

**MEETING OF THE
MAYOR AND BOARD OF ALDERMAN OF THE
CITY OF RIDGELAND, MISSISSIPPI
November 20, 2018
6:00 PM**

INVOCATION

PLEDGE OF ALLEGIANCE

CONSIDERATION OF MINUTES FROM PRIOR BOARD MEETING

November 6, 2018

CONSIDERATION OF MINUTES FROM PRIOR WORK SESSION

November 5, 2018

1. AGENDA ITEMS

- a) Application and Petition for Conditional Use Permit for Audi - Jaguar - Land Rover
- b) Site Plan / Architectural Review for Audi - Jaguar - Land Rover (including and approval of a variance for required spacing between driveways for Sunnybrook Road access point)
- c) Architectural Review for McDonald's on Highway 51
- d) Consider Management Agreement with Gabe Porter for the True Local Market of Ridgeland and Budget Amendment Decreasing General Fund Balance \$34,668 and Increasing Account 001-040-640 (Professional Fees) \$34,668

2. CONSENT ITEMS

- a) Approve Resolution Urging Mississippi's Congressional Delegation to Oppose the Federal Communications Commission's Proposed Rules Regarding Cable Franchise Fees and Mixed-Use Networks
- b) Updated Fire Department Guidelines and Standard Operating Policies
- c) Accept Donation from Hometown Publishing for the Ridgeland Police Department
- d) Approve and Adopt City Ordinance Repealing Section 110-136
- e) Approve Homeland Security Grant Award for the Ridgeland Police Department
- f) Approve Special Event Permit for Northpark Mall - Taste for the Space

- g) Approve American Municipal Services Corporation Court Agreement
- h) Approve Truck Route Permit for Sustainable Trucking on Old Agency Road
- i) Approve Street Sweeper Lease Between City of Ridgeland and Bancorp South
- j) Extend Contract with Rivers Pest Control for FY2019
- k) Authorize Advertising for City Depository for 2019 and 2020

3. PAYMENT OF CLAIMS

4. EXECUTIVE SESSION

ADJOURNMENT

INFORMATION FOR MAYOR AND BOARD

700 Towery Court Update

November 2018 Sales Tax Report

October 2018 Financial Statement

**MEETING OF THE
MAYOR AND BOARD OF ALDERMAN OF THE
CITY OF RIDGELAND, MISSISSIPPI
November 6, 2018
6:00 PM**

Alderman Wesley Hamlin opened the November 6, 2018 meeting of the Mayor and Board of Aldermen to order. Present were Alderman Chuck Gautier, Alderman Ken Heard, Alderman Brian Ramsey, Alderman D.I. Smith, Alderman Bill Lee, City Attorney Jerry Mills, City Attorney John Scanlon, and City Clerk Paula Tierce. Absent was Alderman Kevin Holder and Mayor Gene McGee. The meeting was opened with an invocation by Police Chief John Neal followed by the pledge of allegiance.

The Board of Aldermen were provided the City Attorney's statement for services through October 30, 2018.

Next came the consideration of a Substitute Mayor Pro Tempore for the November 6, 2018 meeting. Alderman Chuck Gautier nominated Alderman Wesley Hamlin. The Motion was seconded by Alderman Brian Ramsey and a vote was taken thereon as follows:

Vote: Aye(s): Alderman Chuck Gautier, Alderman Ken Heard, Alderman Brian Ramsey, Alderman D.I. Smith, Alderman Bill Lee

Nay(s): None

Abstention(s): None

The Mayor Pro Tempore then declared the Motion carried.

Mayor Pro Tempore Wesley Hamlin recognized Reese Sorrell from St. James Troop 1 who was present working on his Citizenship in the Community badge.

Next came the matter of accepting the Minutes of the October 15, 2018 Work Session and the October 16, 2018 Board of Aldermen meeting. The Minutes were accepted with no corrections noted.

(Alderman Brian Ramsey left the meeting and recused himself.)

Next came the consideration of a Special Event Permit for Alzheimer's Mississippi - Walk4ALZ. Alderman Ken Heard moved to approve. The Motion was seconded by Alderman D.I. Smith and a vote was taken thereon as follows:

Vote: Aye(s): Alderman Chuck Gautier, Alderman Ken Heard, Alderman D.I. Smith,

Alderman Bill Lee

Nay(s): None

Absent): Alderman Brian Ramsey

The Mayor Pro Tempore then declared the Motion carried. A copy of the Special Event Permit is attached hereto as Exhibit "A".

(Alderman Brian Ramsey returned to the meeting.)

Next came the consideration of the Food Truck Ordinance. Alderman Chuck Gautier moved to approve. The Motion was seconded by Alderman Bill Lee and a vote was taken thereon as follows:

Vote: Aye(s): Alderman Chuck Gautier, Alderman Ken Heard, Alderman Brian Ramsey, Alderman D.I. Smith, Alderman Bill Lee

Nay(s): None

Abstention(s): None

The Mayor Pro Tempore then declared the Motion carried. A copy of the Ordinance is attached hereto as Exhibit "B".

Next came the consideration of the Manager's proposal for the True Local Market of Ridgeland. Alderman Brian Ramsey moved to table the matter until the November 20, 2018 meeting. The Motion was seconded by Alderman Chuck Gautier and a vote was taken thereon as follows:

Vote: Aye(s): Alderman Chuck Gautier, Alderman Ken Heard, Alderman Brian Ramsey, Alderman D.I. Smith, Alderman Bill Lee

Nay(s): None

Abstention(s): None

The Mayor Pro Tempore then declared the Motion carried.

Mayor Pro Tempore Wesley Hamlin announced the request of Alderman Ken Heard to remove item "m" of the Consent Agenda.

Next came the consideration of the items set out on the Consent Agenda. Alderman Chuck Gautier moved to approve the Consent Agenda:

a) - Architectural Review (only Architecture) for 325 Highway 51 (Kolb's Building) - Order Attached Hereto As Exhibit "C"

b) - Parcel #: 071G-36D-051/02.00 - Cost Resolution - Resolution Attached Hereto As Exhibit "D"

c) - Received Insurance Proceeds from Progression for Damage to Round-A-Bout and Budget Amendment Increasing Account 001-000-354 (Insurance Proceeds) \$828.00 and 001-201-604 (Street Professional Services) \$828.00 - Resolution Attached Hereto As Exhibit "E"

d) - Declare Property Surplus for Ridgeland Police Department - Resolution Attached Hereto As Exhibit "F"

e) - Approve PTS Contract Amendment - Order Attached Hereto As Exhibit "G"

f) - Approve Street Sweeper Bid Award - Order Attached Hereto As Exhibit "H"

g) - Approve Truck Route for Rye Hemphill to Use Old Agency as Truck Route - Order Attached Hereto As Exhibit "I"

h) - Approve AT&T Sixth Amendment to the Site License Agreement Between the City of Ridgeland and New Cingular Wireless at Old Canton Road Water Tank - Order Attached Hereto As Exhibit "J"

i) - Approve Time Clock Maintenance Agreement with Precision Tech. LLC - Order Attached Hereto As Exhibit "K"

j) - Approve Lake Harbour Drive Extension Preliminary Engineering Pay Estimate #60 - Order Attached Hereto As Exhibit "L"

k) - Approve Reappointment of David Conn to the Ridgeland Tourism Commission as Restaurant Representative - Order Attached Hereto As Exhibit "M"

l) - Declare Property Surplus (Administration) - Resolution Attached Hereto As Exhibit "N"

m) - Approve Request by Robinson Trucking to use Old Agency Road as Part of a Truck Route - REMOVED FROM CONSENT AGENDA

n) - Budget Amendment for the Plant the Parkway Project - Tree Ordinance Fund - Resolution Attached Hereto As Exhibit "O"

o) - Receive October 2018 Privilege License Report - Order Attached Hereto As Exhibit "P"

Alderman Ken Heard seconded the motion and a vote was taken thereon as follows:

Vote: Aye(s): Alderman Chuck Gautier, Alderman Ken Heard, Alderman Brian Ramsey, Alderman D.I. Smith, Alderman Bill Lee

Nay(s): None

Abstention(s): None

The Mayor Pro Tempore then declared the Motion carried.

Next came consideration of the request to use Old Agency Road as part of an approved truck route by Robinson's Trucking. Alderman Ken Heard moved to approve. The motion was seconded by Alderman D. I. Smith. Alderman Ken Heard informed the Board of Aldermen that he had met with Pastor Charles Miller, of Newbirth Fellowship Church, and he agreed to repair any damage from entering/exiting the site, maintain a 30 foot buffer along Old Agency Road with no trees being removed within the buffer, maintaining a 10 foot buffer along the east property line abutting Wrenfield residential property lines with no trees being removed within the buffer, and supplying appropriate construction signage along Old Agency Road. Alderman Ken Heard also stated his appreciation to Pastor Miller representing the congregation of Newbirth Fellowship Church. After all discussion, a vote was taken thereon as follows:

Vote: Aye(s): Alderman Chuck Gautier, Alderman Ken Heard, Alderman Brian Ramsey, Alderman D.I. Smith, Alderman Bill Lee

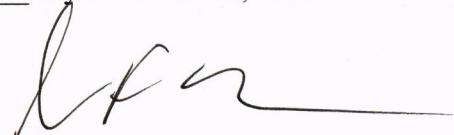
Nay(s): None

Abstention(s): None

The Mayor Pro Tempore then declared the Motion carried. A copy of the Truck Route Permit is attached hereto as Exhibit "Q".

There being no further business before the Board of Aldermen, the Mayor Pro Tempore adjourned the meeting at 6:23 p.m.

WITNESS MY SIGNATURE, this the 14th day of November, 2018.



GENE F. MCGEE, MAYOR

ATTEST:



PAULA TIERCE, CITY CLERK



**MINUTES OF THE WORK SESSION
OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF RIDGELAND
NOVEMBER 5, 2018
6:00 P.M.**

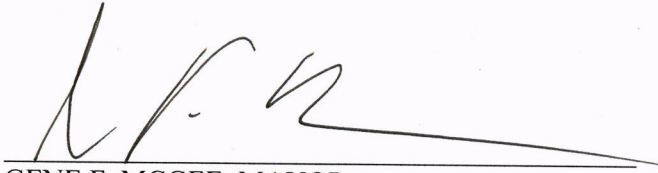
The Mayor opened the work session of October 5, 2018 of the Mayor and Board of Aldermen. Present were Alderman Bill Lee, Alderman Brian Ramsey, Alderman Ken Heard, Alderman D. I. Smith, Alderman Chuck Gautier, Alderman Kevin Holder, Alderman Wesley Hamlin, City Attorney Jerry Mills, City Attorney John Scanlon, and City Clerk Paula Tierce.

The Mayor presented the proposed agenda. Alderman Brian Ramsey requested that item "e" under the Consent Items be moved to Agenda Items. Each item was discussed with no action being taken by the Mayor & Board of Aldermen.

An update on 700 Towery Court was provided by Alan Hart, Director of Community Development.

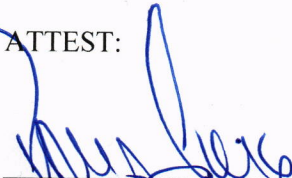
The meeting concluded at 6:45 p.m.

WITNESS MY SIGNATURE, this the 14th day of November, 2018.



GENE F. MCGEE, MAYOR

ATTEST:



Paula Tierce, City Clerk



BEFORE THE MAYOR AND BOARD OF ALDERMEN OF
THE CITY OF RIDGELAND, MADISON COUNTY, MISSISSIPPI

**PETITION AND APPLICATION FOR
CONDITIONAL USE PERMIT**

(Official Form February 2014)

COMES NOW, Kevin Vaughan, PE of Township Development Services, (the "Petitioner") and
[Name of Petitioner(s)]

respectfully petitions the Mayor and Board of Aldermen of the City of Ridgeland, Mississippi, to grant a conditional use permit as set forth in Section 600.09 of the City of Ridgeland Zoning Ordinance of February, 2014, as more specifically described in this Petition for that real property described in this Petition, and in support of this Petition would show as follows:

1. The name of the Petitioner is Kevin Vaughan, PE of Township Development Services
(hereinafter referred to as "Petitioner").
2. The Petitioner's mailing address is 1115 Halle Park Circle, Collierville, TN 38017

_____ and the Petitioner's attorney or

representative's mailing address is _____.
3. The Petitioner's phone number is 901.292.3210 and the Petitioner's

attorney's phone number is (if applicable) _____.
4. The record title holder of the property is Ritchey Management VI, LLC,
and a copy of the property deed with legal description is attached hereto as Exhibit "A".
Additionally, digital text version of the legal description shall be provided to the Zoning
Administrator for use in advertising the public hearing.

5. If the Petitioner is not the owner of the property, the owner's address and phone number

is Ritchey Management VI, LLC, 2085 West Poplar Avenue, Collierville, TN 38017

6. A copy of the written authority of the owner's representative to act on behalf of the Owner is attached hereto as Exhibit "B", if applicable.

7. The street address of the property is: 7036 I55 Frontage Road, Ridgeland, MS 39157

(and/or) Tax Parcel ID Number(s):

8. A copy of a plat or map of the property certified by a licensed land surveyor is attached as Exhibit "C".

9. A vicinity map or plat depicting an area of at least 300' surrounding the subject property in all directions is attached to this Petition as Exhibit "D". The vicinity map includes the current zoning classification of all lands within 160' of the subject property.

10. The property is presently zoned C-4, according to the official zoning map of Ridgeland, Mississippi.

11. Petitioner requests that it be granted a conditional use permit as authorized by

Section 440.03, Paragraph B of the Zoning Ordinance of the City of Ridgeland, Mississippi, dated February, 2014. **(Section of ordinance authorizing the specified conditional use).**

12. Petitioner intends to use the subject property for the following purpose(s) in accord with

requested classification: Sales and service of new and used automobiles

13. A site plan for development of the property as required by Section 600.09 of the Zoning Ordinance is attached as Exhibit "E".

14. Petitioner acknowledges that in order to assure consideration of the request contained in this Petition, Petitioner must present proof as to all matters required to be proved by Section 600.09 of the Zoning Ordinance. Petitioner must answer the following questions before filing this petition. The petition will not be accepted unless petitioner responds to each of the following questions:

- a. Why does the Petitioner claim that the requested land use fits the site and is compatible with adjacent properties?

The visibility of the site along Interstate 55, as well as the accessibility provided by the frontage road and Sunnybrook Road, have already established the area as appropriate for this use given that there are 3 other dealerships within 0.5 miles of the site, including adjacent on the southern and northern property lines.

- b. How will the proposed use impact traffic on adjacent streets and highways?

Given that the frontage road has previously been improved to a three lane cross section anticipating such a use, we believe that there will be minimal impact to traffic in the area.

- c. Will the requested land use cause an adverse effect (noise, glare, odor, traffic, use, encroachment, etc.) on abutting property or the permitted use thereof? Please explain.

We will design the facilities in accordance with the requirements of the City of Ridgeland so we do not anticipate any negative impacts to adjacent properties.

- d. What provision(s) have been made for ingress and egress to the subject property and structures located thereon with particular reference to automobile and pedestrian safety, traffic flow, and fire protection?

We have cross access through our site with access points on both Sunnybrook and the interstate frontage road. The site has a drive aisles through the site that can be easily accessed by emergency vehicles.

- e. What provision(s) have been made to provide adequate off-street parking and loading areas in conformance with Section 37.02 Off-Street Parking of this Ordinance?

Please refer to the site plan for the abundance of parking and loading areas on the site. Our drive aisles have been designed to allow our delivery vehicles to traverse the site cleanly.

- f. What provision(s) have been made for refuse storage areas and service areas to be screened from adjoining properties, and are the proposed improvements in conformance with Section 36.07 and Appendix 'D'?

The trash receptacle is located in the center of our site for convenience to the dealership employees and reduce the impact to our neighbors. Service bay doors have been located on the side of the facility. The carwash access door is screened from the frontage road by a vegetative screen.

- g. What provision(s) have been made for controlling drainage and erosion on/from the proposed site?

We will provide a subsurface drainage system with on-site storm water detention in two separate facilities. Erosion control measures will be installed per State of MS requirements.

- h. What provision(s) have been made for the availability and connection of utilities?

Utilities are available and will be accessed from Sunnybrook Drive. We have submitted a utility plan for review.

- i. What provisions(s) have been made for signage and lighting at the proposed site?

Lighting and signage will be consistent with the other dealerships in the area and in compliance with the City of Ridgeland's requirements. We have submitted an exterior lighting plan for review.

- j. Does the proposed land use comply with required yards, Landscape Ordinance, and Tree Ordinance? If not, please explain.

Our plans have been designed in accordance with the City's ordinances. However, we are requesting an exception to the landscape island requirements within our inventory parking area.

- k. What provision(s) have been made with respect to hours of operation so as not to cause an adverse effect on neighboring properties?

Our use is consistent with neighboring properties, so we do not see a conflict in operations of any kind.

- l. What provision(s) have been made to adequately address any concern for safety?

Our dealerships are operated in a manner that protects the safety of our guests and employees. The accessibility that makes this location a great place to do business, also allows for great access by public safety officials.

- m. What provision(s) have been made to address any negative impact on the capacity of public facilities?

Given the investments made in public infrastructure in the area, our proposed uses capitalize on those investments to the public facilities and will yield additional tax revenues for the City of Ridgeland to make additional improvements elsewhere.

- n. What provision(s) have been made to minimize negative environmental and economic impacts?

We see no negative environmental impacts given the different elements of our site design. (oil/water separators, storm water detention, etc) The only economic impacts will be positive.

- o. Does the proposed land use encroach upon flood hazard zones or airport approach zones?

No

- p. Are there any additional issues that should be addressed in this application?

We don't believe so.

15. Petitioner acknowledges that prior to approving any petition, a public hearing must be held in accordance with Section 600.15 of the Zoning Ordinance. At the public hearing the petitioner will be required to provide proof in the form of testimony and documents as to each of the matters listed in paragraph 14 of this petition.
16. Petitioner believes that the reasons set forth in this petition justify the granting of the conditional use permit.
17. Petitioner would show that the planned use of the property and the conditional use permit would be in harmony with the general purpose and intent of the land uses permitted in the use district where the property is located, and would not be injurious to the neighborhood or detrimental to the public welfare.
18. The required \$150.00 filing fee has been paid with the filing of this Petition.

Respectfully submitted,



PETITIONER



DATE

EXHIBIT A

BOOK 3570 PAGE 619 DOC 01 TY W
INST # 833252 MADISON COUNTY MS.
This instrument was filed for
record 2/13/18 at 4:48:58 PM
ROMMY LOTT, C.C. BY: ILB D.C.

**PREPARED BY AND
RETURN TO:**

315-
14²²
William C. Smith III
MSB# 7632
Watkins & Eager PLLC
400 East Capitol Street (39201)
P.O. Box 650
Jackson, MS 39205-0650
(601) 965-1900

GRANTOR:

RAM REALTY, LLC
Attn: Paul G. Moak, Jr., Manager
740 Larson Street
Jackson, MS 39202
Telephone: (601) 360-2111

GRANTEE:

RITCHEY MANAGEMENT VI, LLC
Attn: Bruce Kent Ritchey, Manager
2082 W. Poplar Avenue
Collierville, TN 38017
Telephone: (901) 493-8024

Indexing Instructions:

Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, Mississippi, and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6)

WARRANTY DEED

FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) cash in hand paid, and other good, legal and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, **RAM REALTY, LLC**, a Mississippi limited liability company, (the "Grantor"), does hereby sell, convey and warrant unto **RITCHEY MANAGEMENT VI, LLC**, a Mississippi limited liability company, (the "Grantee"), the following land and property located and situate in Madison County, Mississippi, and being more particularly described as follows, to-wit (the "Subject Property"):

**SEE EXHIBIT "A" ATTACHED HERETO
FOR THE LEGAL DESCRIPTION.**

IT IS AGREED AND UNDERSTOOD that the taxes for the current year have been prorated as of this date on an estimated basis, and when said taxes are actually determined, if the proration as of this date is incorrect, then the Grantor agrees to pay to said Grantee or its assigns any deficit on an actual proration. Likewise, Grantee agrees to pay to said Grantor or its assigns any overpayment on an actual proration.

THIS CONVEYANCE and the warranty herein contained are subject to the following exceptions and reservations:

1. Ad valorem taxes for current and future years.
2. Any prior reservation or conveyance, together with release of damages, of minerals of every kind and character, including but not limited to, oil, gas or other hydrocarbons, lignite, sand or gravel, in, on, and under the Subject Property.
3. Terms and conditions as contained in Correction Deed in Book 2328, Page 451 (a correction of Warranty Deed in Book 2310, Page 451), including but not limited to loss of abutters rights and release of damages.

*[remainder of page left blank intentionally –
signature page follows]*

GRANTOR'S SIGNATURE PAGE

WITNESS THE EXECUTION OF THE UNDERSIGNED GRANTOR, effective as of February 13, 2018, but actually executed on the date set forth in the acknowledgment below.

GRANTOR:

RAM REALTY, LLC

a Mississippi limited liability company

By: Paul G. Moak, Jr.
Paul G. Moak, Jr., Manager

STATE OF MISSISSIPPI
COUNTY OF Hinds

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state, on this 13th day of February, 2018, within my jurisdiction, the within named **PAUL G. MOAK, JR.**, duly identified before me, who acknowledged that he is Manager of RAM REALTY, LLC, a Mississippi limited liability company, and that for and on behalf of the said limited liability company, and as its act and deed, he executed the above and foregoing instrument, after first having been duly authorized by said limited liability company so to do.

My Commission Expires:

March 18, 2020
(Notary Seal Required)



Shirley M. Cook
NOTARY PUBLIC

EXHIBIT A
LEGAL DESCRIPTION

BOOK 3570 PAGE 622

Parcel A

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 5.64 acres, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 541.50 feet to a 1/2" rebar set at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, continue N 87°21'24" W along said section line for a distance of 406.49 feet to a 1/2" rebar set on the east right of way line of Interstate 55; thence, leaving said section line, run S 02°06'33" E along said right of way line for a distance of 622.77 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°52'42" E for a distance of 405.22 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 589.00 feet back to the **POINT OF BEGINNING**, and containing 5.64 Acres (245,476 Square Feet), more or less.

Parcel B

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 0.56 acre, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 541.50 feet to a set 1/2" rebar; thence continue N 87°21'24" W along said section line for a distance of 406.49 feet to a 1/2" rebar set on the east right of way line of Interstate 55; thence, leaving said section line, run S 02°06'33" E along said right of way line for a distance of 622.77 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°52'42" E for a distance of 405.22 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 254.93 feet to a 1/2" rebar found at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, thence run N 87°53'30" E for a distance of 2.55 feet to a set 1/2" rebar; thence run N 82°02'52" E for a distance of 260.82 feet to a found 1/2" rebar; thence run S 87°21'23" E for a distance of 225.20 feet to a 1/2" rebar set on the west right of way line of Sunnybrook Road; thence run N 00°29'09" W along said right of way line for a distance of 50.07 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°21'23" W for a distance of 227.10 feet to a found 1/2" rebar; thence run S 82°02'52" W for a distance of 262.91 feet to a found 1/2" rebar; thence run S 02°07'18" E for a distance of 50.00 feet back to the **POINT OF BEGINNING**, and containing 0.56 Acre (24,465 Square Feet), more or less.

Parcel C

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 1.58 acres, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 270.21 feet to a 1/2" rebar set at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, thence run S 00°01'33" W for a distance of 235.00 feet to a found 1/2" rebar; thence run S 82°02'52" W for a distance of 262.91 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 284.07 feet to a 1/2" rebar set on the north line of Section 24; thence run S 87°21'24" E along said section line for a distance of 271.29 feet back to the **POINT OF BEGINNING**, and containing 1.58 Acres (68,992 Square Feet), more or less.

This description is based on a survey by Pickering Firm, Inc. dated 11/30/2016 (PFI Job No. 25022.00).

Pickering Firm, Inc.
2001 Airport Road
Suite 201
Flowood, MS 39232
(601) 956-3663

EXHIBIT "D"



Mills, Scanlon, Dye & Pittman

Jerry L. Mills
John P. Scanlon
John T. Wakeland

ATTORNEYS AT LAW
800 Avery Boulevard North, Suite 101
Ridgeland, Mississippi 39157

Telephone:
(601) 957-2600
Facsimile:
(601) 957-7440

Brad Dye, Of Counsel
Edwin L. Pittman, Of Counsel

James H. Gabriel (1948-2016)
Carolyn B. Mills (1947-2017)

November 14, 2018

Mayor Gene McGee
Alderman Ken Heard
Alderman Chuck Gautier
Alderman Kevin Holder
Alderman Brian Ramsey
Alderman Bill Lee
Alderman Wesley Hamlin
Alderman D. I. Smith
Post Office Box 217
Ridgeland, MS 39158

RE: Zoning Report for November 8, 2018

Dear Gentlemen:

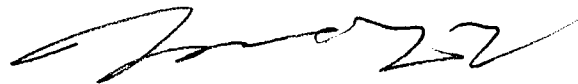
We report on the Zoning Board meeting of November 8, 2018. Enclosed for your consideration, please find the following:

1. Minutes of the November 8, 2018, Zoning Board meeting;
2. Ordinance Approving the Petition and Application for Conditional Use Permit for Kevin Vaughan, PE of Township Development Services; and,
3. Resolution Denying the Petition and Application for Conditional Use Permit for Kevin Vaughan, PE of Township Development Services.

If you have any questions or require additional information, please do not hesitate to call us.

Sincerely,

Mills, Scanlon, Dye & Pittman



Jerry L. Mills

JLM/mmh
Enclosure(s)

cc: Zoning Board Members

**MINUTES OF THE MEETING
OF THE ZONING BOARD
OF THE CITY OF RIDGELAND, MISSISSIPPI**

A meeting of the Zoning Board of the City of Ridgeland, Mississippi (the "Board") was duly called, held and conducted on Thursday, November 8, 2018, at 6:00 o'clock p.m. in the Ridgeland City Hall in the City of Ridgeland, Madison County, Mississippi.

The following members were present, to-wit:

Larry Miller
Tracy Bailey
Bernie Giessner
Drew Malone
Walter Cox
Judy Rice
Jim Collette

Absent:

Michelle Caballero

Also present:

Jerry L. Mills, Attorney
Jordan Lohman, City of Ridgeland

* * * * *

Chairman Bernie Giessner called the meeting to order. Roll was called and it was announced that a majority of the voting members of the Board were present and that said number constituted a quorum to conduct business.

Chairman Bernie Giessner led the Pledge of Allegiance and the meeting was opened with prayer.

All members of the Board acknowledged receipt of the agenda and the agenda was as follows:

1. Call to Order/Invocation.
2. Adoption of Minutes.

3. Public Hearing for Petition and Application for Conditional Use Permit for Kevin Vaughan, PE of Township Development Services - *Petitioner*

Property Address/Description:

7036 I55 Frontage Road
Ridgeland, MS 39157

4. Old Business/New Business.
5. Adjourn

The Board considered the Minutes of the September 6, 2018 meeting. Mr. Miller moved to approve the minutes as written. The motion was seconded by Ms. Rice and approved unanimously.

**Public Hearing for Petition and Application for
Conditional Use Permit for
Kevin Vaughan, PE of Township Development Services**

There was next a Public Hearing on the Petition and Application for a Conditional Use Permit for Kevin Vaughan, PE of Township Development Services for property located at 7036 I-55 Frontage Road in Ridgeland. The subject property is zoned C-4. Petitioner appeared and spoke on behalf of the Petition. Petitioner intends to use the subject property for the sales and service of new and used automobiles.

On motion by Mr. Bailey and seconded by Mr. Malone, the Board voted unanimously to recommend to the Mayor and Board of Aldermen that they approve a conditional use for Petitioner use the subject property for the sales and service of new and used automobiles

OLD BUSINESS

None.

NEW BUSINESS

None.

There was no further business to be presented.

ADJOURNMENT

Ms. Rice moved that the meeting be adjourned. The motion was seconded by Mr. Malone and approved unanimously.

WITNESS OUR HANDS, this the _____ day of _____, 2018.

BERNIE GIESSNER, Chairman

MICHELLE CABALLERO, Vice Chairman/Secretary

**ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF
THE CITY OF RIDGELAND, MADISON COUNTY, MISSISSIPPI
APPROVING AND GRANTING A CONDITIONAL USE PERMIT
FOR PROPERTY LOCATED AT 7036 I-55 FRONTAGE ROAD,
CITY OF RIDGELAND, MADISON COUNTY, MISSISSIPPI**

WHEREAS, Kevin Vaughan, PE of Township Development Services (the "Petitioner"), did file a Petition and Application for a Conditional Use Permit as permitted by Section 600.09 for the property described herein, which property is located in a C-4, Highway Commercial District Classification under the City of Ridgeland Zoning Regulations Ordinance of February, 2014, (the "Petition"); and,

WHEREAS, the Mayor and Board of Aldermen referred the Petition to the Zoning Board of the City of Ridgeland (the Zoning "Board") which Board scheduled a hearing on said Petition for November 8, 2018, at 6:00 o'clock p.m.; and,

WHEREAS, the City Clerk did cause notice of the November 8, 2018, hearing to be published in the Madison County Journal, a newspaper published in the City of Ridgeland, Madison County, Mississippi, in the manner and for the time required by law, and the Zoning Administrator did post notice of same upon the affected property in the manner and for the time required by law; and,

WHEREAS, at the time, date and place specified in the notice, the Zoning Board of the City of Ridgeland, Mississippi, did conduct a full and complete hearing on the Petition, and received comments and heard evidence presented by the Petitioner and thereafter forwarded its recommendation thereon to the Mayor and Board of Aldermen; and,

WHEREAS, the Mayor and Board of Aldermen are familiar with the property and existing land uses within the City of Ridgeland and in the area of the City where the

property is located, and in acting on this Ordinance, have duly considered the matters and facts within their personal knowledge as same affect the land uses required in the Petition; and,

WHEREAS, the Mayor asked whether the Board of Aldermen desired to take any action regarding the Petition and the recommendation of the Zoning Board, and after discussion thereof, Alderman _____ offered the following Ordinance and moved that it be adopted, to-wit:

NOW, THEREFORE, be it ordained by the Mayor and Board of Aldermen of the City of Ridgeland, Madison County, Mississippi, as follows, to-wit:

SECTION 1. That the matters and facts stated in the preamble hereof are found, determined and adjudicated to be true and correct.

SECTION 2. That the findings of fact contained in the Zoning Board's November 8, 2018, Minutes in regard to the Petition be, and same are hereby adopted as and for the findings of fact of the Mayor and Board of Aldermen in support of the zoning decision contained herein.

SECTION 3. That it is hereby found and determined that the conditions precedent to the granting of a Conditional Use Permit in regard to the herein described property as required in Section 600.09 of the City of Ridgeland Zoning Regulations Ordinance of February, 2014, exist, and have been satisfied, and the granting of a Conditional Use Permit for the purpose of allowing the sales and service of new and used automobiles on the subject property within the C-4 zoning district.

SECTION 4. That the Mayor and Board of Aldermen of the City of Ridgeland, Mississippi, do hereby grant from and after the effective date of this Ordinance a

Conditional Use Permit for the purpose of allowing the sales and service of new and used automobiles on the subject property within the C-4 zoning district.

SECTION 5. The property affected by this Ordinance (the "property") is located in the City of Ridgeland, Madison County, Mississippi, and described as follows:

Parcel A

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 5.64 acres, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 541.50 feet to a 1/2" rebar set at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, continue N 87°21'24" W along said section line for a distance of 406.49 feet to a 1/2" rebar set on the east right of way line of Interstate 55; thence, leaving said section line, run S 02°06'33" E along said right of way line for a distance of 622.77 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°52'42" E for a distance of 405.22 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 589.00 feet back to the **POINT OF BEGINNING**, and containing 5.64 Acres (245,476 Square Feet), more or less.

Parcel B

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 0.56 acre, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as

being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 541.50 feet to a set 1/2" rebar; thence continue N 87°21'24" W along said section line for a distance of 406.49 feet to a 1/2" rebar set on the east right of way line of Interstate 55; thence, leaving said section line, run S 02°06'33" E along said right of way line for a distance of 622.77 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°52'42" E for a distance of 405.22 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 254.93 feet to a 1/2" rebar found at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, thence run N 87°53'30" E for a distance of 2.55 feet to a set 1/2" rebar; thence run N 82°02'52" E for a distance of 260.82 feet to a found 1/2" rebar; thence run S 87°21'23" E for a distance of 225.20 feet to a 1/2" rebar set on the west right of way line of Sunnybrook Road; thence run N 00°29'09" W along said right of way line for a distance of 50.07 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°21'23" W for a distance of 227.10 feet to a found 1/2" rebar; thence run S 82°02'52" W for a distance of 262.91 feet to a found 1/2" rebar; thence run S 02°07'18" E for a distance of 50.00 feet back to the **POINT OF BEGINNING**, and containing 0.56 Acre (24,465 Square Feet), more or less.

Parcel C

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 1.58 acres, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 270.21 feet to a 1/2" rebar

set at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, thence run S 00°01'33" W for a distance of 235.00 feet to a found 1/2" rebar; thence run S 82°02'52" W for a distance of 262.91 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 284.07 feet to a 1/2" rebar set on the north line of Section 24; thence run S 87°21'24" E along said section line for a distance of 271.29 feet back to the **POINT OF BEGINNING**, and containing 1.58 Acres (68,992 Square Feet), more or less.

Parcels A-C contain a total of 7.78 acres (338,933 Square Feet), more or less.

This description is based on a survey by Pickering Firm, Inc. dated 11/30/2016 (PFI Job No. 25022.00).

SECTION 6. That the City of Ridgeland Zoning Regulations Ordinance of February, 2014, and the Use District Map accompanying said Ordinance be, and same hereby are amended to the extent necessary to reflect the foregoing change in land use in regard to the property.

ORDAINED, ADOPTED AND APPROVED by the Mayor and Board of Aldermen of the City of Ridgeland, Madison County, Mississippi, at a regular meeting thereof held on the _____ day of _____, 2018.

The motion for adoption was seconded by Alderman _____ and the foregoing Ordinance having been first reduced to writing, was submitted to the Board of Aldermen for passage or rejection on roll call vote with the following results:

Alderman Ken Heard (Ward 1) voted:	_____
Alderman Chuck Gautier (Ward 2) voted:	_____
Alderman Kevin Holder (Ward 3) voted:	_____

Alderman Brian Ramsey (Ward 4) voted: _____
Alderman Bill Lee (Ward 5) voted: _____
Alderman Wesley Hamlin (Ward 6) voted: _____
Alderman D. I. Smith (At large) voted: _____

Whereupon, the Mayor declared the motion carried and the Ordinance adopted.

The foregoing ordinance is approved, this the ____ day of _____, 2018.

Mayor Gene F. McGee
City of Ridgeland, Mississippi

Attest:

Paula Tierce, City Clerk

[S E A L]

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN
OF THE CITY OF RIDGELAND, MADISON COUNTY, MISSISSIPPI
DENYING A CONDITIONAL USE PERMIT FOR PROPERTY
LOCATED AT 7036 I-55 FRONTAGE ROAD,
CITY OF RIDGELAND, MADISON COUNTY, MISSISSIPPI**

WHEREAS, Kevin Vaughan, PE of Township Development Services (the "Petitioner"), did file a Petition and Application for a Conditional Use Permit on property described herein, which property is located in a C-4, Highway Commercial District Classification under the City of Ridgeland Zoning Regulations Ordinance of February, 2014 (the "Petition"); and,

WHEREAS, the Mayor and Board of Aldermen referred the Petition to the Zoning Board of the City of Ridgeland (the Zoning "Board"), which Board scheduled a hearing on said Petition for November 8, 2018, at 6:00 o'clock p.m.; and did thereafter forward its recommendation to the Mayor and Board or Aldermen; and,

WHEREAS, the Mayor and Board of Aldermen are familiar with the property and existing land uses within the City of Ridgeland and in the area of the City where the property is located, and in acting on this Resolution, have duly considered the matters and facts within their personal knowledge as same affects the land uses requested in the Petition filed herein; and,

WHEREAS, at the conclusion of the discussion of the Zoning Board's recommendation, the Mayor asked whether the Board of Aldermen desired to take any action regarding the Petition and the recommendation of the Zoning Board and after discussion thereof, Alderman _____ offered the following Resolution and moved that it be adopted, to-wit:

IT IS, THEREFORE, RESOLVED by the Mayor and Board of Aldermen of the City of Ridgeland, Madison County, Mississippi, as follows, to-wit;

SECTION 1. That the matters and facts stated in the preamble hereof are found, determined and adjudicated to be true and correct.

SECTION 2. That it is hereby found and determined that the conditions precedent to the granting of a Conditional Use Permit as required by Section 600.09 of the City of Ridgeland Zoning Regulations Ordinance of February, 2014, do not exist, and have not been satisfied by the Petitioner in regard to the granting of a Conditional Use Permit.

SECTION 3. That the Petition to grant a Conditional Use Permit pursuant to Section 600.09 of the City of Ridgeland Zoning Regulations Ordinance of February, 2014, on the following described property, be and same is hereby denied. The property referenced in the Petition (the "property") is described as follows:

Parcel A

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 5.64 acres, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 541.50 feet to a 1/2" rebar set at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, continue N 87°21'24" W along said section line for a distance of 406.49 feet to a 1/2" rebar set on the east right of way line of Interstate 55; thence, leaving said section line, run S 02°06'33" E along said right of way line for a distance of 622.77 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°52'42" E for a distance of 405.22 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 589.00 feet back to the **POINT OF BEGINNING**, and containing 5.64 Acres (245,476 Square Feet), more or less.

Parcel B

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 0.56 acre, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

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From said **POINT OF BEGINNING**, thence run N 87°53'30" E for a distance of 2.55 feet to a set 1/2" rebar; thence run N 82°02'52" E for a distance of 260.82 feet to a found 1/2" rebar; thence run S 87°21'23" E for a distance of 225.20 feet to a 1/2" rebar set on the west right of way line of Sunnybrook Road; thence run N 00°29'09" W along said right of way line for a distance of 50.07 feet to a set 1/2" rebar; thence, leaving said right of way line, run N 87°21'23" W for a distance of 227.10 feet to a found 1/2" rebar; thence run S 82°02'52" W for a distance of 262.91 feet to a found 1/2" rebar; thence run S 02°07'18" E for a distance of 50.00 feet back to

the **POINT OF BEGINNING**, and containing 0.56 Acre (24,465 Square Feet), more or less.

Parcel C

The following description is based on the Mississippi State Plane Coordinate System, West Zone, NAD 83, grid values, using a combined factor of 0.999936107 and a convergence angle of +00°06'09".

A parcel of land containing 1.58 acres, more or less, and being situated in the Northeast Quarter of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS and being further described as being a portion of Lots 7 and 8 of Block 7 of Highland Colony (Plat Book 1, Page 6), and being more particularly described as follows:

Commence at a PK Nail found in the asphalt of Sunnybrook Road at the northeast corner of Section 24, Township 7 North, Range 1 East, City of Ridgeland, Madison County, MS, and thence run N 87°21'24" W along the north line of said Section 24 for a distance of 270.21 feet to a 1/2" rebar set at the **POINT OF BEGINNING** of the herein described parcel of land.

From said **POINT OF BEGINNING**, thence run S 00°01'33" W for a distance of 235.00 feet to a found 1/2" rebar; thence run S 82°02'52" W for a distance of 262.91 feet to a found 1/2" rebar; thence run N 02°07'18" W for a distance of 284.07 feet to a 1/2" rebar set on the north line of Section 24; thence run S 87°21'24" E along said section line for a distance of 271.29 feet back to the **POINT OF BEGINNING**, and containing 1.58 Acres (68,992 Square Feet), more or less.

