform collar shirts ss gray
2. 2 uniform shirts ss blue
3. 2 activity clothing (tee-shirts)
4. 3 pair uniform pants
5. 1 uniform jacket
6. 1 black belt
7. 1 Pair of shoes
8. Badges
9. Nameplates
10. Uniform Tie
11. Collar brass

**Personal hygiene and grooming:**

All employees of the Fire Department are expected to maintain a neat and clean appearance at all times. Uniforms are expected to be clean when coming on duty with arrangements to acquire another uniform if the one you are wearing becomes soiled to the point of presenting an unfavorable appearance.

Hair shall be kept trimmed and neat and protected by a nomex hood during firefighting operations. Sideburns may be extended to the bottom of the ear. Mustaches are allowed if kept neat and trimmed so as not to extend past the lip line. Beards will not be permitted.

Dirty clothes, linens, and shoes will not be left in lockers.

Shoes shall be cleaned and shined when wearing the uniform.

## Section 9

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### Duty Requirements

Watch duties shall include but not be limited to:

1. Daily cleanup of living quarters.
2. Launder sheets and towels as needed.
3. Daily cleanup of engine rooms.
4. Meal preparation and cleanup.
5. Required daily training.
6. Greet all visitors and answer phones.
7. Keep lawn mowed and grounds free of litter.
8. Clean windows as needed.
9. Security check at bedtime.

Fire services will be provided to the community 24 hours each day.

A member on duty shall not leave an assigned area or detail except on official business and shall, in the event of absence from the assignment, advise his or her supervisor of the time of departures and return and nature of the business.

Members are subject to call for extra alarms at any time. Members off-duty shall report immediately upon receipt of an alarm in compliance with instructions given them at the time of notification.

Monday-Friday: Members on duty from 06:45 until 17:00 shall not loiter in the lounge area except during meal time and breaks unless permission has been granted by the Shift Captain. Saturday, Sunday, and holidays will be exempt from this rule.

## Section 10

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### General Rules

All members of the Fire Department shall:

Familiarize themselves with and be obedient to the orders, rules and regulations of the Fire Department and fire control laws.

Attend all fires or alarms to which they may be assigned, detailed or summoned, and assert their greatest energy or best ability to perform their full duty under any and all circumstances.

Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of their superior officer.

Exercise precautionary measures to avoid injuries to themselves and to others while in the performance of duty. Become familiar with and abide by all safety rules and all policies, orders, and manuals as issued by the Fire Department and the City of Tullahoma.

Exercise due caution to avoid unnecessary damage to or loss of Department property.

Be responsible for the safekeeping and proper care of all Department property in their charge.

Practice economy in the use of supplies and metered services and see that waste is avoided.

All fire department employees shall display obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.

Be courteous and respectful in their dealings with the public.

Promptly notify the senior duty officer of any inability to report for duty at the time required.

If relieved from duty, promptly surrender all Department property to their supervisor.

Instruct those designated to act in their stead and satisfy themselves that their relief shift have ability and are capable of performing the duties to which they are assigned.

When assigned to act in a position of higher rank, accept responsibility for the performance of the duties of that position.

Report any accidents, sickness, or injury sustained while on duty to their supervisor, no matter how trivial.

Members shall maintain a telephone and keep the Department informed as to their current address and telephone number.

Keep their persons, uniforms, beds, and lockers in a neat, clean condition. Persistence in uncleanness or offensive habits will be just cause for disciplinary action.

Promptly notify their immediate supervisor of any matter coming to their attention that they believe would affect the interest and welfare of the department.

Participate in drills and other Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.

Under direction of the Fire Chief, members detailed to the various divisions of the department shall have charge of the administrative duties of their respective divisions, and shall be responsible for the maintenance of discipline and authority.

Suggestions for the improvement of the Fire Department or well-being of the membership will, when presented through channels, be welcomed and carefully considered.

Members making recommendations for changes, alterations, or improvements shall consult with and report in writing to their immediate supervisor, and to no other agency unless otherwise directed by a superior officer. All such recommendations shall be forwarded in writing to the Fire Chief with the approval or disapproval of the intermediate officers noted thereon.

All regular members of the Fire Department shall be regarded as part of the working force and may be required to perform such duties as circumstances of the service demand.

When two or more members of same rank find themselves in a position which requires initiative action, the member in charge at Fire Hall #1 will assume command until relieved by a superior officer.

When a member receives an order which is in conflict with a previous order he shall so inform the officer who issued the conflicting order and be governed by his instructions.

Any member having cause to believe that he has been unjustly or unfairly treated may appeal in writing through channels to the fire chief and commanding officer of the station.

Articles of protective equipment, such as nomex hoods, fire gloves, lights, batteries, etc., shall be issued to members by the Shift Captain or Deputy Fire Chief. The Deputy Fire Chief shall keep an accurate record of items issued.

All members are subject to the rules and regulations and orders that govern all City employees particularly such rules and regulations as apply to conduct, discipline and transgression of regulations.

Members shall not belong to any organization, association, or society which will in any manner conflict with their loyalty to the Fire Department and the City of Tullahoma.

No member shall use employment with the Fire Department for the purpose of personal gain.

No member of the Fire Department shall lend his name to any commercial enterprise; nor shall the member approve or condone the use of the name and prestige of the Fire Department for any such purpose.

No member shall receive or accept a reward, fee or gift from any person or service incidental to performance of duty, except with the permission of the Fire Chief.

No member shall directly or indirectly intercede with a member of a hearing board, a government official, or any judicial hearing in his or her behalf or on behalf of any member of the Department, except as provided by law.

No member shall directly or indirectly solicit the influence or intercession of any persons to effect his promotion, transfer, or other personal gain.

No member shall solicit or accept the personal or financial aid of any subordinate to promote his private interests or those of any superior officer.

Members shall not loan, sell, give away or appropriate for their own use City property, nor shall they pilfer or be guilty of theft at fires or elsewhere.

Members shall not use their position with the fire department to influence the vote of any person for or against any candidate for public office.

Members shall avoid political or religious arguments in quarters or elsewhere while on duty.

No information relative to the business affairs of the department shall be furnished to persons not connected there with the department except as authorized by the Fire Chief or as permitted by department policy.

No member shall report for, or be on duty under the influence of any intoxicating liquor, drug or substance; nor shall he be absent from duty or unfit to fully perform his duties due to their use.

No member shall bring or cause to be brought into quarters any intoxicating liquor, illegal drug, or illegal substance.

If any member is taking a legally prescribed drug, it is his/her responsibility to notify the supervisor who will determine his ability to operate equipment.

No member shall be party to any malicious gossip, report, or activity which would tend to disrupt morale in the Department or bring discredit to the Department or any member thereof.

Members shall not use obscene, uncivil, or boisterous language while on the scene of an emergency, while on duty at the station, or anytime he or she is representing the Fire Department in public places.

The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any Fire Department record, log, or document will be considered a serious offense.

Smoking by members will not be permitted at any time in the fire stations or any other place where smoking is prohibited by regulations. Smoking will be prohibited on all fire apparatus and at emergency scenes. Reasonable exceptions may be made by the officer in charge when an emergency no longer exists, but this authority will not extend to permitting smoking on fire fighting apparatus at any time or under any conditions. This rule includes passenger cars.

Smokeless tobacco shall be used only in accordance to current tobacco policies only.

Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action. Tardiness shall be reported immediately.

Inefficiency or indifference in members in the performance of their duties shall be sufficient cause for disciplinary action.

No member shall willfully disobey any reasonable order issued by his supervisor.

The wrongful or injurious exercise of authority by any member of the Department will be grounds for disciplinary action against the offender.

Members are expressly forbidden to engage in any rough or boisterous conduct (horseplay) or similar activities that would interrupt the normal activities of the Department or that might cause accidental injury.

Members going off duty shall acquaint their successor with details of their tour of duty, giving them the keys or equipment necessary and such information as may be needed to carry out their duties.

Members shall familiarize themselves with the contents of all communications posted on the bulletin board.

Members shall keep all wearing apparel, uniforms, and other personal belongings, when not in use, in a locker, closet, or other proper place provided for this purpose. The locker or closet shall be kept in a neat and clean condition at all times and the door kept closed. No storage will be allowed on top of any locker or refrigerator.

Each member will be provided a bed in which to sleep. Each member is responsible for changing linens and keeping his bed neat, clean, and orderly.

No animal shall be allowed at the Station without permission from the Fire Chief.

Members may use the bay in the engine room to clean up their vehicles on Saturdays and Sundays and after 1700 weekdays. The bay is to be used for cleaning only (wash, dry, vacuum, wax). Members must furnish their own cleaning supplies and must clean up the area when finished.

Members shall not change or alter the arrangement of firefighting equipment or apparatus without the approval of the Fire Chief.

The violation of any of the provisions of the rules and regulations or orders of the Fire Department, or the neglect or evasion of the duties prescribed, shall be the subject of disciplinary action. All disciplinary action taken will be under the guidelines set forth in the Employee Handbook.

# Section 11

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## Training

The Tullahoma Fire Department operates under the guidelines of the State Firefighting Commission. After completion of basic firefighting and the live burn at the Fire Academy, a new firefighter must pass the Firefighter I written exam during his or her first year of eligibility. All full time employees must also attend a minimum 40 hrs of in-service training annually.

Within three (3) years or as soon as scheduling permits, firefighters must pass the certification tests for Firefighter 1 and Firefighter II. Firefighters must also complete First Responder, RIT, and Smoke Diver to maintain employment with the Department.

Special training programs will be offered by the Training Officer upon approval of the Fire Chief and upon determination that such training will be beneficial to the Department and the City.

Members of the Department will be offered training opportunities periodically from other departments, the State Fire Academy, the Vocational School, and from the Training Division within our Department subject to availability.

All members are urged to take advantage of any training opportunities offered to them.

All training exercises must comply with the International Fire Science Training Association guidelines, OSHA requirements, NFPA regulations, and be approved by the Fire Department Safety Officer.

### TFD Education Committee

**New Hires:**

New Hires should work a forty hour week, five days a week, eight hours a day until all three captains agree that the individual is ready to be assigned to a shift. During this time, new recruits should spend a defined amount of time exploring all aspects of the fire department, and related area. (i.e. Time with the Fire Inspector, Fire Chief, Deputy Chiefs, ambulance service, Communications Center, Police Department, etc.)

**SOG's for line of accomplishments:**

40 Hours In-service Annually

Firefighter 1 & FF 2 should be completed by the end of 3 years full time service.

Within first year from hire date the following must be completed (Required to continue employment with the fire department)

- |                                |                            |
|--------------------------------|----------------------------|
| Basic rookie and live burn     | Haz-Mat Awareness and Opps |
| CPR for health care providers: | Extrication (full course)  |
| Firefighter Survival           | IS100-200-700-800          |

By the end of your third year of employment the following must be successfully completed (Required to continue employment with the fire department):

- Smoke Diver
- First Responder
- RIT School

After third year of employment and all prerequisites have been met additional classes can be obtained to prepare and lead to Officer School:

- |                            |                       |
|----------------------------|-----------------------|
| Pump School/ Aerial School | Building construction |
| Haz-Mat Tech               | High angle rescue     |
| Instructor                 | Arson Detection       |

List and dates of schools along with training material should be made available on the first day of work for all new hires.

## Section 12

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### Physical Ability Test

The following is a description of the physical ability test, which is a simulation of a firefighter's job. All firefighters required to participate will wear full turnout gear and SCBA with the exception of the face piece. All participating members are required to finish the entire test in sequence, without interruption, and within a predetermined time. This test will be used as a pre-hire qualification and will be administered semi-annually to all fire suppression personnel. This test is subject to change by the Fire Chief.

#### **There are nine essential tasks:**

1. Timed SCBA equipment donning
2. High rise pack hose carry to second story
3. 2 1/2" hose hoist from second story
4. Forcible entry simulation
5. Mandatory 100 foot walk
6. 100' charged hand line drag using 1 3/4 "hose
7. 165 lb. hose dummy drag
8. # of sit-ups in 1 minute
9. # of push-ups in 1 minute

**TASK 1:** Timed SCBA donning

You will be timed while donning your SCBA. It must be donned properly and within one minute. Your time will start when you begin donning and will stop when you indicate that you are finished and are breathing air. After you have finished with Task 1 you will take off the face piece and proceed to Task 2.

**TASK 2:** High rise pack hose carry to second story. Pick up the accordion folded hose pack consisting of 100ft of 1 3/4 and a nozzle. Proceed to climb the stairs to the second story. Lay the hose onto the rail and proceed to Task 3.

**TASK 3:** 2 1/2" hose hoist from second story

Pick up the rope from beside the rail. Begin to hoist one section of hose to the second story. When the hose reaches the top of the second story, you will then lower the hose back to the ground. After the hose has been lowered to the ground, you will then climb down the stairs and proceed to Task 4.

**TASK 4:** Forcible entry simulation

You will pick up the sledge hammer, straddle the simulation device, and strike the Steel object on its end driving it the required distance. A firm grip and control of the sledge hammer is necessary at all times. Swing the hammer in a continuous motion for best results. Once you complete Task 4, go on to Task 5.

**TASK 5:** Mandatory 100 foot walk

You will start your walk after Task 4. Walk the predetermined route until you come to the end. Proceed to Task 6.

**TASK 6:** 100' charged hand line drag

You will pick up the nozzle and walk toward the orange cone. The length of the drag will be approximately 100'. The hose line will be 1 3/4 ". When you complete the course proceed to Task 7.

**TASK 7:** 165 pound dummy drag 50 feet

Lift the dummy partially off the ground and drag the dummy 50 feet to the finish line where your time will stop and the examiner will record your score.

**TASK** 8 and 9 are on the pad with ankles held and knees bent.

It shall be the responsibility of every member to maintain a level of physical fitness that will enable him or her to perform the duties of their job description efficiently. The Fire Department has fitness training equipment available and all members are urged to use this equipment to enhance their job performance and physical fitness. Also, the City of Tullahoma Recreation Center offers free memberships to City employees, and all employees are urged to use their facility and equipment on a regular basis.