Parcels A-C contain a total of 7.78 acres (338,933 Square Feet), more or less.

This description is based on a survey by Pickering Firm, Inc. dated 11/30/2016 (PFI Job No. 25022.00).

SO RESOLVED by the Mayor and Board of Aldermen of the City of Ridgeland, Madison County, Mississippi, at a regular meeting held on ____ day of _____, 2018.

The motion for adoption was seconded by Alderman _____, and the foregoing Resolution having been first reduced to writing, was submitted to the Board of Aldermen for passage or rejection on roll call vote with the following results:

Alderman Ken Heard (Ward 1) voted:	_____
Alderman Chuck Gautier (Ward 2) voted:	_____
Alderman Kevin Holder (Ward 3) voted:	_____
Alderman Brian Ramsey (Ward 4) voted:	_____
Alderman Bill Lee (Ward 5) voted:	_____
Alderman Wesley Hamlin (Ward 6) voted:	_____
Alderman D.I. Smith (At large) voted:	_____

Whereupon, the Mayor declared the motion carried and the Resolution adopted.

The foregoing Resolution is approved, this the _____ day of _____, 2018.

Gene F. McGee, Mayor of the City of
Ridgeland, Mississippi

Attest:

Paula Tierce, City Clerk

[S E A L]

**MINUTES OF A MEETING OF THE ARCHITECTURAL REVIEW BOARD
OF THE CITY OF RIDGELAND, MISSISSIPPI**

A meeting of the Architectural Review Board of the City of Ridgeland, Mississippi, (the "Board"), was duly called, held, and conducted on Tuesday, November 13, 2018, at 6:00 o'clock P.M. in the Ridgeland City Hall in the City of Ridgeland, Madison County, Mississippi.

.....

The following members were present, to-wit:

Bill Dicken, Chairman
Connie Suber
Randy Lynn
Randy Knouse
Robert Moore
Lynette Praytor
Tay Morgan
David Dunbar

Members Absent:

Also attending:

Jordan Lohman, City Planner

The meeting was called to order by Chairman Dicken. Chairman Dicken led the invocation. It was determined by the members present that there was a quorum.

The first item on the agenda was **MCDONALD'S**. The project was presented by **Ms. Emily Baskaran** with **Core States Group**. The project is located at **349 Highway 51**. The applicant is requesting approval of architectural updates to an existing building.

Chairman Dicken opened the floor for a motion. Tay Morgan made a motion to approve the architectural review of the project as submitted as a 'major' agenda item. David Dunbar seconded the motion and a vote was taken thereon as follows:

David Dunbar	Aye
Randy Lynn	Aye
Robert Moore	Aye
Lynette Praytor	Aye
Randy Knouse	Aye
Tay Morgan	Aye
Connie Suber	Aye

Chairman Dicken then declared the motion to approve the architectural review of the project carried.

The second item on the agenda was **AUDI JAGUAR LAND ROVER**. The project was presented by **Mr. Kevin Vaughan** with **Township Development Services**.

The project is located at **7034 I-55 Frontage Road**. The applicant is requesting approval of architecture and site plan for a new automobile dealership.

Chairman Dicken opened the floor for a motion. David Dunbar made a motion to approve the architectural and site plan review of the project as submitted as a 'major' agenda item. Randy Knouse seconded the motion and a vote was taken thereon as follows:

David Dunbar	Aye
Randy Lynn	Aye
Robert Moore	Aye
Lynette Praytor	Aye
Randy Knouse	Aye
Tay Morgan	Aye
Connie Suber	Aye

Chairman Dicken then declared the motion to approve the architectural review of the project carried.

The third item on the agenda was **MCB'S - ROOF**. The project was presented by **Mr. Tony Hancock** with **McB's**. The project is located at **815 Lake Harbour Drive**. The applicant is requesting approval of architectural revisions to an existing building.

Chairman Dicken opened the floor for a motion. Randy Lynn made a motion to approve the architectural and site plan review of the project as submitted as a 'minor' agenda item. Robert Moore seconded the motion and a vote was taken thereon as follows:

David Dunbar	Aye
Randy Lynn	Aye
Robert Moore	Aye
Lynette Praytor	Aye
Randy Knouse	Aye
Tay Morgan	Aye
Connie Suber	Aye

Chairman Dicken then declared the motion to approve the architectural review of the project carried.

The minutes from the October 23, 2018 meeting were then read and approved by the board. There being no further business to come before the board, the meeting was adjourned.

Bill Dicken, Chairman

ATTEST:

Connie Suber, Secretary

Audi ~ Jaguar ~ Land Rover

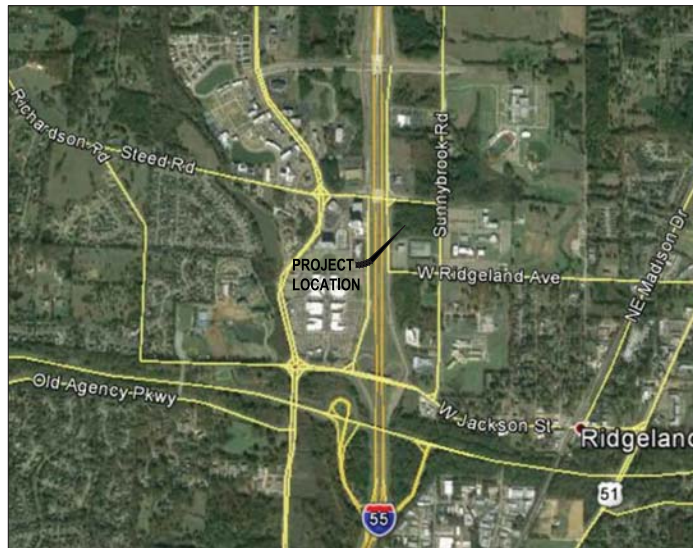
CIVIL CONSTRUCTION DRAWINGS
FOR
AUDI ~ JAGUAR ~ LAND ROVER

Ridgeland, Mississippi

RIDGELAND, MS 39158

SYMBOL LEGEND		LINE LEGEND	
⊕	POWER POLE	—OHE—	EXISTING OVERHEAD ELECTRIC LINES
⊕	LIGHT POLE	—UGE—	EXISTING UNDERGROUND ELECTRIC LINES
⊕	FIBER OPTIC MARKER	—G—	EXISTING GAS LINE
⊕	TELEPHONE PEDESTAL	—W—	EXISTING WATER LINE
⊕	GAS MARKER	—SS—	EXISTING SANITARY SEWER LINE
⊕	GAS HOOK UP	—FM—	EXISTING FORCE MAIN
⊕	GAS METER	—T—	EXISTING OVERHEAD TELEPHONE LINE
⊕	DRAINAGE MANHOLE	—UGT—	EXISTING UNDERGROUND TELEPHONE LINE
⊕	CURB INLET (SS-2)	—UFO—	EXISTING UNDERGROUND FIBER OPTIC
⊕	GRATE INLET (SS-3)	—D—	EXISTING DRAINAGE/STORM SEWER LINE
⊕	CLEAN OUT	—OHE—	OVERHEAD ELECTRIC LINES
⊕	SANITARY SEWER MANHOLE	—UGE—	UNDERGROUND ELECTRIC LINES
⊕	WATER VALVE	—G—	GAS LINE
⊕	WATER METER	—IRR W—	IRRIGATION LINE
⊕	FIRE HYDRANT	—1.5" W—	1.5" WATER LINE
⊕	WATER MANHOLE	—2" W—	2" WATER LINE
⊕	IRRIGATION CONTROL VALVE	—4" W—	4" WATER LINE
⊕	WATER FAUCET	—6" W—	6" WATER LINE
⊕	POWER METER	—8" W—	8" WATER LINE
⊕	FLOW ARROW	—12" W—	12" WATER LINE
⊕	FOUND IRON PIN	—6" SS—	6" SANITARY SEWER LINE
ABBREVIATIONS		—8" SS—	8" SANITARY SEWER LINE
EP	EDGE OF PAVEMENT	—T—	OVERHEAD TELEPHONE LINE
R.O.W.	RIGHT OF WAY	—UGT—	UNDERGROUND TELEPHONE LINE
C	CENTERLINE	—SF—	DRAINAGE/STORM SEWER LINE
RCP	REINFORCED CONCRETE PIPE	—	SILT FENCE
CONC.	CONCRETE	—	TOP OF DETENTION POND
CMP	CORRUGATED METAL PIPE	—	STORM WATER QUALITY SWALE
HDPE	HIGH DENSITY POLYETHYLENE	—	SUBJECT PROPERTY
HOPE	DRAINAGE PIPE	—	LOT LINE
R	SUBJECT PROPERTY LINE	—	RIGHT-OF-WAY
TC	TOP OF CURB	—	PROPERTY LINE
BC	BOTTOM OF CURB	—20—	EXISTING 1" CONTOUR
POB	POINT OF BEGINNING	—21—	EXISTING 5' CONTOUR
HC	HANDICAP PARKING/ACCESS	—22—	PROPOSED 1' CONTOUR
MIN	MINIMUM	—25—	PROPOSED 5' CONTOUR
TYP	TYPICAL		
EXIST	EXISTING		
INT	INTERSECTION		
ME	MATCH EXISTING		
SW	SIDEWALK		
BR	BOTTOM OF RAMP		
TR	TOP OF RAMP		
GRND	GROUND		
PVMT	PAVEMENT		

NOTE: ALL SYMBOLS, ABBREVIATIONS, OR LINESYLES DO NOT NECESSARILY APPEAR ON DRAWING(S). USE ONLY AS APPLICABLE.



VICINITY MAP

1"=1000'

SCHEDULE OF DRAWINGS	
SHEET	TITLE
C0.0	Cover Sheet
C1.0	Existing Conditions and Demolition Plan
C2.0	Site Plan
C3.0	Grading and Drainage Plan
C4.0	Spot Elevation Plan
C5.0	Erosion Control Plan
C6.0	Utility Plan
C7.0	Paving Plan
C8.0	Construction Details-Site
C8.1	Construction Details-Sanitary Sewer
C8.2	Construction Details-Water
C8.3	Construction Details-Storm Sewer
C8.4	Construction Details-Erosion Control
C8.5	Construction Details-Sliding Gate
322	MDOT Storm Sewer Structure Type SS-2
323	MDOT Storm Sewer Structure Type SS-3

REVISIONS	

PROJECT #:	250222.00
DATE:	11-08-18
DRAWN BY:	JB
DESIGNER:	JJ
CHECKED BY:	JJ



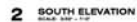
Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SCALE

SHEET NUMBER:

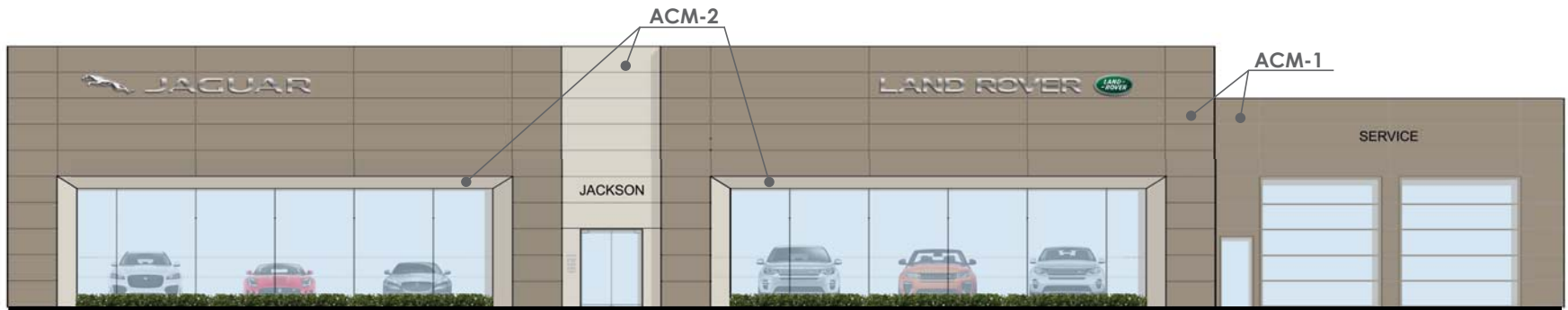
C0.0

DESCRIPTION:
Cover Sheet



SP-1	EXTERIOR GRADE PAINT: PAINT TYPE TO BE PAIRED WITH SUBSTRATE AND FINISH APPROVAL REQUIRED COLOR TO BE RAL 9006. SILVER GLEAM
PREPARED TO BE PAINTED	SUBSTRATE PAINT: EXIST. ALUM. TERMINAL. PASTE INCLUDES HONEY COMB (HED) PAINT. COLOR TO BE RAL 9006 AND RAL 9001 AND PROFILE ARCHITECTURAL. SING (KAT 7037)
PREPARED TO BE PAINTED	ALUM. "ART-DENT" WANGERSHIEB PAINT BY ALCOBOND FINISH: SILVER GLEAM TERMINAL
PREPARED TO BE PAINTED	ALCOBOND ARCHITECTURAL PRODUCTS. RETHYNOL-AC (HORIZONTAL, CONCEALED) HEATHER BARKER IS RECOMMENDED BY SUBSISTENT MANUFACTURER
PREPARED TO BE PAINTED	CUTLAIN PAINT SYSTEM BY SARGO USA (OR APPROVED SUBSTITUTE) WITH 2-INCHES 2-INCHES FINISH: CLEAR ANODIZED ALUMINUM
PREPARED TO BE PAINTED	OFFERABLE: ANODIZED ALUMINUM TO MATCH GLASS CUTLAIN SYSTEM WITH CLEAR UNGLAZED GLASS

NOTE: EXTERIOR RESIDUAL TO BE PAINTED SEPARATELY



FRONT Elevation

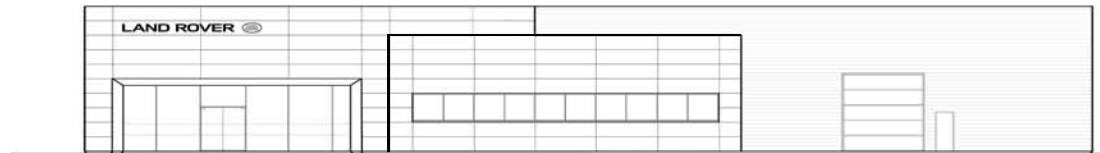
Scale: 3/16" = 1'-0"



ACM-1:
JLR Sunshine Gray

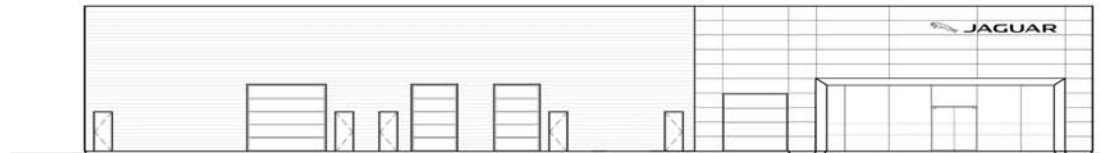


ACM-2:
JLR Champagne Metallic



SIDE Elevation (south)

Scale: 3/32" = 1'-0"



SIDE Elevation (north)

Scale: 3/32" = 1'-0"



REAR Elevation

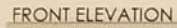
Scale: 3/32" = 1'-0"

RITCHEY
AUTOMOTIVE



JBHM
Architecture

601.352.2699 • www.jbhm.com • Jackson, Mississippi



SERVICE DEPT. COPING & DOWNSPOUTS

SERVICE RECEPTION WALL PANELS

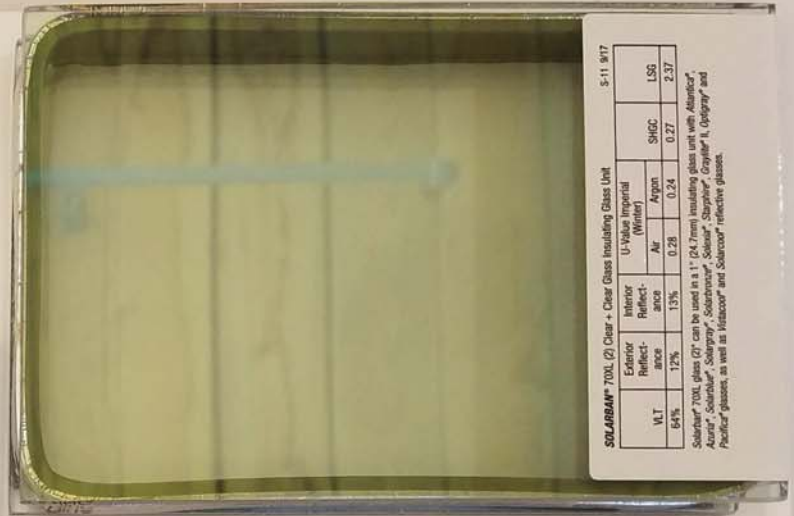
SERVICE DEPT. DOORS & FRAMES



COMPRESSOR ROOM GATES



CURTAIN WALL



GLAZING



SHOWROOM WALL PANELS



SERVICE DEPARTMENT & DUMPSTER
ENCLOSURE PANELS

		Exterior Reflect- ance	Interior Reflect- ance	U-Value Imperial (Winter)		SHGC	LSG
				Air	Argon		
WLT				0.28	0.24	0.27	2.37
64%		12%	13%				

Solarhart 700L glass (2") can be used in a 1" (24.7mm) insulating glass unit with Aquatone[®], Auruz[®], Solarblue[®], Solargray[®], Solarturquoise[®], Solosia[®], Starphire[®], Grayline[®], Optigray[®] and Pacific[®] glasses, as well as Vistacore[®] and Sollarco[®] reflective glasses.

8/00/18

ACM Panel - JLR Champagne Metallic



ACM Panel - JLR Sunshine Gray

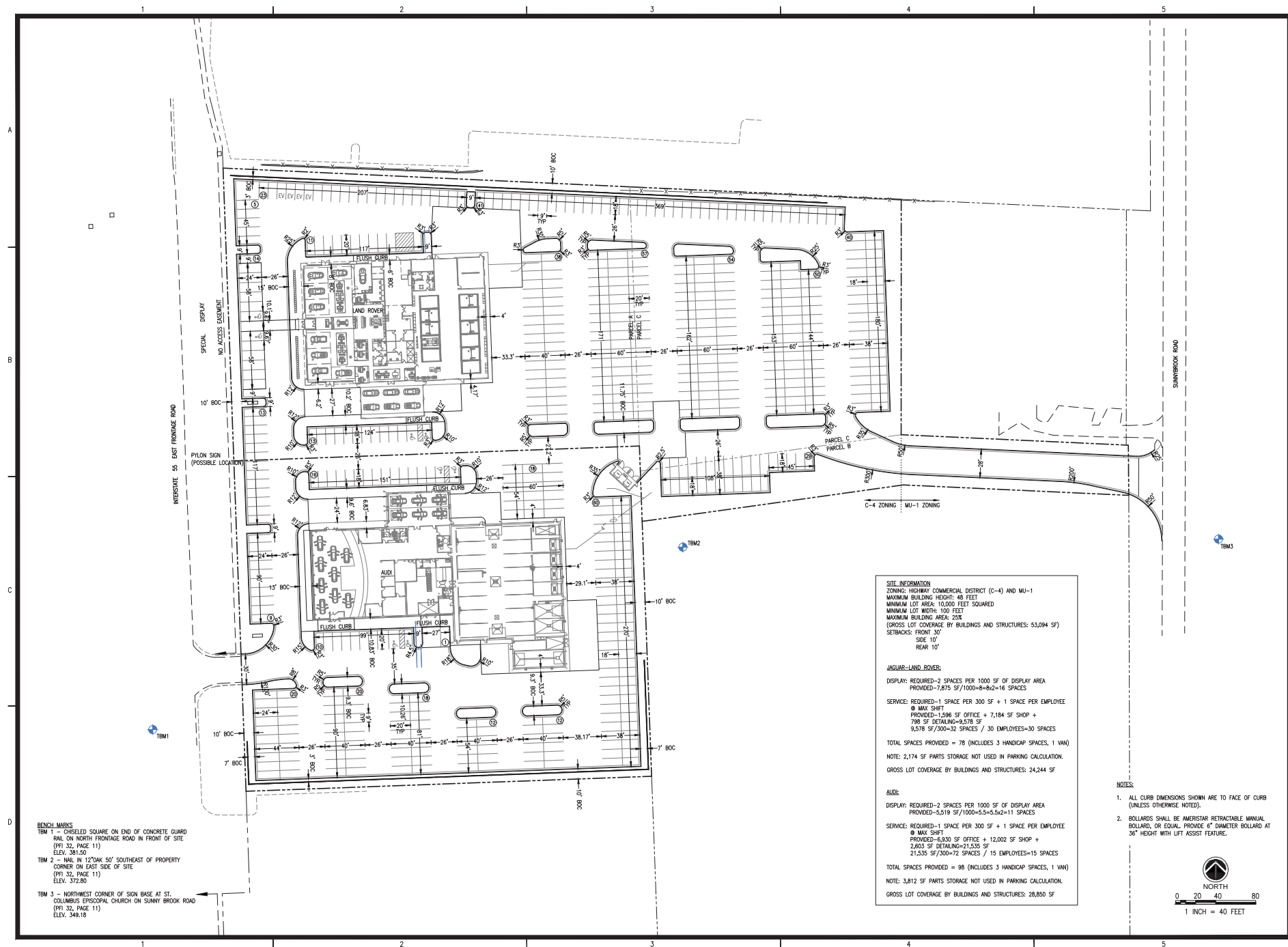


ACM Panel Colors used at front of facility
at showroom and service drive.





Metal Panel Profile for back portion of building. Mounted in horizontal orientation.



REVISIONS:	
△	
△	
△	
△	
△	

PROJECT #:	25022.00
DATE:	11-08-18
DRAWN BY:	JE
DESIGNER:	J
CHECKED BY:	J



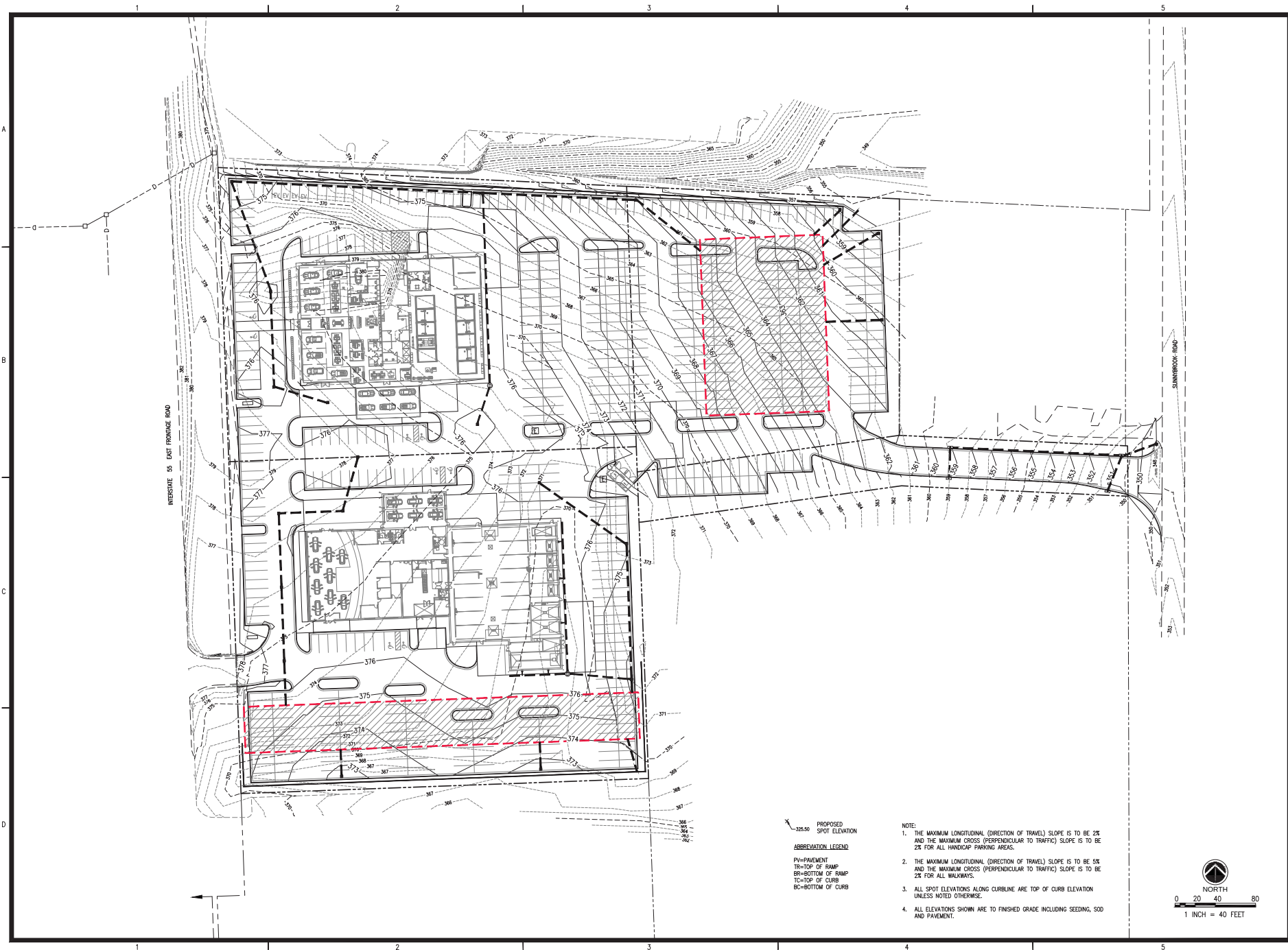
Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL:

SHEET NUMBER:

C2.0

DESCRIPTION:	Site Plan
--------------	-----------



REVISIONS:	
1	
2	
3	
4	
5	

PROJECT #: 25022.00
 DATE: 11-08-18
 DRAWN BY: JB
 DESIGNER: JJ
 CHECKED BY: JJ



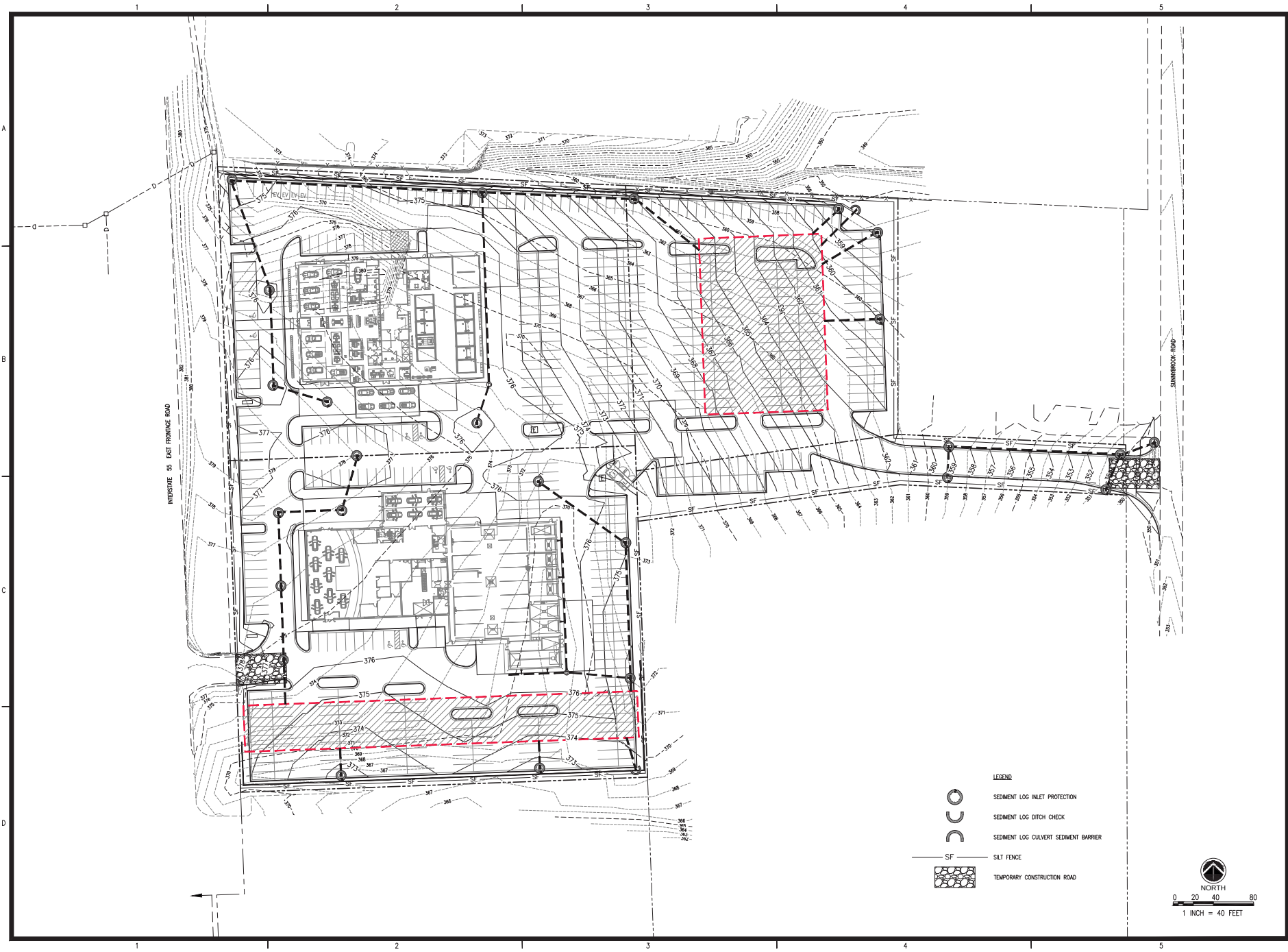
Audi ~ Jaguar ~ Land Rover
 Ridgeland, Mississippi

SEAL

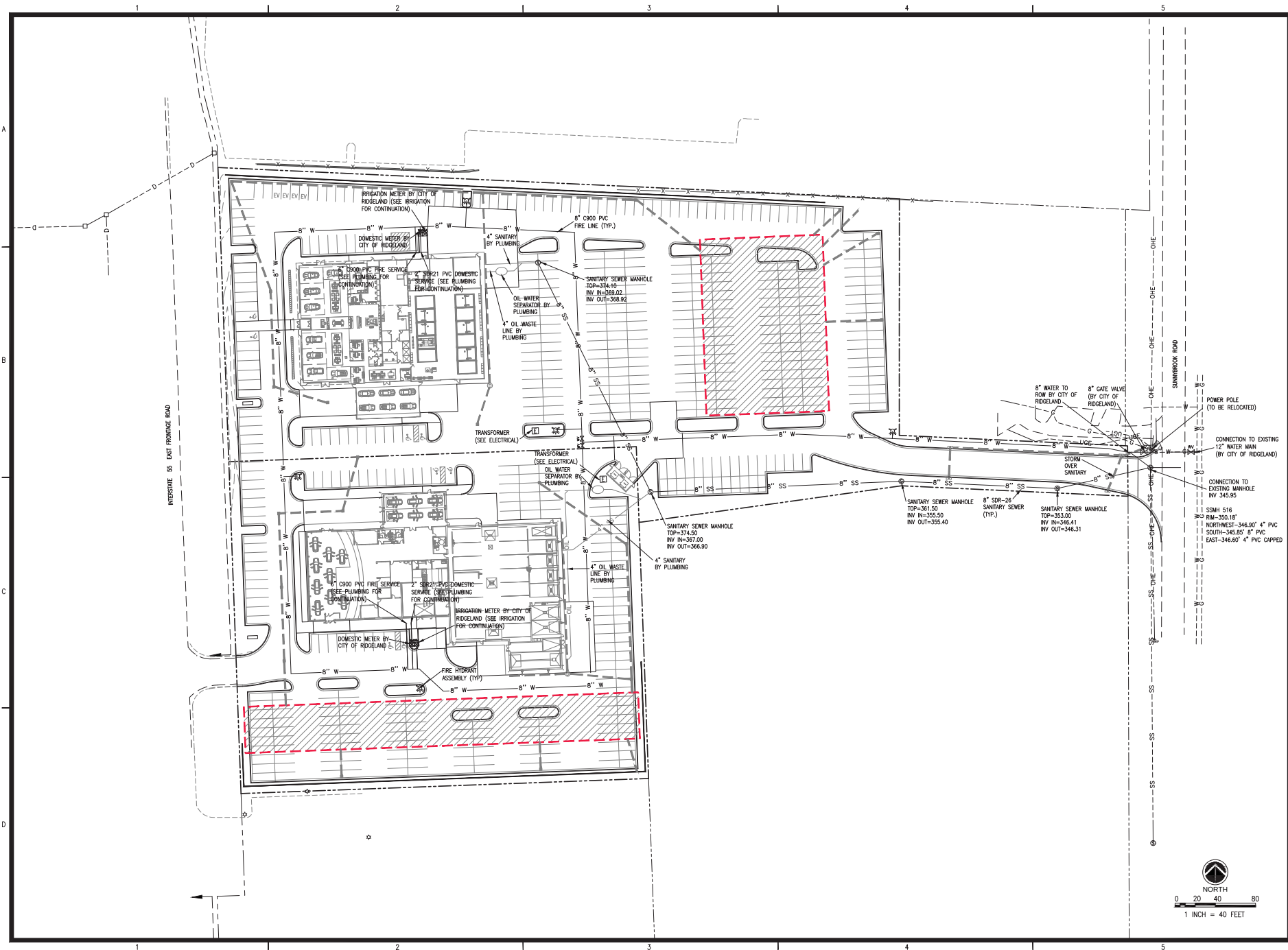
SHEET NUMBER:

C4.0

DESCRIPTION:
 Spot Elevation Plan



REVISIONS:	
PROJECT #: 25022.00	
DATE: 11-08-18	
DRAWN BY: JB	
DESIGNER: JJ	
CHECKED BY: JJ	
 Pickering Pickering Firm, Inc. Facility Design • Civil Engineering • Surveying • Transportation • Construction Management • 2001 Airport Blvd., Suite 301 Flowood, MS 38622 601.963.3653	
Audi ~ Jaguar ~ Land Rover Ridgeland, Mississippi	
SEAL	
SHEET NUMBER:	C5.0
DESCRIPTION: Erosion Control Plan	



REVISIONS:	

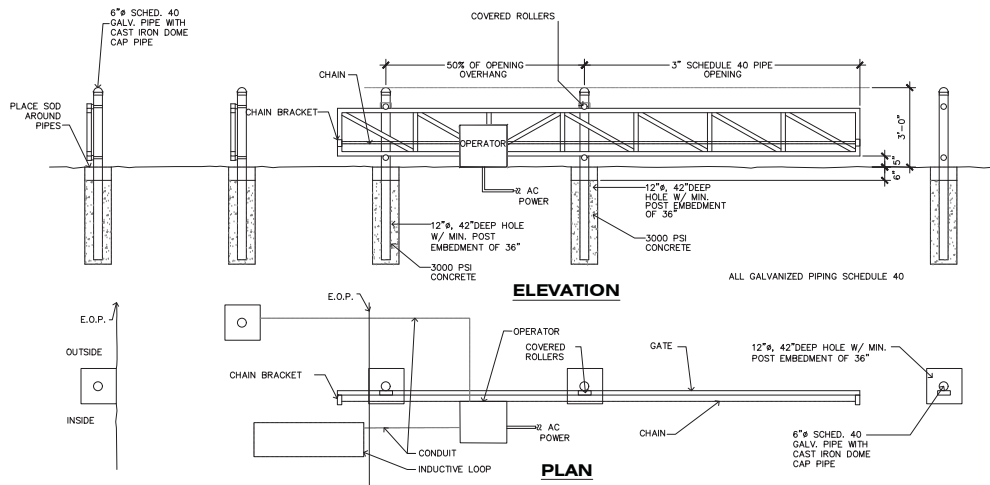
PROJECT #:	25022.00
DATE:	11-08-18
DRAWN BY:	JB
DESIGNER:	JJ
CHECKED BY:	JJ



Pickering
Firm, Inc.
Facility Design - Civil Engineering - Surveying -
Transportation Planning - Environmental Resources
2001 Ridgeland, Suite 101
Ridgeland, MS 39222
601.963.3653

Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL:	
SHEET NUMBER:	C6.0
DESCRIPTION:	Utility Plan



3' TALL MOTORIZED CANTILEVERED SLIDING OPEN FRAME GATE
N.T.S.

OPENING I/S POST FACE TO I/S POST FACE	LENGTH (L) O/S DIM OF GATE LEAF	GATE POSTS (G) O/S POST FACE TO O/S POST FACE	BAYS NUMBER OF BAYS WITH CHAIN LINK	OVERHANG NUMBER OF BAYS W/O CHAIN LINK
23'-0" [7010MM]	35'-3" [10744MM]	12'-0" [3658MM]	(3) THREE	(2) TWO
24'-0" [7315MM]	36'-3" [11049MM]	12'-0" [3658MM]	(3) THREE	(2) TWO
25'-0" [7620MM]	37'-3" [11354MM]	12'-0" [3658MM]	(4) FOUR	(2) TWO
26'-0" [7925MM]	38'-3" [11659MM]	12'-0" [3658MM]	(4) FOUR	(2) TWO
27'-0" [8230MM]	39'-3" [11963MM]	12'-0" [3658MM]	(4) FOUR	(2) TWO
28'-0" [8534MM]	40'-3" [12268MM]	12'-0" [3658MM]	(4) FOUR	(2) TWO
29'-0" [8839MM]	41'-3" [12573MM]	12'-0" [3658MM]	(4) FOUR	(2) TWO
30'-0" [9144MM]	42'-3" [12878MM]	12'-0" [3658MM]	(4) FOUR	(2) TWO
31'-0" [9449MM]	44'-9" [13640MM]	13'-6" [4115MM]	(4) FOUR	(2) TWO
32'-0" [9754MM]	45'-9" [13945MM]	13'-6" [4115MM]	(4) FOUR	(2) TWO
33'-0" [10059MM]	46'-9" [14249MM]	13'-6" [4115MM]	(5) FIVE	(2) TWO
34'-0" [10363MM]	47'-9" [14554MM]	13'-6" [4115MM]	(5) FIVE	(2) TWO
35'-0" [10668MM]	48'-9" [14859MM]	13'-6" [4115MM]	(5) FIVE	(2) TWO
36'-0" [10973MM]	52'-3" [15926MM]	16'-0" [4877MM]	(5) FIVE	(2) TWO
37'-0" [11278MM]	53'-3" [16231MM]	16'-0" [4877MM]	(5) FIVE	(2) TWO
38'-0" [11582MM]	54'-3" [16535MM]	16'-0" [4877MM]	(5) FIVE	(2) TWO
39'-0" [11887MM]	55'-3" [16840MM]	16'-0" [4877MM]	(5) FIVE	(2) TWO
40'-0" [12192MM]	56'-3" [17145MM]	16'-0" [4877MM]	(5) FIVE	(2) TWO

- NOTES:
 1. METRIC DIMENSIONS ARE NOMINAL EQUIVALENTS TO U.S. DIMENSIONS.
 2. SPECIFICATIONS SHOWN CAN BE CHANGED BY MASTER-HALCO ONLY.
 3. FOOTING WIDTH TO BE MINIMUM OF 4 TIMES POST WIDTH.
 4. G1 MANUALLY OPERATED UNO.
 5. G2, G3, G4 ELECTRICALLY OPERATED UNO GATE OPERATOR LOCATED ON SECURE SIDE, ENTRY INTO SECURE AREA VIA A PEDESTAL MOUNTED ELECTRONIC KEYPAD OPERABLE FROM DRIVER SIDE OF VEHICLE, EXIT FROM SECURE AREA VIA IN GROUND LOOP, PHOTOEYE CLOSING SAFETY AND IMPACT SAFETY EDGE, KNOX BOX OPERATOR IF REQUIRED BY LOCAL FIRE AUTHORITY.