## Section 13

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### Fire Department Organization

The Tullahoma Fire Department is divided into four divisions:

1. Administration
2. Suppression
3. Prevention
4. Training

The Fire Chief is the administration head of the Fire Department, assisted by the Deputy Fire Chiefs. Their duties are outlined in the job description section of this manual.

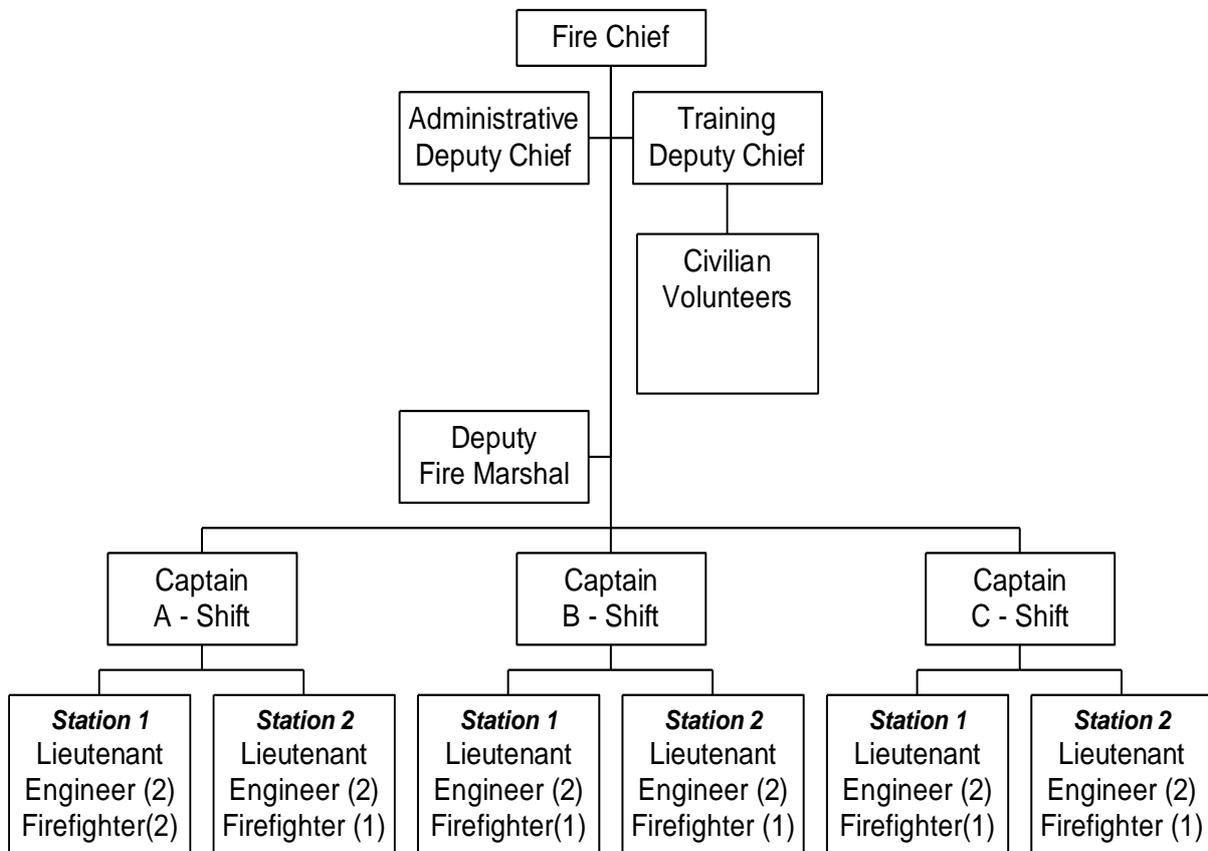
Captains, Lieutenants, Driver-Operators, and Firefighters make up the fire suppression division and their duties are listed in the job description of this manual

The prevention division is headed by the Deputy Fire Marshall. The Fire Marshall is assisted in his fire prevention inspections by on-duty shift personnel. The Fire Marshall shall be directly responsible to the Fire Chief when performing fire prevention functions as prescribed by the policies and procedures established in this manual.

The Deputy Chief (Training) shall head the training division and follow the guidelines of the Deputy Chief (training) job description contained in this manual.

The Fire Chief, Deputy Chiefs and Deputy Fire Marshall shall work a 40-hour week with benefits and holidays as outlined in the City of Tullahoma Employee Handbook. All fire suppression personnel shall work a 24.25-47.75 hour work schedule. Their benefits and holidays are listed in the Employee Handbook.

# FIRE DEPARTMENT REORGANIZATION



## Section 14

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### Chain of Command

The Chain of Command of the Fire Department is the order or chain of vested authority and responsibility by which the business of the Department shall be conducted. It serves the function of allowing information to flow in an orderly manner from volunteer to the Chief and to all steps between.

The proper use of the Chain of Command depends upon each member of the Department working within his assigned sphere of authority and responsibility. The Chain of Command is the vehicle used for all orders, grievances, requests, etc., and its proper use by all members of the Department is both necessary and mandatory.

#### Line Chain of Command:

1. Chief
2. Deputy Chiefs
3. Captain
4. Lieutenant
5. Engineer
6. Firefighter

#### Staff Chain of Command:

1. Chief
2. Deputy Chiefs
3. Captains
4. Lieutenants

# Section 15

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## Job Descriptions

### Chief of Fire Services

#### SUMMARY

The Fire Chief is under the general direction of the City Administrator. Work is performed in planning, organizing and directing all activities of the Fire Department and performing related work as required.

#### EXAMPLES OF RESPONSIBILITY

- Commands the Fire Company and oversees operations at a fire or accident scene.
- Performs fire prevention inspections and assists with arson investigations.
- Inspects, discovers and eliminates potential fire hazards.
- Coordinates formal and on-the-job training programs for recruits and personnel development.
- Performs administrative activities for the department including payroll and annual budget estimates.
- Plans and schedules work to meet department objectives.
- Evaluates personnel, seeks opportunities for employee development and addresses performance issues when necessary.
- Interviews prospects for positions in the department and recommends new hires to City Administrator.
- Performs related work as required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques and State and City codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.

- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Ability to establish and maintain an effective working relationship with associates, elected officials, representatives of other agencies and the general public.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License
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### **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- Bachelor's degree in Fire Science or related field.
- Certification through the Tennessee State Fire School as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Firefighter.
- Experience in fire fighting services with at least five (5) years supervisory and administrative responsibility.
- Journey firefighter or other training through the Tennessee Fire Commission desired.

### **ADA REQUIREMENTS**

Physical Requirements - Physical demand requirements are at levels for those of active work. Regular performance of heavier tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor and sound.

**COMPENSATION CLASS**

Exempt Salary, Class I

## Training Deputy Chief

### SUMMARY

The Training Deputy Chief is under the general supervision of the Fire Chief. Work is performed in assisting with training, preplanning, organizing and directing activities of the Fire Department.

### EXAMPLES OF RESPONSIBILITY

- Reports to the Fire Chief on all matters relating to the Fire Department and assumes command of the department in the absence of the Chief as assigned.
- Develops written examinations to be given to the fire service personnel to determine their knowledge of duties and responsibilities.
- Responds to all major fires and emergencies and assists fire suppression personnel as needed.
- Observes fire fighting operations and insures that all applicable safety rules are being obeyed.
- Assists Fire Chief with annual budget estimates and other functions required for budget preparation.
- Coordinates training with the Fire and Codes Academy to secure training for the members of the department in order to keep personnel current on procedures relevant to their assignments.
- Maintains communication with other fire departments in our area to coordinate mutual training exercises and offer invitations to participate in the City's training exercises when feasible.
- Recommends new policies to the Fire Chief and assists with development and updates to the Standard Operating Guidelines for the department.
- Responsible for overseeing and planning the annual in-service training in conjunction with the Training Committee including dissemination of the daily training and long-term training objectives.
- Organizes and executes city wide pre-fire plans to ensure staff familiarity with hazards, conditions, water supplies and travel routing.
- Coordinates required equipment testing including tests on hoses and pumps and both aerial and ground ladders. Maintains appropriate records.

- Oversees cleaning and maintenance of fire fighting apparatus and equipment and schedules maintenance as needed through the City Shop or other agencies when applicable.
- Responsible for planning and implementation of a semi-annual physical fitness test.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fire prevention techniques NFPA, State and City codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of actions.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

### **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- Associates degree in Fire Science, Public Administration or related field preferred or an equivalent level of training and experience.
- Certification through the Tennessee State Fire School as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Basic Firefighter.

- Ten years experience in full-time fire fighting services with at least five (5) years supervisory and administrative responsibility or training equivalent.
- Journey Fire-fighter, Officer Level I and Instructor I through the Tennessee Fire Commission required.

**ADA REQUIREMENTS:**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

**COMPENSATION CLASS**

Exempt Salary, Class II

## Administrative Deputy Chief

### SUMMARY

The Administrative Deputy Chief is under the general supervision of the Fire Chief. Work is performed in assisting with training, preplanning, organizing and directing activities of the Fire Department.

### EXAMPLES OF RESPONSIBILITY

- Reports to the Fire Chief on all matters relating to the Fire Department and assumes command of the department in the absence of the Chief as assigned.
- Researches and recommends changes in policies and procedures to improve operation of the department which includes assisting with updates and maintenance of the departments Standard Operating Procedures.
- Responds to all major fires and emergencies and assists fire suppression personnel as needed.
- Prepares bi-weekly payroll and submits to the Fire Chief in addition to maintaining file on sick time and all payroll issues.
- Assists Fire Chief with the preparation and management of the fire department budget.
- Maintains fire department records including fire department statistics, updating TFIRS daily; status of call backs and call outs, EMT licenses and CEU requirements.
- Obtains the mail daily and distributes accordingly. Processes any invoices or purchase orders assigning proper account numbers on accounts and filing accounts payable appropriately.
- Responsible for station repairs and upkeep including monitoring the quality of life at both stations. Also maintains operating supplies at each station.
- Arranges medical exams and checkup which includes SCBA testing for the department and maintaining all related records.
- Responsible for ordering uniforms for personnel and managing orders and balances of accounts for clothing allowance.

- Assists in monitoring and observing department activities to ensure performance conforms to department standards, personnel regulations and applicable laws.
- Assists the Training Deputy Chief to ensure all fire personnel receive appropriate training on any fire, rescue or EMS standards.
- Works with Fire Chief and Community Coordinator on public relations and fire prevention programs for the department.
- Responsible for composing, posting and filing memos including communication of pertinent information to fire personnel.
- Assists in mutual-aid fire protection plans with surrounding municipalities and volunteer fire departments.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fire prevention techniques NFPA, State and City codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of actions.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

**EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- Associates degree in Fire Science, Public Administration or related field preferred or an equivalent level of training and experience.
- Certification through the Tennessee State Fire School as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Basic Firefighter.
- Ten years experience in full-time fire fighting services with at least five (5) years supervisory and administrative responsibility or training equivalent.
- Journey Firefighter, Officer Level I and Instructor I through the through the Tennessee Fire Commission required.

**ADA REQUIREMENTS:**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

**COMPENSATION CLASS**

Exempt Salary, Class II

## Deputy Fire Marshal

### SUMMARY

The Deputy Fire Marshal is under the supervision of the Fire Chief. Work performed is inspection of occupancies within the City for fire hazards, violation of hazardous chemical regulations, safety violations and enforcement of City codes, State and Federal laws and regulations.

### EXAMPLES OF RESPONSIBILITY

- Performs inspections to determine compliance with current fire codes.
- Inspects and examines the interior and exterior of occupancies to detect hazardous and unsafe conditions, and/or violations of applicable fire, safety and hazardous material, codes and laws.
- Discusses hazardous conditions with owners and/or managers of occupancies and recommends corrective actions.
- Assists in preparing pre-fire plans at medium and large commercial structures and also assists in pre-planning structures city wide with crews.
- Participates in daily training as required to maintain firefighting skills and attends training as needed to stay current on arson and safety issues.
- Responds to fires and acts as safety officer as needed including conducting arson investigations when necessary.
- Develop and implement fire prevention programs to effectively enforce codes in a consistent and impartial manner.
- Maintain effective record-keeping system using manual and computer-aided filing systems for inspections, code violations and related corrective or legal actions taken.
- Works with Judges and Law Enforcement personnel in issuing citations and summons for uncorrected violations of appropriate codes and laws
- Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Federal, State and City codes and regulations concerning fire inspection and prevention, hazardous materials use, storage and transportation and safety.
- Knowledge of Fire Prevention Code.

- Knowledge of the capabilities and limitations of various types of firefighting equipment.
- Knowledge of fire testing techniques.
- Knowledge of the legal aspects of fire prevention and investigation.
- Knowledge of the various occupancies and structures within the City.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

### **EDUCATION, TRAINING AND EXPERIENCE, QUALIFICATIONS**

- Associate degree in fire science or related field or equivalent training and experience.
- Certification by State of Tennessee as a Fire Inspector within one year.
- Fire inspection and Hazardous Material training at the level of First Responder.
- Any combination of experience and training that provides the required knowledge, skills and abilities.

### **ADA REQUIREMENTS**

Physical Requirements - Physical demand requirements are at levels for those of active work. Regular performance of heavier tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds; may require the dexterity to operate machinery or equipment.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

### **COMPENSATION CLASS**

Non Exempt Salary, Class II

## **FIRE CAPTAIN**

### **SUMMARY**

Fire Captains are under the general supervision of the Fire Chief. Work is performed in assisting with planning, organizing and directing overall activities of the Fire Department and commanding a Fire Shift.