SLIDING GATE DESIGN GUIDELINES
SCALE: NOT TO SCALE

NOM HEIGHT (H)
7'-0" [2134MM] (6'+1")
8'-0" [2438MM] (7'+1")
9'-0" [2743MM] (8'+1")
OPENING
23'-0" [7010MM]
THROUGH
30'-0" [9144MM]

REVISIONS:

PROJECT #:

25022.00

DATE:

11-08-18

DRAWN BY:

JB

DESIGNER:

JJ

CHECKED BY:

JJ

Pickering

Pickering Firm, Inc.

Facility Design - Civil Engineering - Surveying - Transportation Engineering - Construction Management

2001 Airport Road, Suite 101

Flowood, MS 38622

601.963.3653

Audi ~ Jaguar ~ Land Rover

Ridgeland, Mississippi

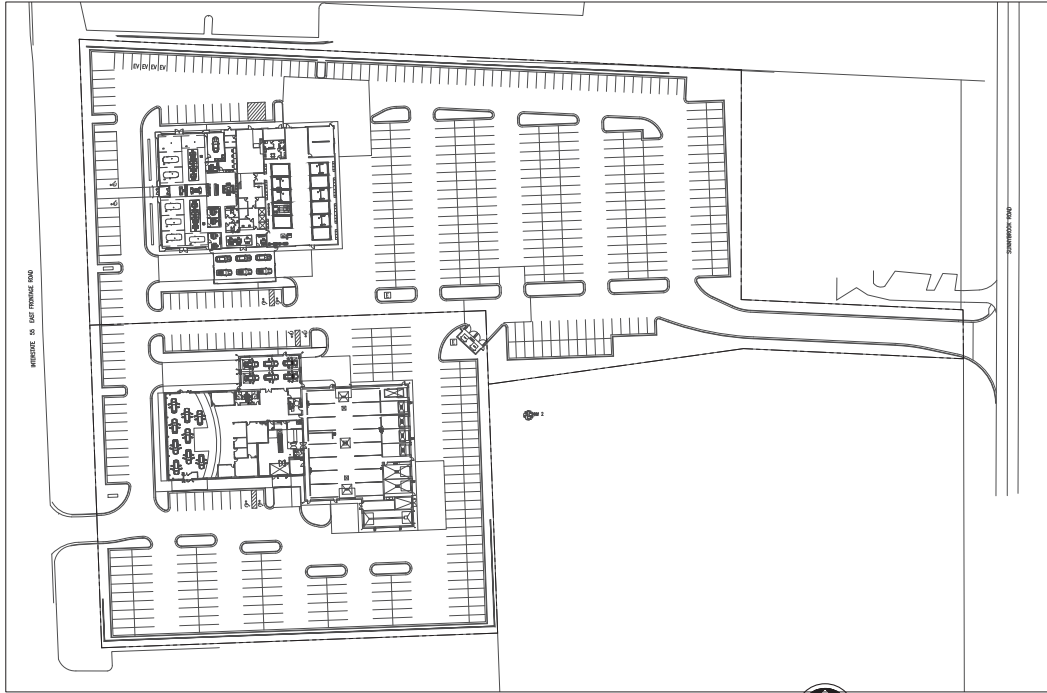
SEAL

SHEET NUMBER:

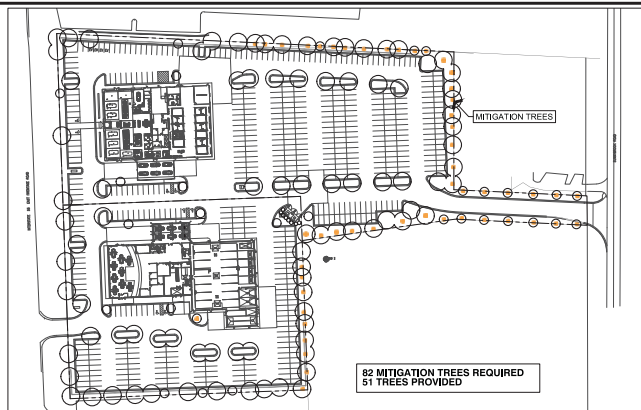
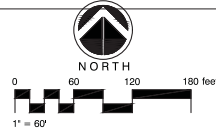
C8.5

DESCRIPTION:

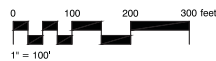
Construction Details - Sliding Gate



1 TREE MITIGATION EXHIBIT



2 MITIGATION TREE DIAGRAM



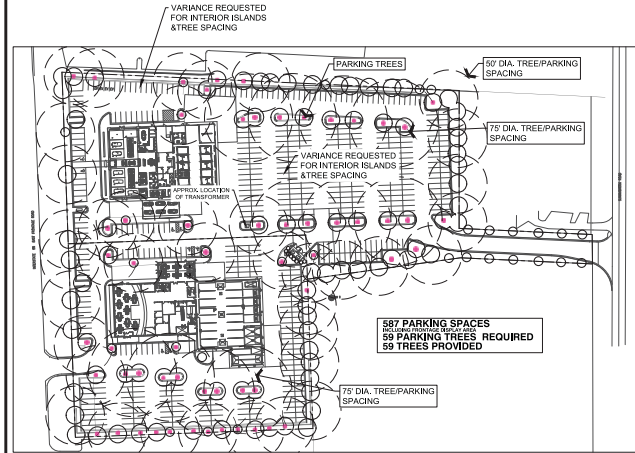
SITE DEVELOPMENT		
SYMBOL	NOTES	QTY
	TREE CANOPY TO BE REMOVED	177,864 sf

Mitigation Table for use with Sites less than 10 acres		
Line Item	Quantity	Unit
A Total Existing Canopy Coverage of site	177,864	(Square Feet)
B Baseline for Mitigation (Line A times 20 divided by 43,560 SF)	82	(Mitigation Units)
C Existing Canopy Coverage to be Preserved	0	(Square Feet)
D Preservation Tree Credit (Line C divided by 1000 SF)	0	(Mitigation Units)
E Total Mitigation Requirement (Line B minus Line D)	82	(Mitigation Units)
F Mitigation Option A - On-site Mitigation (Number of Mitigation Units Applicant wishes to use for On-site Mitigation)	51	(Trees)
G Mitigation Option B - Contribution to the In-Lieu Fund (Line E minus Line F times \$300.00)	\$ 9,300.00	(Dollars)

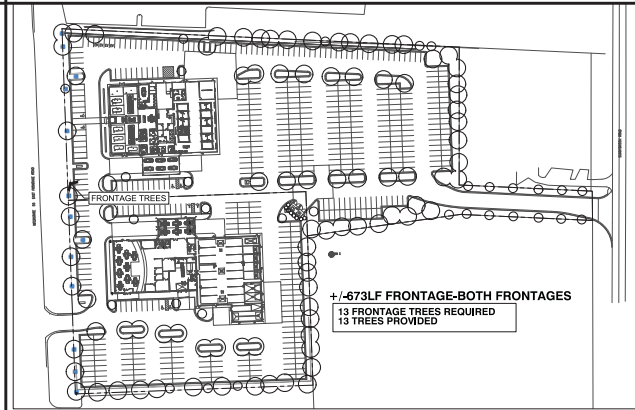
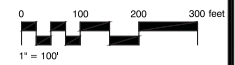
Note: Preservation, On-Site Mitigation, Contribution to the In-Lieu Fund, or a combination thereof can be used at the discretion of the Applicant to satisfy the Mitigation requirements.

NOT FOR CONSTRUCTION
THESE PLANS ARE BEING SUBMITTED FOR
PRELIMINARY ARCHITECTURAL REVIEW
AND ARE SUBJECT TO CHANGE.

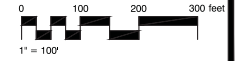
TOTAL TREES REQUIRED=154
TOTAL TREES PROVIDED=123
TREES PAID TO IN LIEU FUND=31



3 PARKING TREE DIAGRAM



4 FRONTAGE TREE DIAGRAM



REVISIONS:	
1	
2	
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PROJECT #: 25022.00
DATE: 10-5-18
DRAWN BY: TR
DESIGNER: TR
CHECKED BY: TR

Pickering
Pickering Firm, Inc.
Fertilizer Distribution - Natural / Water Resources
2010 Airport Road, Suite 201
Ridgeland, MS 39202
601.966.3693

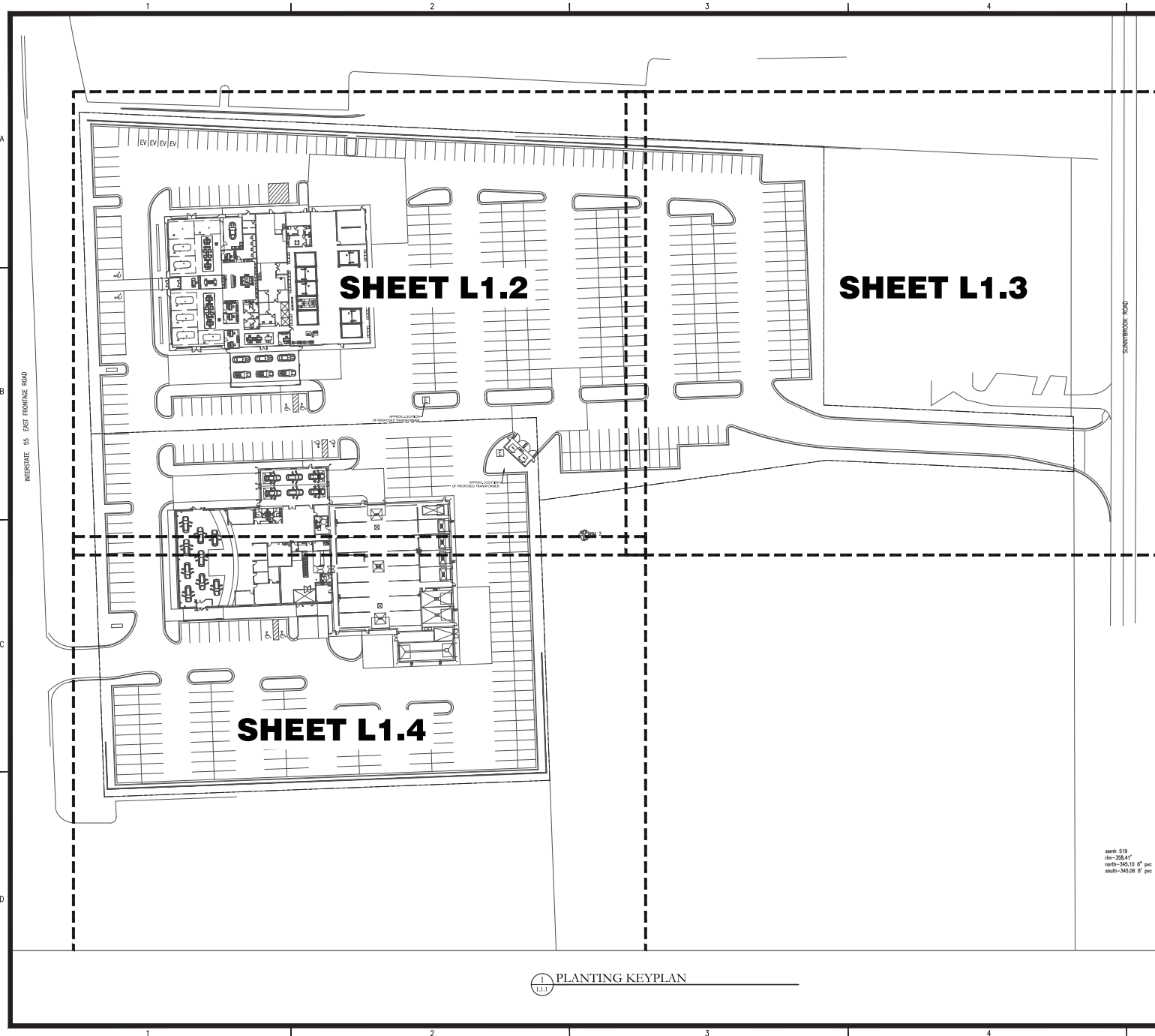
Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi



SHEET NUMBER:

L1.0

DESCRIPTION:
TREE MITIGATION EXHIBIT



TRENT RHODES
 LANDSCAPE ARCHITECT
 P.A.
 P.O. Box 445 Brandon, Mississippi 39201
 Tel: 601-465-0070



REVISIONS:	
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PROJECT #:	25022.00
DATE:	10-5-18
DRAWN BY:	TR
DESIGNED BY:	TR
CHECKED BY:	TR

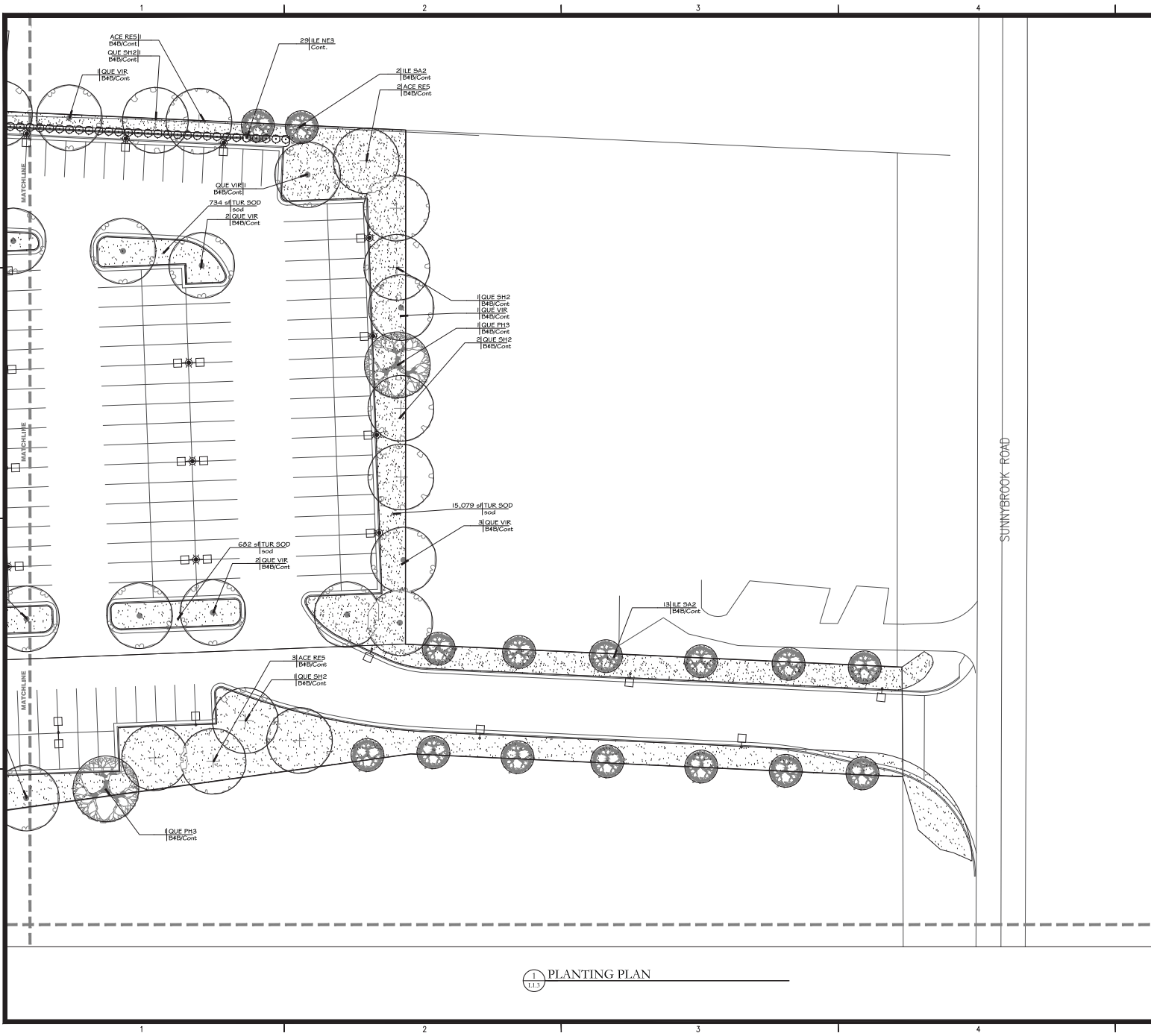
Pickering
 Pickering Firm, Inc.
 Facility Design • Civil Engineering • Surveying •
 Transportation Planning • Landscape Architecture
 2001 Wynn Road, Suite 201
 Flowood, MS 39222
 601.596.3663

Audi ~ Jaguar ~ Land Rover
 Ridgeland, Mississippi



L1.1

DESCRIPTION:
 PLANTING KEYPLAN

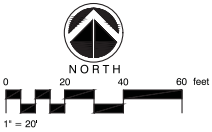


PLANT SCHEDULE	
TREES	COMMON NAME / BOTANICAL NAME
ACE RES	Red Maple / Acer rubrum Street Tree Specimen, Straight Trunk, Full Canopy.
ILE SA2	Savannah Holly / Ilex x attenuata 'Savannah' Treeform, Full healthy well formed plant, straight trunk, street tree specimen.
PRU CA2	Carolina Laurel Cherry / Prunus caroliniana Full healthy, well formed plant, full to ground.
QUE PH3	Willow Oak / Quercus phellos Street Tree Specimen, Straight Trunk, Full Canopy.
QUE SH2	Shumard Red Oak / Quercus shumardii Street Tree Specimen, Straight Trunk, Full Canopy.
QUE VR	Southern Live Oak / Quercus virginiana Street Tree Specimen, Straight Trunk, Full Canopy.
SHRUBS	COMMON NAME / BOTANICAL NAME
ILE NE3	Needlepoint Holly / Ilex cornuta 'Needlepoint' Full healthy well formed plant, Minimum height at time of planting-18".
JUN AN3	Andromeda Juniper / Juniperus horizontalis plumosa 'Andromeda' Full healthy well formed plant.
GROUND COVERS	COMMON NAME / BOTANICAL NAME
ANN A29	Annual Clover Full healthy, well formed plant, specific variety to be chosen at the time of planting.
TUR SOD	Turfway 419 Bermuda / Cynodon dactylon 'Turfway 419' Healthy disease free sod with a min 1" soil base beneath.
LIR MU4	Lily Turf / Liriodendron muscari Full healthy well formed plant.

TRENT RHODES
LANDSCAPE ARCHITECT
P.A.
P.O. Box 480 Brandon, Mississippi 39001
Tel 601-552-3603



NOT FOR CONSTRUCTION
THESE PLANS ARE BEING SUBMITTED FOR
PRELIMINARY ARCHITECTURAL REVIEW
AND ARE SUBJECT TO CHANGE.



1 PLANTING PLAN

REVISIONS:
A
B
C
D

PROJECT #: 25022.00
DATE: 10-5-18
DRAWN BY: TR
DESIGNER: TR
CHECKED BY: TR

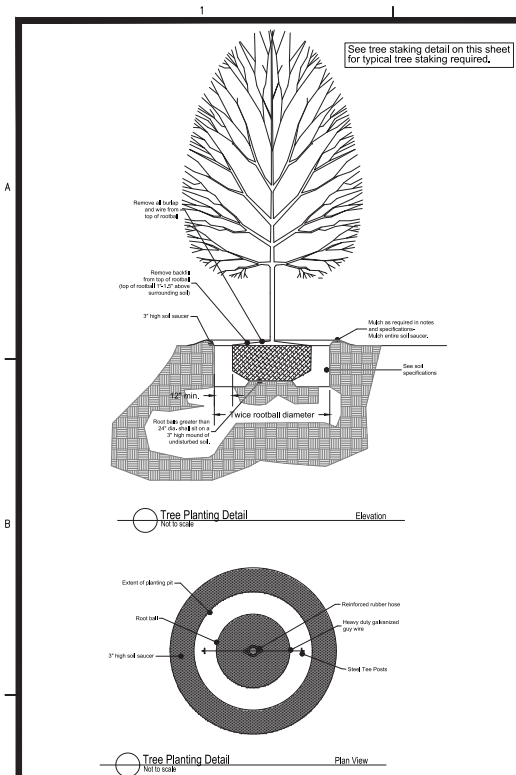
Pickering Firm, Inc.
Facility Design - Civil Engineering - Surveying -
Transportation Planning - Urban Planning -
2010
Flowood, MS 39022
601-552-3603

Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL

SHEET NUMBER:
L1.3

DESCRIPTION:
PLANTING PLAN



ArborBrace[®]
Tree Guying System
(305) 992-4104

(3 straps per tree)

ArborAnchor[®]

Tension Buckle

ArborAnchor[®] should be used to secure the tree to the stake.

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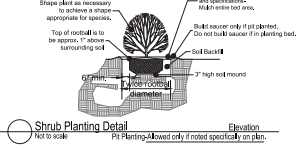
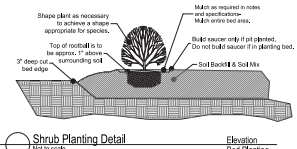
ArborAnchor[®] should be used to secure the tree to the stake.

PLANT SCHEDULE

TREES	COMMON NAME / BOTANICAL NAME	SIZE	MIN. CALIPER	MIN. HT	QTY
ACE RES	Red Maple / <i>Acer rubrum</i> Street Tree Specimen, Straight Trunk, Full Canopy.	B&B/Cont	2" Cal	10'-12'	19
ILE SA2	Savannah Holly / <i>Ilex x attenuata</i> 'Savannah' Treetform Full healthy well formed plant, straight trunk, street tree specimen.	B&B/Cont	2" Cal	10' Ht. Min.	31
PRU CA2	Carolina Laurel Cherry / <i>Prunus caroliniana</i> Full healthy, well formed plant, full to ground.	B&B/Cont	2" Cal	5'-6'	8
QUE PH3	Willow Oak / <i>Quercus phellos</i> Street Tree Specimen, Straight Trunk, Full Canopy.	B&B/Cont	2" Cal	10'-12'	13
QUE SH2	Shumard Red Oak / <i>Quercus shumardi</i> Street Tree Specimen, Straight Trunk, Full Canopy.	B&B/Cont	2" Cal	10'-12'	16
QUE VR8	Southern Live Oak / <i>Quercus virginiana</i> Street Tree Specimen, Straight Trunk, Full Canopy.	B&B/Cont	2" Cal	10'-12'	44
SHRUBS	COMMON NAME / BOTANICAL NAME	SIZE	CONTAINER		QTY
ILE NE3	Needlepoint Holly / <i>Ilex cornuta</i> 'Needlepoint' Full healthy well formed plant, Minimum height at time of planting-18".	Cont.			272
JUN AN3	Andorra Juniper / <i>Juniperus horizontalis</i> 'Andorra' Full healthy well formed plant.	3 gal			35
GROUND COVERS	COMMON NAME / BOTANICAL NAME	SIZE	CONTAINER	SPACING	QTY
ANN A29	Annual Cador Full healthy, Well formed plant, specific variety to be chosen at the time of planting.	1 gal			323 sf
TUR S00	Tifway 419 Bermuda / <i>Cynodon dactylon</i> Tifway 419 Healthy disease free sod with a min 1" soil base beneath.	sod			59,016 sf
LIR MUA	Lily Turf / <i>Liriodendron tulipifera</i> Full healthy well formed plant.	1 gal		15' o.c.	43

B&B=Ball and Burlap material
Cont.=Container grown material

NOT FOR CONSTRUCTION
THESE PLANS ARE BEING SUBMITTED FOR
PRELIMINARY ARCHITECTURAL REVIEW
AND ARE SUBJECT TO CHANGE.



MATERIALS

- (1) All plant materials delivered to the site must conform to the specifications of Federal, State and County laws, requiring inspection for plant diseases and insect infestations. Plants must comply to American Nursery Stock Standards.
- (2) Plants delivered to the site shall be adequately protected from the sun and wind during delivery and when stockpiled on the site prior to planting. They shall be watered adequately. Containers shall be free of weeds.
- (3) The Owner's Representative shall be notified in writing one week prior to planting to inspect all or major portions of the plant materials to be used in the project.
- (4) The Owner's Representative shall have the right to reject plants prior to and during progress of work for size, conditions of top structure, condition of root structure, defects or injuries, or nonconformity to Specifications.

B. Fertilizer

- (1) Plants shall be fertilized at planting with timed release fertilizer.
- FINE GRADING AND SOIL PREPARATION**
- (1). Spread and till in topsoil as needed to bring planting beds to required grade.
 - (2). Planting beds are to be mounded 8" min above existing grade after settlement to ensure a good planting medium and enhance drainage. Maintain drainage patterns and drainage swales. Always maintain drainage away from buildings or structures.
 - (3). Soil mix to be a sandy well drained organic mix free from debris, stones, and seeds.
 - (4). Soil shall be free of extraneous matter and weeds and shall consist of (3) parts topsoil, one (1) part organic matter (peat and soil conditioner) and one (1) part sand by volume. See item #2 of this section for depth requirement.
 - (5). All sand for plant beds and plant pits shall be clean, sharp masonry sand free from deleterious matter.
 - (6). Pre-emerge herbicide: For planting soil in planting beds and shrub and tree pits shall be incorporated prior to installation of plant material. Contractor shall use Surflan, unless otherwise approved by Landscape Architect. Treat all bed areas except annual and perennial areas with Surflan pre-emergent herbicide according to the manufacturer's recommendations. Deliver in sealed manufacturer's container and apply according to manufacturer's recommendations. Submit product data to Architect for approval of any changes prior to application.
 - (7). Root Stimulator: Shall be applied to all plant material at time of installation. Submit product data to Architect for approval prior to application.
 - (8). Fertilizer: For flowering species, apply 14-26-6 per label instructions upon initiation of vegetative growth in spring. For non-flowering species, apply 20-6-112 per label instructions at new growth in spring and again in July. Winterize in late-August with 5-10-31 fertilizer at 4 lbs per 1,000 square feet.
 - (9). Seed areas should be tilled and fine graded. A generous application of wheat straw shall be applied after seed broadcast on all seed areas.. Seed and straw shall be crimped on slopes greater than 3:1.

PLANTING AND MULCHING

- (A). Planting shall take place only after all soil preparation has taken place and has been approved by Landscape Architect.
- (B). Installation of container stock-
 - (1) Planting holes or pits should be approximately twice the volume of the plant and soil in container or root ball. They should be angular with roughened sides and loose soil on the bottom.
 - (2) Prune any damaged, broken or dead roots so that ends are clean before planting. Prune back top growth as needed to balance size of plant related to root mass.
 - (3) Large stock should be set on a layer of several inches of topsoil with loosened soil beneath.
 - (4) Stock from "Containers" and flats shall be set in planting bed areas that have soil mix incorporated to a minimum depth of 10". Plants are to be placed so that the root crown will not be below the soil surface or greatly elevated when filling is completed. Top of shrub root ball should be approx. 1"-1.5" above surrounding soil.
 - (5) and top of tree root ball should be approximately 1.5"-2" above surrounding soil.
 - (6) Top of tree root ball should be prepared around the planting hole to retain water and is to be removed after 1 year.
 - (7) Tamp soil occasionally while backfilling with soil which is well broken up and well mixed.
 - (8) Tamp lightly around the outside of backfill, holding plant at correct level, then tamp closer to plant. Water thoroughly. Large specimens will require watering midway through the backfill process as well as when backfill is completed.
 - (9) Water the entire planted area before leaving the worksite and at the close of each planting day.
 - (10) Trees and shrubs taller than four feet may require staking. If required, drive stakes securely into ground, outside of root area. Stakes should extend to just below the lower limbs of the tree. Wire run through rubber hose is placed around the tree, then wrapped around the stake and secured firmly. Tree should be able to move a few inches, but wire should be secure and not touch the tree directly. Stakes must be removed after one year.
 - (11) Burlap on balled and burlap plant material shall be cut from the top of the root ball or turned down into the planting pit, leaving no burlap visible. Any containing material left in the planting bed shall be biodegradable.

- All shrub and groundcover planting shall be in uniformly tilled beds to a depth of 12" below grade with existing soil and sandy soil mix. Beds should be mounded a minimum of 6" above existing grade.
- Seed & straw (wheat straw) all disturbed or bare areas.
- Mulch as noted in plant list.
- At no time should the planting beds adjacent to any structure be higher than the finished floor of that structure. Always maintain positive water flow away from structures.
- Finished planting beds and mulch adjacent to structures shall always be below the finished floor elevation.
- Apply soil mix to all planting areas at a minimum rate of 1.22 cubic yard per 100 square feet and till with existing soil.
- The landscape contractor shall provide a full one year warranty on all plant material and labor beginning on date of final acceptance. Once notified during the warranty period of plant material that need to be replaced, the landscape contractor shall replace that material within 14 calendar days of notification.
- All soil shall be soaked and rolled with water filled roller after laying to ensure smooth surface and good ground contact.
- All seed areas shall have significant germination within 21 days. If significant germination is not evident, then the area shall be reseeded and strawed at no additional cost to the owner until significant germination is achieved.
- Planting Soil at the perimeter of any building should be a minimum of 5" below finished floor elevation.

- Planting beds adjacent to buildings shall be sloped away from the building to allow rapid removal of surface water and shall not allow water to stand, pond or move slowly, resulting in percolation into the subgrade.
- Irrigation water should be limited to only that water that is required for plant survival. Any excess water application shall be avoided.
- All seed/sod areas are to receive a 3" thick layer of well drained organic topsoil prior to applying seed or sod.
- All plant material and labor shall be covered by a full one year warranty weather the plant material is under irrigation or not.
- Caliper and height requirements are minimums. All plant material shall be required to meet both height and caliper requirements.

TRENT RHODES
LANDSCAPE ARCHITECT
P.A.
P.O. Box 465 Brandon, Mississippi 39043
(601) 835-0071



REVISIONS:

PROJECT #: 25022.00
DATE: 10-5-18
DRAWN BY: TR
DESIGNER: TR
CHECKED BY: TR

Pickering
Pickering Firm, Inc.
Fidelity Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources
2000 Highway 90
Flowood, MS 39232
601.952.3663

Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL
TRENT RHODES
LANDSCAPE ARCHITECT
P.A.
375
STATE OF MISSISSIPPI

SHEET NUMBER:
L1.5

DESCRIPTION:
PLANTING PLAN



TEETER ENGINEERING GROUP, P.A.
MEMBERSHIP CORPORATION
5500 77 CENTER DRIVE • SUITE 100 • CHARLOTTE, NC 28217
704.535.2200 • FAX 704.535.2201
WWW.TEG-PA.COM
MISSISSIPPI COA # E-0353

LR-FRONT LINE 236 points at x=0, up 10ft by 10ft HORIZONTAL FOOTCANDLES

Average	15.5
Maximum	43.0
Minimum	3.4
Avg Min	4.95
Max Min	12.65

LR-PROPERTY LINE 180 points at x=0, up 10ft by 10ft HORIZONTAL FOOTCANDLES

Average	2.8
Maximum	8.3
Minimum	0.2
Avg Min	14.08
Max Min	41.50

LR-INVENTORY & PKG 1009 points at x=0, up 10ft by 10ft HORIZONTAL FOOTCANDLES

Average	8.0
Maximum	38.0
Minimum	2.2
Avg Min	3.62
Max Min	17.27

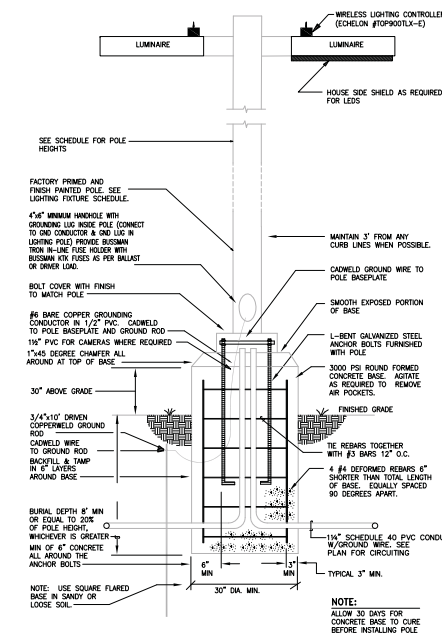
AREA A SITE PLAN - PHOTOMETRICS

SCALE: 1" = 20'-0"

NOTE:
ALL POLE AND WALL MOUNTED LUMINAIRES SHALL BE FULL
CUT-OFF TYPE AND SHALL NOT EXCEED 40'-0" IN HEIGHT
AND SHALL BE DARK SKY COMPLIANT.

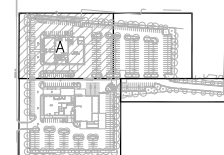
THIS PLAN IS IN COMPLIANCE WITH ASHRAE 90.1-2010
AND THE 2009 IBC. THE ZONING AND LAND DEVELOPMENT
STANDARDS FOR THE STATE OF MISSISSIPPI

W	KIM LIGHTING LFT035-20.4K CRI test report no. KIM LIGHTING lamp(s): NICHIA 219 ballast: (1) 40 WATT 350mA Driver canals the Kim-LT035-20.4K test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 0.920, watts per luminaire = 21 Outreach (from mounting axis to photometric center) = 7 in mounting height = 25 ft number locations = 16, number luminaires = 19 kw all locations = 0.4	SM-2	CREE, INC. ARE-EHD-SM-xx-12-E-UL-xx-700-50K or BXAKG12E-L09 (700mA) INDEPENDENT TESTING LABORATORIES, INC. test report no. ILL78553 lamp(s): ONE HUNDRED TWENTY WHITE LIGHT EMITTING DIODES (LEDs), VERTICAL 2 luminaires per location, canals file ARE-EHD-SM-xx-12-E-UL-700-50K test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 0.920, watts per luminaire = 268 Outreach (from mounting axis to photometric center) = 30 in mounting height = 26.5 ft number locations = 23, number luminaires = 46 kw all locations = 12.3
B	ARCHITECTURAL AREA LIGHTING KIM-DS-AB-1050 CRI test report no. ARCHITECTURAL AREA LIGHTING lamp(s): 219C ballast: LED208-48-00035-D candels the KIM-DS-AB-1050 test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 0.920, watts per luminaire = 14 Outreach (from mounting axis to photometric center) = 0 in mounting height = 4 ft number locations = 4, number luminaires = 4 kw all locations = 0.1	SMH-2	CREE, INC. ARE-EHD-SM-xx-24-E-UL-xx-1000-50K or BXAKG12E-L09 (1000mA) INDEPENDENT TESTING LABORATORIES, INC. test report no. ILL78553 lamp(s): ONE HUNDRED TWENTY WHITE LIGHT EMITTING DIODES (LEDs), VERTICAL 2 luminaires per location, canals file ARE-EHD-SM-xx-24-E-UL-1000-50K test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 2.740, watts per luminaire = 831 Outreach (from mounting axis to photometric center) = 30 in mounting height = 26.5 ft number locations = 6, number luminaires = 12 kw all locations = 10.0
2MB-1	CREE, INC. ARE-EHD-2MB-xx-12-E-UL-xx-1000-40K or BXAKG12E-L07 (1000mA) INDEPENDENT TESTING LABORATORIES, INC. test report no. ILL78683 lamp(s): ONE HUNDRED TWENTY WHITE LIGHT EMITTING DIODES (LEDs), canals file ARE-EHD-2MB-xx-12-E-UL-1000-40K test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 0.920, watts per luminaire = 428 Outreach (from mounting axis to photometric center) = 30 in mounting height = 26.5 ft number locations = 4, number luminaires = 4 kw all locations = 1.7	AFB-1	Cree Inc ARE-EHD-AF-xx-12-E-UL-1000 w/ XA-308LS or BXAKG12E-UX w/ XA-308LS Cree-REX test report no. ILL022-001 lamp(s): 120 Cree XP-E2 candels the AFB 0728313-E (002) test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 1.200, watts per luminaire = 421 Outreach (from mounting axis to photometric center) = 30 in all angles 5 deg mounting height = 26.5 ft number locations = 21, number luminaires = 21 kw all locations = 6.8
3MB-1	CREE, INC. ARE-EHD-3MB-xx-12-E-UL-xx-700 or BXAKG12E-UX (700mA) INDEPENDENT TESTING LABORATORIES, INC. test report no. ILL78733 lamp(s): ONE HUNDRED TWENTY WHITE LIGHT EMITTING DIODES (LEDs), VERTICAL candels the ARE-EHD-3MB-xx-12-E-UL-700 test 1 lamp(s) per luminaire, photometry is absolute Light Loss Factor = 0.920, watts per luminaire = 267 Outreach (from mounting axis to photometric center) = 30 in mounting height = 26.5 ft number locations = 23, number luminaires = 23 kw all locations = 6.1		



POLE BASE DETAIL NOT TO SCALE

KEYPLAN



REVISIONS:

PROJECT #	18110
DATE	10-09-18
DRAWN BY:	AHG
DESIGNER:	AHG
CHECKED BY:	WLT

Pickering
Pickering Firm, Inc.
Firm Design - Civil Engineering - Surveying -
Transportation - Planning
2001 Woodmont Lane, Suite 201
Flowood, MS 38626
601.566.5800

Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL:

10/09/18

SHEET NUMBER: **E1.1**

DESCRIPTION:
SITE PLAN -
PHOTOMETRICS



TEETER ENGINEERING GROUP, P.A.
MEMBERSHIP • COLLABORATION • INNOVATION • INTEGRITY
5000 77 CENTER DRIVE • SUITE 140 • CHARLOTTE, NC 28217
704.576.2500 • WWW.TEG-PA.COM • INFO@TEG-PA.COM

MISSISSIPPI COA # E-0353

REVISIONS:

1	
2	
3	
4	
5	

PROJECT #: 18110
DATE: 10-09-18
DRAWN BY: AHG
DESIGNER: AHG
CHECKED BY: WLT



Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL:



10/09/18

SHEET NUMBER:

E1.2

DESCRIPTION:
SITE PLAN -
PHOTOMETRICS

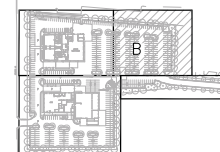
AREA B SITE PLAN - PHOTOMETRICS

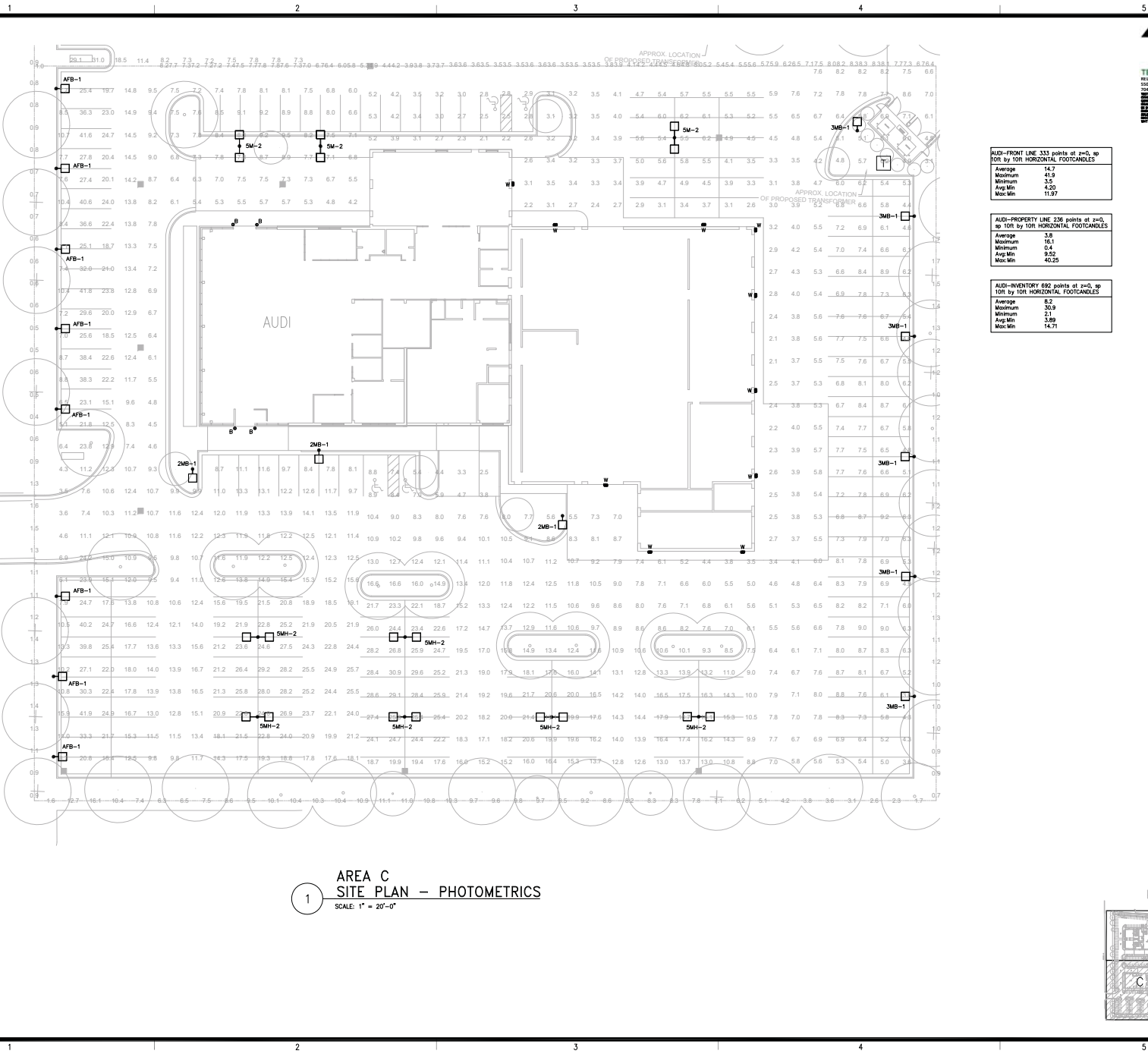
SCALE: 1" = 20'-0"