### **EXAMPLES OF RESPONSIBILITY**

- Commands a Fire Shift, and assumes command of an emergency scene unless relieved by a Deputy Chief or the Fire Chief.
- Performs administrative functions for his/her shift, including assisting with payroll and annual budget estimates.
- Plans and schedules work to meet department objectives.
- Evaluates personnel, seeks opportunities for employee development and addresses performance issues when necessary.
- Reports suspected arsons to the Deputy Chief, Deputy Fire Marshal and Fire Chief.
- Ensures that all equipment on hand is in operable condition and supervises maintenance of equipment and facilities and reports defects to Training Deputy Chief.
- Responds to alarms, directs work of Firefighters and Engineers in rescue operations, laying hose lines, placing ladders, directing water streams and other operations.
- Leads shift in periodic inspections of commercial and industrial occupancies to ensure familiarity with hazards, conditions, water supplies and travel routing.
- Removes persons from danger, including vehicle extrications and administers first aid to injured persons.
- Oversees and performs general maintenance work in the fire halls including cleaning, washing, minor repairs, painting and other maintenance of quarters.
- Oversees cleaning and maintenance of fire fighting apparatus and equipment.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fire prevention techniques and State and City codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to perform the mechanical work involved in operating and maintaining fire fighting equipment and tools.
- Ability to record and deliver information to supervisors, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

**EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- High school diploma or GED, college degree or college courses preferable.
- Minimum of seven (7) years fire fighting service with the Tullahoma Fire Department.
- Minimum of three (3) years supervisory and administrative responsibility. Two (2) years experience as a Lieutenant preferred.
- Certification through the Tennessee State Fire School as Officer Level I, II, III and IV, Pumper Operations Level I, II and III and Fire-fighter.
- Journey fire fighter or other training through the Tennessee Fire Commission required.

**ADA REQUIREMENTS:**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

**COMPENSATION CLASS**

Exempt Salary, Class II

## Fire Lieutenant

### SUMMARY

Fire Lieutenants are under the general supervision of the Fire Captain. Work is performed in assisting with planning, organizing and directing overall activities of the Fire Shift and commanding a Fire / Rescue Squad.

### EXAMPLES OF RESPONSIBILITY

- Commands a Fire / Rescue Squad and assumes command of the shift in the absence of the Fire Captain.
- Assists in performing administrative functions for including payroll and annual budget estimates.
- Acts as Shift Training Officer as assigned.
- Plans and schedules work to meet department objectives.
- Evaluates personnel, seeks opportunities for employee development and addresses performance issues when necessary.
- Ensures that all equipment on hand is in operable condition and supervises maintenance of equipment and facilities.
- Responds to alarms, directs work of Fire-fighters and Engineers in rescue operations, forced entries, ventilation, laying hose lines, placing ladders, directing water streams and other operations.
- Assumes command of the operation, pending arrival of superior officer.
- Leads squad in periodic inspections of commercial and industrial occupancies to ensure familiarity with hazards, conditions, water supplies and travel routing.
- Removes persons from danger, including vehicle extrications and administers first aid to injured persons.
- Performs general maintenance work in the fire halls including cleaning, washing, minor repairs, painting and other maintenance of quarters.
- Cleans and maintains fire fighting apparatus and equipment.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fire prevention techniques and State and City codes and regulations concerning fire fighting and prevention.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.
- Ability to plan and direct the activities of subordinates.
- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to perform the mechanical work involved in operating and maintaining firefighting equipment and tools.
- Ability to understand and follow oral and written instructions.
- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

### **EDUCATION, TRAINING AND EXPERIENCE, QUALIFICATIONS**

- High school diploma or GED, college degree or college courses preferable.
- A minimum of five (5) years fire fighting service with the Tullahoma Fire Department and two (2) years experience as an Engineer.
- Certification through the Tennessee State Fire School as a Fire-fighter and Pumper Operations Level I, II and III.
- Certification as Officer Level I, II, III and IV through the Tennessee State Fire School or must attain within one year of assignment or as soon as scheduling permits.
- Supervision experience preferred.
- Journey fire fighter or other training through the Tennessee Fire Commission required.

### **ADA REQUIREMENTS**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of

heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

### **COMPENSATION CLASS**

Non Exempt Salary, Class II

## **FIRE ENGINEER**

### **SUMMARY**

Fire Engineers are under the direct supervision of the Fire Lieutenant. Work is performed in operating fire apparatus, fire fighting, answering emergency calls, rescue and performing related duties as required.

### **EXAMPLES OF RESPONSIBILITY**

- Operates fire apparatus, including driving and operating pump and/or ladder.
- Assumes command of the Fire Company in the absence of the Fire Lieutenant.
- Responsible for proper maintenance and operation of assigned apparatus.
- Responds to alarms and aids in fire suppression including laying hose lines, placing ladders, directing water streams and other operations.
- Forces entry of premises for firefighting, appropriately ventilates structure and uses equipment as needed to suppress fires and perform rescues as directed by Lieutenant or Captain.
- Removes persons from danger, including vehicle extrications and administers first aid to injured persons.
- Performs general maintenance work in the fire halls including cleaning, washing, minor repairs, painting and other maintenance of quarters.
- Cleans and maintains fire fighting apparatus and equipment.
- Participate in fire prevention inspections in commercial and industrial occupancies to ensure familiarity with potential hazards, conditions, water supplies and travel routing.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fire fighting techniques and principles of hydraulics as applied to fire suppression.
- Ability to operate a variety of fire fighting equipment and apparatus and knowledge of their capabilities and limitations.

- Knowledge of the geographic layout of the City and fire hydrant locations and capabilities.
  - Knowledge of fire prevention techniques and State and City regulations as applied to fire fighting and prevention.
  - Ability to react quickly and calmly in emergency situations and determine proper course of action.
  - Ability to perform the mechanical work involved in operating and maintaining fire fighting equipment and tools.
  - Ability to understand and follow oral and written instructions.
- 
- Willingness to perform under hazardous conditions.
  - Knowledge and ability to work with computers and software programs that are relevant to the position.
  - Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
  - Knowledge of City and department rules, regulations and procedures.
  - Valid Tennessee Drivers License

### **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- High School diploma or GED, college courses preferable.
- Certification through the Tennessee State Fire School as a Firefighter is required.
- Certification through the Tennessee State Fire School in Pumper Operations I, II and III is required within one year of assignment or as soon as scheduling permits.
- Journey fire fighter and other training through the Tennessee State Fire Commission is desirable.

### **ADA REQUIREMENTS**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate

machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

**COMPENSATION CLASS**

Non Exempt Salary, Class III

## **FIREFIGHTER**

### **SUMMARY**

Fire-fighters are under the direct supervision of the Fire Lieutenant. Work is performed in fire fighting and answering emergency calls to protect life and property and performing related work as required.