LR-PROPERTY LINE 180 points at z=0, up to 100' by 100' HORIZONTAL FOOTCANGLES	
Average	2.8
Maximum	5.3
Minimum	0.2
Avg Min	14.08
Max Min	41.50

LR-INVENTORY & PIG 1009 points at z=0, up to 100' by 100' HORIZONTAL FOOTCANGLES	
Average	8.0
Maximum	38.0
Minimum	2.2
Avg Min	3.82
Max Min	17.27

KEYPLAN





TEG
TEETER ENGINEERING GROUP, P.A.
MEMBERSHIP • LABORATORY • EDUCATION • CONSULTING
5500 77 CENTER DRIVE • SUITE 140 • CHARLOTTE, NC 28217
704.576.2000 • WWW.TEG-PA.COM • INFO@TEG-PA.COM

MISSISSIPPI COA # E-0353

AUDI-FRONT LINE 333 points at z=0, sp 10ft by 10ft HORIZONTAL FOOTCANDLES	
Average	14.7
Maximum	41.9
Minimum	3.5
Avg Min	4.20
Max Min	11.97

AUDI-PROPERTY LINE 236 points at z=0, sp 10ft by 10ft HORIZONTAL FOOTCANDLES	
Average	5.8
Maximum	16.1
Minimum	0.4
Avg Min	9.52
Max Min	40.35

AUDI-INVENTORY 692 points at z=0, sp 10ft by 10ft HORIZONTAL FOOTCANDLES	
Average	8.2
Maximum	30.9
Minimum	2.1
Avg Min	3.89
Max Min	14.71

REVISIONS:

PROJECT #	18110
DATE	10-09-18
DRAWN BY:	AHG
DESIGNER:	AHG
CHECKED BY:	WLT

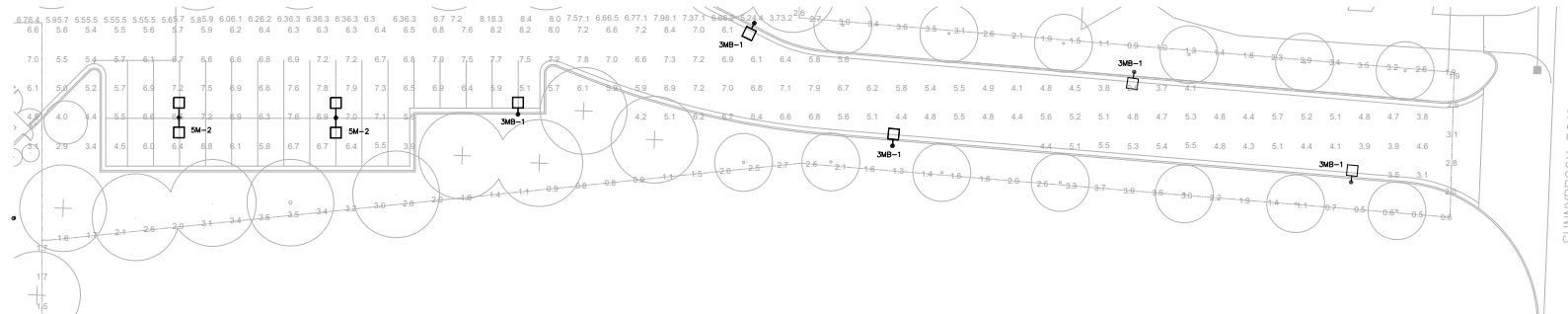
Pickering
Pickering Firm, Inc.
Fuzzy Design - Civil Engineering - Surveying -
Transportation Planning - Construction Management
2001 Howard Road, Suite 201
Flowood, MS 38626
601.506.5600

Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi

SEAL:

SHEET NUMBER: **E1.3**

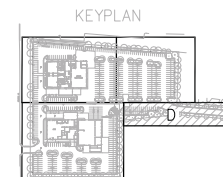
DESCRIPTION:
SITE PLAN -
PHOTOMETRICS



AREA D
1 SITE PLAN - PHOTOMETRICS
 SCALE: 1" = 20'-0"

AUDI-PROPERTY LINE 236 points at z=0, up 10R by 10R HORIZONTAL FOOTCANDLES	
Average	1.5
Maximum	16.1
Minimum	0.4
Avg Min	0.52
Max Min	40.25

AUDI-INVENTORY & PMS 692 points at z=0 up 10R by 10R HORIZONTAL FOOTCANDLES	
Average	8.2
Maximum	30.9
Minimum	2.1
Avg Min	3.89
Max Min	14.71



REVISIONS:	

PROJECT #:	18110
DATE:	10-09-18
DRAWN BY:	AHG
DESIGNER:	AHG
CHECKED BY:	WLT



Audi ~ Jaguar ~ Land Rover
Ridgeland, Mississippi



SHEET NUMBER:
E1.4

DESCRIPTION:
SITE PLAN - PHOTOMETRICS

Cree Edge™ Series

LED High Output Area/Flood Luminaire featuring Cree TrueWhite® Technology

#18110-Audi-Ridgeland, MS

Product Description

The Cree Edge™ High Output Area/Flood luminaire is designed to deliver high lumen packages with precise optical control. The unit features a slim, low profile design that minimizes wind load and is available with two mounting options made with rugged die cast aluminum. The HV mount tenon is an adjustable arm that mounts to a horizontal or vertical 2" (51mm) IP, 2.375-2.50" (60-64mm) O.D. steel tenon. Tenon length must be a minimum of 3.75" (95mm). The direct mount bracket accessory allows for further mounting flexibility. The AA mount is an adjustable arm that mounts to a vertical 2" (51mm) IP, 2.375-3" (60-76mm) O.D. minimum 3.75" (95mm) tall tenon. The adjustable arm mount is for use in applications which have a vertical tenon and require a NEMA® Photocell Receptacle. Available with Cree TrueWhite® Technology, the Cree Edge™ High Output helps to beautifully render true colors and deliver value beyond energy savings.

Applications: Auto dealerships, parking lots, campuses, facade lighting, high-mast and general site lighting applications

Performance Summary

Utilizes Cree TrueWhite® Technology on 5000K Luminaires

Patented NanoOptic® Product Technology

Made in the U.S.A. of U.S. and imported parts

CRI: Minimum 70 CRI (4000K & 5700K); 90 CRI (5000K)

CCT: 4000K (+/- 300K), 5000K (+/- 300K), 5700K (+/- 500K) standard

Limited Warranty*: 10 years on luminaire/10 years on Colorfast DeltaGuard® finish

* See <http://lighting.cree.com/warranty> for warranty terms

Accessories

Field-Installed	
Bird Spikes XA-BRDSKXAK12 - 120 LED XA-BRDSKXAK24 - 240 LED	Backlight Control Shields XA-30BLS-4 - Four-pack for 120 LED - Unpainted stainless steel XA-30BLS-8 - Eight-pack for 240 LED - Unpainted stainless steel
Direct Mount Bracket EHO-UNV - Mounts to minimum 4" (102mm) round or square; aluminum or steel pole or can be surface-mounted directly to a vertical or horizontal surface - For use with HV mount only - Must specify finish color - See Direct Mount Configurations table on page 15 - Poles must be field-drilled for direct mount EHO-UNV	

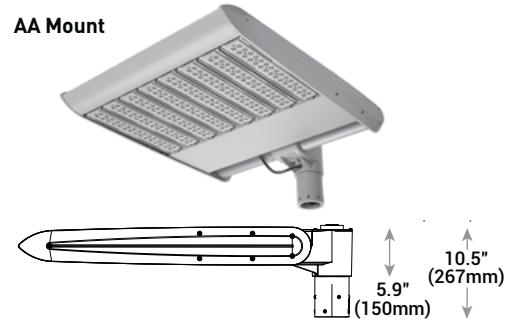
Ordering Information

Example: ARE-EHO-2M-HV-12-E-UL-SV-700

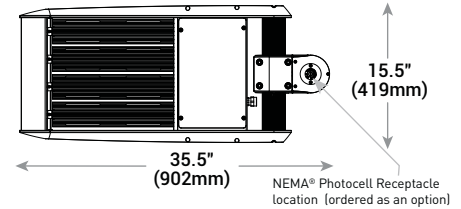
					E								
Product	Optic			Mounting*	LED Count (x10)	Series	Voltage	Color Options	Drive Current	Options			
ARE-EHO	1S Type I Short	2SB Type II Short w/BLS	4M Type IV Medium	AA Adjustable Arm	12 24	E	UL Universal 120-277V UH Universal 347-480V	BK Black BZ Bronze SV Silver WH White	700 700mA 1000 1000mA	DIM 0-10V Dimming - Control by others - Refer to Dimming spec sheet for details - Can't exceed specified drive current	ML Multi-Level - Refer to ML spec sheet for details - Intended for downlight applications at 0° tilt - Not available with UH voltage or 240 LEDs with 1000mA drive current	RL Rotate Left - Optic is rotated to the left	
	2M Type II Medium 2MB Type II Medium w/BLS 2MP Type II Medium w/Partial BLS 2S Type II Short	2SP Type II Short w/Partial BLS 3M Type III Medium 3MB Type III Medium w/BLS 3MP Type III Medium w/Partial BLS	4MB Type IV Medium w/BLS 4MP Type IV Medium w/Partial BLS 5M Type V Medium 5S Type V Short AF Automotive Frontline-Optic™	HV Horizontal/Vertical Tenon - Available with Direct Mount Bracket when ordered with EHO-UNV field-installed accessory (see table above) - Not for use with NEMA receptacle when mounted to vertical tenon									F Fuse - When code dictates fusing, use time delay fuse - Refer to ML spec sheet for availability with ML options - Available for U.S. applications only
FLD-EHO	15 15° Flood 25 25° Flood	40 40° Flood 70 70° Flood	SN Sign N6 NEMA® 6										
7-Pin Receptacle													

* Reference EPA and pole configuration suitability data beginning on page 14

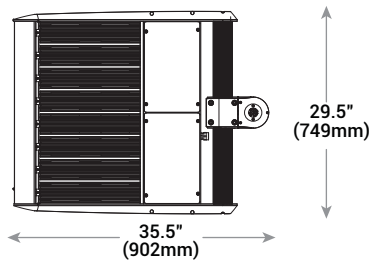
AA Mount



120 LED



240 LED



LED Count (x10)	Weight
12	45.3 lbs. (20.5kg)
24	80.5 lbs. (36.5kg)

HV Mount and Direct Mount Bracket - see page 16 for weight & dimensions



Rev. Date: V9 01/03/2018



US: lighting.cree.com

T (800) 236-6800 F (262) 504-5415

Canada: www.cree.com/canada

T (800) 473-1234 F (800) 890-7507

Product Specifications

CREE TRUEWHITE® TECHNOLOGY

A revolutionary way to generate high-quality white light, Cree TrueWhite® Technology is a patented approach that delivers an exclusive combination of 90+ CRI, beautiful light characteristics and lifelong color consistency, all while maintaining high luminous efficacy – a true no compromise solution.

CONSTRUCTION & MATERIALS

- Slim, low profile, minimizing wind load
- Luminaire sides are rugged die cast aluminum with integral, weathertight LED driver compartments and high performance heat sinks
- HV mount – adjustable arm that mounts to a horizontal or vertical 2" (51mm) IP, 2.375-2.50" (60-64mm) O.D. steel tenon. Tenon length must be a minimum of 3.75" (95mm). **Not for use with NEMA receptacle when mounted to vertical tenon**
- AA mount – adjustable mounting arm is rugged die cast aluminum and mounts to 2" (51mm) IP, 2.375-3" (60-76mm) O.D. minimum 3.75" (95mm) tall vertical tenon
- Surface-mount directly to a vertical or horizontal surface with field-installed EHO-UNV direct mount bracket (accessory (refer to table on page 1)
- Luminaire may be field adjusted for use in uplight position. Please refer to installation instructions for details
- Extruded aluminum adjustable mounting shaft
- Luminaire is adjustable from horizontal 90° towards pole and 120° away from pole
- Exclusive Colorfast DeltaGuard® finish features an E-Coat epoxy primer with an ultra-durable powder topcoat, providing excellent resistance to corrosion, ultraviolet degradation and abrasion. Silver, bronze, black, and white are available
- **Weight:** See weight charts on pages 1 and 16

ELECTRICAL SYSTEM

- **Input Voltage:** 120-277V or 347-480V, 50/60Hz, Class 1 drivers
- **Power Factor:** > 0.9 at full load
- **Total Harmonic Distortion:** < 20% at full load
- Integral 10kV surge suppression protection standard
- When code dictates fusing, a slow blow fuse or type C/D breaker should be used to address inrush current
- **Maximum 10V Source Current:** 120 LED: 0.40mA; 240 LED: 0.80mA

REGULATORY & VOLUNTARY QUALIFICATIONS

- cULus Listed
- Suitable for wet locations
- Consult factory for CE Certified products
- 10kV surge suppression protection tested in accordance with IEEE/ANSI C62.41.2
- Meets FCC Part 15, Subpart B, Class A standards for conducted and radiated emissions
- Certified to ANSI C136.31-2001, 3G bridge and overpass vibration standards
- Luminaire and finish endurance tested to withstand 5,000 hours of elevated ambient salt fog conditions as defined in ASTM Standard B 117
- Meets Buy American requirements within ARRA
- RoHS compliant. Consult factory for additional details

Electrical Data*

LED Count (x10)	System Watts 120-480V	Total Current (A)					
		120V	208V	240V	277V	347V	480V
700mA							
12	267	2.24	1.29	1.12	0.99	0.80	0.58
24	533	4.49	2.57	2.24	1.97	1.62	1.16
1000mA							
12	421	3.61	2.06	1.80	1.61	1.25	0.90
24	831	7.16	4.04	3.54	3.14	2.50	1.81

* Electrical data at 25°C (77°F). Actual wattage may differ by +/- 10% when operating between 120-480V +/- 10%

Recommended Cree Edge™ High Output Series Lumen Maintenance Factors (LMF)¹

Ambient	Initial LMF	25K hr Projected ² LMF	50K hr Projected ² LMF	75K hr Calculated ³ LMF	100K hr Calculated ³ LMF
5°C (41°F)	1.04	1.01	0.99	0.98	0.96
10°C (50°F)	1.03	1.00	0.98	0.97	0.95
15°C (59°F)	1.02	0.99	0.97	0.96	0.94
20°C (68°F)	1.01	0.98	0.96	0.95	0.93
25°C (77°F)	1.00	0.97	0.95	0.94	0.92

¹ Lumen maintenance values at 25°C are calculated per TM-21 based on LM-80 data and in-situ luminaire testing

² In accordance with IESNA TM-21-11, Projected Values represent interpolated value based on time durations that are within six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing ((DUT) i.e. the packaged LED chip)

³ In accordance with IESNA TM-21-11, Calculated Values represent time durations that exceed six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing ((DUT) i.e. the packaged LED chip)

XSP Series

XSPW™ LED Wall Mount Luminaire featuring Cree TrueWhite® Technology

TYPE "W"

Product Description

The XSPW™ LED wall mount luminaire has a slim, low profile design intended for outdoor wall mounted applications. The rugged lightweight aluminum housing and mounting box are designed for installation over standard single gang J-Boxes and mud ring single gang J-Boxes. The luminaire allows for through-wired or conduit entry from the top, bottom, sides and rear. The housing design is intended specifically for LED technology including a weathertight LED driver compartment and thermal management. Optic design features industry-leading NanoOptic® Precision Delivery Grid™ system in multiple distributions.

Applications: General area and security lighting

Performance Summary

NanoOptic® Precision Delivery Grid™ optic

Assembled in the U.S.A. of U.S. and imported parts

CRI: Minimum 70 CRI (3000K, 4000K & 5700K); 90 CRI (5000K)

CCT: 3000K, 4000K, 5000K, 5700K

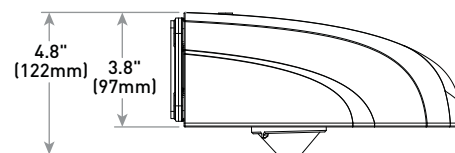
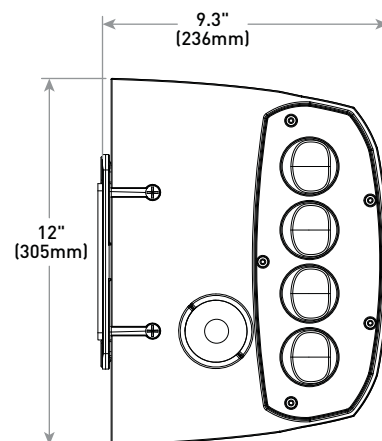
Limited Warranty*: 10 years on luminaire/10 years on Colorfast DeltaGuard® finish

* See <http://lighting.cree.com/warranty> for warranty terms

Accessories

Field-Installed	Hand-Held Remote
Beauty Plate WM-PLT12** - 12" (305mm) Square WM-PMT14** - 14" (356mm) Square - Covers holes left by incumbent wall packs	XA-SENSREM - For successful implementation of the programmable multi-level option, a minimum of one hand-held remote is required

** Must specify color



Multi-Level Sensor location
(ordered as an option)

Lumen Package	Weight
2L, 4L, 6L	11.0 lbs. (5.0kg)
8L	11.8 lbs. (5.4kg)

Ordering Information

Example: XSPW-B-WM-2ME-2L-30K-UL-BK

XSPW	B	WM						
Product	Version	Mounting	Optic	Lumen Package*	CCT	Voltage	Color Options	Options
XSPW	B	WM Wall	2ME Type II Medium 3ME Type III Medium 4ME Type IV Medium	2L 2,490 lumens 4L 4,270 lumens 6L 6,100 lumens 8L 8,475 lumens	30K 3000K ~ 70 CRI 40K 4000K ~ 70 CRI 50K 5000K ~ 90 CRI 57K 5700K ~ 70 CRI	UL Universal 120-277V UH Universal 347-480V 34** 347V - For use with P option only	BK Black BZ Bronze SV Silver WH White	ML Multi-Level - Refer to ML spec sheet for details - Available with UL voltage only P Button Photocell - Not available with ML or PML option - Available with UL and 34 voltages only PML Programmable Multi-Level - Refer to PML spec sheet for details - Available with UL voltage only

* Lumen Package selection codes identify approximate light output only. Actual lumen output levels may vary depending on CCT and optic selection. Refer to Initial Delivered Lumen tables for specific lumen values

** Consult factory for availability



Rev. Date: VersionB V1 09/21/2018



US: lighting.cree.com

T (800) 236-6800 F (262) 504-5415

Canada: www.cree.com/canada

T (800) 473-1234 F (800) 890-7507

Product Specifications

CREE TRUEWHITE® TECHNOLOGY

A revolutionary way to generate high-quality white light, Cree TrueWhite® Technology is a patented approach that delivers an exclusive combination of 90+ CRI, beautiful light characteristics and lifelong color consistency, all while maintaining high luminous efficacy – a true no compromise solution.

CONSTRUCTION & MATERIALS

- Slim, low profile design
- Luminaire housing specifically designed for LED applications with advanced LED thermal management and driver
- Luminaire mounting box designed for installation over standard single gang J-Boxes and mud ring single gang J-Boxes
- Luminaire can also be direct mounted to a wall and surface wired
- Secures to wall with four 3/16" (5mm) screws (by others)
- Conduit entry from top, bottom, sides, and rear
- Exclusive Colorfast DeltaGuard® finish features an E-coat epoxy primer with an ultra-durable powder topcoat, providing excellent resistance to corrosion, ultraviolet degradation and abrasion. Silver, black, white and bronze are available
- **Weight:** 2L, 4L, 6L - 11.0 lbs. (5.0kg); 8L - 11.8 lbs. (5.4kg)

ELECTRICAL SYSTEM

- **Input Voltage:** 120-277V or 347-480V, 50/60Hz
- **Power Factor:** > 0.9 at full load
- **Total Harmonic Distortion:** < 20% at full load
- Integral 10kV surge suppression protection standard
- When code dictates fusing, a slow blow fuse or type C/D breaker should be used to address inrush current
- Designed with 0-10V dimming capabilities. Controls by others
- **10V Source Current:** 0.15 mA
- **Operating Temperature Range:** -40°C - +50°C (-40°F - +122°F)

REGULATORY & VOLUNTARY QUALIFICATIONS

- cULus Listed
- Suitable for wet locations
- Designed for downlight applications only
- Enclosure rated IP66 per IEC 60598
- 10kV surge suppression protection tested in accordance with IEEE/ANSI C62.41.2
- Meets FCC Part 15, Subpart B, Class A standards for conducted and radiated emissions
- Luminaire and finish endurance tested to withstand 5,000 hours of elevated ambient salt fog conditions as defined in ASTM Standard B 117
- Meets Buy American requirements within ARRA
- RoHS compliant. Consult factory for additional details
- Dark Sky Friendly, IDA Approved when ordered with 30K CCT

-  **"WARNING:** Cancer and Reproductive Harm - www.p65warnings.ca.gov"

Electrical Data*									
Lumen Package	CCT/CRI	System Watts	Efficacy	Total Current (A)					
		120-480V		120V	208V	240V	277V	347V	480V
2L	30K/70 CRI	20	125	0.17	0.10	0.08	0.07	0.06	0.05
	40K/70 CRI	19	131	0.16	0.09	0.08	0.07	0.06	0.04
	50K/90 CRI	24	104	0.20	0.11	0.10	0.08	0.07	0.05
	57K/70 CRI	19	131	0.16	0.09	0.08	0.07	0.06	0.04
4L	30K/70 CRI	33	129	0.28	0.16	0.14	0.13	0.10	0.07
	40K/70 CRI	31	138	0.27	0.15	0.13	0.12	0.09	0.07
	50K/90 CRI	40	107	0.34	0.20	0.17	0.16	0.12	0.09
	57K/70 CRI	31	138	0.26	0.15	0.13	0.12	0.09	0.07
6L	30K/70 CRI	51	120	0.43	0.25	0.22	0.19	0.14	0.11
	40K/70 CRI	47	130	0.40	0.23	0.20	0.18	0.14	0.10
	50K/90 CRI	60	102	0.51	0.29	0.25	0.23	0.17	0.13
	57K/70 CRI	47	130	0.40	0.23	0.20	0.17	0.14	0.10
8L	30K/70 CRI	77	110	0.65	0.38	0.32	0.28	0.22	0.16
	40K/70 CRI	72	118	0.61	0.35	0.31	0.27	0.21	0.15
	50K/90 CRI	78	89	0.66	0.37	0.33	0.29	0.22	0.16
	57K/70 CRI	71	119	0.60	0.35	0.30	0.26	0.20	0.15

* Electrical data at 25°C (77°F). Actual wattage may differ by +/- 10% when operating between 120-480V +/- 10%

XSPW Series Ambient Adjusted Lumen Maintenance Factors¹					
Ambient	Initial LMF	25K hr Projected² LMF	50K hr Projected² LMF	75K hr Calculated³ LMF	100K hr Calculated³ LMF
0°C (32°F)	1.05	1.00	0.98	0.96	0.94
5°C (41°F)	1.04	1.00	0.98	0.96	0.94
10°C (50°F)	1.03	0.99	0.97	0.95	0.93
15°C (59°F)	1.02	0.98	0.96	0.94	0.92
20°C (68°F)	1.01	0.97	0.95	0.93	0.91
25°C (77°F)	1.00	0.96	0.94	0.92	0.90
30°C (86°F)	0.99	0.95	0.93	0.91	0.89
35°C (95°F)	0.98	0.94	0.92	0.90	0.88
40°C (104°F)	0.97	0.93	0.91	0.89	0.87

¹ Lumen maintenance values at 25°C (77°F) are calculated per TM-21 based on LM-80 data and in-situ luminaire testing. Luminaire ambient temperature factors (LATF) have been applied to all lumen maintenance factors. Please refer to the [Temperature Zone Reference Document](#) for outdoor average nighttime ambient conditions

² In accordance with IESNA TM-21-11, Projected Values represent interpolated value based on time durations that are within six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing ((DUT) i.e. the packaged LED chip)

³ In accordance with IESNA TM-21-11, Calculated Values represent time durations that exceed six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing ((DUT) i.e. the packaged LED chip)



**MINUTES OF A MEETING OF THE ARCHITECTURAL REVIEW BOARD
OF THE CITY OF RIDGELAND, MISSISSIPPI**

A meeting of the Architectural Review Board of the City of Ridgeland, Mississippi, (the "Board"), was duly called, held, and conducted on Tuesday, November 13, 2018, at 6:00 o'clock P.M. in the Ridgeland City Hall in the City of Ridgeland, Madison County, Mississippi.

.....

The following members were present, to-wit:

Bill Dicken, Chairman
Connie Suber
Randy Lynn
Randy Knouse
Robert Moore
Lynette Praytor
Tay Morgan
David Dunbar

Members Absent:

Also attending:

Jordan Lohman, City Planner

The meeting was called to order by Chairman Dicken. Chairman Dicken led the invocation. It was determined by the members present that there was a quorum.

The first item on the agenda was **MCDONALD'S**. The project was presented by **Ms. Emily Baskaran** with **Core States Group**. The project is located at **349 Highway 51**. The applicant is requesting approval of architectural updates to an existing building.

Chairman Dicken opened the floor for a motion. Tay Morgan made a motion to approve the architectural review of the project as submitted as a 'major' agenda item. David Dunbar seconded the motion and a vote was taken thereon as follows:

David Dunbar	Aye
Randy Lynn	Aye
Robert Moore	Aye
Lynette Praytor	Aye
Randy Knouse	Aye
Tay Morgan	Aye
Connie Suber	Aye

Chairman Dicken then declared the motion to approve the architectural review of the project carried.

The second item on the agenda was **AUDI JAGUAR LAND ROVER**. The project was presented by **Mr. Kevin Vaughan** with **Township Development Services**.

The project is located at **7034 I-55 Frontage Road**. The applicant is requesting approval of architecture and site plan for a new automobile dealership.

Chairman Dicken opened the floor for a motion. David Dunbar made a motion to approve the architectural and site plan review of the project as submitted as a 'major' agenda item. Randy Knouse seconded the motion and a vote was taken thereon as follows:

David Dunbar	Aye
Randy Lynn	Aye
Robert Moore	Aye
Lynette Praytor	Aye
Randy Knouse	Aye
Tay Morgan	Aye
Connie Suber	Aye

Chairman Dicken then declared the motion to approve the architectural review of the project carried.

The third item on the agenda was **MCB'S - ROOF**. The project was presented by **Mr. Tony Hancock** with **McB's**. The project is located at **815 Lake Harbour Drive**. The applicant is requesting approval of architectural revisions to an existing building.

Chairman Dicken opened the floor for a motion. Randy Lynn made a motion to approve the architectural and site plan review of the project as submitted as a 'minor' agenda item. Robert Moore seconded the motion and a vote was taken thereon as follows:

David Dunbar	Aye
Randy Lynn	Aye
Robert Moore	Aye
Lynette Praytor	Aye
Randy Knouse	Aye
Tay Morgan	Aye
Connie Suber	Aye

Chairman Dicken then declared the motion to approve the architectural review of the project carried.

The minutes from the October 23, 2018 meeting were then read and approved by the board. There being no further business to come before the board, the meeting was adjourned.

Bill Dicken, Chairman

ATTEST:

Connie Suber, Secretary

T/ARCADE
 ELEV. + 19'-4"
 T/PARAPET
 ELEV. + 18'-0"

 B/DT TRELLIS
 ELEV. + 10'-8"
 T/ EXIST. STOREFRONT
 ELEV. +9'-0"

 B/ EXIST. STOREFRONT
 ELEV. +2'-0"
 T/ EXIST. SLAB
 ELEV. +0'-0"



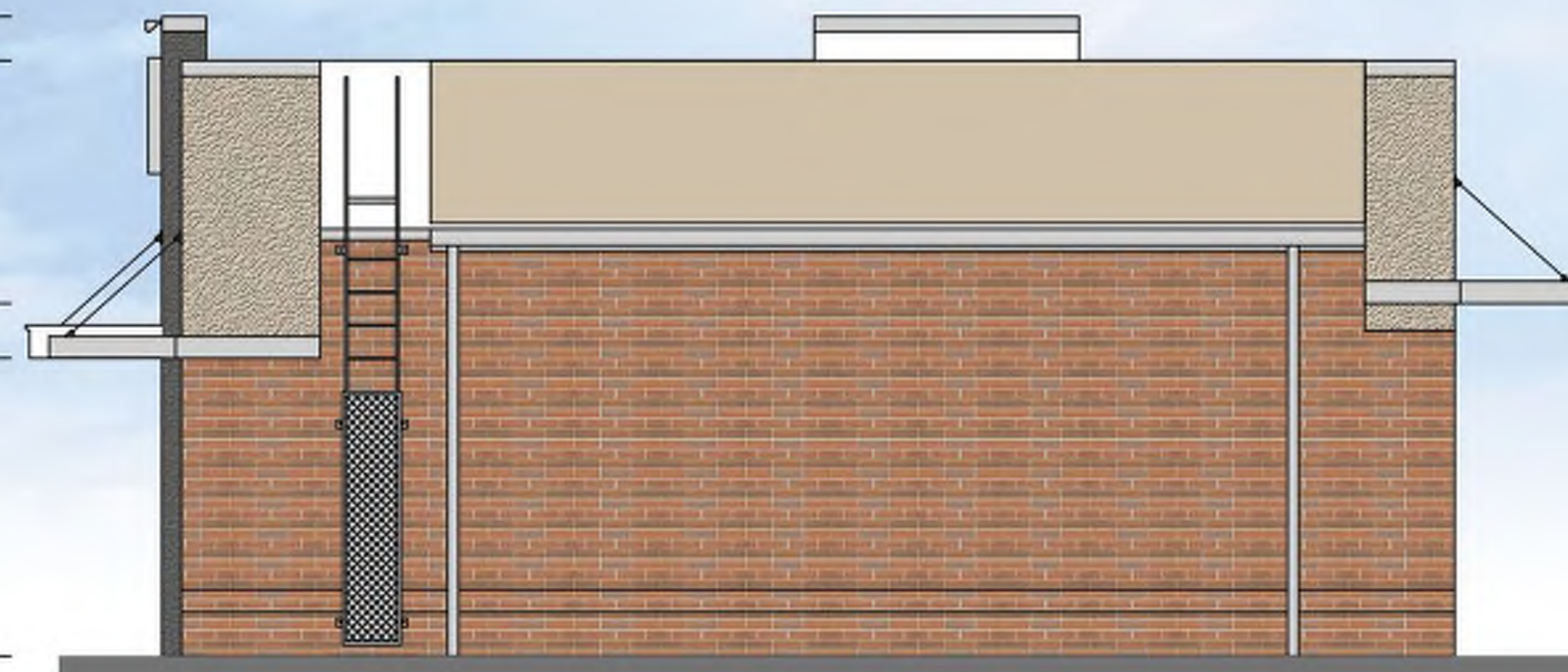
Front Elevation

Materials Legend	
	Stucco (Main Building)
	Stucco (Brand Wall Accent)
	Aluminum Trellis (Prefinished Metal)
	Metal (Coping)
	Aluminum Trellis (Prefinished Metal)
	Existing Brick
	Glazing (Windows & Storefront)
	1" Insulated Clear Glass

T/ARCADE
 ELEV. + 19'-4"
 T/PARAPET
 ELEV. + 18'-0"

 B/DT TRELLIS
 ELEV. + 10'-8"
 T/ EXIST. STOREFRONT
 ELEV. +9'-0"

 T/ EXIST. SLAB
 ELEV. +0'-0"



Rear Elevation

T/ARCADE
 ELEV. + 19'-4"
 T/PARAPET
 ELEV. + 18'-0"

 T/ EXIST. STOREFRONT
 ELEV. +9'-0"

 B/ EXIST. STOREFRONT
 ELEV. +2'-0"
 T/ EXIST. SLAB
 ELEV. +0'-0"



Non-Drive-Thru Side Elevation

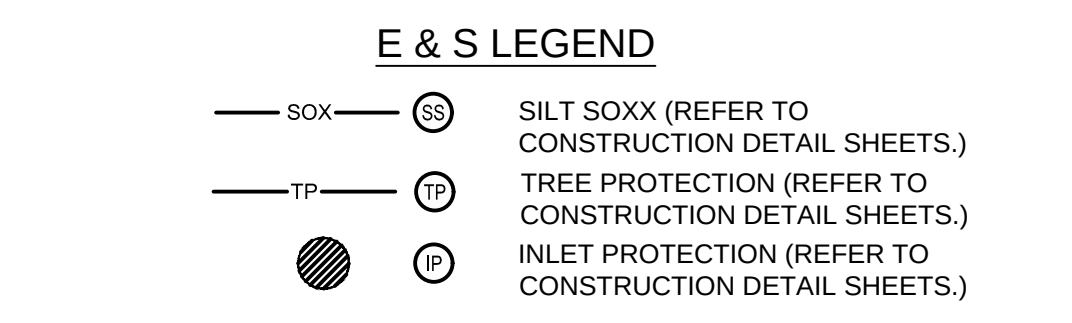
T/ARCADE
 ELEV. + 19'-4"
 T/PARAPET
 ELEV. + 18'-0"

 B/DT TRELLIS
 ELEV. + 10'-8"
 T/ EXIST. STOREFRONT
 ELEV. +9'-0"
 T/ EXIST. DT WINDOW
 ELEV. +8'-0"

 B/ EXIST. DT WINDOW
 ELEV. +3'-0"
 B/ EXIST. STOREFRONT
 ELEV. +2'-0"
 T/ EXIST. SLAB
 ELEV. +0'-0"



Drive-Thru Side Elevation



Know what's below.

Call before you dig.

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON DESIGN DRAWINGS, RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. CODE STATES, INC. DOES NOT GUARANTEE THAT LOCATIONS SHOWN ARE EXACT. THE CONTRACTOR MUST CONTACT THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO

SHEET NO.	TITLE	DRAWN BY KP	STD ISSUE DATE	REVIEWED BY	DATE ISSUED	CSG PROJECT #
			2018	CDP	08/24/2018	MCD-24919
C3	SITE PLAN FOR McDONALD'S RIDGELAND, MISSISSIPPI	SHEET	DEMOLITION AND EROSION AND SEDIMENT CONTROL PLAN			
			SITE ID	SITE ADDRESS	RIDGELAND, MS 39157	
	023-0261		349 HIGHWAY 51			

1. McDONALD'S ROAD SIGN AND BASE ARE BY THE SIGN CONTRACTOR. CONDUIT AND WIRING ARE BY THE GENERAL CONTRACTOR. THE FOUNDATION DESIGN ARE BY OTHERS.
2. BASES, ANCHOR BOLTS, CONDUIT AND WIRING FOR ALL OTHER SIGNS ARE BY THE GENERAL CONTRACTOR.
3. PROPOSED UTILITIES ARE ONLY SHOWN IN SCHEMATIC LAYOUT. EXACT LOCATIONS SHALL BE DETERMINED PRIOR TO CONSTRUCTION. SHOULD THERE BE ANY DISCREPANCIES, THE CONTRACTOR SHALL HALT WORK AND NOTIFY THE ENGINEER OF RECORD.
4. THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES TO DETERMINE EXACT POINT OF SERVICE CONNECTION AT EXISTING UTILITY. REFER TO THE BUILDING ELECTRICAL AND PLUMBING DRAWINGS FOR UTILITY SERVICE ENTRANCE LOCATIONS, SIZES, AND CIRCUITING.
5. FINISH WALK AND CURB ELEVATIONS SHALL BE 6" ABOVE FINISH PAVEMENT UNLESS OTHERWISE NOTED ON THESE PLANS.
6. ALL DIMENSIONS SHOWN ARE TAKEN FROM FACE OF CURB UNLESS OTHERWISE INDICATED.
7. ALL FEATURES SHOWN ARE EXISTING UNLESS OTHERWISE INDICATED.
8. ALL DIMENSIONS FROM PROPERTY LINES ARE PERPENDICULAR UNLESS OTHERWISE NOTED.
9. THE CONTRACTOR WILL BE RESPONSIBLE FOR MAINTAINING THE SITE UNTIL WORK IS ACCEPTED BY THE OWNER.
10. ANY DAMAGE TO THE EXISTING CURB AS A RESULT OF THIS DEVELOPMENT MUST BE REPLACED AS NECESSARY.
11. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REMOVE ANY DEBRIS AND FLUSH OUT ALL EXISTING AND NEW STORM DRAINAGE FACILITIES WITHIN THE PROJECT LIMITS AT THE COMPLETION OF THE CONSTRUCTION.
12. ALL NEW BUILDING SIGNAGE WILL COMPLY WITH ZONING REGULATIONS.
13. PROVIDE ADEQUATE OFF-STREET PARKING FOR CONSTRUCTION EMPLOYEES. PARKING ON NON-SURFACED AREAS SHALL BE PROHIBITED IN ORDER TO ELIMINATE THE CONDITION WHEREBY MUD FROM CONSTRUCTION AND EMPLOYEE VEHICLES IS TRACKED ONTO THE PAVEMENT CAUSING HAZARDOUS ROADWAY AND DRIVEWAY CONDITIONS.
14. ALL QUANTITIES SHOWN ON PLANS ARE APPROXIMATE AND FOR REFERENCE ONLY.
15. CONTRACTOR TO VERIFY ALL MINIMUMS CALLED OUT ON THE CIVIL PLANS AND SHALL NOTIFY ENGINEER AND ACM IF MINIMUMS CANNOT BE MET.
16. REFER TO SHEET C2 FOR GENERAL NOTES.

1. PROPOSED SPRINGBOARD CANOPY.
2. PROPOSED DIGITAL PRE-BROWSE MENU BOARD.
3. PROPOSED WELCOME POINT GATEWAY.
4. PROPOSED OUTDOOR DIGITAL MENU BOARD (ODMB).
5. PROPOSED ACCESSIBLE PARKING SIGNAGE MOUNTED TO BUILDING.
6. PROPOSED VAN ACCESSIBLE PARKING SIGNAGE MOUNTED TO BUILDING.

[illegible]

- A. PROPOSED 0.5' CONCRETE CURB. REFER TO CONSTRUCTION DETAIL SHEETS.
- B. PROPOSED CONCRETE PAD. REFER TO CONSTRUCTION DETAIL SHEETS.
- C. PROPOSED ACCESSIBLE PARKING STRIPING. MUST BE LONG LIFE EPOXY. REFER TO CONSTRUCTION DETAIL SHEETS.
- D. PROPOSED SINGLE SOLID PARKING STRIPING. MUST BE LONG LIFE EPOXY. REFER TO CONSTRUCTION DETAIL SHEETS. (TYP.)
- E. PROPOSED ACCESSIBLE CURB RAMP. REFER TO CONSTRUCTION DETAIL SHEETS.
- F. PROPOSED 2" DEEP DETECTABLE WARNING.
- G. DETECTOR LOOP(S) TO BE INSTALLED / REPLACED AT EXISTING DRIVE THRU WINDOWS AS DIRECTED BY MCDONALD'S CONSTRUCTION MANAGER. REFER TO CONSTRUCTION DETAIL SHEETS.
- H. PROPOSED CONCRETE SIDEWALK. REFER TO CONSTRUCTION DETAIL SHEETS.
- I. PROPOSED 0.3' CURB. REFER TO CONSTRUCTION DETAIL SHEETS.
- J. PROPOSED CURB TRANSITION. REFER TO CONSTRUCTION DETAILS.
- K. PROPOSED SANITARY CLEANOUT COVER TO BE REINSTALLED FLUSH WITH PROPOSED GRADES. REFER TO GRADING PLAN FOR RIM ELEVATION.
- L. PROPOSED TURNED DOWN SIDEWALK. REFER TO CONSTRUCTION SHEET DETAILS.
- M. PROPOSED SINGLE SOLID YELLOW DRIVE PAVEMENT STRIPING. REFER TO CONSTRUCTION DETAIL SHEETS.
- N. PROPOSED GUARDRAIL. REFER TO CONSTRUCTION DETAIL SHEETS.
- O. PROPOSED "THANK YOU" PAVEMENT MARKING. REFER TO CONSTRUCTION DETAIL SHEETS.

THIS DRAWING REFERENCES:

APPLICANT/OWNER:	McDONALD'S CORPORATION 1 McDONALD'S PLAZA OAK BROOK, IL 60523
1) SITE ADDRESS:	349 HWY 51 CITY OF RIDGELAND, MS 39157 MADISON COUNTY, STATE OF MISSISSIPPI

2) ZONING DATA: 420.02 ZONED: C-2 - GENERAL COMMERCIAL
EXISTING USE: RESTAURANT
(PERMITTED)
PROPOSED USE: RESTAURANT
(PERMITTED)

	<u>REQUIRED</u>	<u>EXISTING</u>	<u>PROPOSED</u>
MIN. LOT AREA:	N/A	1.28 AC. (55,778 S.F.)	1.28 AC (55,778 S.F.)
MIN. LOT FRONTAGE:	N/A	150.15'	150.15'
MIN. LOT WIDTH:	N/A	150.15'	150.15'
MIN. FRONT YARD:	30'	90.67' (E)	90.67' (E)
MIN. SIDE YARD:	10'	84.38' (N); 70.6' (S)	84.38' (N); 70.6' (S)
MIN. REAR YARD:	10'	73.52' (W)	73.52' (W)
MAX. IMPERVIOUS SURFACE:	50%	72.03% (40,177 S.F.)	71.96% (40,138 S.F.)
MAX. HEIGHT:	48'	19.33'	19.33'

ONE (1) FOR EACH SEVENTY-FIVE (75) SQUARE FEET OF PATRON USE AREA PLUS ONE (1) FOR EACH EMPLOYEE AT PEAK SHIFT.

S.F. 1,178 (1/75) + (15) = 30.71 SPACES
REQUIRED = 31 SPACES

EXISTING McDONALD'S AREA PARKING: 55 SPACES (INCLUDING 3 ACCESSIBLE SPACES)
PROPOSED McDONALD'S AREA PARKING: 55 SPACES (INCLUDING 3 ACCESSIBLE SPACES)

PARKING STALL DIMENSIONS
EXISTING: VARIES
REQUIRED: 9'X18'
PROPOSED: 9'X18'

- 4) ALL EXISTING FEATURES ARE TO REMAIN UNLESS OTHERWISE NOTED.
- 5) ALL PAVEMENT MARKINGS SHALL BE LONG LIFE EPOXY.
- 6) PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. ANY DELAY OR OBSTRUCTION OF FORTIFICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS BY ALL OF THE PERMITTING AUTHORITIES.
- 7) ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
- 8) ALL DIMENSIONS SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY ENGINEER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION. ANY NOTIFICATION OF DISCREPANCIES SHALL BE AT THE CONTRACTOR'S RISK. NO COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.
- 9) SOLID WASTE TO BE DISPOSED OF BY CONTRACTOR IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE AND FEDERAL GOVERNMENT.
- 10) ALL EXCAVATED UNSUITABLE MATERIAL MUST BE TRANSPORTED TO AN APPROVED DISPOSAL LOCATION.
- 11) CONTRACTOR IS RESPONSIBLE FOR ALL SHORING REQUIRED DURING EXCAVATION AND SHALL BE PERMITTED TO ADOPT ANY METHOD WITH CURRENT OSHA STATE STANDARDS, AS WELL AS ADDITIONAL PROVISIONS TO MAINTAIN STABILITY OF CONTIGUOUS STRUCTURES, AS FIELD CONDITIONS DICTATE.

	EXISTING PROPERTY BOUNDARY LINE
	EXISTING ADJOINING PROPERTY LINE
	EXISTING ROAD CENTERLINE
	PROPOSED ROAD CENTERLINE
	PROPOSED DITCH CENTERLINE
	PROPOSED LIMITS OF BMP / DETENTION
	PROPOSED SAWCUT LINE
	EXISTING CURB
	PROPOSED CURB
	PROPOSED MOUNTABLE CURB
	PROPOSED BUILDING
	PROPOSED ASPHALT
	PROPOSED CONCRETE
	EXISTING SANITARY STRUCTURES
	EXISTING WATER STRUCTURES
	PROPOSED PARKING COUNT

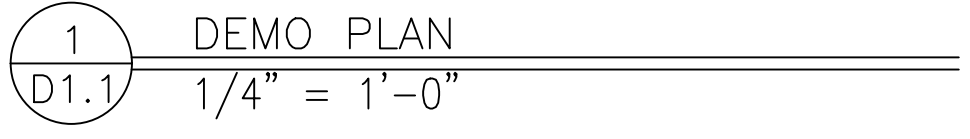
DOCUMENTS PREPARED BY CORESTATES, INC., INCLUDING THIS DOCUMENT, ARE TO BE USED ONLY FOR THE SPECIFIC PROJECT AND SPECIFIC USE FOR WHICH THEY WERE INTENDED. ANY EXTENSION OF USE TO ANY OTHER PROJECTS, BY OWNER OR BY ANY OTHER PARTY, WITHOUT THE EXPRESSED WRITTEN CONSENT OF CORESTATES, INC. IS DONE UNLAWFULLY AND AT THE USER'S OWN RISK. IF USED IN A WAY OTHER THAN THAT SPECIFICALLY INTENDED, USER WILL HOLD CORESTATES, INC. HARMLESS FROM ALL CLAIMS AND LOSSES.



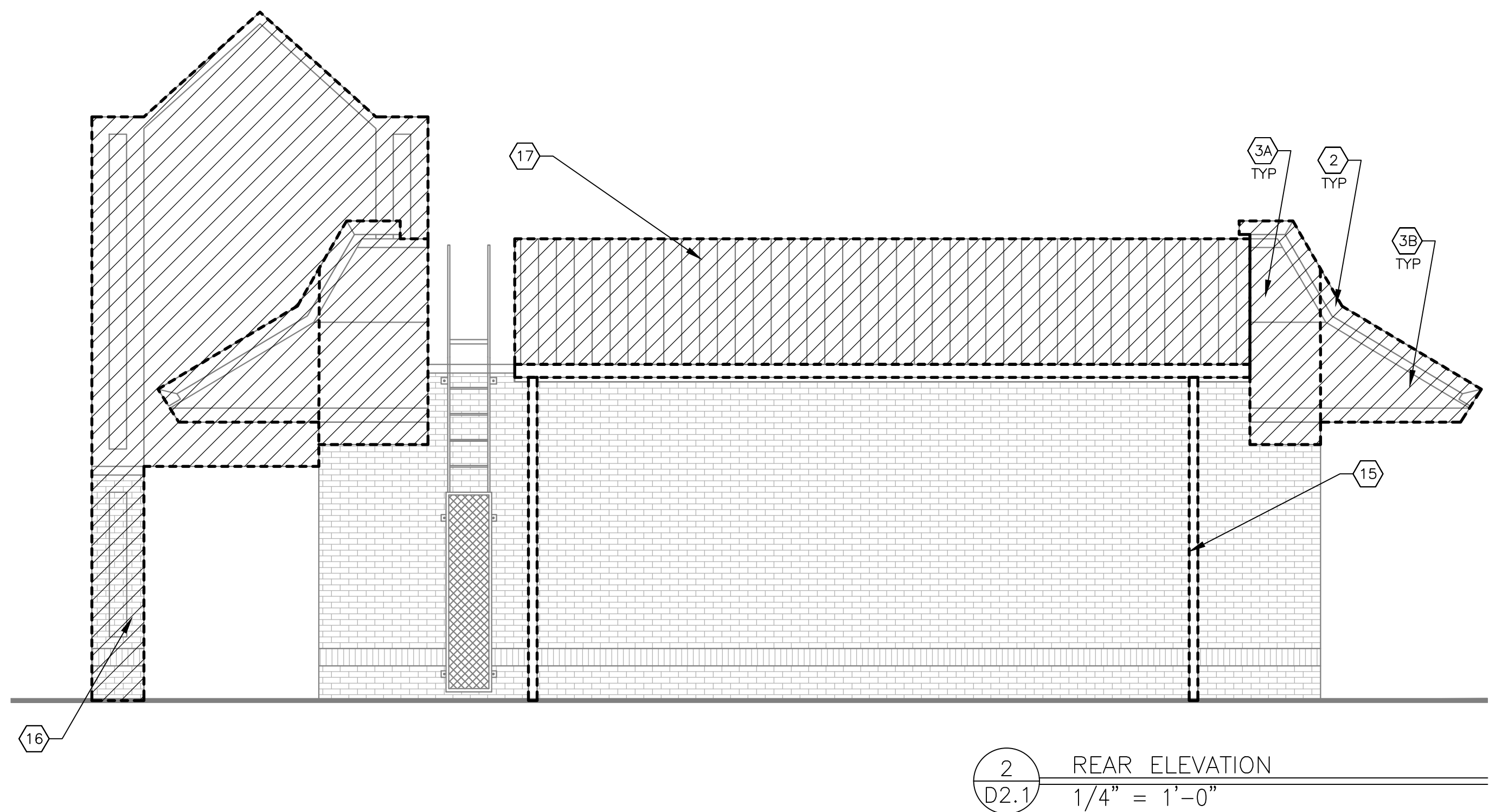
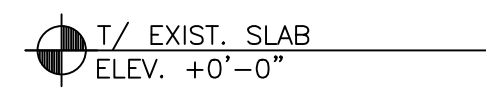
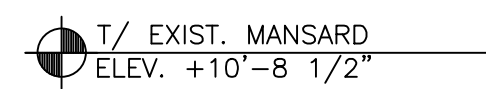
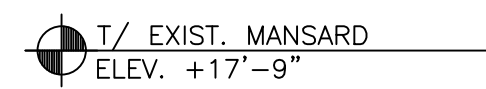
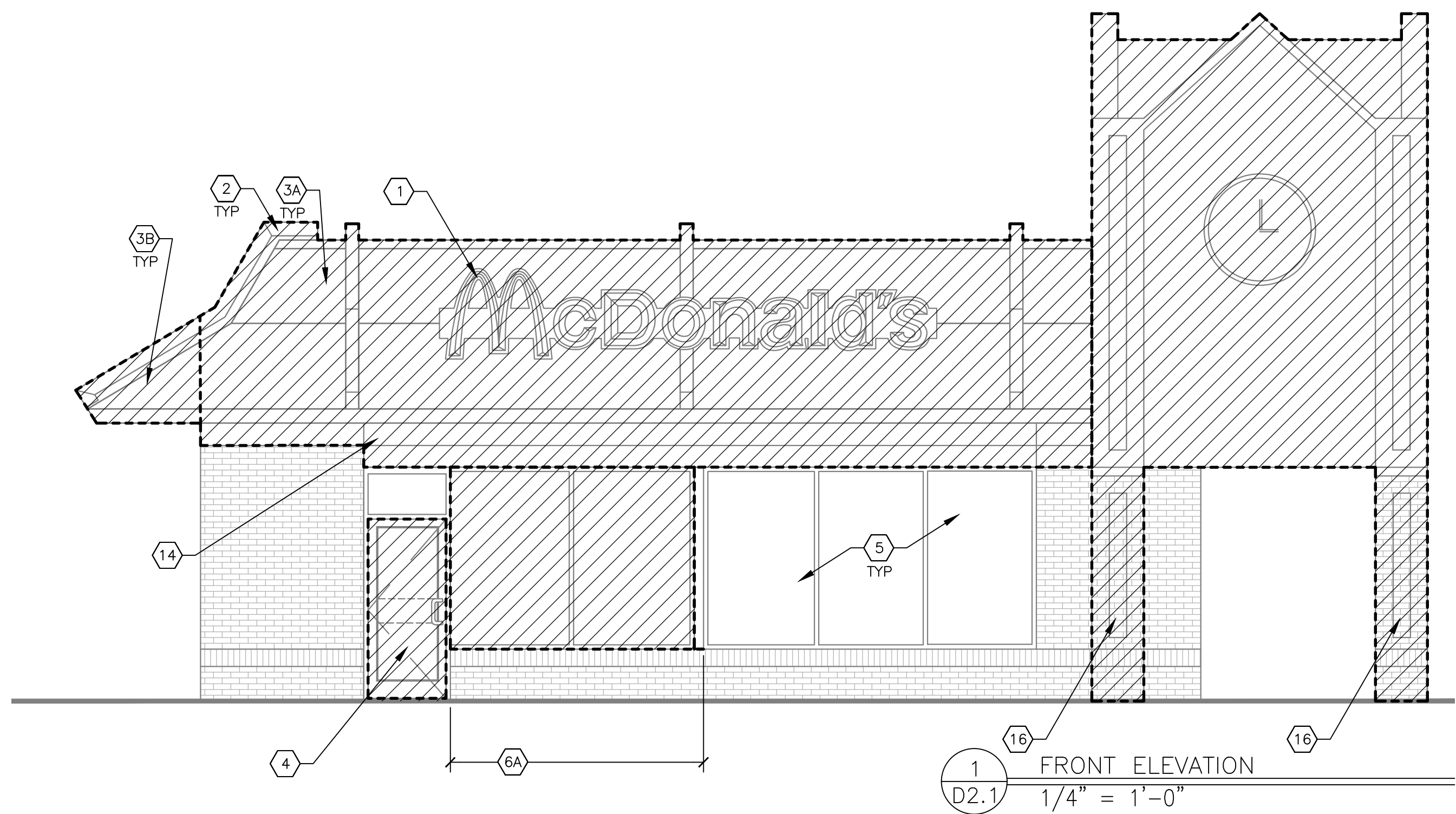
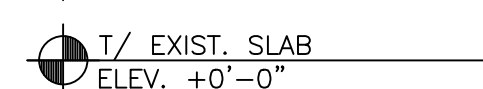
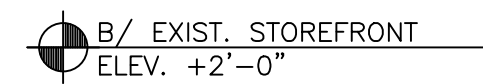
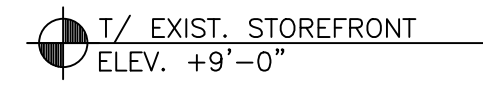
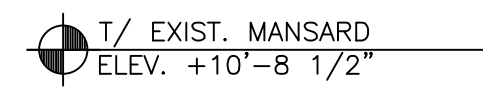
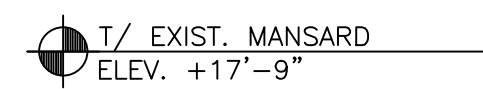
Know what's below.

Call before you dig

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND DEPTH OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON LOGS, RECORDS, RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE MEASUREMENTS TAKEN IN THE FIELD. CDS STATE, INC. DOES NOT GUARANTEE THAT LOCATIONS SHOWN ARE EXACT. THE CONTRACTOR MUST CONTACT THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION OR DISTURBANCE OF THE GROUND.



SHEET NO.	D1.1		DEMO. PLAN	
TITLE	MRP PROGRAM— LV	CORE 16 2.0	DESCRIPTION	MASONRY WALL CONSTRUCTION
DRAWN BY	MURLEY	STD ISSUE DATE	JULY 2018	REVIEWED BY
PREPARED FOR:	 McDonald's USA, LLC © 2018 McDonald's Corporation			
PREPARED BY:	 CORE STATES DESIGN P.C. CONSULTANTS, INC. 1700 Industrial Drive Rogers, AR 72756 Phone: 479-278-0000 www.corestatespc.com			
ARCHITECT OF RECORD:				
BY				
DATE				
REV				
DESCRIPTION				
BY				



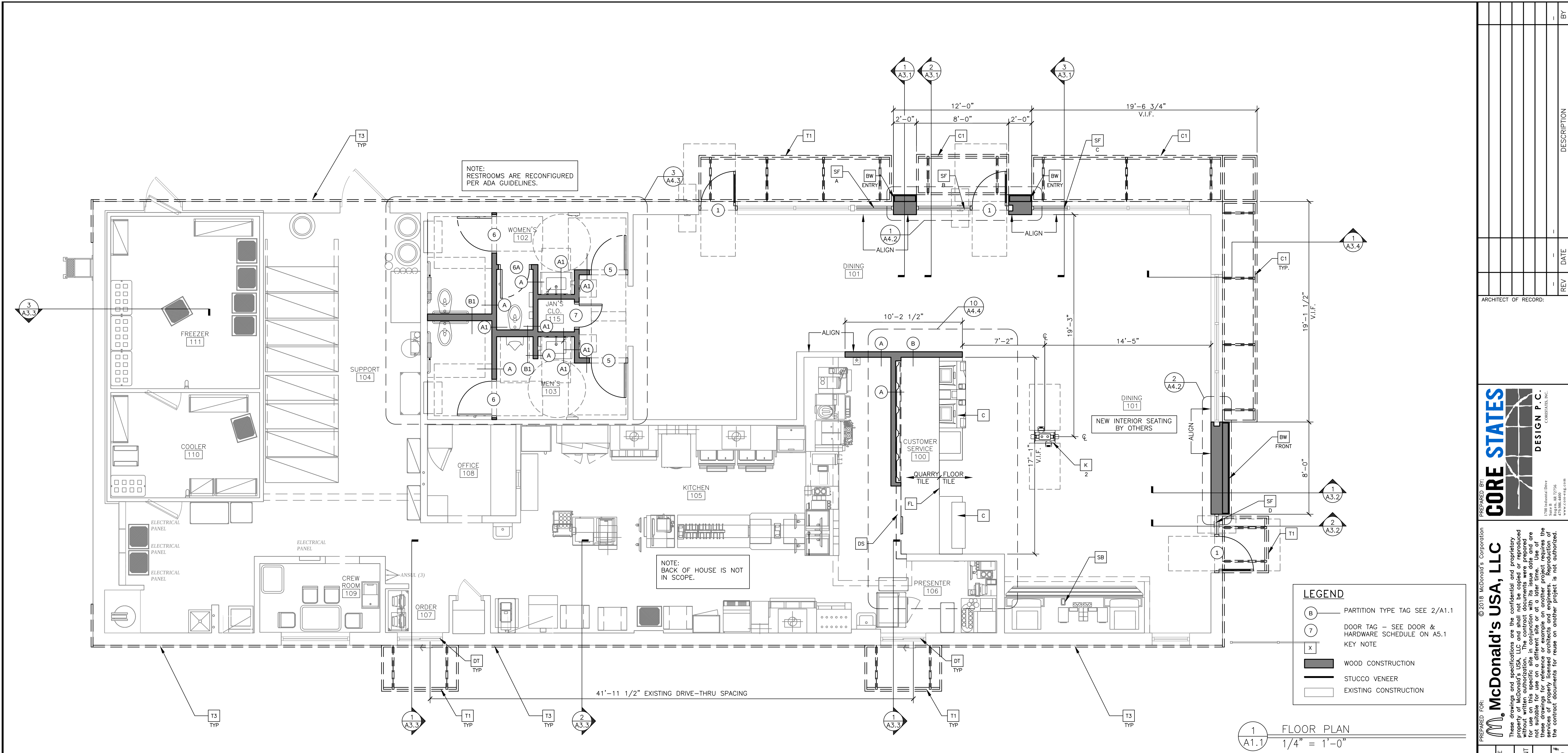
DEMOLITION KEYNOTES (NOT ALL KEY NOTES MAY BE USED)

- | | | | |
|----|---|----|--|
| 1 | REMOVE EXISTING SIGNAGE | 11 | NOT USED |
| 2 | REMOVE EXISTING MANSARD LIGHT BEAMS | 12 | NOT USED |
| 3A | REMOVE EXISTING ROOFING AT LOWER AND UPPER PORTION OF DOUBLE MANSARD ROOF | 13 | NOT USED |
| 3B | REMOVE PORTION OF EXISTING MANSARD PROJECTION. ALIGN REMOVAL WITH EXISTING WALL BELOW | 14 | REMOVE EXISTING FRIEZE BOARD BACK TO SUBSTRATE |
| 4 | REMOVE EXISTING STOREFRONT DOOR AND ALL ASSOCIATED HARDWARE | 15 | REMOVE ROOF DRAIN OVERFLOW PIPE |
| 5 | REMOVE ALL LOGO STICKERS AND DECALS FROM ALL WINDOW, WALLS AND DOORS | 16 | REMOVE EXISTING COLUMNS AND SUPPORTING STRUCTURE ABOVE FOR CLOCK TOWER |
| 6A | REMOVE EXISTING GLAZING PANEL AND STOREFRONT FRAMING | 17 | ROOF SCREEN TO BE REMOVED |
| 6B | NOT USED | | |
| 7 | NOT USED | | |
| 9 | NOT USED | | |
| 10 | NOT USED | | |

LEGEND

-  EXISTING CONSTRUCTION TO BE REMOVED
 EXTENT OF EXISTING CONSTRUCTION TO BE REMOVED
 EXISTING CONSTRUCTION TO REMAIN

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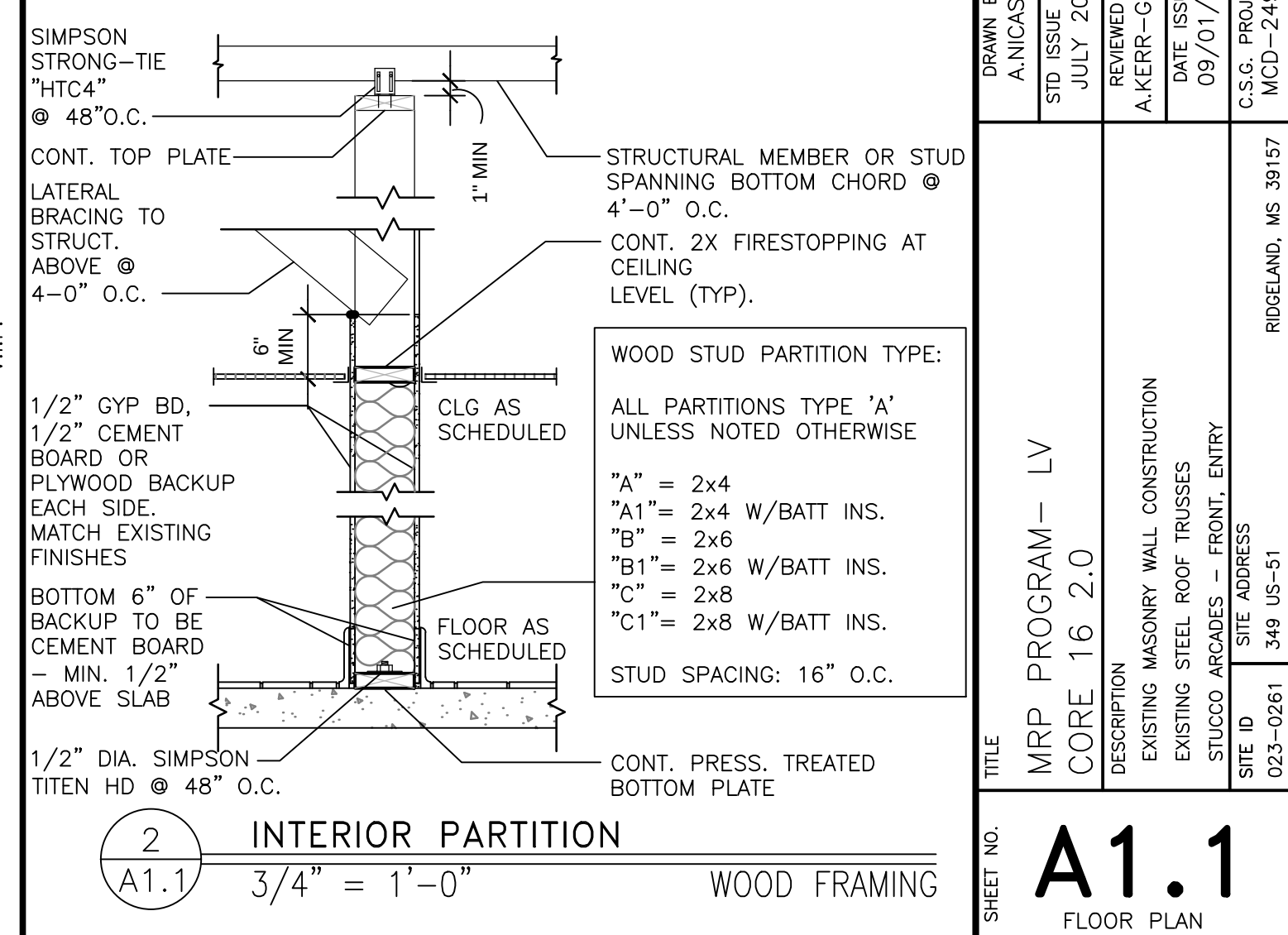
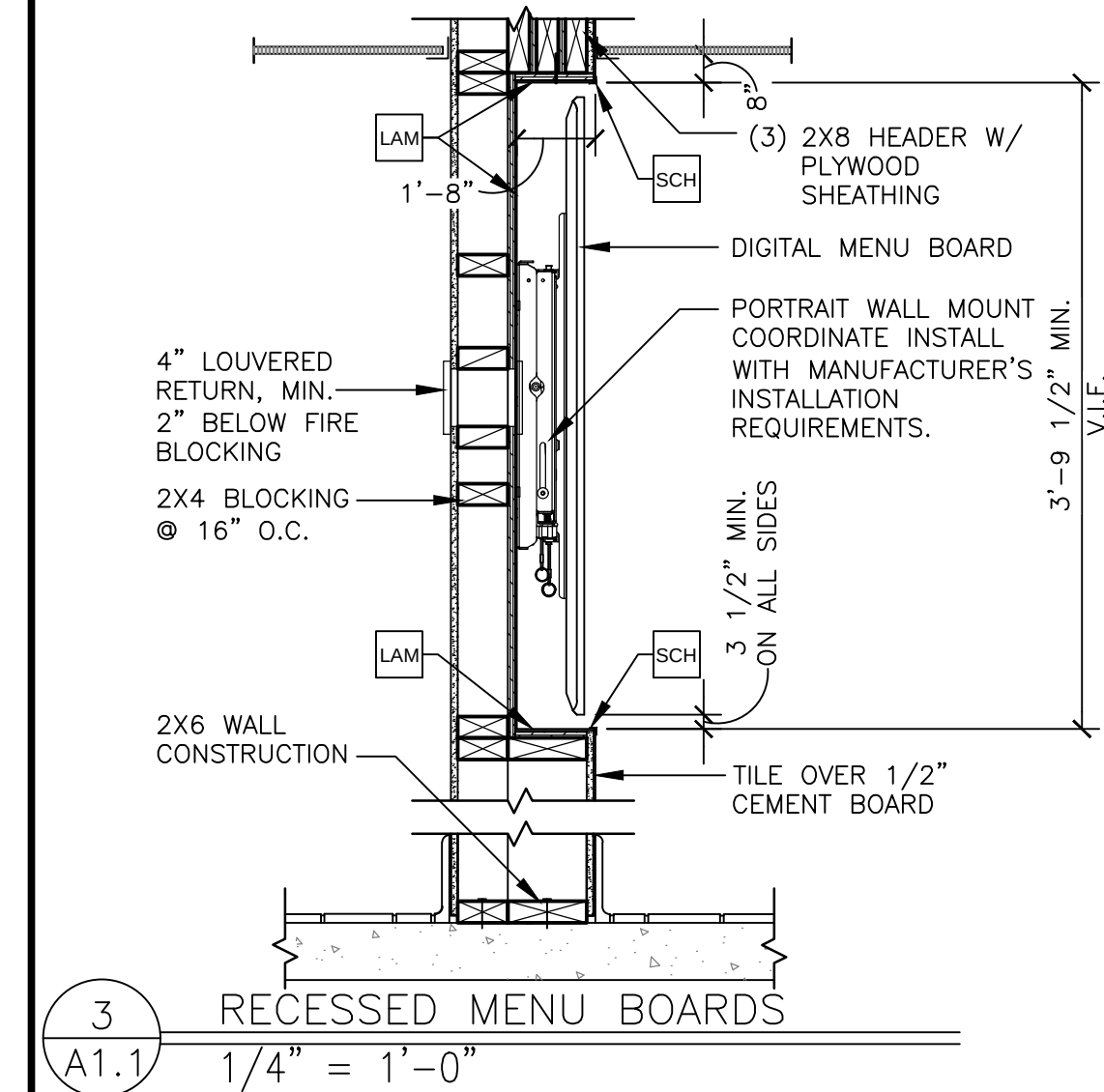


GENERAL NOTES

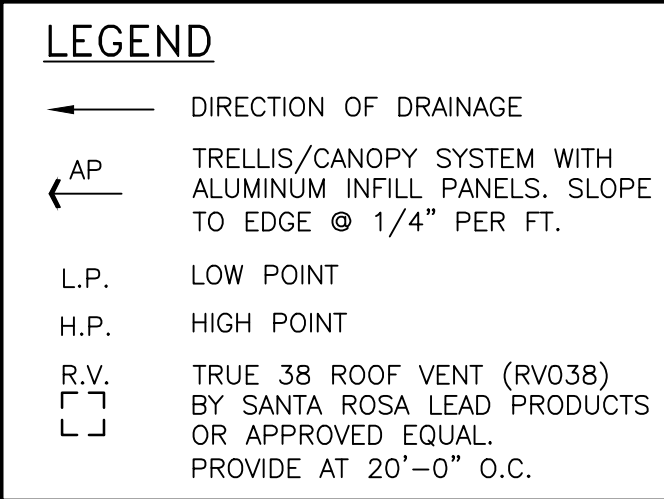
- ALL DIMENSIONS ARE TO OUTSIDE FACE OF SUBSTRATE OR MASONRY UNLESS OTHERWISE NOTED (FIN = FINISHED DIMENSION). INTERIOR DIMENSIONS ARE TO FACE OF GYPSUM BOARD. SEE EXTERIOR ELEVATIONS FOR WINDOW TYPES.
- GC TO PROVIDE ADA SIGNAGE PACKAGE AND INSTALL SIGNS AT LOCATIONS AND POSITIONS INDICATED IN PACKAGE OR AS REQUIRED BY LOCAL CODES. SIGNAGE PACKAGE SUPPLIED BY: FORREST PERMA-SIGN, 9292 1ST STREET, BOX 588, NEW ROCHELLE, NY 10802, WWW.FORRESTPERMASIGNS.COM, (800)214-8765
- MAXIMUM OCCUPANCY SIGN TO BE POSTED PER LOCAL CODE. SIGN FURNISHED AND INSTALLED BY GENERAL CONTRACTOR
- ALL FRAMING LUMBER (SILL PLATES) IN CONTACT WITH CONCRETE SLAB SHALL BE PRESSURE TREATED IN ACCORDANCE WITH IBC
- ADJUST ALL PEDESTRIAN ENTRY/EXIT DOOR CLOSERS TO A MAXIMUM OF 8.5lbs.(EXTERIOR) 5lbs.(INTERIOR) OPENING/CLOSING FORCE. IN ADDITION, ADJUST CLOSERS TO ACHIEVE A CLOSING TIME OF 5 SECONDS FROM 90 DEGREES TO 12 DEGREES. IF NOT ACHIEVABLE, REPLACE DOOR CLOSER
- GC TO COORDINATE ALL REQUIRED BLOCKING FOR WALL HUNG EQUIPMENT, SHELVES, ETC. FOR PROPER INSTALLATION HEIGHTS
- ALL KITCHEN EQUIPMENT IS EXISTING TO REMAIN UNLESS NOTED OTHERWISE.
- ALL HAND SINKS, VEGETABLE AND 3 COMP SINK ARE EXISTING TO REMAIN U.N.O.
- GC TO COORDINATE THE REMOVAL AND RELOCATION OF THE KITCHEN EQUIPMENT WITH THE KES AND ACM.
- REFERENCE THE KITCHEN PLANS FOR FINAL LOCATION OF THE KITCHEN EQUIPMENT.
- GC TO COORDINATE ALL FINISHES WITH THE ACM.
- PREPARE ALL EXPOSED SURFACES AND STRUCTURE FOR APPLICATION OF FINISH SUBSTRATE.
- REMOVE ALL DEBRIS FROM BUILDING & SITE DISPOSE OF IN ACCORDANCE W/ STATE & LOCAL CODES.
- PROVIDE TEMPORARY SUPPORT & BRACING AT ALL WALLS DURING DEMOLITION.
- ALL NEW HAND SINK LOCATIONS SHALL HAVE CEMENT BOARD BACKING 48" IN HEIGHT A.F.F.
- COORDINATE EXISTING AND NEW POWER PANEL LOCATIONS WITH ELECTRICAL DRAWINGS AND ACM.
- ALL PLYWOOD SHALL BE FIRE RETARDANT TREATED.

KEYNOTES (NOT ALL KEY NOTES MAY BE USED)

- (BW) BRAND WALL
- (T1) ALUMINUM TRELLIS SYSTEM ABOVE - SEE ROOF PLAN
- (T3) ALUMINUM TRELLIS 2X8 WALL FASCIA ABOVE - SEE ROOF PLAN
- (C) NEW MODULAR FRONT COUNTER BY OTHERS
- (C1) ALUMINUM CANOPY BY OTHERS, SEE A2.0 & A3.0 SERIES
- (DS) NEW DROPPED SOFFIT
- (DT) EXISTING DRIVE-THRU WINDOW AND CIRCUITRY TO REMAIN.
- (FL) FLOOR LINE - CHANGE IN MATERIAL
- (K) ORDERING KIOSK COORDINATE THE EXACT LOCATION WITH THE McDONALD'S AREA CONSTRUCTION MANAGER. REFERENCE THE KIOSK AND PUCK GUIDELINES ON SHEET GN1.0
- (2) DENOTES NUMBER OF KIOSKS
- (SB) EXISTING SELF SERVE BEVERAGE BAR. REFER TO PLUMBING DRAWINGS
- (SF) STOREFRONT SYSTEM TO MATCH EXISTING; SEE A2 SERIES & A5.1 FOR WINDOW TYPES.