### **EXAMPLES OF RESPONSIBILITY**

- Responds to alarms and aids in fire suppression including laying hose lines, placing ladders, directing water streams and other operations.
- Forces entry of premises for fire fighting, appropriately ventilates structure and uses equipment as needed to suppress fires and perform rescues as directed.
- Removes persons from danger, including vehicle extrications and administers first aid to injured persons.
- Performs general maintenance work in the fire halls including cleaning, washing, minor repairs, painting and other maintenance of quarters.
- Cleans and maintains fire fighting apparatus and equipment.
- Participate in fire prevention inspections in commercial and industrial occupancies to ensure familiarity with potential hazards, conditions, water supplies and travel routing.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.
- 

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fire prevention techniques and City regulations as applied to fire fighting and prevention.
- Ability to react quickly and calmly in emergency situations and determine proper course of action.
- Ability to operate a variety of fire fighting equipment.
- General knowledge of the street system and physical layout of the City.
- Ability to perform the mechanical work involved in operating and maintaining fire fighting equipment and tools.
- Ability to understand and follow oral and written instructions.

- Willingness to perform under hazardous conditions.
- Knowledge and ability to work with computers and software programs that are relevant to the position.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

### **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- High School diploma or GED.
- Certification through the Tennessee State Fire School as a Fire-fighter which includes Basic Rookie and Live Fire fighting training. Attain within one year of effective date of assignment or as soon as scheduling permits.

### **ADA REQUIREMENTS**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

### **COMPENSATION CLASS**

Non Exempt Salary, Class III

## New Hires

New Hires should work a forty hour week, five days a week, eight hours a day until all three captains agree that the individual is ready to be assigned to a shift. During this time, new recruits should spend a defined amount of time exploring all aspects of the fire department, and related area. (i.e. Time with the Fire Inspector, Fire Chief, Deputy Chiefs, ambulance service, Communications Center, Police Department, etc.)

### New Hire Line of accomplishments

1. 40 Hours In-Service training annually
2. Fire-fighter I & Fire-fighter II should be completed by the end of three years full time service
3. Within first year from hire date the following must be completed. (Required to continue employment with the department)
  - a. Basic Rookie and Live Burn
  - b. CPR for health care providers
  - c. Fire-fighter Survival
  - d. Haz-Mat Awareness and Operations
  - e. Extrication (Full course)
  - f. IS 100, IS200, IS700, IS800
4. By the end of the third year of employment the following must be completed. (Required to continue employment)
  - a. Smoke Diver
  - b. First Responder
  - c. RIT School
5. After third year of employment and all prerequisites have been met additional classes can be obtained to prepare and lead to Officer School
  - a. Pump School/ Aerial School
  - b. Haz-Mat Tech
  - c. Instructor
  - d. Building Construction
  - e. High Angle Rescue
  - f. Arson Detection

List and dates of schools along with training material should be made available on the first day of work for all new hires.

## **RESERVE FIREFIGHTER**

### **SUMMARY**

Reserve Fire-fighters respond to an alarm when called and participate in scheduled training activities. They perform the duties of a fire fighter, and may be required to perform hazardous tasks in the course of their duties. They work under the direct supervision of the full time department personnel.

### **EXAMPLES OF RESPONSIBILITY**

- Respond when called to alarms and emergency calls and aids in rescue, first aid and fire suppression efforts.
- Performs as many activities of a regular fire fighter as training and experience permit.
- Works with experienced personnel for continuous on the job training.
- Participates in fire prevention inspections, as often as possible, particularly in commercial and industrial occupancies to ensure familiarity with hazards.
- Performs general clean up of fire fighting apparatus and equipment upon return to the station after an alarm.
- Provides first responder services to the level qualified.
- Participate in fire drills and attends training classes as required.
- Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of fire hazards, safety and fire fighting.
- General knowledge of the street system and physical layout of the City.
- Ability to perform the mechanical work involved in operating and maintaining fire fighting equipment and tools.
- Ability to respond quickly and calmly in emergencies.
- Ability to understand and follow oral and written instructions.
- Willingness to perform under hazardous conditions.
- Ability to establish and maintain an effective working relationship with associates, representatives of other agencies and the general public.
- Knowledge of City and department rules, regulations and procedures.
- Valid Tennessee Drivers License

**EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- High School diploma or GED.
- Certification through the Tennessee State Fire School as a Fire-fighter which includes Basic Rookie and Live Fire fighting training. Attain within one year of assignment or as soon as scheduling permits.

**ADA REQUIREMENTS**

Physical Requirements - Physical demand requirements are at levels for those of active work. Tasks involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of odor, sound and texture.

**COMPENSATION CLASS**

Non Exempt Salary, Class VII

## Section 16

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### **Disciplinary Guidelines**

Employee disciplinary policies and procedures are outline in the City of Tullahoma Personnel Rules and Regulations.

## Section 17

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### Fire Response

#### House Fires

Three apparatus shall be the standard response to a structure fire when staffing allows. An exception to this rule is when the caller explains what is on fire and the Officer in Charge feels that one truck will be sufficient. The first arriving Officer shall establish command until relieved by a superior Officer. The Officer in Charge shall notify the dispatcher if off-duty and reserve fire-fighters are needed.

Upon arrival at the scene no one goes into the structure without complete turnout gear, S.C.B.A, and pass device. There must be at least 4 fire-fighters on the scene before anyone goes into a burning building. No one goes into a burning building alone. The buddy system (at least two people going into the building on a line) shall be used at all times.

After the fire, the Officer in Charge shall be responsible for getting the trucks and equipment back in order. He/she shall determine the number of personnel needed to restore equipment, trucks, wash dirty hose and clean up at the station after a fire or emergency response. This includes all off-duty personnel and volunteers. It shall be the responsibility of Officers in Charge to maintain proper records of all personnel, both off-duty and volunteer, during their assigned shift.

#### Industrial plants, shopping centers, square, schools, apartment complexes

Two pumpers, the aerial, and the command unit shall respond. Upon arrival the officer in Charge will notify the dispatcher if an additional pumper is needed. If so, the dispatcher will send one additional pumper to the scene. The first pumper arriving on the scene will set up and start fighting the fire, while the aerial and other pumper are getting set up.

In buildings with sprinkler systems the first arriving pumper will go to the location of the fire, the second pumper will stand by at the Siamese connection and wait instructions for the officer to advise whether to hook to the Siamese. If the Siamese hook up is needed, lay one 4" hose line to the Siamese and hook one 4" line to the hydrant and set the pressure at 150 psi.

### **Large truck wrecks**

One pumper and the rescue truck and command vehicle will respond. While en route, the Officer in Charge will request information from the dispatcher about the truck's cargo. If unable to find out this information, stop the pumper at a safe distance from the truck until you determine what is in the truck.

If hazardous materials are involved attempt to obtain a Bill of Lading for the material. Notify the Dispatcher and the Chief and follow the instructions in the latest Emergency Response Guidebook. The primary role of the Fire Department in such an incident is to insure the health and safety of the public and members of the Department and try to contain the incident to prevent more damage.

### **Hazardous materials at fixed site locations**

Two pumpers and the Haz-mat Trailer will respond. The Fire Chief will be notified. The first arriving Officer will assume command until relieved by a superior Officer, and will contact the site Incident Commander and attempt to obtain a Material Safety Data Sheet for the material. Follow the instructions on the MSDS or the Emergency Response Guidebook. The primary role of the Fire Department in such an incident is to insure the health and safety of the public and members of the Department and try to contain the incident to prevent more damage.