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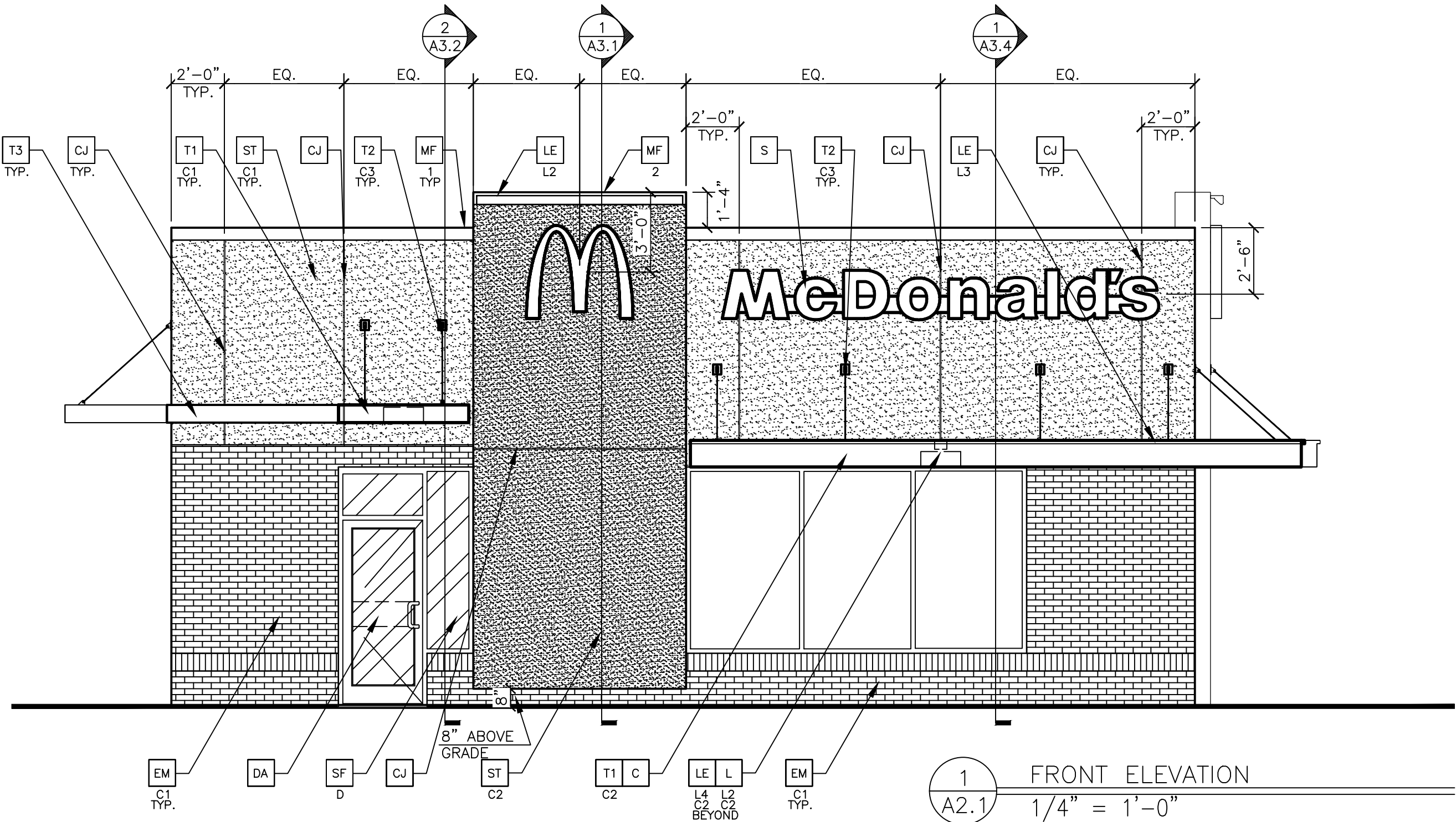


SHEET NO.	TITLE	DRAWN BY J.A.SANCHEZ	STD ISSUE DATE JULY 2018	REVIEWED BY A.KERR—GRANT	DATE ISSUED 09/01/18	C.S.G. PROJECT # MCD-24919	SITE ADDRESS MCD-55-51	RIDGE LAND, MS 39157	ARCHITECT OF RECORD:				REV	DATE	DESCRIPTION	BY			
A1.3	MRP PROGRAM— LV CORE 16 2.0								©2015 McDonald's Corporation										
									McDonald's USA, LLC										
									These drawings and specifications are the confidential and proprietary property of McDonald's USA, LLC and shall not be copied or reproduced without written authorization. In the event that these drawings are not suitable for use on a different site or at a later time, Use of these drawings for reference on another project requires the approval of McDonald's USA, LLC. McDonald's USA, LLC does not warrant the contract documents for reuse on another project is not authorized.										
									CORE STATES										
									CONSULTANTS, INC.										
									1700 Industrial Drive Birmingham, AL 35206 Phone: 205-988-7276 www.coresystems.com										

T/ARCADE
ELEV. + 19'-4"
T/PARAPET
ELEV. + 18'-0"

B/DT TRELLIS
ELEV. + 10'-8"
T/ EXIST. STOREFRONT
ELEV. +9'-0"

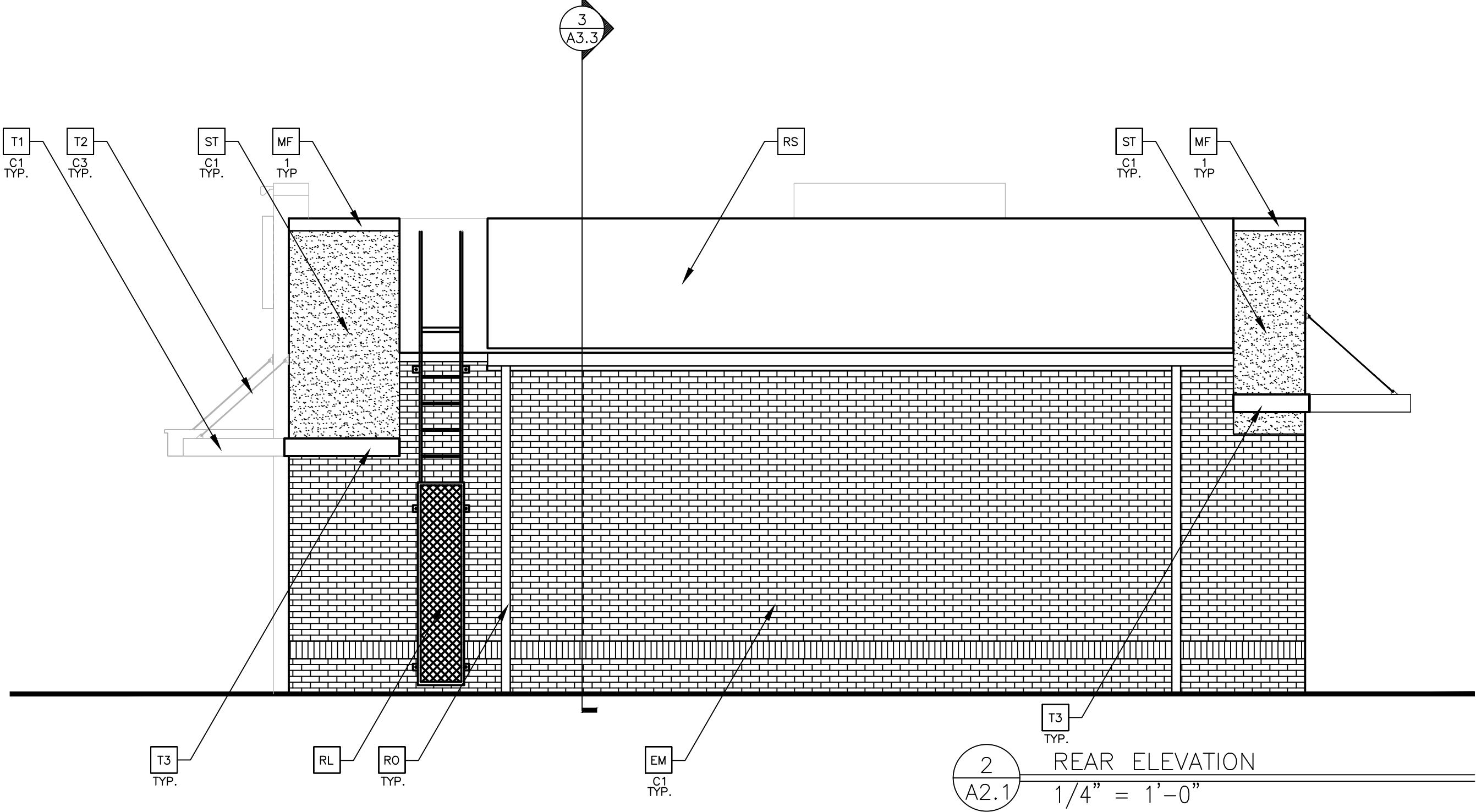
B/ EXIST. STOREFRONT
ELEV. +2'-0"
T/ EXIST. SLAB
ELEV. +0'-0"



T/ARCADE
ELEV. + 19'-4"
T/PARAPET
ELEV. + 18'-0"

B/DT TRELLIS
ELEV. + 10'-8"
T/ EXIST. STOREFRONT
ELEV. +9'-0"

T/ EXIST. SLAB
ELEV. +0'-0"



SHOP DRAWINGS
SHOP DRAWING SUBMITTALS SHALL CONSIST OF A MINIMUM OF 2 COPIES OF EACH DRAWING.
SHOP DRAWINGS SHALL BE REVIEWED BY CONTRACTOR TO VERIFY THAT SUBMITTAL IS COMPLETE PRIOR TO SUBMITTING TO ARCHITECT.
DRAWINGS CREATED BY THE ARCHITECT OF RECORD CANNOT BE REPRODUCED AND/OR USED AS A SHOP DRAWING SUBMITTAL.
SHOP DRAWING SUBMITTALS SHALL INCLUDE THE FOLLOWING:
1. STOREFRONT GLAZING SYSTEM
2. TRELLIS/CANOPY SYSTEM

COLOR SCHEME NOTE
G.C. TO CONFIRM COLOR SCHEME WITH PROJECT MANAGER & LEGAL SUBMISSION COLOR RENDERINGS PRIOR TO CONSTRUCTION. SEE CV SHEET FOR CONTACT INFO.

NOTES
1. STUCCO AND EIFS CONTROL JOINTS INSTALLED PER MANUFACTURER'S RECOMMENDATIONS.

COLOR SCHEME:
(SEE ELEVATION KEYNOTES FOR MATERIALS AND COLOR SPECIFICATIONS)

KEYNOTES (NOT ALL KEY NOTES MAY BE USED)

- C** ALUMINUM CANOPY FASCIA SYSTEM (COLOR: WHITE)
CJ CONTROL JOINT
DA ALUMINUM DOOR - REFER TO DOOR SCHEDULE FOR DETAILS
DE EXISTING ALUMINUM DOOR
DH EXISTING HOLLOW METAL DOOR - PAINT TO MATCH COLOR OF SURROUNDING MATERIAL
EJ EXPANSION JOINT AT BRICK - FILLED WITH ELASTOMERIC SEALANT
EM EXISTING MASONRY VENEER
XX - COLOR:
C1 = EXISTING TO REMAIN UNPAINTED
C2 = IRON MOUNTAIN 2134-30 BY BENJAMIN MOORE
GR EXISTING GUARDRAIL TO REMAIN; PAINT TO MATCH BUILDING BEYOND
L LIGHT FIXTURE - SEE ELECTRICAL
L1 - TYPE:
L1 = UP AND DOWN SCENCE
L2 = DOWN ONLY SCENCE
L3 = RECESSED DOWN FIXTURE
COLOR:
C1 = SILVER
C2 = WHITE
LE ACCENT LIGHTING - SEE ELECTRICAL
L1 - LED LIGHT:
L1 = UP AND DOWN FIXTURE
L2 = DOWN ONLY FIXTURE
L3 = INTEGRAL CANOPY FIXTURE
L4 = FLOOD LIGHT
MF METAL FASCIA - COLOR: CITYSCAPE
TYPE:
1 = PRE-FAB ANCHOR-TITE FASCIA
2 = PRE-FAB CUSTOM ARCADE FASCIA
MJ MOVEMENT JOINT - DILEX BWB100GS BY SCHLUTER
COLOR: BLACK
ML METAL LETTERING - BY OTHERS

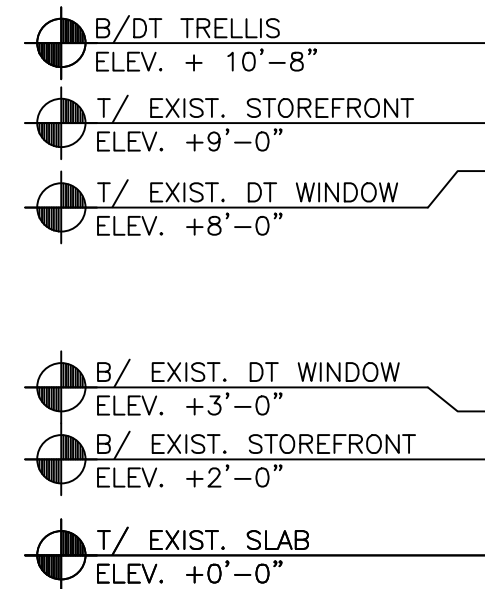
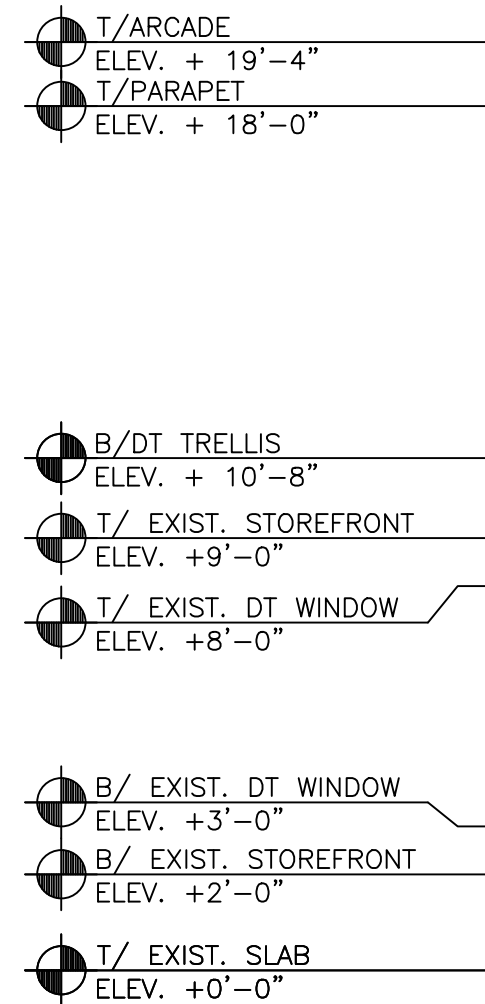
- NB** NEW BRICK VENEER
XX - COLOR:
C1 = MATCH EXISTING
C2 = MATCH EXISTING
RL EXISTING ROOF LADDER; PAINT TO MATCH BUILDING BEYOND
RO NEW ROOF GUTTER AND DOWNSPOUT
PAINT TO MATCH SURROUNDING MATERIAL
RS ROOF SCREEN TO BE SELECTED BY USRD
S McDONALD'S SIGNAGE
TYPE:
1 THRU 6 - SEE SIGNAGE PACKAGE
SF STOREFRONT SYSTEM AND GLAZING; SEE A1.1 FOR PLAN LOCATION & A5.1 FOR WINDOW TYPES
A - WINDOW TYPE
SP SPANDREL PANEL - COLOR TO MATCH ADJACENT MATERIAL IN KIND
ST STUCCO EXTERIOR FINISH
XX - COLOR:
C1 = BLEEKER BEIGE HC-80 BY BENJAMIN MOORE
C2 = IRON MOUNTAIN 2134-30 BY BENJAMIN MOORE
T TEMPERED GLASS
TE OUTLINE OF EXISTING TRASH ENCLOSURE IN FRONT OF BUILDING; PAINT TO MATCH BASE BUILDING

- T1** ALUMINUM TRELLIS SYSTEM
XX - COLOR:
C1 = CITYSCAPE
C2 = WHITE
C3 = CHARCOAL
C4 = GOLD
T2 ALUMINUM TRELLIS TIE-BACK SYSTEM
XX - COLOR:
C3 = CHARCOAL
T3 ALUMINUM TRELLIS 2" x 8" WALL FASCIA SYSTEM
COLOR: CITYSCAPE
W1 EXISTING DRIVE-THRU WINDOW

DRAWN BY MURLEY		DATE JULY 2018	REV 1	DATE 1	DESCRIPTION BY
STD ISSUE DATE JULY 2018		REV 1	DATE 1	DESCRIPTION BY	
REVIEWED BY A.KERR-GRAAT		DATE 09/01/18	REV 1	DATE 1	DESCRIPTION BY
DATE 09/01/18		REV 1	DATE 1	DESCRIPTION BY	
C.S.G. PROJECT # MCD-24919		REV 1	DATE 1	DESCRIPTION BY	
TITLE MRP PROGRAM- LV CORE 16 2.0		REV 1	DATE 1	DESCRIPTION BY	
DESCRIPTION EXISTING MASONRY WALL CONSTRUCTION EXISTING STEEL ROOF TRUSSES EXISTING STUCCO ARCADES - FRONT, ENTRY		REV 1	DATE 1	DESCRIPTION BY	
SITE ID 023-0261		REV 1	DATE 1	DESCRIPTION BY	
SITE ADDRESS 349 US-51		REV 1	DATE 1	DESCRIPTION BY	
RIDECLAND, MS 39157		REV 1	DATE 1	DESCRIPTION BY	
SHEET NO. A2.1 ELEVATIONS		REV 1	DATE 1	DESCRIPTION BY	

PREPARED BY:
CORE STATES
DESIGN P.C.
CONSULTANTS, INC.
1700 Industrial Drive
Birmingham, AL 35206
www.corestates.com

PREPARED FOR:
McDonald's USA, LLC
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T1 ALUMINUM TRELLIS SYSTEM
XX—COLOR:
C1 = CITYSCAPE
C2 = WHITE
C3 = CHARCOAL
C4 = GOLD

T2 ALUMINUM TRELLIS TIE-BACK SYSTEM
XX—COLOR:
C3 = CHARCOAL

T3 ALUMINUM TRELLIS 2" x 8" WALL FASCIA SYSTEM
COLOR: CITYSCAPE

XXXX EXISTING DRIVE-THRU WINDOW

[illegible]

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE
CITY OF RIDGELAND, MISSISSIPPI, URGING MISSISSIPPI'S
CONGRESSIONAL DELEGATION TO OPPOSE THE FEDERAL
COMMUNICATIONS COMMISSION'S PROPOSED RULES
REGARDING CABLE FRANCHISE FEES AND MIXED-USE NETWORKS**

WHEREAS, the Federal Communication Commission ("FCC") has recently released a Second Further Notice of Proposed Rulemaking ("FNPRM") proposing new rules that, if adopted, likely will have a significant impact on cable franchise fees, PEG channels and other common cable-related obligations in cable franchise agreements;

WHEREAS, the FNPRM would also preempt local regulations of non-cable services provided by certain incumbent cable operators, potentially creating disparities between cable operators and non-cable operators in the applicability of these regulations;

WHEREAS, the FNPRM proposes new rules that would allow all cable-related, in-kind contributions, other than PEG capital costs and build out requirements to be treated as "franchise fees" subject to the 5% franchise fee cap;

WHEREAS, the FNPRM also proposes new rules that would prohibit local franchising authorities ("LFAs") from regulating the non-cable services offered over cable systems, other than I-Nets, and prohibit LFAs from regulating the facilities and equipment used in the provision of these non-cable services; and

WHEREAS, as a result of the FNPRM and the impact to local governments in regulating cable franchise fees, the Mayor and Board of Aldermen of the City of Ridgeland, Mississippi (the "City"), urge Mississippi's congressional delegation to oppose the FCC's proposed rules on cable franchise fees and mixed-use networks.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City that it strongly urges Mississippi's congressional delegation to oppose the FCC's proposed rules regarding cable franchise fees and mixed-use networks.

Following the reading of the foregoing resolution, Alderman _____ moved to approve and Alderman _____ seconded the motion for its adoption. The Mayor put the question to a vote, and the members voted unanimously to adopt the Resolution.

The motion having received the unanimous affirmative vote of the Board of Aldermen of the City of Ridgeland, Mississippi, the Mayor declared the motion carried and the resolution adopted, on this the ____ day of November, 2018.

APPROVED: _____

Gene McGee, Mayor

ATTEST:

Paula Tierce, City Clerk

[SEAL]

Ridgeland Fire Department Operating Policies

Volume II

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Mission Statement

The mission of the Ridgeland Fire Department is the protection of life and property of the citizens of Ridgeland from the adverse effects of fires, medical emergencies, natural, and man-made disasters.

This mission will be accomplished through emergency service delivery of fire suppression, rescue, emergency medical care, hazardous material mitigation, incident investigation, public education, plans review, code enforcement and contingency planning.

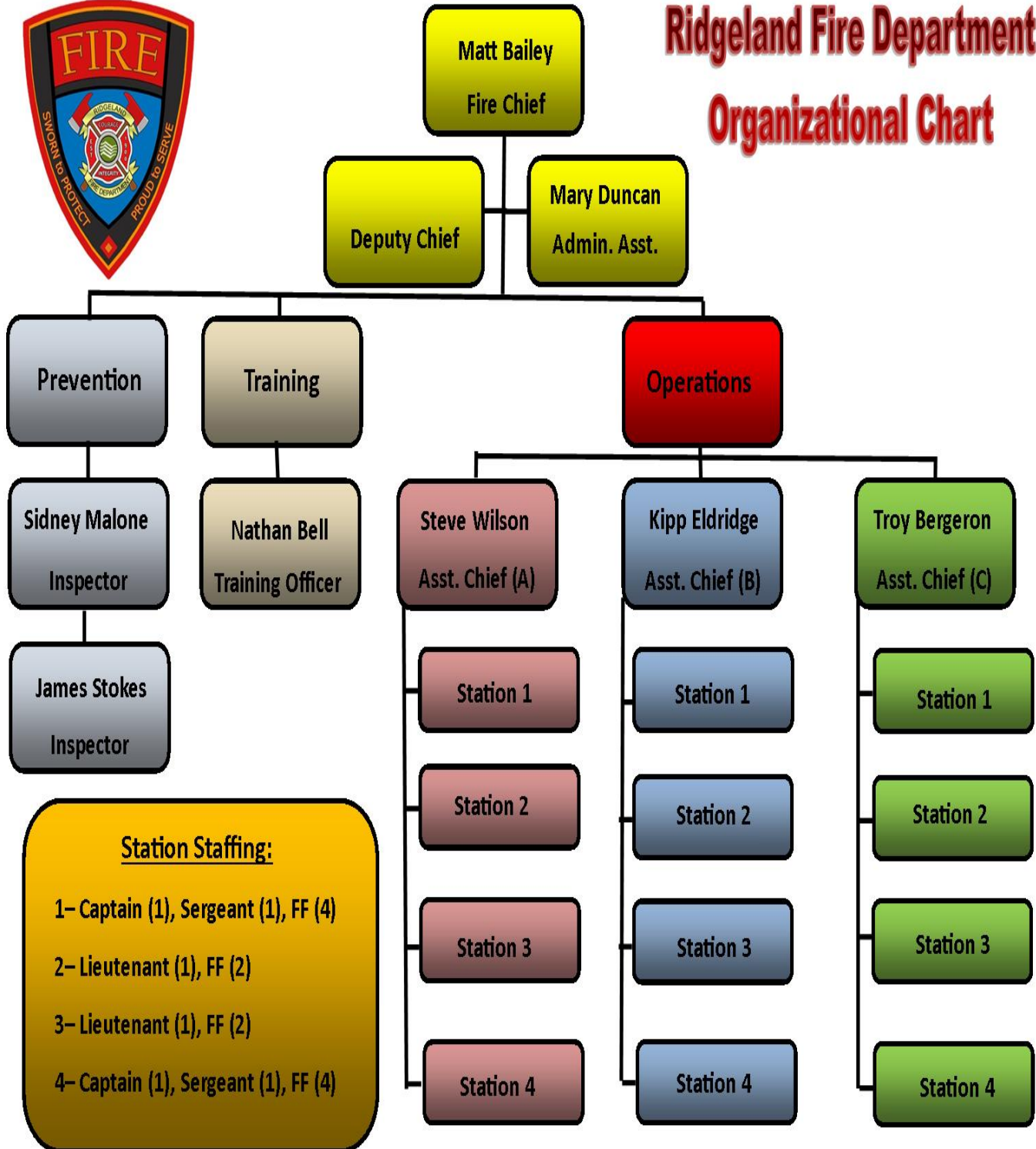
To provide the standard of care required, Ridgeland firefighters maintain:

- *A high state of readiness through physical, tactical, and strategic training*
- *Equipment, apparatus and facilities ready for immediate response*
- *State and national certifications of all response personnel*
- *A contingency planning program based on community risks analysis*
- *A high code of conduct, honor, professional discipline, and service*





Ridgeland Fire Department Organizational Chart



ORGANIZATIONAL PLAN

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

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

<u>Fire Chief:</u>	Responsible for the overall administration of the Fire Department. Includes coordination and direction of fire suppression, rescue, and EMS activities.
<u>Deputy Fire Chief:</u>	Provides direct support to the Fire Chief in accomplishing all responsibilities assigned to the Fire Department. Routinely manages emergency planning, fire prevention, and hazard abatement. Serves as Fire Chief in his/her absence.
<u>Assistant Fire Chief:</u>	Manages all aspects for a shift of personnel under general guidance of the Fire Chief. Responsible for personnel assignment, training, and discipline. Initiates and directs activities for all stations. Provides command function for emergency operations. Serves as Fire Chief during his/her and Deputy Fire Chief's absence.
<u>Fire Captain:</u>	Supervises two or more crews at a single fire station under the supervision of an Assistant Chief or the Fire Chief. Responsible for all station activities, training of crews assigned to the station, and the supervision of all emergency operations when the senior officer on scene. Serves as Shift Commander in the absence of the Assistant Fire Chief.
<u>Fire Lieutenant:</u>	Supervises a crew of 2 to 4 personnel assigned to a single vehicle at a station where no direct supervision is assigned. Responsible for the accomplishment of all station activities and the training for his/her crew. Supervises emergency operations when the senior fire officer on scene.
<u>Fire Sergeant:</u>	Supervises a crew of 2 to 4 personnel assigned to a single vehicle at a station where direct supervision is provided by a senior officer. Responsible for accomplishment of routine station activities, training for his/her crew, and crew performance during emergency operations.
<u>Firefighter II, Firefighter & Probationary Firefighter</u>	Responsible for combating and preventing fires, as well as, routine custodial maintenance of departmental equipment, apparatus and quarters. Firefighters are responsible for the protection of life and property through firefighting rescue and related duties. Assignments are given by a superior officer. When assigned, firefighters drive and operate apparatus.

<u>Training Officer:</u>	Responsible for developing and managing a comprehensive training program for all fire department personnel. Determines training needs, conducts training, and evaluates training effectiveness. Maintains proficiency and works in capacity of fire officer when needed. Serve as Safety Officer of the Ridgeland Fire Department.
<u>Code Inspector:</u>	Responsible for inspection of all properties for compliance with codes and ordinances. Assist in fire education programs. Investigate fires to determine the reasons for fire ignition and growth.
<u>Adm. Assistant:</u>	Responsible for the day-to-day administrative duties of the department. Perform clerical work such as record keeping, purchasing, payroll, etc.

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

FIRE CHIEF

Nature of Work

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

This position is classified as “exempt” under the guidelines outlined in the Fair Labor Standards Act and is not eligible to earn overtime.

Illustrative Examples of Work

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

Assume command of all firefighting personnel and apparatus at the scene of a major conflagration. Personally direct firefighting activities and make decision as to the best method of extinguishing fire. Call for supplementary personnel and apparatus as needed. Order apparatus and personnel not needed at the scene to return to assigned stations.

Plan, organize, assign and direct fire suppression operations with respect to equipment, apparatus, and personnel. Provide for the training and discipline of personnel.

Exercise purchasing and budgetary control. Provide for the personnel recruitment and selection programs. Evaluate the need for and recommend for the purchase of new apparatus and supplies. Write or review apparatus and equipment specifications.

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

Confer with the Mayor on major policies. Attend conferences and meetings with the Mayor, as required or requested. Conduct regular conferences with subordinate officers.

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

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

Perform other duties as assigned.

Desirable Knowledge, Abilities and Skills

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

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

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

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

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

Knowledge of the background and objectives of the federal, state, and local emergency preparedness programs;

Knowledge of the modern principles and practices of business management;

Ability to make decisions based on recognized precedent and departmental policies, and to use resourcefulness in meeting new problems;

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

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

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

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

Required Education and Experience

Graduation from an accredited four (4) year college or university with major course of study in fire suppression, business administration, public administration or directly related field and ten (10) years of progressively responsible experience in fire suppression work including at least five (5) years of experience in a supervisory or managerial positions.

OR

Graduation from an accredited high school or equivalent, supplemented by formal courses in fire suppression, business or public administration, and twelve (12) years of progressively responsible experience in fire suppression including at least five (5) years of experience in a supervisory or managerial position.

DEPUTY FIRE CHIEF

Nature of Work

This is highly responsible administrative and technical work directing fire prevention, injury prevention, and emergency planning activities for the City. Serve as Fire Chief during his/her absence. Work involves direct support of the Fire Chief in accomplishing all responsibilities assigned to the Fire Department. The incumbent of this class makes administrative and operational decisions pertaining to emergency planning, fire prevention, injury prevention standards, and enforcement of laws, regulations and established policies. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving operational and planning situations without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records.

This position is classified as “exempt” under the guidelines outlined in the Fair Labor Standards Act and is not eligible to earn overtime.

Illustrative Examples of Work

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

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

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

Coordinate work activities when required with the City Building Official, and county/state emergency operation officials.

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

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

Maintain reports on inspections, construction, research materials; etc.

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

Conduct fire investigations and provide required reports and testimony.

Perform other duties as assigned.

Desirable Knowledge, Abilities, and Skills

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

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

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

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

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

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

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

Ability to establish and maintain effective working relations as necessitated by work assignment;

Working knowledge of life safety, injury prevention, hazardous materials, and environmental protection standards, regulations, and policies;

Working knowledge of financial and personnel management methods and policies of the City of Ridgeland;

Required Education and Experience

Graduation from an accredited four (4) year college or university with major course study in fire suppression, business administration, public administration or directly related field and ten (10) years of progressively responsible experience in fire suppression work including at least three (3) years of experience in a supervisory or managerial position.

OR

Graduation from an accredited high school or equivalent, supplemented by formal courses in fire suppression, business or public administration, and ten (10) years of progressively responsible experience in fire suppression including at least seven (7) years of experience in a supervisory or managerial position.

AND

1. Meets the requirements of Captain.

ASSISTANT FIRE CHIEF

Nature of Work

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

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

Assume initial command of all firefighting personnel and apparatus at the scene of emergency. Personally direct firefighting activities and make decision as to the best method of extinguishing fire. Call for supplementary personnel and apparatus as needed. Direct apparatus and personnel not needed at the fire to return to assigned stations.

Plan, organize, assign, and direct fire suppression operations with respect to equipment. Provide for the training and discipline of personnel.

Assist in purchasing and budgetary control. Participate in personnel recruitment and selection programs. Evaluate the need for and recommend for the purchase of new apparatus and supplies. Write or review apparatus and equipment specifications.

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

Confer with Fire Chief on policies. Attend conferences and meetings, as required or requested. Conduct regular conferences with subordinate officers.

Recommend employment of personnel, classification changes, promotion actions, pay adjustments and disciplinary actions. Evaluate performance of subordinates and review evaluations submitted by subordinate officers.

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

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

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

Coordinate work activities where required with other city departments and county/state emergency operation officials.

Perform other duties as assigned.

Desirable Knowledge, Abilities, and Skills

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

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

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

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

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

Knowledge of the background and objectives of the federal, state, and local emergency preparedness programs;

Knowledge of the modern principles and practices of business management;

Ability to make decisions based on recognized precedent and departmental policies, and to use resourcefulness in meeting new problems;

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

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

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

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

Required Education and Experience

Graduation from an accredited four (4) year college or university with major course study in fire suppression, business administration, public administration or directly related field and ten (10) years of progressively responsible experience in fire suppression work including at least three (3) years of experience in a supervisory or managerial position.

OR

Graduation from an accredited high school or equivalent, supplemented by formal courses in fire suppression, business or public administration, and ten (10) years of progressively responsible experience in fire suppression including at least seven (7) years of experience in a supervisory or managerial position.

AND

1. Meets the requirements of Lieutenant.
2. Completion of at least three (3) recognized fire command tactical courses (minimum 40 hours each);
3. Completion of at least three (3) recognized hazardous material courses; and
4. Fire Instructor NFPA 1041 I & II

FIRE CAPTAIN

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

Respond to all fire alarms and other emergency calls assigned to the station. Make the decision as to the method and requirements for combating fires. Direct firefighting activities until relieved by a superior officer.

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

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

Supervise and participate in the care and cleaning of quarters, equipment, and apparatus at a fire station. Conduct roll call, inspect personnel, and maintain discipline.

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

Identify work to be completed, develop work schedules, and assign personnel to tasks.

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

Drive firefighting apparatus to and from fires when needed.

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

Attend advanced firefighting schools and fire equipment schools.

Evaluate skill levels of personnel and identify training requirements.

Assist in organizing and conducting recruit and in-service training for firefighting personnel.

Perform other duties as assigned.

Desirable Knowledge, Abilities and Skills

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

Considerable knowledge of the municipal fire laws;

Considerable knowledge of the City of Ridgeland and departmental policies, procedures, and regulations;

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

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

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

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

Ability to express ideas effectively, both orally and in writing;

Ability to prepare clear and concise reports, both orally and in writing;

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

Required Education and Experience

Graduate from an accredited high school or equivalent and at least seven (7) years of experience in firefighting with the last four (4) years serving as an officer with the City of Ridgeland Fire Department.

AND

1. Meets the requirements of Sergeant;
2. Two (2) Certified state or national fire command tactical classes (minimum 40 hours); and
3. Fire Department Safety Officer NFPA 1521

FIRE LIEUTENANT

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

Respond to all fire alarms and other emergency calls assigned to the station. Make decisions as to methods and requirements for mitigating incidents. Direct firefighting activities until relieved by a superior officer.

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

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

Supervise and participate in the care and cleaning of quarters, equipment, and apparatus at a fire station. Conduct roll call, inspect personnel, and maintain discipline.

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

Identify work to be completed, develop work schedules, and assign personnel to tasks.

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

Drive firefighting apparatus to and from fires when required.

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

Attend advanced fire service classes, prepare lesson plans, and teach classes.

Perform other duties as assigned.

Desired Knowledge, Abilities and Skills

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

Considerable knowledge of the municipal fire laws;

Considerable knowledge of the City and departmental policies, procedures, and regulations;

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

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

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

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

Ability to express ideas effectively, both orally and in writing;

Ability to prepare clear and concise reports;

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

Required Education and Experience

Graduate from an accredited high school or acceptable equivalent, supplemented by formal courses in fire suppression, fire service instructor, and five (5) years of progressively responsible experience in fire suppression work with the City of Ridgeland including at least one (1) year of experience in an officer position.

AND

1. Meets the requirements of Sergeant;
2. Certified state or national fire command tactical class(es) (minimum 40 hours); and
3. Fire Department Safety Officer NFPA 1521

FIRE SERGEANT

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

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

Drive assigned firefighting apparatus to and from fires. Operate pumps, ladders, and other mechanical equipment as required. Ensure that assigned hand tools and equipment are on apparatus and in condition of readiness.

Routinely clean and service assigned apparatus and maintain it in a condition of readiness and report mechanical failures or difficulties to a superior.

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

Attend fire training sessions to receive instruction in fire prevention and firefighting methods.

Assist in conducting recruits and in-service training of firefighting personnel.

Perform assigned housekeeping duties at assigned station.

When assigned, drive and operate rescue apparatus. Provide emergency medical services. Ensure that medical kit and related medical equipment are in rescue vehicle and in condition of readiness.

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

Perform other duties as assigned.

Required Education and Experience

Graduate from an accredited high school or acceptable equivalent, supplemented by formal courses in fire suppression, fire service instructor, and three (3) years of progressively responsible experience in fire suppression work with the City of Ridgeland.

AND

1. Meets the requirements of Firefighter II
2. Fire Officer NFPA 1021 I & II;
3. Hazardous Materials Technician NFPA 472; and
4. Fire Instructor NFPA 1041 I & II

FIREFIGHTER II

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

Respond to fire calls with a company. Lay and connect hose. Hold nozzle and direct water stream. Climb ladders, use chemical fire extinguishers, bars, hooks, lines, and other equipment.

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

Remove persons from danger and administer first aid to injured persons.

Perform salvage operations such as removing water, debris, covering property with tarpaulins, and removing property from buildings.

Participate in fire drills and attend training classes in apparatus operation, firefighting, first aid, and related subjects. Study assigned materials relating to firefighting and fire prevention.

Inspect buildings and premises for familiarization as well as for fire hazards.

Drive and operate motor driven equipment when assigned.

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

When assigned, drive and operate rescue apparatus. Provide first aid. Ensure that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Perform other duties as assigned.

Desirable Knowledge, Abilities and Skills

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

Knowledge of all current firefighting duties and methods;

Ability to act quickly and calmly in emergency situations;

Ability to understand and follow oral and written instructions;

Ability to climb ladders and work at considerable heights;

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

Required Education and Experience

Graduate from an accredited high school or acceptable equivalent, supplemented by formal courses in fire suppression, fire service instructor, and three (3) years of progressively responsible experience in fire suppression work with the City of Ridgeland or five (5) years of experience as a firefighter from a paid department.

AND

1. Meets the requirements of firefighter
2. Fire Instructor NFPA 1041-1;
3. Driver/Operator NFPA 1002; and
4. Any state or nationally certified rescue class(es) (minimum 40 hours) not to include Hazardous Material Technician NFPA 472

FIREFIGHTER

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

Respond to fire calls with a company. Lay and connect hose. Hold nozzle and direct water stream. Climb ladders, use chemical fire extinguishers, bars, hooks, lines, and other equipment.

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

Remove persons from danger and administer first aid to injured persons.

Perform salvage operations such as removing water, debris, covering property with tarpaulins, and removing property from buildings.

Participate in fire drills and attend training classes in apparatus operation, firefighting, first aid, and related subjects. Study assigned materials relating to firefighting and fire prevention.

Inspect buildings and premises for familiarization as well as for fire hazards.

Drive and operate motor driven equipment when assigned.

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

When assigned, drive and operate rescue apparatus. Provide first aid. Ensure that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Perform other duties as assigned.

Desired Knowledge, Abilities, and Skills

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

Knowledge of all current firefighting duties and methods;

Ability to act quickly and calmly in emergency situations;

Ability to understand and follow oral and written instructions;

Ability to climb ladders and work at considerable heights;

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

Required Education and Experience

Graduate of an accredited high school or equivalent.

AND

1. Firefighter 1001 I-II;
2. EMT Certification; and
3. Valid Mississippi Driver's License.

PROBATIONARY FIREFIGHTER

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 212 in a pre-defined 28-day pay cycle. Incumbent is included in the Ridgeland Physical Agility Training (RPAT) program. Incumbent is subject to random drug screening.

Illustrative Examples of Work

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

Rules and regulations	Fire department apparatus
Hose lays	Fire chemistry
Ladder raises	Fire service hydraulics
Rescue & protective breathing	Portable fire extinguisher
Ventilation	First aid
Forcible entry	Salvage & overhaul
Rope slides, knot tying	Fire prevention
Physical training	Basic tools & use

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

Respond to fire calls with a company. Lay and connect hose. Hold nozzle and direct water stream. Climb ladders, use chemical fire extinguishers, bars, hooks, lines, and other equipment.

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

Remove persons from danger and administer first aid to injured persons.

Perform salvage operations such as removing water, debris, covering property with tarpaulins, and removing property from buildings.

Participate in fire drills and attend training classes in apparatus operation, firefighting, first aid, and related subjects. Study assigned materials relating to firefighting and fire prevention.

Inspect buildings and premises for familiarization as well as for fire hazards.

Drive and operate motor driven equipment when assigned.

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

When assigned, drive and operate rescue apparatus. Provide first aid. Ensure that first aid kit and related medical equipment are in rescue vehicle and in condition of readiness.

Perform other duties as assigned.

Desires Knowledge, Abilities and Skills

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

Knowledge of all current firefighting duties and methods;

Ability to act quickly and calmly in emergency situations;

Ability to understand and follow oral and written instructions;

Ability to climb ladders and work at considerable heights;

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

Required Education and Experience

Graduate of an accredited high school or equivalent.

AND

Valid Mississippi Driver's License

CODE INSPECTOR

Nature of Work

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

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 40 in a pre-defined 7-day pay cycle.

Illustrative Examples of Work

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

Conduct inspection of buildings and premises for the purpose of enforcing the City of Ridgeland Fire Code and related regulations/ordinances and state law.

Perform inspection duties as assigned and assist in other fire department function/duties as assigned.

Coordinate work activities where required with the City Building Inspector.

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

Make recommendations for changes in ordinances and regulations governing the City of Ridgeland fire inspection program.

Maintain reports on inspections, construction, research materials etc.

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

Perform other duties as assigned.

Desirable Knowledge, Abilities and Skills

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

Knowledge of the City and the location of important buildings;

Working knowledge of the standard methods, materials, and techniques involved in building constructions, repair and alteration;

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

Working knowledge of the City building, electrical, and related codes and ordinances;

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

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

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

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

Required Education and Experience

Graduate from an accredited high school or equivalent and at least four (4) years of experience in firefighting or code inspection.

AND

1. Fire Inspector I from the International Code Congress (ICC) before assignment or within one year after assignment to position;
2. Plans Review for Inspectors;
3. Fire Inspection Principles;
4. State Investigation 1033 Certification;
5. Fire Instructor 1041 I & II; and
6. Valid MS Driver's License

**FIRE CAPTAIN
TRAINING OFFICER/SAFETY OFFICER**

Nature of Work

This is supervisory and skilled firefighting work. An employee of this class has responsibility for developing and managing a comprehensive training program for all fire department personnel. Incumbent observes fire department activities and researches professional references to establish training needs. Routine duties are performed with a degree of independence within established departmental rules and regulations, but under the general supervision of the Fire Chief. Employees of this class are expected to use resourcefulness and initiative in meeting and resolving emergencies without direct supervision. Work is reviewed by observation of work in progress and of results obtained as well as inspection of records.

This position is classified as “non-exempt” under the guidelines set forth in the Fair Labor Standards Act and is eligible to earn overtime for any hours actually worked over 40 in a pre-defined 7-day pay cycle. Incumbent is subject to random drug screening.

Essential Functions

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

Develop departmental training curriculum.

Develop lesson plans and teaching outlines for training classes. Supervises delivery of training programs and teaches classes.

Organize and conduct recruit and in-service training programs for firefighting personnel.

Evaluate training program effectiveness and individual progress.

Maintain training records for fire department personnel.

Attend advanced fire service classes.

Maintain current knowledge of equipment, operations, and emergency service techniques.

Serve as Safety Officer for the department.

Supervise the well/fitness program.

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

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

Coordinate pre-employment testing and interview process.

Coordinate and administer promotional testing and participate in promotional process as required.

Perform other duties as assigned.

Desirable Knowledge, Abilities, and Skills

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

Considerable knowledge of the municipal fire laws;

Considerable knowledge of the City and departmental policies, procedures, and regulations;

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

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

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

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

Ability to evaluate fires or rescue situations, recognize dangers, and use sound judgment in protecting life and property;

Ability to express ideas effectively, both orally and in writing;

Ability to prepare clear and concise reports;

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

Ability to read, analyze and interpret business periodicals, professional journals, technical procedures, or government regulations;

Ability to write reports, business correspondence, and procedure manuals;

Ability to effectively present information and respond to questions from individuals or groups;

Ability to work with mathematical concepts such as probability, statistical inference, fractions, percentages, ratios, and proportions and apply to practical situations;

Ability to define problems, collect data, establish facts, and draw valid conclusions;

Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables;

Certificates, Licenses, Registrations

Valid EMT Certification

Valid Mississippi Driver's License

Required Education and Experience

Graduate from an accredited high school or acceptable equivalent, supplemented by formal courses in fire suppression, fire service instructor, and seven (7) years of progressively responsible experience in fire suppression work including at least four (4) years of experience in an officer position with the City of Ridgeland.

AND

1. Meets the requirements of Sergeant;
 2. Certified state or national fire command tactical class(es) (minimum 40 hours); and
 3. Fire Department Safety Officer NFPA 1521
-

Administrative Assistant

SUMMARY: This is responsible and complex secretarial work of an administrative nature involving responsibility for the operation of an executive office; and taking and transcribing dictation, both orally and from dictaphone.

Work involves the performance of difficult secretarial and administrative tasks, requiring independent decisions based on interpretations of policies and procedures. Employees of this class develop and refine working procedures for themselves and are required to exercise considerable initiative and independent judgment in carrying work to completion. Difficult technical questions are referred to the supervisor for a decision. The accurate taking and transcribing of dictation is an essential duty of the work. In this position employee acts as secretary to the department head. Work and performance is evaluated by the supervisor on basis of completeness, accuracy and adherence to established policy.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE COMPANY AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY OF RIDGELAND.

1. Departmental Payroll
2. Purchasing
3. Budget expenditures recordkeeping
4. Personnel/attendance records maintenance
5. General administrative and clerical duties
6. Inventory maintenance
7. Projects and reports

EXAMPLES OF WORK

Examples of work performed in this classification include, but are not limited to, the following tasks. These tasks may be amended or other tasks may be assigned as necessary.

Using dictaphone, takes, transcribes, checks, and proofreads dictation, consisting of correspondence, memoranda, manuscripts, minutes, technical and administrative reports and other material.

Types forms, letters, memorandum, reports, tabulations, statements, various card records, and other materials from rough draft, dictating machine, or detailed instructions.

Operates adding machines, calculators, copying machines, typewriters, and other equipment.

Answers inquiries regarding interpretation of routine policies, rules and regulations.

Provides information on procedural matters.

Transmits orders and instructions with the authority of a superior.

Acts as office manager in delegating clerical duties to other departments.

Acts as receptionist and performs advanced secretarial functions.

Meets the public, provides information, takes messages, schedules appointments, reserves accommodations, and relieves the supervisor of varied and routine office administrative tasks.

Maintains files on relatively complex subject matters.

Files and classifies material to be filed.

Keeps a variety of moderately complex records.

Compiles and prepares statistical and other data from such record.

Edits spelling, punctuation, format, etc., in final draft or copy.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

The following minimum qualifications have been identified by subject matter experts (SME'S) who have supervised this position or functioned in the position; they are based upon job analysis information supplied by these SME'S. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Human Resource Manager in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position. If a candidate believes he/she needs a reasonable accommodation to meet these minimum qualifications or, if called for an interview, to attend such an interview, the candidate must notify the Human Resource Manager in writing of the need for the accommodation and identify the specific accommodation requested.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school with major course of study in secretarial science and three (3) years of experience in general secretarial and/or stenographic work of a responsible nature.

OR

High school diploma or general education degree (GED); including or supplemented by courses in shorthand and typing and five (5) years of experience in general secretarial and/or stenographic work of an increasingly responsible nature.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Considerable knowledge of English, spelling, punctuation, and arithmetic; and modern office practices, procedures, systems, and equipment.

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

Ability to understand and follow oral and written instructions, and ability to compose effective and accurate correspondence.

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

Skill in operating a typewriter (A minimum of **60 words per minute** on typing test administered by Mississippi State Employment Service).

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific

vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Code of Conduct

MEMBERS SHALL.....

- 1.0 Serve as an example of leadership, ethical behavior and pride in the department
- 1.1 Be open to each other's ideas and accept constructive criticism
- 1.2 NOT speak negatively or non-constructively about an officer or other firefighter
- 1.3 Publicly support each of the officers and the decisions of the higher ranking officers
- 1.4 To the extent of knowledge, assist other members and officers in need of training, education, or task performance
- 1.5 Communicate effectively and honestly with each other
- 1.6 NOT be insubordinate to officers
- 1.7 Serve as a role model to other members in such areas as:
 - 1.7.1 Training, education, and dedication to the department
 - 1.7.2 Problem solving
 - 1.7.3 Responding to emergencies
 - 1.7.4 Assisting other members and officers
 - 1.7.5 Ethical behavior

Officer Code of Conduct

OFFICERS SHALL.....

- 1.0 NOT degrade, humiliate or intentionally embarrass others
- 1.1 Serve as role models for ethical behavior, education, training, proficiency, and the fair treatment of others
- 1.2 NOT speak negatively or non-constructively about another officer or member in the presence of a non-officer
- 1.3 Publicly support each of the officers and the decisions of the higher ranking officers
- 1.4 Assist other members and officers in need of training, education, or task performance assistance
- 1.5 Be open to each other's ideas and accept constructive criticism

Injury or Illness

- 1.0 The RFD will maintain records of all occupational related injuries or illnesses to ensure efficient management and compliance with all legal record keeping requirements, to allow reporting to other agencies, as well as to identify trends.
- 1.1 The RFD requires prompt reporting of all occupational injuries and illnesses as well as the completion of required forms within the specified time frames.
- 1.2 The RFD will maintain the confidentiality of all medical records. Access and review of the Medical file will be limited to the following:
 - Fire Chief, or their specific designee.
 - Human Resources Manager, or their specific designee.
 - Member, and/or their designee.
- 1.3 The RFD maintains the right to attempt telephone contact and/or conduct place of recovery visitations of personnel on disability due to occupational or non-occupational injuries, illness, or dependent care. This is to monitor the use of sick leave and/or place of recovery requirements.
- 1.4 The RFD will ensure the safety of its members by requiring all combat personnel who have been absent from the Operations Division for six (6) months, or more, to demonstrate to the Fire Chief a minimum level of competence required to safely perform assigned duties. This will be accomplished through a successful completion of the Ridgeland Physical Agility Test (RPAT). Members will have up to eight (8) weeks to prepare for the RPAT test once they return to duty from an extended leave of absence.
- 1.5 Combat personnel who are absent from work for more than 24 hours due to illness or injury, will be required to produce a doctor's excuse documenting reason for absence and clearance to return to duty.
- 1.6 For extended absences due to illness or injury, members shall keep the Fire Chief apprised of developments on a weekly basis.
- 1.7 The RFD does not offer any positions for "light duty."
- 1.8 Abuse of sick time is strictly prohibited. Violations will result in disciplinary action.

Personnel Rules & Regulations

- 1.0 The Fire Chief serves as Chief Administrator for the Fire Department and maintains all regulatory references and records required for its efficient operation. Inquiries concerning personnel policies and actions should be referred to the Fire Chief. Information not immediately available will be researched or the individual requesting information will be referred to the appropriate agency.
- 1.1 All correspondence between the Fire Department and outside agencies will be coordinated through the Fire Chief. Correspondence coordinating actions or committing resources will be referred for approval in advance and will normally be signed by the Fire Chief. Section heads will provide the Fire Chief a copy of all routine correspondence, which is informational in nature. Recurring reports will be provided to the Fire Department Administrative Assistant to ensure file copies and proper recording is accomplished.
- 1.2 Working files of employee information will be maintained in the office of the Fire Chief. These are informal files used in the day-to-day operation for operational purposes. These files are available to the individual or his/her supervisor for review at any time. These files should not be confused with formal personnel records maintained by the Human Resources Department.
- 1.3 Requirements for continued employment are outlined in the Employee Handbook and job descriptions. These items are mandatory and will be enforced by the Fire Department. When failure to meet a requirement is discovered, the individual will be counseled to determine the reason and establish a compliance date. The need for disciplinary action will be evaluated in all cases. Results of the counseling session will be documented and filed appropriately with the Human Resources Department.
- 1.4 Promotion within the Fire Department will be on a merit basis only. Time on the job will be considered for experience, but will not obligate selection. Selection for promotion will be accomplished by a board selected by and using criteria established by the Fire Chief. The Fire Chief will accept the recommendation by the established board; however, the Fire Chief may deny promotion for cause. Each individual competing for promotion will receive a tally sheet reflecting their rated scores.
- 1.5 Overtime will be used for the purpose of maintaining the manpower needed for station operation and to compensate individuals for training time required by the department to meet minimum departmental standards for the position presently assigned. Except for emergencies, overtime must be authorized by the Fire Chief in advance. For emergencies, the Shift Commander may authorize the minimum required for the situation.

- 1.6 Time accounting will be the responsibility of the individual employee. All time entries will be approved by the Shift Commander and submitted to the Fire Chief for final approval and submission for payroll processing.
- 1.7 Disciplinary action will be taken only by the Shift Commander or the Fire Chief. Shift Commanders will discuss proposed action with the Fire Chief to ensure consistent application throughout the department. Any action resulting in loss of pay or time worked will be taken by the Fire Chief. All disciplinary actions are to be documented and forwarded to Human Resources.
- 1.8 Within the Fire Department, grievances should be resolved in the following manner:
1. The item brought to the attention of the station officer.
 2. If the item is not resolved by the station officer, the employee should bring the matter to the attention of the Shift Commander.
 3. If the item is not resolved by the Shift Commander, the employee should bring the matter to the attention of the Fire Chief.
 4. If the item is not resolved by the Fire Chief, the employee should bring the matter to the attention of the Human Resources Manager.
 5. If the item is not resolved by the Human Resources Manager, the employee should bring the matter to the Mayor for final disposition.
- 1.9 Each level should be given the opportunity to resolve the problem before advancing to the next level. However, problems may be introduced at any level without recourse. Grievances can normally be resolved in oral form; however, it is desired that those presented at the Shift Commander level be put in writing to provide a record of problems that have arisen and their resolution. No problem will be dismissed until a resolution has been determined.
- 1.10 Distribution files for each shift are located in the Fire Department Administrative Assistant's office. Each section head will check their file at the beginning of each work day for correspondence and remove any that is found.
- 1.11 A Fire Department staff meeting will be held the first Tuesday of the month at 8:15 a.m. This meeting will be used to pass on information and discuss matters that affect more than one section. Personnel required to attend are: Fire Chief, Shift Commanders, Fire Inspector(s), Training Officer, and the Administrative Assistant. Any absence from the meeting must be preapproved by the Fire Chief.

Time Off

- 1.0 The City of Ridgeland has established ten (10) holidays each year to be celebrated as days off for city employees. Firefighters are awarded 16 hours of holiday time if they work on the designated holiday or 8 hours if they do not work on the designated holiday.
- 1.1 During the month of December, the opportunity to schedule annual leave for the next year will be provided. Each individual, in order of seniority, will be asked to forecast desired annual leave dates. Leave requests must be completed and submitted to the Shift Commander or Fire Chief at the minimum of seven (7) days prior to the leave start date.
- 1.2 Personnel may arrange trading of time on the work schedule with a qualified person to work for them provided they have the approval of their Shift Commander. This practice will be referred to as “trading time”.
 - 1.2.1. There will be no exchange of pay or services for trading of time. Repayment must be made with time worked. Failure to comply will result in the loss of the privilege of "trading time" for a period of one year.
 - 1.2.2. Trading time is obligated time, meaning that it must be repaid. The number of times a person may trade time shall be twelve (12) times per year. The individual working the traded time is obligated to stay on the job until relieved.
 - 1.2.3. It will become the responsibility of the person that is scheduled to fill in to work the assigned shift. Failure to show up for the assigned day will result in disciplinary action.
 - 1.2.4. The fill-in personnel will adhere to all the rules of the Ridgeland Fire Department. They shall be under the supervision of the shift officers. The personnel actually performing duty will be responsible for their conduct and actions assigned to the position filled.
 - 1.2.5. Conflicts arising from “trading time” will be handled among the individuals, with assistance from the Shift Commanders regarding hours actually worked.
 - 1.2.6. “Trading Time” is designed as a convenience and, if abused, this privilege may become prohibited.

- 1.2.7. The Ridgeland Fire Department “Trading Time” form will be completed and approved for each occurrence. The form is only to identify Shift Commander’s approval of qualification of the individual to work. The Fire Department will not manage or document trading time nor in any way enforce agreements between individuals unless the return portion of the trade form has been completed.
- 1.3 The practice of relieving a person prior to the scheduled time of shift change by a member of the on-coming shift is referred to as “Early Relief”.
 - 1.3.1. This practice will be allowed on an occasional basis with verbal approval of the Shift Commander.
 - 1.3.2. Early relief will not exceed one hour prior to scheduled shift change.
 - 1.3.3. Early relief is compensable time; therefore, it should be treated using the same guidelines outlined above in “Trading Time”.
 - 1.3.4. Early Relief will not be limited to twelve (12) times per year and can be approved verbally by the Shift Commander.
- 1.4 Each shift may allow two (2) firefighters/officers off each shift for vacation or holiday time. More than two (2) can take off if minimal staffing is achieved. No overtime is permitted to allow more than two (2) firefighters/officers to use vacation or holiday time.
- 1.5 Sick time is available for the employee, child(ren), or spouse who cannot provide for themselves.
 - 1.5.1. Sick time will not be abused or used for any other purposes specifically outlined in the Employee Handbook.
 - 1.5.2. Employees must notify the on duty Shift Commander before 7 a.m. so that appropriate measures can be taken to assure minimum staffing is maintained.
 - 1.5.3. Employees who use sick time for more than one consecutive shift will be required to submit a doctor’s work excuse to the Fire Chief upon returning to work.
 - 1.5.4. Employees who have to withdrawal from a class, or training session, due to an illness must submit a doctor’s work excuse to the Fire Chief upon returning to work.

Discipline

- 1.0 The RFD recognizes that discipline is a fundamental tool of an effective organization.
- 1.1 Discipline is not to be administered to punish employees, but to correct inappropriate behavior and performance problems. In applying discipline, primary emphasis should be on preventing situations requiring discipline through effective employee management relations. The level of any discipline imposed should be commensurate with the severity of the undesirable behavior or performance and designed to effectively change the undesirable conduct.
- 1.2 Each situation where discipline may be implemented shall be considered separately, using the "just cause" standard. If discipline is determined to be appropriate, it shall be administered in a just, equal, consistent, and timely fashion.
- 1.3 Grounds for disciplinary action are outlined in the Employee Handbook
- 1.4 The severity of the discipline shall be based on the gravity of the offense
- 1.5 The Fire Chief has the following choices for discipline:
 - 1.5.1 Oral warning
 - 1.5.2 Written reprimand
 - 1.5.3 Suspension without pay
 - 1.5.4 Demotion
 - 1.5.5 Termination of employment

Workplace Violence

- 1.0 Under Federal Occupational Safety and Health Act (FED-OSHA) and its state counterparts, an employer has an obligation to provide its employees with a safe place to work.
- 1.1 The employer has to take reasonable steps to protect the life, safety, and health of employees
- 1.2 The employer must take action to protect employees in the workplace from violence if credible threats are received.
- 1.3 The RFD will not tolerate any acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City or which occur on City property.
- 1.4 Acts or threats of violence including conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions of RFD or to create a hostile, abusive, or intimidating work environment, are strictly prohibited.
- 1.5 Examples of harassment include but are not limited to:
 - 1.5.1 Hitting or shoving an individual
 - 1.5.2 Threatening an individual or his/her family, friends, associates, or property with harm, either physical and/or non-physical
 - 1.5.3 The intentional destruction or threat of destruction of City property
 - 1.5.4 Harassing or threatening phone calls
 - 1.5.5 Harassing, surveillance or stalking.
 - 1.5.6 Sending e-mails, or mailing any pictures or written materials that create an atmosphere of harassment, hostility or intimidation
 - 1.5.7 Unauthorized possession or inappropriate use of firearms or weapons on City property
- 1.6 Every employee has the responsibility to immediately report any incidents of threats or acts of violence to their immediate supervisor or next in the chain of command if necessary.
- 1.7 Any violation of this policy will warrant disciplinary action.

Staffing

- 1.0 The minimum staffing required for safe operations is thirteen (13) NFPA 1001 certified personnel.
- 1.1 The minimum staffing per engine or ladder company is three (3) NFPA 1001 certified personnel.
- 1.2 Rescue companies shall have, at minimum, two (2) Nationally Registered Emergency Medical Technician- Basics or Nationally Registered Emergency Medical Technician- Paramedics or any combination of the two.
- 1.3 In the event of a depletion of staffing due to callouts, natural disasters, or environmental hazards, it will be at the discretion of the Fire Chief to force off-going personnel to remain in order to fill vacant positions on apparatus.
- 1.4 If an apparatus is taken out of service due to a staffing shortage, the Fire Chief will be immediately notified.

Dress Code & Appearance

DRESS CODE

1.0 **Class A** (All items are fire department issued except shoes and socks)

- 1.0.1 Navy blue buttoned shirt or Gray Polo
- 1.0.2 Blue t-shirt
- 1.0.3 Dark blue pants
- 1.0.4 Black footwear (shoes or boots, see note below *)
- 1.0.5 Black or dark blue socks (unless socks are hidden by high top footwear)
- 1.0.6 Black belt
- 1.0.7 Name tag (buttoned shirt)
- 1.0.8 Badge
- 1.0.9 Insignia as required by rank (buttoned shirt)
- 1.0.10 Fire department patch on left arm and choice of EMT, Paramedic, FIRST, Smoke Diver or CARS patch on right arm
- 1.0.11 If Smoke Diver, FIRST or CARS patches are worn, EMT pin must be worn above name plate
- 1.0.12 Class A uniforms will be worn at all time when leaving the station except for emergency calls or other times when approved by the officer.
- 1.0.13 Class A uniform will also be worn in station during scheduled visits or tours.

1.1 **Class B** (All items are fire department issued except shoes and socks)

- 1.1.0 Blue t-shirt
- 1.1.1 Dark blue pants
- 1.1.2 Black shoes (shoes or boots, see note below *)
- 1.1.3 Black or dark blue socks (unless socks are hidden by high top shoes)
- 1.1.4 Black belt
- 1.1.5 Must be worn 8 a.m. to 4 p.m. on weekdays when Class A uniforms are not required.

1.2.1 **Class C** (All items are fire department issued except shoes and socks)

- 1.2.0 Blue t-shirt, blue sweat shirt, or approved shift t-shirt
- 1.2.1 Blue shorts or blue sweat pants
- 1.2.2 Running or exercise shoes
- 1.2.3 Class C should be worn during physical fitness and at times when Class A or B is not required.

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

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

PERSONAL APPEARANCE

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

2.1 Hair

2.1.0 The hair on top of the head will be neatly groomed.

2.1.1 The length and other bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance.

2.1.2 Firefighter's hair shall not be worn to the degree as to interfere with the wearing of breathing apparatus, or head gear, or other equipment necessary to perform their duties.

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

2.2 Facial Hair

2.2.0 Facial hair will be neatly groomed.

2.2.1 The length and other bulk of facial hair will not be excessive or present a ragged, unkempt, or extreme appearance.

2.2.2 Firefighter's facial hair will not extend into the seal of the air mask.

2.2.3 Except for the areas of facial growth permitted, personnel shall be clean shaven.

2.3 Jewelry

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

2.4 Clothing

2.4.0 Clothing worn on duty should be clean, pressed and a professional appearance maintained.

2.4.1 All buttons of the uniform shirt shall be kept fastened at all times when worn, with the exception of the button at the collar.

2.4.2 Class A and B shirts shall be tucked inside trousers except sweat shirts designed to be worn over trousers.

2.5 ***Tattoos***

2.5.0 Tattoos shall not be offensive in nature.

2.5.1 Tattoos shall not be visible when outside the assigned fire station common property.

2.5.2 Tattoos shall be covered with appropriate material that is either solid navy or grey when not on the assigned fire station common property.

Ready for Duty

- 1.0 Fire fighter shifts of duty are 24 hours from 8:00 a.m. to 8:00 a.m.
- 1.1 On-coming personnel ready for duty at 8:00 a.m. "Ready for duty" means:
 - 1.1.0 Fully dressed (RFD uniforms) and groomed.
 - 1.1.1 Turnout gear in place at assigned vehicle position.
 - 1.1.2 Face-to-face contact made with off-going personnel receiving pass-along information.
- 1.2 Off-going shift personnel are to remain on duty with their turnout gear in place at their assigned vehicle until:
 - 1.2.0 The on-coming person assigned to the position has placed his turnout gear in response-ready position.
 - 1.2.1 The on-coming person has met with him and received important information.
- 1.3 Unless relieved of duty before 8:00 a.m., off-going shift personnel are to remain at the station until 8:00 a.m.
- 1.4 Personnel not relieved of duty by 8:00 a.m. are responsible to immediately advise the on-coming Shift Commander so that he is aware that one of his personnel has not reported for duty.
- 1.5 The off-going Shift Commander will determine who is to remain on duty for overtime.

Work and Business Hours

- 1.0 Station business hours are from 8:00 a.m. to 5:00 p.m.
- 1.1 Unless there is work going on in the apparatus bays and fire fighters present, the bay doors should be closed and locked by dark every evening.
- 1.2 Visitors
 - 1.2.0 Visitors are allowed during the lunch hour and after 5:00 p.m.
 - 1.2.1 Visits will be terminated by 9:00 p.m.
 - 1.2.2 The visit shall be conducted in a public area.
 - 1.2.3 Visitors are not allowed to walk throughout the station unescorted.
 - 1.2.4 Fire fighters may not conduct visits within vehicles.
 - 1.2.5 Visits will be allowed at any time during the weekend and on designated holidays provided they do not interfere with fire department scheduling.
 - 1.2.6 For unexpected visitors, a short visit will be allowed as long as it does not interfere with the work or training schedule.
- 1.3 Quiet hours for sleep time is required from 9:00 p.m. to 7:00 a.m. All fire fighters shall observe quiet time for fire fighters wishing to sleep.
- 1.4 Fire fighters may retire after 5:00 p.m. on weekdays and anytime on weekends or holidays unless the work schedule has not been completed, and shall arise by 7:30 a.m.
- 1.5 During business hours, personal phone calls should be limited to incoming calls and then only when no work or training is being conducted unless it is an emergency. Outgoing phone calls should be limited to breaks and lunch during business hours on weekdays.
- 1.6 The television set will be allowed on before 8:00 a.m., during the lunch hour, after 5:00 p.m., if work details are completed, and anytime on Saturday, Sunday, and official Holidays after work details are completed.
- 1.7 Company work that is not completed due to weather, alarms, etc. shall be passed on to the next shift for completion. However, each officer shall make every effort to complete the detail, working past 5:00 p.m. if necessary. (The only exception is the monthly detail which shall be completed by the same shift that began it.)

General Station

- 1.0 No more than one personal vehicle, including truck, auto, trailer or boat, shall be parked at the station.
- 1.1 No personal vehicle shall be left at the station more than one off tour of duty without permission of the individual shift commander.
- 1.2 When answering the phone, a courteous and professional manner should be used. Remember sometimes this is our only contact with the public.
- 1.3 Fire department personnel should make every effort to write down messages received for other personnel who either may not be available or may not be on duty at the time the call is received. The information should include the date, time of call, and person taking the message.
- 1.4 In order to keep a clean and neat appearance of the station and members, mechanic work on personal vehicles should be held to that of occasional minor repairs which do not make the vehicle undrivable.
- 1.5 Changing of oil and washing of vehicles is not permitted.
- 1.6 Firearms are not permitted in or around any station or premise occupied by the Fire Department unless authorized.
- 1.7 As allowed by law for transporting, firearms may be kept in personal locked vehicles parked on the premises as long as they are not handled as cleaning, repairing, or showing, etc.
- 1.8 All fire fighters are responsible for participation in station cleaning during their tour of duty.
- 1.9 After meal time, each fire fighter shall clean up after himself. This should be completed prior to the end of mealtime.
- 1.10 Each man will be responsible for making his bed immediately upon rising each morning.
- 1.11 Bedspreads will be removed and washed every month as part of the station monthly.
- 1.12 All fire fighters shall participate in getting apparatus back in service after a call. Apparatus shall be put in service before men break for meals or showers.
- 1.13 Fire fighters are responsible for keeping clean all personal protective clothing and equipment issued to them.

- 1.14 Any protective clothing or equipment that needs to be repaired or replaced shall be reported to the shift commander in the form of an "Equipment Requisition Form". The shift commander is responsible for inspecting said item to determine if the item should be repaired or replaced.
- 1.15 Each fire fighter shall inspect his protective gear when coming on duty to insure that it is in proper order. It shall then be placed on or near the apparatus to which he is assigned. Gear shall be removed at the end of the shift and locked in the proper storage area.
- 1.16 No fire department equipment will be loaned out without approval of the Chief.
- 1.17 It is this department's policy to conserve energy as much as possible. Any lights that are not in use should be turned off. This is every employee's responsibility.
- 1.18 Vehicle bays thermostat will be set at 50 during non-maintenance periods and 65 for maintenance.
- 1.19 Lawn care is to be conducted on Fridays unless it becomes necessary to reschedule due to weather or another fire department function.
 - 1.19.0 If it becomes necessary to reschedule it will be conducted by the same shift on the following shift.
 - 1.19.1 The only exception would be if the lawn needed to be cut prior to that of a special occasion.
 - 1.19.2 Lawn care includes cutting all grass within the fire department boundary lines, weed-eating, picking up trash, sweeping walks, watering the lawn, and flower beds and shrubbery care.
- 1.20 The washer/dryer will be used for fire department clothing (exercise and work clothes) by on duty personnel. Personnel should make every effort to wash/dry only full loads -- not small loads or individual items.
- 1.21 Offices and office equipment will only be used by those persons assigned to them unless prior approval has been obtained from the shift commander or the person assigned to that office.
- 1.22 The patio area and the grill will be maintained each shift by those persons who use it. Make sure the grill is turned off after each use.
- 1.23 In order to make a safer work environment, personnel will not be allowed to work on any personal projects on city property having the potential to bring physical harm to themselves or others.
- 1.24 The use of power tools will be limited to fire department business only.

FireBridge

- 1.0 A FireBridge report will be completed on all calls where an incident number is generated by Ridgeland Dispatch.
- 1.1 It is the responsibility of the officer or acting officer of each truck to complete FireBridge reports.
- 1.2 It is the Shift Commanders responsibility to assure all reports from each truck have been completed.
- 1.3 FireBridge reports should be entered at a reasonable amount of time following the completion of a call.
- 1.4 All reports should be completed before 7 a.m. so that the Shift Commander can document their completion.
- 1.5 Reports should be 100% valid.
- 1.6 Incident codes should be as specific as possible and never end in “00” and rarely end in “0”.
- 1.7 Fire reports that are under investigation should be marked as “undetermined”. The Fire Inspector will change the cause determination upon the conclusion of his investigation.
- 1.8 The Training Officer will be responsible for updating the staffing module in FireBridge.
- 1.9 Every effort should be made to remember individual passwords. If a password is forgotten, individuals will click on “forgot password” link before making their last attempt at entering their password.

Patient Care Reports

- 1.0 Patient care reports will be completed on every call where a subject has a complaint of injury or illness or where the mechanism of injury indicates a need for a patient care report.
- 1.1 Patient care reports will be completed at a reasonable amount of time following the completion of a call.
- 1.2 It is the responsibility of the officer or acting officer of each truck to assure a patient care report is completed.
- 1.3 Each applicable portion of the report will be completed.
- 1.4 The format of the narrative will use the CHART method.
- 1.5 Refusals will be documented following established State and medical control protocols.
- 1.6 Refusals will be completed in their entirety.
- 1.7 Patient care reports will be filed in the filing cabinet in the operations room at Station 1 upon completion. Stations 2, 3, and 4 will submit their patient care reports to the Shift Commander on the following shift so that they can be filed.
- 1.8 At no time should any patient care report be left unattended and in full view of the public.
- 1.9 RFD will adhere to a strict policy to protect patient information.

Public Request for Reports

- 1.0 Public requests for fire reports will be handled by the Administrative Assistant, Training Officer, Shift Commander or Fire Chief.
- 1.1 Fire reports can be e-mailed or printed for a fee.
- 1.2 A request for public records form will be filled out and all monies collected will be filed with the Administrative Assistant.
- 1.3 Fire investigation reports will be released after consultation with the Fire Inspector and Fire Chief.
- 1.4 No patient care reports will be released to the public unless the request is made by the patient or court subpoena.
 - 1.4.0 Any patient care report requests must be approved by the Fire Chief.

E-mail

- 1.0 All members must log on to their fire department issued e-mail account and read their e-mail at least once per shift while on duty.
- 1.1 All members must comply with the city's policy on e-mail use.
- 1.2 All e-mails are public record and therefore subject to public disclosure.
- 1.3 E-mails may not be sent to all city e-mail addresses ("Everyone") unless approved by the Fire Chief.

Media Relations

- 1.0 It is imperative to provide accurate, consistent and timely information to the public and the media.
- 1.1 In order to build a strong relationship with these groups each member has the responsibility to represent RFD in a positive manner to the public and to the media.
- 1.2 The Public Information Office (PIO) should be notified as soon as possible of any major issues or concerns that could attract new media.
 - 1.2.0 This includes any incidents with fatalities, serious injuries, heroic actions, unusual locations, and/or circumstances.
 - 1.2.1 The PIO for RFD is the Fire Chief or his designee.
- 1.3 The Incident Commander or the PIO is the only person authorized to make public statements on behalf of RFD at emergency scenes.
- 1.4 All non-emergency media contact should be coordinated through the PIO. If a member is contacted by the media regarding Fire Department issues, notify the PIO by telephone or in person.
- 1.5 Members who want to bring an issue to the media should consult the PIO.

Social Media

- 1.0 The term “social media” is an online interaction using computerized technologies that allows users to express their thoughts and opinions with others using various networks and virtual groups.
- 1.1 Inappropriate conduct on social media can have a negative impact on the employee and the department.
- 1.2 Examples of some social media sites include: Facebook, MySpace, Twitter, LinkedIn, Google, YouTube, Flickr, Snapchat, Wiki, blogs, message boards, content sharing sites, etc.
- 1.3 All members of the Ridgeland Fire Department will conduct themselves in a professional manner while engaging in social media communication when acting as a member of the Ridgeland Fire Department.
- 1.4 All social media sites, pages or blogs that represent the Ridgeland Fire Department must be approved by the Fire Chief.
 - 1.4.0 An administrator to all fire department social media sites will be appointed by the Fire Chief.
 - 1.4.1 The “Social Media Administrator” will oversee the use and information provided on each social media site.
- 1.5 Rules governing fire department social media sites include:
 - 1.5.0 Information contained therein will uphold the high moral and ethical standards of the Ridgeland Fire Department
 - 1.5.1 Any opinions will not reflect the opinions of the Ridgeland Fire Department
 - 1.5.2 No obscene language or pictures will be tolerated
 - 1.5.3 Content will adhere to all state and federal laws
 - 1.5.4 Inappropriate comments can and will be deleted
- 1.6 Fire department personnel will abide by the following rules while representing the department on social media sites:
 - 1.6.0 Conduct shall be of high ethical and moral standards
 - 1.6.1 Opinions will be expressly identified using a disclaimer to assure the opinions conveyed are personal opinions and not the opinions of the Ridgeland Fire Department.

- 1.6.2 Social media usage shall not interfere with fire department activities
- 1.6.3 Social media posts will adhere to state, federal and local confidentiality laws, rules and regulations.
- 1.6.4 All posts will adhere to federal copyright laws.
- 1.6.5 No member will identify themselves as a spokesperson for the Ridgeland Fire Department unless appointed to that position by the Fire Chief.
- 1.6.6 No pictures of patients or incidents of a personal nature shall be posted without the permission of the Fire Chief or Social Media Administrator.
- 1.6.7 Posts that are made will be courteous to the public, co-workers, and the fire department
- 1.6.8 Posts will not contain bias towards anyone based on their gender, race, nationality, religious preference, sexual orientation or any other federally protected class.
- 1.7 Any fire department personnel with personal knowledge of a member's violation of the "Social Media Policy" shall immediately notify the Fire Chief, or Social Media Administrator.
 - 1.7.0 A description of the offense, the type of social media used and any proof shall be given to the Fire Chief.

Repairs & Maintenance of Apparatus

- 1.0 Vehicle operators shall do daily, weekly, and monthly checks on apparatus to assure they are response ready.
- 1.1 All members will immediately report defective equipment, apparatus and station facilities to their Supervising Officer.
- 1.2 Any minor repairs should be performed by the assigned crew when possible.
 - 1.1.0 If unable to make repairs, the station officer or shift commander should be advised.
 - 1.1.1 The station officer or shift commander will coordinate repairs with the RFD maintenance coordinator.
 - 1.1.2 The maintenance coordinator will coordinate with the city shop or other maintenance shop for repair.
- 1.3 All service and repair records will be submitted to the maintenance coordinator for filing.
- 1.4 For emergency repairs or when the maintenance coordinator is unavailable, the Fire Chief will perform the maintenance coordinator's function.
- 1.5 All fire department vehicles shall be inspected at least weekly and within 24 hours after any use or repair to identify any correct unsafe conditions.
- 1.6 A preventive maintenance program shall be established and records shall be maintained.
- 1.7 Maintenance, inspections, and repairs shall be performed in accordance with manufacturer's instructions.
- 1.8 Any fire department vehicle found to be unsafe shall be reported to the Shift Commander and be placed out of service until repaired.
 - 1.8.0 After being repaired, the vehicle shall be inspected and the Shift Commander notified prior to being placed back in service.
- 1.9 Fire pumps on apparatus shall be service tested in accordance with the frequency and procedures specified in NFPA 1911, Standard on Acceptance and Service Tests of Fire Department Pumping Apparatus.
- 1.10 All aerial devices shall be inspected and service tested in accordance with the frequency and procedures specified in NFPA 1904, Standard for Testing Fire Department Aerial Ladders and Elevating Platforms.

Equipment

- 1.0 All equipment will be utilized and maintained in accordance with manufacturer's recommendations and applicable portions of local, state, and federal laws and standards.
- 1.1 All fire protection and/or detection equipment in fire department facilities or on apparatus will be maintained in accordance with the adopted Ridgeland Fire Code.
- 1.2 Use of Department equipment/apparatus in community events will be evaluated on a case-by-case basis.
 - 1.2.0 Requests will be evaluated to determine if they meet the Department's mission and goals
 - 1.2.1 Requests will be approved based on equipment/apparatus availability
 - 1.2.2 Requests must be forwarded to the Fire Chief who will approve or deny the use of equipment/apparatus and forward request to the Operations Division
 - 1.2.3 For internal requests, members initiating the request will be considered the point (contact) person for the requested event.
- 1.3 Individual members are responsible for utilizing equipment in accordance with manufacturer's recommendations.
- 1.4 Supervisory personnel are responsible for assisting members with additional training or information when a member identifies a concern regarding the use of equipment.
- 1.5 All equipment carried on fire apparatus or designated for training shall be visually inspected at least weekly and within 24 hours after any use.
- 1.6 Inventory records shall be maintained for the equipment carried on each vehicle.
- 1.7 Records shall also be maintained for equipment designated for training.
- 1.8 All equipment carried on fire apparatus or designated for training shall be tested at least annually in accordance with manufacturer's instructions and applicable standards.
- 1.9 Firefighting equipment found to be defective or in unserviceable condition shall be removed from service and repaired or replaced.
- 1.10 All ground ladders shall be inspected and service tested as specified in NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.
- 1.11 All fire extinguishers shall be inspected and tested as specified in NFPA 10, Standard for Portable Fire Extinguishers.

Hose Testing

- 1.0 It is the policy of RFD to perform annual service tests on fire hose.
- 1.1 Hose testing will be accomplished in June of each year.
- 1.2 All fire hoses will be tested per manufacturer's recommendations.
- 1.3 Fire hose testing should follow a proper procedure
 - 1.3.0 Connect hose tester to water source
 - 1.3.1 Lay out hose to be tested in lines no longer than 300 feet.
 - 1.3.2 Record identifying numbers of each hose being tested
 - 1.3.3 Mark hose to check for coupling slippage
 - 1.3.4 Connect shut-off type nozzle to end of each line
 - 1.3.5 Fill hose lines with water and check for leaks.
 - 1.3.6 Bleed air from hose
 - 1.3.7 Pressurize hose to manufacturer's recommended testing pressure
 - 1.3.8 Check couplings
 - 1.3.9 Record results
 - 1.3.10 Drain hose
- 1.4 Fire hose that failed hose testing should be placed out of service
 - 1.4.0 Mark both couplings with red paint
 - 1.4.1 Roll hose with male coupling on the outside
 - 1.4.2 Place hose on hose rack
 - 1.4.3 Document the failed section of hose
- 1.5 All fire hose shall be inspected and service tested as specified in NFPA 1962, Standard on Care, Maintenance, and Use of Fire Hose Including Connections and Nozzles.

Hydrant Maintenance

- 1.0 It is the policy of RFD to inspect all city-owned fire hydrants once per year.
- 1.1 Fire hydrant maintenance will be accomplished in March and/or April of each year.
- 1.2 The Station Officer will identify which area they will be testing.
- 1.3 The Station Officer will then notify the Administrative Assistant at least two (2) weeks prior to the planned hydrant maintenance so that the citizens in that area can be informed.
- 1.4 Hydrant maintenance should be fully completed on each city-owned hydrant.
 - 1.4.0 Caps removed and threads lubricated
 - 1.4.1 Alemite removed, hydrant stem oiled, and alemite reinstalled.
 - 1.4.2 Any obstruction from use or view of hydrant removed or corrected.
 - 1.4.3 Hydrant opened to assure water is present and hydrant is not dry.
 - 1.4.4 Hydrant scraped and repainted.
- 1.5 Any missing hydrant caps should be replaced.
- 1.6 Hydrants that are out of service should be documented.
 - 1.6.0 All shifts should be made aware of out of service hydrants by email.
 - 1.6.1 The Water Department should be notified of the location and reason for the out of service hydrant.
 - 1.6.2 Hydrants that were previously out of service, but repaired by the Water Department, will be re-inspected after repairs are made.

Public Education

- 1.0 Public education will be accomplished through school-based programs, adult/senior programs, Fire Academy for Kids, station tours, and community events.
- 1.1 Requests received for public education will be forwarded to the on-duty Shift Commander for the requested date via email.
 - 1.1.0 Forwarded information should include the location, date, time, number of participants, participants' ages, contact name, and a contact phone number.
- 1.2 Each member of the crew assigned to the public education event should fully participate.
- 1.3 Public education events should be documented.
 - 1.3.0 Documentation should include date, location, total hours of event, number of participants, participants' age range, and crew members assigned.
 - 1.3.1 Documentation should be submitted to Training for filing.