### **Propane or natural gas leaks**

Two Pumpers will respond and be positioned uphill and upwind. The Fire Chief will be notified. The assigned crew shall evacuate the area and eliminate ignition sources. If the gas leak cannot be terminated, the service provider shall be notified. The crew will also ventilate the structure if the leak is inside a building, shut down HVAC systems and disperse vapors with water fog if needed. All personnel shall wear full turnout gear and SCBA with Pass device.

### **Propane or natural gas fire**

Two pumpers will respond and be positioned uphill and upwind. The Fire Chief will be notified. The first pumper will provide attack lines and the second pumper will be deployed as ordered by the Officer in Charge.

The service provider shall be notified. Attempt will be made to terminate the source of gas. If the gas cannot be shut off, do not extinguish the fire at the source. If the fire is fed by propane gas and the tank is involved, the tank shall be cooled by a water fog if necessary. Full turnout gear and SCBA with Pass device is required.

### **Energized electrical incidents (downed wires)**

One pumper and the command unit will respond from the station in the area. Assess the incident, isolate area, and protect the public. Make certain Tullahoma Power system has been notified.

At no time will Fire Department personnel attempt to move energized electrical wires.

### **Energized electrical fire (transformer)**

One pumper and the command unit will respond from the station in the area. Park apparatus a safe distance from the fire. Isolate area, deny entry, establish safety zone and wait for the Electric System to turn the power off. Do not attempt to extinguish with power still on.

### **Automobile fires (cars, vans, pickups)**

One pumper and the command unit will respond. Assess the scene and position apparatus uphill and upwind if possible and attack with 1 3/4" hose line. If possible personnel shall be positioned to the sides of the auto, not the front or back. Beware of the explosive possibility of shock absorbing bumpers and plastic fuel tanks. Also, be cautious of possible air bag deployment. Have 1 3/4 " back-up hose line in place. All personnel shall wear full turnout gear, SCBA, and Pass device.

### **Motor vehicle accidents MVC**

One rescue truck and or command unit with minimum 3 personnel total will respond. Upon arrival assess the scene, eliminate ignition sources, and stabilize vehicles. If victims are trapped and extrication is required, have 1 3/4" charged hose line for standby along with dry chemical extinguisher. Assist EMS personnel in extrication and treatment as needed. All personnel shall wear full turnout gear including PPE for disease control. Always use extreme caution when dealing with

automobiles. SCBA is not required unless vehicle is on fire or as ordered by the Officer in Charge.

### **Explosives and bomb threats**

One pumper will respond from Station one non-emergency unless notified otherwise by the Officer in Charge. The Fire Chief shall be notified. After arrival there will not be any more radio traffic until the scene has been declared safe. Position the fire crew in a staging area a safe distance from the scene but maintaining communications with the IC. Isolate the area; protect the public. The primary role of the Fire Department in such an incident is to insure the health and safety of the public and to prepare for fire protection in the event of an explosion. All personnel shall wear full turnout gear. SCBA is required unless otherwise advised by the Officer in Charge.

### **Aircraft Incident**

#### PURPOSE

To establish guidelines for the handling of emergency incidents with the airport personnel

#### POLICY

The fire department shall follow these guidelines in working with airport personnel in the handling of emergency incidents at the airport.

#### PROCEDURES

1. Upon arrival
  - a. On Airport Property
    - i. Stage at entrance gate
    - ii. The OIC will assess the condition with airport personnel
    - iii. The OIC Will establish Incident Command and notify the Fire Chief and FBO operator
  - b. Off Airport Property
    - i. Report on condition
    - ii. Size up conditions
    - iii. Request additional assistance if needed
    - iv. Establish an operational perimeter

- v. Establish a command post and notify the Fire Chief and FBO operator

## 2. Safety

- a. Full protective clothing and SCBA
- b. Use proper procedures for crossing taxiways and active runways
- c. Beware of propellers, rotors, and jet exhaust
- d. Do not approach military aircraft from the front. They may be loaded with ordnance
- e. Follow the directions of the Operational OIC.
- f. Beware of fuel spills and vapor clouds
- g. Be prepared for possible explosions.
- h. Keep personnel away from aircraft if not participating with the incident
- i. Assign safety officer as soon as possible.

## 3. OPERATIONS

- a. In the event of an alarm for an in-flight emergency, the proper support agencies will be notified.(AEDC)
- b. If an aircraft crashes on the airport property or off the exact location and best approach route should be relayed to responding apparatus and agencies.
- c. If a command post is established the highest ranking chief officer shall assume the Incident Commanders position.
- d. If there is no fire:
  - i. Use foam on spilled fuel and aircraft to minimize ignition potential.
  - ii. If foam is not available, flush spilled fuel away from cabin or cockpit and keep fog stream in operation while effecting rescue of occupants. Remember; keep in mind where the spilled fuel may be running.)
  - iii. Take precautions against possible fuel ignitions.
  - iv. Set up a safety perimeter around the incident site.
  - v. Try to determine if there are any hazardous materials on board the aircraft.
- e. If there is fire:
  - i. Approach from windward, if possible.
  - ii. Use foam if available.

- iii. If foam is not available, use fog streams to drive away fire from occupants and to cover firefighters on nozzles and those attempting rescue.
- iv. Protect exposures.
- v. Set up a safety perimeter around the incident site.
- vi. Try to determine if there are any hazardous materials on board the aircraft.

## Section 18

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### Mutual Aid

The Chief or the Superior Officer may, at his discretion, order Fire Department personnel and equipment to answer calls outside the City limits. However, in such event an experienced driver must remain at the fire station and no more than one pumper, aerial and twenty-five per cent of the personnel may answer any such call.

1. Requirement for requesting or providing assistance
  - a. A state of emergency shall exist or appear imminent.
  - b. The requesting jurisdiction shall have committed or shall have foreseen the need to commit all its available resources or once upon the scene determine that it cannot handle the emergency situation.
2. Procedure for requesting assistance
  - a. When actual assistance is required, the Fire Chief or a designated representative shall contact the dispatch center from which assistance is desired.
  - b. Request received over public service land line or other means shall be verified by the receiving jurisdiction prior to actual dispatch of assistance.
  - c. The request for assistance shall state:
    - i. The nature of the emergency and its exact location.
    - ii. The type and number of personnel requested.
    - iii. The type of equipment needed.
    - iv. The name and location of the ranking officer to whom the assisting personnel shall report.
3. Procedure for providing assistance
  - a. Notify the Chief immediately.
  - b. Call needed off-duty personnel in to standby at station.
  - c. Notify the City Manager.

- d. Responding apparatus and vehicles shall be driven in such manner as to comply with applicable traffic regulations relating to emergency vehicles.
- e. Report to the Officer in Charge at the scene of operations.
- f. Each jurisdiction shall be responsible for its own personnel and equipment.
- g. As soon as emergency is under control, return to own jurisdiction.

## Section 19

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### Apparatus Maintenance

The Fire Department daily and weekly maintenance checklists will be used to insure preventative maintenance is being carried out on all Department vehicles.

All vehicles are to be kept clean and serviced as required by Department rules.

All apparatus will be waxed after thoroughly washing both body and chassis at least three times a year.

All apparatus oil, oil filters, fuel filters, pump oil, rear end lube, and greased with brakes checked will be done every 200 hrs or every 6 months minimum according to requirements of fire dept.

All small equipment oil, filters and plugs will be changed annually unless needed more frequently due to maintenance or repair issues.

## Section 20

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### **Testing of Pumpers, Fire Hose and Fire Hydrants**

ISO requires all fire departments to conduct tests of their pumpers and fire hose, as well as the fire hydrants that supply water for firefighting purposes. To receive maximum credit for each of these categories the tests must be performed annually.

The Tullahoma Fire Department will test all pumpers and fire hose in accordance with ISO guidelines. All Fire Department Personnel, both reserve and regular, will help in conducting these tests. All information recorded will be kept on file for inspection by ISO in the event that our Department is re-evaluated.

Tullahoma Fire Department personnel will also assist Tullahoma Power Company in performing annual flow and pressure tests on all fire hydrants within the City limits of Tullahoma. The results of these tests will be on file at Fire Hall #1. Should any defects be found on any hydrant, a report with pictures for that hydrant will be issued by the Deputy Fire Marshal and delivered to Tullahoma Power System so repairs can be completed.

## Section 21

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### Radio Discipline and Procedures

All radio operators should remain calm and refrain from uncivil, unkind, angry, sarcastic, or derogatory remarks. This rule should apply under the more trying and exasperating conditions of heavy radio traffic. If subjected to such treatment by others, the operator should avoid replying and should proceed to handle the business at hand.

The Tullahoma Fire Department receives all dispatching from the Coffee County Communications Center. The department will use plain language as required by the NIMS system.

If an emergency call is received on the station phone the fire fighter will recommend the caller call 911 so that all information is documented thoroughly.

If at any time there is a problem with communications only the OIC or the Chief will contact the Communications Center and they will direct any questions to supervisors.

All communications, regardless of their nature, shall be restricted to the minimum practical transmission time. The purpose of a public safety communication system is to rapidly and accurately handle official dispatches and information between mobile units and their stations.

Under rules and regulations of the Federal Communications, IT IS UNLAWFUL:

1. To transmit superfluous signals, messages, or communications.
2. To use profane, indecent, or obscene language.
3. To wilfully damage or to permit radio apparatus to be damaged.
4. To play music through transmitter.
5. To cause unlawful or malicious interference with another radio communication

6. To intercept and use or publish the contents of any radio message without the express permission of the proper authorities in your department.
7. To make unnecessary or unidentified transmission.
  
8. To transmit without first making sure the intended transmission will not cause harmful interference.
9. To make any adjustments, repairs, or alterations to your radio transmitter. It is required by law that only a professional radio technician may make adjustments and repairs.
10. To transmit a call signal, letter, or numeral which has not been assigned to your station or car.

## Section 22

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### Public Relations

Good public relations means making a favourable impression on anyone having contact with the Fire Department. Good public relations are established by positive behavior, actions, attitude, and appearance. This applies to both on-duty and off-duty fire-fighters.

Good public relations can be established by:

1. Treating the public with courtesy and consideration.
2. Taking the time to explain why certain actions must be taken that may not be clear to a person who has not had fire training.
3. Taking care to avoid unnecessary damage while fighting fires and leave the fire scene secure.
4. Avoiding loud or profane talk at all times when on the scene of an emergency.
5. Not visiting the fire halls or responding to an emergency while off duty if you have been drinking.
6. Keeping the fire station and grounds neat and attractive.
7. Discussing Fire Department problems with the Chief and not the public.

## Section 23

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### Public Information and Media Relations

The responsibility of keeping the media informed during emergency operations, whether fire, rescue or natural disaster, shall be the duty of the highest ranking officer on the scene.

Members of the media shall be treated with courtesy and consideration by all members of the Tullahoma Fire Department. They are there to do a job just as we are. Take the time necessary to explain the general scope of our operations. However, questions from the media about cause and origin of fires of a suspicious nature should be directed to the Fire Chief.

The following guidelines give the proper method for releasing information to the media for specific types of incidents:

In the case of minor fires of obvious accidental origin, the ranking officer responding shall give the media the basic information that is filed with the Tennessee Fire Incident Reporting System (T.F.I.R.S.). This information should be ALL that is necessary to inform the public in this type of response.

All questions concerning two-alarm or multi-alarm fires of a large or suspicious nature shall be directed to the Fire Chief. Only such questions as alarm times, response time, and extent of the fire and stage of operations may be answered by first responding officers. Any questions that might have legal implications or require an expert opinion shall be directed to the Fire Chief and/or the City Administrator. Every effort shall be made to keep the media updated at regular intervals during emergency operations.

Questions involving the cause and origin of major fires or serious fires of a suspicious nature should be answered only by the Fire Chief. At no time should any fire fighter speculate on the cause of a major incident. Speculation and

supposition breed rumors, and the media deals in factual information, not rumors. In the case of emergency responses that are at the request of other agencies, such as E.M.S., police, or mutual aid with another department, the responsibility of keeping the media informed shall be that of the requesting agency. The ranking officer shall only answer questions concerning the operations of the Tullahoma Fire Department, and these questions shall be limited to that information found on the T.F.I.R.S. report.

The purpose and objective of these rules is to release information to the media in a timely and accurate manner. In many emergency responses it will take hours or even days to get the information the media requests. During this time the media shall be kept informed as to the progress of investigations, tests, etc. that we are conducting. The media shall always be given our consideration and cooperation.

## Section 24

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### Emergency Management

In the event of a major emergency, refer to the Coffee County Emergency Management Emergency Management Plan.

## Section 25

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### Assigned Take Home Vehicle

The drive home vehicle program permits the issuance of a vehicle to Fire Staff of this department. The staff is responsible for maintenance, care, and general overall appearance of the assigned vehicle. As a result of the individual assignment, it is anticipated that the vehicle will last longer and require fewer repairs. The drive home vehicles will facilitate the rapid response of staff to an emergency situation or a call back circumstances requiring the staff to arrive at a specified location.

1. Assignment of vehicles
  - a. Vehicles will be assigned to staff by the Fire Chief
  - b. Vehicles will be assigned to full time staff and used as authorized in this general order and the City of Tullahoma policies.
  - c. Staff must reside within a fifteen (15) mile radius of the Tullahoma Fire Dept. Station 1, or 2.
2. General Regulations
  - a. You must have a valid driver's license to operate a city vehicle.
  - b. Staff shall monitor the assigned radio frequency at all times while driving the City vehicle.
  - c. Staff is required to have all maintenance, service, or repairs done as needed.
  - d. Staff shall have their PPE and fire extinguisher in their vehicles at all times.
  - e. Any passenger other than a city employee riding in a city vehicle must have prior approval from the. Fire Chief.
  - f. Staff must obey all local and state laws of the road.