- 1.0 All test events must be successfully completed within the maximum allowable time.
- 1.1 A target time of 10:30 has been established and it will be the goal of all firefighters to successfully complete physical ability testing within this time limit.
- 1.2 The Ridgeland Fire Department Physical Ability Test consists of nine separate events requiring the individual to progress along a predetermined path from event to event in a continuous manner.
 - 1.2.0 Each event must be performed satisfactorily and the entire course completed within the maximum allowable time.
 - 1.2.1 While accomplishing each event, the individual will wear a 50 pound weight vest, to simulate the weight of self-contained breathing apparatus and firefighter protective clothing.
 - 1.2.2 An additional 25 pounds, which simulates the weight of a hose or high rise pack, will be added for the stair climb event.
 - 1.2.3 There will be a measured walk of specific distances between each event.
 - 1.2.4 Throughout the test, safety will be a prime consideration.
 - 1.2.5 The firefighter must maintain control of all test props and equipment, use proper lifting and carrying techniques, and follow all safety procedures in place.
 - 1.2.6 Unsafe practices in any of these areas will be considered a failure of that event and the event will be repeated.
- 1.3 The test events will be performed in the following order and will include:
 - 1.3.0 **Stair Climb Event**
 - 1.3.0.0 This event uses a StepMill stair climbing machine and consists of a 3 minute test period at approximately 60 steps per minute while wearing a 50 lb. weight vest and an additional 25 lbs. in shoulder weights for a total of 75 lbs.
 - 1.3.0.1 Test time will start with the beginning of this event and continue running until all events are completed or the time limit is exceeded.

1.3.0.2 At the conclusion of this event, the firefighter will dismount the step mill, shoulder weights will be removed and the remainder of the test will be completed wearing only the 50 lb. weight vest.

1.3.0.3 The firefighter will walk 80 feet along a marked course to the next event.

1.3.1 Ladder Carry and Raise

1.3.1.0 In this event the firefighter will remove a 16 ft. roof ladder from a horizontal rack and carry it in a safe and approved manner back along a marked course (100') to a pre-positioned 24 ft. extension ladder.

1.3.1.1 At this point the roof ladder will be placed on the ground and the extension ladder will be raised from the ground to a vertical position using a hand over hand technique and touching every rung. The ladder rails may not be used.

1.3.1.2 The ladder will then be fully extended using a hand over hand method on the halyard until it hits the stop, then lowered, hand over hand and under control, until the fly section is back on the ground.

1.3.1.3 The ladder will then be lowered to the ground in a safe and controlled manner.

1.3.1.4 The firefighter will proceed 120 feet along the marked course to the next event.

1.3.3 Supply Line Extension

1.3.3.0 This event will use a 100 ft., 5" supply line (uncharged).

1.3.3.1 The supply line will be advanced from a designated starting point, in a straight line, 60 ft. to a finish line at a hydrant.

1.3.3.2 The coupling must cross the finish line to complete the event.

1.3.3.3 The firefighter will then proceed 80 feet along the marked course to the next event.

1.3.4 Hose Line Advance and (5) Forcible Entry

1.3.4.0 In this event, the firefighter will use two 1 ¾" hose lines, laid out from a wye, which will be supplied from the hydrant by a 3" supply line.

- 1.3.4.1 An uncharged line with nozzle will be advanced from the wye to a simulated doorway 100 ft. away.
- 1.3.4.2 At the doorway the firefighter will lay down his hose line and, using a ten pound sledge hammer, simulate forcible entry.
- 1.3.4.3 This will require 10 hard side arm swings with the hammer to a 12"x12" target area.
- 1.3.4.4 At this point the firefighter will pick up and advance a pre-positioned 1 ¾" hose line and nozzle (charged) 50 ft. to the first of two target areas.
- 1.3.4.5 Once inside the boundaries of the target area the firefighter will open the nozzle, using a straight stream to hit a target 25 ft. away.
- 1.3.4.6 The firefighter will then properly shut down the nozzle, make a 90 degree turn around a stationary post and advance the hose line to the second target area.
- 1.3.4.7 Once inside this second target area the firefighter will open the nozzle and hit the second target with a straight stream.
- 1.3.4.8 The firefighter will then properly shut the nozzle, lay down the hoseline and continue 50 ft. along a marked course to the next event.
- 1.3.6 **Wall**
 - 1.3.6.0 The firefighter will follow the marked route to a five ft. wall which will be climbed over using the step provided.
 - 1.3.6.1 On this event the firefighters should keep in mind that they are wearing a 50 lb. weight vest, and climb over and down the wall, don't jump to the ground.
 - 1.3.6.2 The firefighter will continue along the marked course 20 ft to the next event.
- 1.3.7 **Search**
 - 1.3.7.0 The firefighter will proceed along a measured path to a 30 inch culvert or pipe which he will enter and, following a right hand pattern, complete a search of a 60 ft "U" shaped section.
 - 1.3.7.1 Long pants or Knee pads and gloves are recommended for this event.
 - 1.3.7.2 The firefighter will then proceed 150 feet along the marked path to the next event.

1.3.8 Rescue

- 1.3.8.0 In this event the firefighter will lift and carry/drag a rescue dummy (approximately 185 lb.) along a marked 80 ft. course.
- 1.3.8.1 This dummy may be carried or dragged using any approved rescue technique as long as all lifting and dragging/carrying is done in a safe and controlled manner, using the legs and keeping the back in a straight or “neutral” position.
- 1.3.8.2 When the dummy is entirely across the marked finish line the event is completed.
- 1.3.8.3 The firefighter will proceed 80 feet along the marked path to the final event.

1.3.9 Ceiling Breach and Pull

- 1.3.9.0 In this event the firefighter will use a machine that simulates the overhead push and pull motions of using a pike pole to pull a ceiling.
- 1.3.9.1 The tip of the pike pole will be used to push upward on one side of the machine and the hook used to pull downward on the other.
- 1.3.9.2 On the upward stroke a weight of 60 lb. will be lifted 10 times to a pre-marked level.
- 1.3.9.3 The downward stroke will require a weight of 80 lbs. to be pulled up 10 times to the same pre-marked point. 10 strokes up and 10 strokes down will constitute one set, with two sets being required to complete the event.
- 1.3.9.4 Time will be stopped at this point and testing is completed.

Spring Physical Fitness Test

- 1.0 The Spring Physical Fitness Test shall consist of pullups, sit-ups, pushups, and a 1 ½ mile timed run.
- 1.1 Participation shall be mandatory for all events.
- 1.2 The results of the Spring Physical Fitness test will be used for physical fitness benchmarks only.
- 1.3 No punitive actions shall be taken on participants that fail any part of the test, as long as,
 - 1.3.0 Participants attempt every event
 - 1.3.1 Participants give a full 100% effort for all events
- 1.4 Refer to chart for minimum standards

1 ½ Mile Run

	21-29	30-39	40-49	50-59
Superior	<09:30	<10:00	<10:30	<11:00
Excellent	09:31-10:30	10:01-11:00	10:31-11:30	11:01-12:00
Good	10:31-12:00	11:01-12:30	11:31-13:00	12:01-13:30
Fair	12:01-13:00	12:31-14:00	13:01-14:00	13:31-14:00

Sit-ups (1 Minute)

	18-29	30-39	40-49	50-59	60-69
Excellent	48	40	35	30	25
Good	43	35	30	25	20
Average	35	32	24	19	14
Fair	33	25	20	15	10
Poor	<20	<15	<12	<8	<5

Push-ups

	18-29	30-39	40-49	50-59	60-69
Excellent	>55	45	40	35	30
Good	45	35	30	25	20
Average	35	25	20	15	12
Fair	25	20	15	12	10
Poor	<20	<15	<12	<10	<8

Pull-ups (Palms Away)

	18-49	50+
Excellent	15	13
Good	10	9
Average	7	5
Fair	4	3
Poor	<3	<2

Physical Fitness Training

- 1.0 RFD's Wellness/Fitness Program is designed to improve and maintain the level of health and physical fitness of the firefighters in the City of Ridgeland.
 - 1.0.0 Enhance firefighter's abilities to perform their duties
 - 1.0.1 Benefit the individual's general health and longevity
 - 1.0.2 Increase physical agility, strength, flexibility, endurance, and mental alertness
 - 1.0.3 Reduce frequency and severity of job-related injuries
 - 1.0.4 Reduce the frequency and severity of illness
- 1.1 Mandatory for all members of RFD assigned to the combat division.
- 1.2 Includes annual physicals, daily physical fitness training, bi-annual physical ability testing, immunization program, infection control program, and post exposure procedures.
- 1.3 Minimum standards must be achieved through physical ability testing to assure firefighters are able to perform their duties safely and effectively.
- 1.4 Each member of the Ridgeland Fire Department assigned to a combat division will be required to meet established minimum physical standards in April and October of each year through physical ability testing.
- 1.5 Firefighters should make an effort to exercise on each scheduled shift.
 - 1.5.0 On-duty personnel may exercise starting at 3:00 p.m. Monday through Friday once work is completed.
 - 1.5.1 On-duty personnel may exercise at any time on weekends or holidays once work is completed.
 - 1.5.2 Physical fitness time can be changed at any time at the discretion of the station officer.
- 1.6 Physical fitness will consist of stretching, weightlifting, and aerobics.
- 1.7 Physical fitness should be done in groups of two (2) or more for safety. If groups are not possible, information on the type and location of the workout will be shared with at least one more member.
- 1.8 Prior to becoming members, individuals shall be examined and certified by a physician as being medically and physically fit.
- 1.9 Members who will be certified for fire suppression activities shall meet the medical requirements specified in Chapter 2 of NFPA 1001, Standard for Fire Fighter Professional Qualifications.
- 1.10 Examinations for all other members shall take into account the risks and the functions associated with the individual's duties and responsibilities.
- 1.11 All members engaged in emergency operations shall be re-examined by the physician on an annual basis and before being reassigned to emergency duties after debilitating illnesses or injuries.

- 1.12 When these examinations are conducted by a physician other than the fire department physician, the examination report shall be subject to the review and approval of the fire department physician.
- 1.13 Fire department personnel will participate in a physical fitness program, as specified to maintain a level of fitness in order to safely perform their assigned functions.
- 1.14 Members who do not satisfy the required levels of fitness shall not be permitted to engage in emergency activities.

Failure to Meet Minimum Fitness Standards

- 1.0 It is the expressed goal of the Ridgeland Fire Department fitness program to encourage at least the minimum level of physical fitness and to assist all employees in attaining and maintaining this standard.
- 1.1 RPAT time 10:30-11:00
 - 1.1.0 If a medical issue exists, no disciplinary action will be taken.
 - 1.1.0.0 Members will be allowed to conform to minimal standards with a time frame determined by the physician.
 - 1.1.1 Members will be placed on a self-supervised fitness program
 - 1.1.2 This will be a structured training program with the ultimate goal of improving physical abilities and performance to target levels.
 - 1.1.3 Members will be required to retake the physical fitness test within a reasonable time established by the Training Officer and Fire Chief.
- 1.2 RPAT time 11:01-11:30
 - 1.2.0 Members will be placed on a supervised training program.
 - 1.2.1 This will include a structured daily training program.
 - 1.2.2 Members will be required in the involvement of his/her immediate supervisor in assuring that all training program requirements are met with the goal of improving firefighter performance to target levels.
 - 1.2.3 Members will be required to retake the physical fitness test within a reasonable time established by the Training Officer and Fire Chief.
- 1.3 RPAT times in excess of 11:30
 - 1.3.0 Considered a failure and any firefighter in this category will be removed from active duty until minimum standards can be attained.
- 1.4 Failure to meet the minimum requirements after the second attempt will result in a suspension of up to 30 days without pay.
- 1.5 If at the end of the 30-day suspension the employee does not meet the minimum standards, termination procedures may be initiated.

Health and Safety

- 1.0 The Health and Safety Policy contains material extracted from NFPA 1500 amended for specific application by the Ridgeland, MS Fire Department.
- 1.1 The purpose of this policy is to specify the minimum requirements for occupational safety and health for the fire department, and safety procedures for those individuals involved in fire suppression, rescue, and related activities.
- 1.2 The objective is to help prevent accidents, injuries, and limit severity of exposures that do occur.
- 1.3 Nothing herein is intended to restrict exceeding these minimum requirements.
- 1.4 The fire department shall prepare and maintain a written statement or policy that establishes the basic organizational structure; the expected number of fire department members; the type of functions that the fire department is expected to perform; and the type, amount, and frequency of training to be provided to fire department members.
 - 1.4.0 The organizational statement shall be available for inspection by members.
 - 1.4.1 It shall be the responsibility of the fire department to provide a safe, healthy work environment for its members. The fire department shall research, develop, implement, and enforce occupational safety and health.
 - 1.4.2 Each individual member of the fire department shall cooperate, participate, and comply with the provisions of the occupational safety and health program. They will immediately notify their supervisor of hazards.
 - 1.4.3 The Fire Chief shall appoint a designated fire department safety officer. This position shall comply with the requirements of NFPA 1521, Standard for Fire Department Safety Officer.
 - 1.4.4 The fire department safety officer shall be responsible for the management of the occupational safety and health program.
 - 1.4.5 The fire department shall establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, or deaths that are or might be job related.
 - 1.4.6 The data collection system shall also maintain individual records of any occupational exposure to known or suspected toxic products or contagious diseases.
 - 1.4.7 The fire department shall maintain a confidential health record for each member and a health database.

- 1.4.8 The fire department shall maintain training records for each member indicating dates, subjects covered, and certifications achieved.
- 1.4.9 The fire department shall maintain inspection, maintenance, repair, and service records for all vehicles and equipment used for emergency operations.
- 1.5 An Occupational Safety and Health Committee shall be established and shall serve in an advisory capacity to the Fire Chief.
 - 1.5.0 The purpose of this committee shall be to conduct research, review accidents and injuries, review specifications, review matters pertaining to occupational safety and health within the fire department, and make recommendations through the Safety Officer to the Fire Chief.
 - 1.5.1 The Occupational Safety and Health Committee shall be comprised of one Firefighter and one Officer from each shift and the Safety Officer, who serves as the chairperson of the committee.
 - 1.5.2 Each Firefighter and Officer shall have one vote, with the Safety Officer only voting in case of a tie. Selection of the committee representatives shall be made by each shift from within their respective shifts. Serving on the committee shall be on a voluntary basis.
 - 1.5.3 The term for serving on the committee is one year.
 - 1.5.4 The committee shall hold meetings quarterly, and may hold special meetings when called by the Safety Officer or Fire Chief.
 - 1.5.5 Written minutes of each meeting shall be retained and shall be posted on fire department bulletin boards at each station.
 - 1.5.6 Any department member may convey a safety concern to the committee by submitting it in writing to any committee member, who will introduce the concern to the committee at the next meeting.
 - 1.5.7 Any department member may address the committee during a committee meeting.

Infection Control Plan

- 1.0 The fire department shall actively attempt to identify and limit the exposure of members to contagious diseases in the performance of their assigned duties.
- 1.1 When appropriate, inoculations, vaccinations, and other treatment shall be made available.
- 1.2 The fire department physician shall provide medical guidance should a member become, or suspect they are, infected or exposed.
- 1.3 Members will promptly report any potential exposures to the designated Safety Officer who will assist in completing the required forms and forwarding those forms to through the appropriate channels.
- 1.4 Members will wear appropriate PPE to limit the risk of exposures.
- 1.5 Members will adhere to adequate hand washing practices to prevent cross-contamination and reduce risk of infection.
- 1.6 All members who may assume emergency duties shall have the hepatitis B vaccination.
- 1.7 All members who may assume emergency duties shall have a tuberculosis exposure test done each year.

Personal Protective Equipment

- 1.0 The fire department shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards of the work environment to which the member is or may be exposed.
- 1.1 Such protective clothing and protective equipment shall be suitable for the tasks that the member is expected to perform in that environment.
- 1.2 All new protective clothing and equipment purchased shall meet the minimum requirements of NFPA Standards (most recent edition).
- 1.3 Protective clothing and equipment currently not meeting NFPA standards will be upgraded or replaced with NFPA approved as practical.
- 1.4 Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
- 1.5 Members shall be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.
- 1.6 Protective clothing and protective equipment shall be used and maintained in accordance with manufacturer's instructions.
- 1.7 Protective clothing shall be inspected by the Safety Officer annually.
- 1.8 Protective clothing in need of repair shall be reported immediately to the Shift Commander.
- 1.9 Fire department members shall wear all the protective clothing specified at all times when involved in or exposed to the hazards of structural firefighting.
- 1.10 Each member involved in rescue, firefighting, or other hazardous duties shall be provided with and shall use a PASS device.
 - 1.10.0 Each PASS device shall be tested at the beginning of each shift and prior to each use, and shall be maintained in accordance with the manufacturer's instructions.
- 1.11 Class I life safety harnesses shall only be used for fire fighter attachment to ladders and aerial devices.
- 1.12 Class II life safety harnesses shall be utilized for fall arrest and repelling operations.
- 1.13 Face and eye protection shall be used by members engaged in fire suppression and other operations involving hazards to the eyes and face at all times when the face is not protected by the full facepiece of SCBA.
- 1.14 Hearing protection shall be used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.
- 1.15 Hearing protection shall be used by all members when exposed to noise in excess of 90 dBA from power tools or equipment, except in situations where the use of such protective equipment would create an additional hazard to the user.

Respiratory Protection

- 1.0 SCBA shall be used by all personnel working in areas where:
 - 1.0.0 The atmosphere is hazardous,
 - 1.0.1 The atmosphere is suspected of being hazardous,
 - 1.0.2 The atmosphere may rapidly become hazardous.
 - 1.0.3 Working below ground level or inside any confined space unless the safety of the atmosphere can be established by testing and monitoring.
- 1.1 The fire department shall maintain a respiratory protection program that meets the requirements of ANSI Z88.5, Practices for Respiratory Protection for the Fire Service, and ANSI Z88.6, Standard for Respiratory Protection -- Respirator Use Physical Qualifications for Personnel.
- 1.2 Sources of a compressed gaseous breathing air, such as compressors, cascade systems, storage receivers, etc. used for filling SCBA cylinders shall be tested at least every three months to assure their compliance with Compressed Gas Association G-7.1, Commodity Specification for Air, and shall have a minimum air quality of Grade D.
- 1.3 SCBA cylinders shall be hydrostatically tested within the periods specified by the manufacturers and the applicable governmental agencies.
- 1.4 All SCBA shall be inspected, used, and maintained as specified in ANSI Z88.5, Practices for Respiratory Protection for the Fire Service.
- 1.5 All members using SCBA shall be medically certified by a physician on an annual basis, and shall be regularly trained, tested, and certified in the safe and proper use of this equipment.
 - 1.5.0 When this evaluation is conducted by a physician other than the fire department physician, the evaluation shall be subject to the review and approval of the fire department physician.
- 1.6 Members using SCBA shall operate in teams of two or more who are in communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities, and are in close proximity to each other to provide assistance in case of an emergency.
- 1.7 Each new member shall be tested before being permitted to use SCBA in a hazardous atmosphere.
- 1.8 Only members with a properly fitting facepiece shall function in a hazardous atmosphere with SCBA.
- 1.9 Beards or facial hair that interferes with the facepiece seal are prohibited for members required to use SCBA.
- 1.10 If eyeglasses are worn, the member shall use frames that do not pass through the seal area of the facepiece.

Collision Prevention and Driver Safety

- 1.0 The fire department shall consider health and safety as primary concerns in the specification, design, construction, acquisition, operations, maintenance, inspection, and repair of all vehicles and equipment.
- 1.1 Fire department vehicles shall be operated only by members who are trained and certified in their proper operation.
- 1.2 Drivers of fire department vehicles shall have a valid Mississippi driver's license.
- 1.3 Vehicles shall be operated in compliance with all traffic laws, including sections pertaining to emergency vehicles, as applicable.
- 1.4 Drivers of fire department vehicles shall be directly responsible for safe and prudent operation under all conditions.
- 1.5 When the driver is under the direct supervision of an officer, that officer shall also assume responsibility for the actions of the driver.
- 1.6 Drivers shall not move fire department vehicles until all persons on the vehicle are seated and secured with seat belts or safety harnesses in approved riding positions.
- 1.7 All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion.
- 1.8 Riding on tail- steps or in any other exposed positions shall be prohibited.
- 1.9 Unrestrained personnel shall be prohibited from riding on apparatus, with the exception of loading supply hose in which a spotter shall be used at all times.

Training

- 1.0 Training sessions are mandatory for on-duty personnel unless excused by the Training Officer.
- 1.1 Training sessions are open to all personnel, both firefighters and officers.
- 1.2 Training sessions will be scheduled at various times, both during the day and evenings so as to make them available to all personnel.
- 1.3 Overtime for training sessions must be pre-approved by the Fire Chief.
 - 1.3.0 Training Class Notices will indicate when overtime is authorized.
 - 1.3.1 Any questions regarding overtime for training should be directed to the Training Officer or Fire Chief **PRIOR** to the class.
- 1.4 Types of training:
 - 1.4.0 Fire and Rescue
 - 1.4.0.0 Local
 - 1.4.0.0.0 Regular departmental training sessions will be held each month with a minimum of two (2) hours of accumulated fire/rescue training time.
 - 1.4.0.0.1 These regular training sessions may cover any topic that is a part of the firefighters' knowledge base. Initiation of training may be shift based or through the Training Office.
 - 1.4.0.0.2 Participation in departmental training is mandatory unless otherwise approved by the Training Officer or Shift Commander.
 - 1.4.0.1 Mississippi State Fire Academy
 - 1.4.0.1.0 Applications for the Mississippi State Fire Academy will be accepted in the Training Office in October of each year and will be submitted and approved based on need and availability.
 - 1.4.0.1.1 All forms should be completed by the employee and signed by the Training Officer.
 - 1.4.0.1.2 Employees may attend no more than two (2) classes per calendar year and of those two (2) one (1) must be of no cost to the Ridgeland Fire Department unless otherwise approved by the Fire Chief.

1.4.0.2 National Fire Academy

- 1.4.0.2.0 The Ridgeland Fire Department encourages participation in the National Fire Academy in Emmittsburg, MD.
- 1.4.0.2.1 Applicants should check the National Fire Academy's website for course specifics and to determine if they qualify for the class being offered.
- 1.4.0.2.2 The completed application should be turned in to the Training Office.
- 1.4.0.2.3 All NFA applications must be approved by the Fire Chief.
- 1.4.0.2.4 A National Fire Academy course is considered a "paid" class due to the meal ticket cost.
- 1.4.0.2.5 Only one (1) National Fire Academy course will be allowed per calendar year unless otherwise approved by the Fire Chief.

1.4.1 EMS

1.4.1.0 Local

- 1.4.1.0.0 Regular departmental training sessions will be held each month with a minimum of two (2) hours of accumulated EMS training time.
- 1.4.1.0.1 These regular training sessions may cover any topic that is a part of the EMT's knowledge base. Initiation of training may be shift based or through the Training Office.
- 1.4.1.0.2 Participation in departmental training is mandatory unless otherwise approved by the Training Officer or Shift Commander.

1.4.2 Specialty Training

- 1.4.2.0 No more than one (1) FEMA or Homeland Security sponsored class may be attended per calendar year.
- 1.4.2.1 Completed applications must be turned in to the Training Office for approval.

1.5 Training Safety

1.5.0 Safety during training activities will be the primary concern.

1.5.1 Instructors and trainees shall pay strict attention to, and abide by, all safety related rules and regulations.

1.5.2 Any person can halt a training evolution at any time if they see, or think they see, an unsafe act or condition.

1.5.3 During particularly hazardous sessions, such as live fire and rope rescue training, a Safety Officer will be appointed and shall have the final say on whether an evolution will be performed, stopped or adjusted to make it less risky.

1.5.4 The Training Officer shall act as Safety Officer or appoint a Safety Officer whenever possible.

1.5.5 All training will be in accordance with the "Fire Department Occupational Safety and Health Program".

1.6 Documentation

1.6.0 Shift training can be conducted by a station officer or appointed by the station officer.

1.6.1 A "Training Form" should be completed to include the date, location, name of the participant(s), material covered, total class time, and a classification of Fire or EMS training.

1.6.2 The "Training Form" should be delivered to the Training Office or emailed to the Training Officer as soon as reasonably possible.

1.6.3 Copies of any certificates received from successfully completed courses should be turned in to the Training Office as soon as reasonably possible to update individual employee training files.

Evaluation and Testing of Personnel

- 1.0 Fire department members will be evaluated annually.
- 1.1 Probationary members will be tested at their 6 month anniversary and then annually after that.
- 1.2 The intent of the evaluations is to compare the performance of department members with predefined standards of performance as identified by RFD.
- 1.3 Each member will be evaluated by his/her direct supervisor.
- 1.4 Quarterly street map test will be given and graded by the Training Office.
- 1.5 Other testing may be done at the discretion of the Training Office.
- 1.6 The minimum passing score on tests is 75 unless otherwise indicated.
 - 1.6.0 Personnel not scoring 75 or greater shall be required to re-take the exam until a passing score is achieved.
 - 1.6.1 The original failing score will still be entered in the grade book for evaluation purposes.
- 1.7 A person's "on-going test grade average" is defined as the previous 12 months test scores added together and divided by the number of tests.
 - 1.7.0 This average can be used as one factor when reviewing a person's performance

New Recruit Training

1.0 Local

- 1.0.1 New personnel shall be assigned to the Training Division for a minimum of 100 hours of departmental training prior to being placed on shiftwork.
- 1.0.2 New recruits will work from 7 a.m. until 5 p.m. Monday through Friday.
- 1.0.3 Upon successful completion of the Training Division's New Recruit course, new personnel will be assigned to shiftwork based on the Fire Chief's decision.
- 1.0.4 Training shall consist of, but not be limited to:
 - 1.0.4.0 Safety
 - 1.0.4.1 Departmental Orientation
 - 1.0.4.2 Standard Operating Guidelines/Procedures
 - 1.0.4.3 Vehicle and Equipment Familiarization
 - 1.0.4.4 Street Locations
 - 1.0.4.5 High Hazard/ Target Hazard Locations
 - 1.0.4.6 Communication Procedures
 - 1.0.4.7 Incident Command (ICS 100, 200, 700, 800c)
 - 1.0.4.8 Hazardous Materials
 - 1.0.4.9 Bloodborne Pathogens
 - 1.0.4.10 First Aid/CPR
 - 1.0.4.11 Rank Structure
- 1.0.5 A "Probationary Taskbook" has been designed to help guide the training of the recruit firefighter
 - 1.0.5.0 The "Probationary Taskbook" is divided into two modules.
 - 1.0.5.0.0 Module 1 must be completed within the first two (2) weeks of employment
 - 1.0.5.0.1 Module 2 must be completed within the first six (6) months of employment
 - 1.0.5.1 The checkoff of each skill should be done by an officer.

1.0.5.2 The “Probationary Taskbook” must be submitted to the Training Office by the new recruit’s six (6) month anniversary

1.0.5.3 It is the responsibility of the station officer where new recruits are assigned to assure the taskbook is completed in a timely manner.

1.1 Fire and Rescue

1.1.0 Upon completion of the Training Division’s New Recruit course, candidates will be scheduled for the next available Candidate Physical Agility Test (CPAT) at the Mississippi State Fire Academy (MSFA).

1.1.1 After successful completion of the CPAT test, an application for Fire Fighter 1001 I-II will be completed by the Training Officer and submitted to MSFA for the next available class.

1.1.2 New personnel will be required to complete Firefighter 1001 I-II within the first year of employment.

1.1.3 Failure to do so could result in termination.

1.1.4 If the new recruit is already Firefighter 1001 I-II certified, copies of certificates should be turned in to the Training Office for verification.

1.2 EMS

1.2.0 New personnel are required to be a Nationally Registered Emergency Medical Technicians Basic or Paramedic (NREMT-B or NREMT-P) and complete necessary requirements to remain registered while employed with the Ridgeland Fire Department.

1.2.1 In addition, NREMT-B and NREMT-P are required to be certified by the Mississippi Department of Health and maintain State EMT-B or State EMT-P registration while employed with the Ridgeland Fire Department.

1.2.2 New personnel will be scheduled to attend Emergency Medical Technician program offered at Holmes Community College Ridgeland Campus before or after completion of MSFA Fire Fighter 1001 I-II.

1.2.3 Completion of both classes shall be within the first year of employment unless a scheduling conflict arises.

1.2.4 Any deviation from the required first year training must be approved by the Fire Chief.

Training Requirements, Certifications & Records

- 1.0 Personnel attending departmental training sessions must sign the roll sheet to ensure credit for the class
- 1.1 Personnel attending “off-site” training courses must provide the Training Officer with a copy of their certificate or other documentation verifying course attendance.
- 1.2. Training records will be maintained by the Training Office.
- 1.3 Personnel may view their Training Folder after scheduling a time with the Training Officer.
- 1.4 Each individual is responsible for ensuring that the information provided to the Training Office is up-to-date.
- 1.5 Other training may be done at the discretion of the Training Office.
- 1.6 Frequency of Training
 - 1.6.0 Monthly
 - 1.6.0.0 EMS (2 hour)
 - 1.6.0.1 Fire/Rescue (2 hour)
 - 1.6.0.2 Incident critiques (frequency depends on occurrence)
 - 1.6.1 Quarterly (Four times a year)
 - 1.6.1.0 Fire Department Operation Procedures (1 test)
 - 1.6.1.1 Fire Department Policies (1 test)
 - 1.6.1.2 Streets (1 test)
 - 1.6.1.3 Driver training (4 hours)
 - 1.6.2 Semi-Annual (Twice a year)
 - 1.6.2.0 SCBA (1 hour)
 - 1.6.2.1 Fire Officer (officers only; 6 hours)

1.6.3 Annual

1.6.3.0 Emergency vehicle driving (class)

1.6.3.1 Hazardous Materials (6 hours)

1.6.4 Biennial (Every two years)

1.6.4.0 EMT Refresher (recertification)

1.6.4.1 CPR (recertification)

1.6.4.2 Dive Rescue (recertification)

1.6.4.3 ACLS (paramedics only; recertification)

1.6.4.4 NREMT (recertification)

1.6.4.5 State EMS License (recertification)

RIDGELAND FIRE DEPARTMENT
CAPTAIN'S PROMOTIONAL
TALLY SHEET
Revised: 10/31/18

Name: _____

Date: _____

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

I. REQUIRED TRAINING/EXPERIENCE: (NO POINTS)

- A. Seven (7) years firefighting service with the last four (4) years serving as an officer with the City of Ridgeland. ()
- B. Required Courses:
- 1. Meets the requirements of Sergeant ()
 - 2. Certified state or national Fire Command Tactical class(es) (minimum 40 hours) ()
 - 3. NFPA 1521 Fire Department Safety Officer ()
 - 4. One additional state or national certified Fire Command Tactical class (minimum 40 hours) ()

II. ADDITIONAL TRAINING/EXPERIENCE:

- A. Firefighter Service - 1 point for each year as fire service employees (**max. 10 points**) _____
- B. Officer Service - 1 point for each year with the Ridgeland Fire Department as an officer (**max. 10 points**) _____
- C. College
- Fire Service Associate's Degree - 2 Points
 - Fire Service Bachelor's Degree - 5 Points
 - Non Fire Service Associate's Degree - 1 Point
 - Non Fire Service Bachelor's Degree - 2 Points
 - Master's Degree- 5 points
 - (**Highest degree only. Degrees cannot be combined. Max. 5 points**)
 - * Associates in Paramedical Science excluded**
- D. Professional Certification Courses - 1 point each:
Minimum 32 hours per course (**max. 10 points**) _____
- E. Smoke Diver- 5 points
(**max. 5 points**) _____
- F. Nationally Registered Paramedic
(**max. 5 points**) _____

G. In-Service Departmental Training:

Previous 12 Months Training Grade Average _____

Scale: 100 & Up = 10 pts, 99 = 9, 98 = 8, 97 = 7,
96 = 6, 95 = 5, 94 = 4, 93 = 3, 92 = 2, 91 = 1 (max 10 points) _____

TOTAL ADDITIONAL TRAINING POINTS: _____

III. PERFORMANCE RATING: (PREVIOUS 12 MONTHS)

Performance points are based on Annual Performance Evaluation

Excellent = 5
points
Outstanding = 10 points

TOTAL PERFORMANCE POINTS (max 10 points): _____

IV. BI-ANNUAL PHYSICAL FITNESS TESTS:

Has not met minimum physical fitness standards. - Not eligible for promotion.
Has met minimum physical fitness standards - 5 points
Has exceed minimum physical fitness test by 1 minute or more - 10 points

TOTAL PHYSICAL FITNESS POINTS (max 10 pts) _____

V. PROMOTION TEST:

1 point for each test point above 70%

Test Score _____

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

**VI. PROMOTIONAL BOARD
RESULTS:**

A. Interviewer #1 _____
B. Interviewer #2 _____
C. Interviewer #3 _____
D. Interviewer #4 _____
E. Interviewer #5 _____

TOTAL PROMOTION BOARD SCORE (max 30 points) _____

VII. FINAL COMPUTATIONS:

Promotional Board Score _____

Add. Training
Points _____

Performance
Points _____

Physical Fitness Points _____

Promotion Test Points _____

TOTAL SCORE (MAX 135 POINTS)

**RIDGELAND FIRE DEPARTMENT
LIEUTENANT'S PROMOTIONAL
TALLY SHEET
Revised: 10/31/18**

Name: _____

Date: _____

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

I. REQUIRED TRAINING/EXPERIENCE: (NO POINTS)

- A. Five (5) years firefighting service with the City of Ridgeland with the last one (1) year as an officer. ()
- B. Required Courses:
- 1. Meets the requirements of Sergeant ()
 - 2. Certified state or national Fire Command Tactical class(es) (minimum 40 hours) ()
 - 3. NFPA 1521 Fire Department Safety Officer ()

II. ADDITIONAL TRAINING/EXPERIENCE:

- A. Firefighter Service - 1 point for each year as fire service employees (**max. 10 points**) _____
- B. Officer Service - 1 point for each year with the Ridgeland Fire Department as an officer (**max. 10 points**) _____
- C. College
- Fire Service Associate's Degree - 2 Points
 - Fire Service Bachelor's Degree - 5 Points
 - Non Fire Service Associate's Degree - 1 Point
 - Non Fire Service Bachelor's Degree - 2 Points
 - Master's Degree- 5 points
- (Highest degree only. Degrees cannot be combined. Max. 5 points)**
- *Associates in Paramedical Science excluded**
- D. Professional Certification Courses - 1 point each:
Minimum 32 hours per course (**max. 10 points**) _____
- (max. 5 points)**
- F. Nationally Registered Paramedic _____
- (max. 5 points)**

G. In-Service Departmental Training:

Previous 12 Months Training Grade Average _____

Scale: 100 & Up = 10 pts, 99 = 9, 98 = 8, 97 = 7,
96 = 6, 95 = 5, 94 = 4, 93 = 3, 92 = 2, 91 = 1 (max 10 points) _____

TOTAL ADDITIONAL TRAINING POINTS: _____

III. PERFORMANCE RATING: (PREVIOUS 12 MONTHS)

Performance points are based on Annual Performance Evaluation

Excellent = 5
points

Outstanding = 10 points

TOTAL PERFORMANCE POINTS (max 10 points): _____

IV. BI-ANNUAL PHYSICAL FITNESS TESTS:

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

Has met minimum physical fitness standards - 5 points

Has exceed minimum physical fitness test by 1 minute or more - 10 points

TOTAL PHYSICAL FITNESS POINTS (max 10 pts) _____

V. PROMOTION TEST:

1 point for each test point above 70%

Test Score _____

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

VI. PROMOTIONAL BOARD RESULTS:

A. Interviewer #1 _____

B. Interviewer #2 _____

C. Interviewer #3 _____

D. Interviewer #4 _____

E. Interviewer #5 _____

TOTAL PROMOTION BOARD SCORE (max 30 points) _____

VII. FINAL COMPUTATIONS:

Promotional Board Score _____

Add. Training
Points _____

Performance
Points _____

Physical Fitness Points _____

Promotion Test Points _____

TOTAL SCORE (MAX 135 POINTS) _____

RIDGELAND FIRE DEPARTMENT
SERGEANT'S
PROMOTIONAL TALLY
SHEET
Revised: 10/31/18

Name: _____

Date: _____

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

I. REQUIRED TRAINING/EXPERIENCE: (NO POINTS)

- A. Three (3) years firefighting service with City of Ridgeland. ()
- B. Required Courses:
- 1. Meets the requirements of Firefighter II ()
 - 3. Fire Officer I & II NFPA 1021 ()
 - 4. Hazardous Materials Technician NFPA 472 ()
 - 5. Instructor I & II NFPA 1041 ()

II. ADDITIONAL TRAINING/EXPERIENCE:

- A. Firefighter Service - 1 point for each year as fire service employees (**max. 10 points**) _____
- B. College _____
- Fire Service Associate's Degree - 2 Points
 - Fire Service Bachelor's Degree - 5 Points
 - Non Fire Service Associate's Degree - 1 Point
 - Non Fire Service Bachelor's Degree - 2 Points _____
 - Master's Degree- 5 points
 - (Highest degree only. Degrees cannot be combined. Max. 5 points)**
 - *Associates in Paramedical Science excluded**
- C. Professional Certification Courses - 1 point each:
Minimum 32 hours per course (**max 10 points**) _____
- D. Smoke Diver _____
(**max. 5 points**)
- E. Nationally Registered Paramedic _____
(**max. 5 points**)
- Previous 12 Months Training Grade Average _____
- Scale: 100 & Up = 10 pts, 99 = 9, 98 = 8, 97 = 7,
96 = 6, 95 = 5, 94 = 4, 93 = 3, 92 = 2, 91 = 1 (**max 10 points**) _____

TOTAL ADDITIONAL TRAINING POINTS: _____

III. PERFORMANCE RATING: (PREVIOUS 12 MONTHS)

Performance points are based on Annual Performance Evaluation

Excellent = 5 points

Outstanding = 10 points

TOTAL PERFORMANCE POINTS (max 10 points): _____

IV. BI-ANNUAL PHYSICAL FITNESS TESTS:

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

Has met minimum physical fitness standards - 5 points

Has exceed minimum physical fitness test by 1 minute or more - 10 points

TOTAL PHYSICAL FITNESS POINTS (max 10 pts) _____

V. PROMOTION TEST:

1 point for each test point above 70%

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

**Test
Score** _____

VI. PROMOTIONAL BOARD RESULTS:

A. Interviewer #1 _____

B. Interviewer #2 _____

C. Interviewer #3 _____

D. Interviewer #4 _____

E. Interviewer #5 _____

TOTAL PROMOTION BOARD SCORE (max 30 points) _____

VII. FINAL COMPUTATIONS:

Promotional Board Score _____

Add.
Training
Points _____

Performance
Points _____

Physical Fitness Points _____

Promotion Test Points _____

TOTAL SCORE (MAX 125 POINTS) _____

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Ridgeland Fire Department Standard Operating Guidelines

Volume I

Chief Matt Bailey
10/31/2018

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City of Ridgeland Fire Department

Incident Operations

Standard Operating Guideline

Table of Contents

Title: Table of Contents

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

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City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 1

Title: Emergency Scene Command/NIMS

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 8

Purpose. To establish an Incident Command Guideline for all operations of the Ridgeland Fire Department incorporating those components of the National Incident Management System.

Scope. This is to be used as a guideline by which personnel will be able to operate any emergency scene. It would be impossible to write a guideline by which every incident could be handled. The purpose of this procedure is to give all personnel insight into a uniform operation that can be used at all incidents. This guideline shall provide for the safe and efficient operation of all shifts of the Department. It is written to coincide with other requirements of the National Incident Management System and Fire/Rescue agencies in our area.

General

Operations / Establishing On-Scene Command:

Single Unit Responses

On single-unit alarms, upon arrival the officer in charge of the dispatched unit will be in command of the operation, until relieved on the scene by another officer or individual of equal rank or expertise.

Multiple Unit Responses

On multiple-unit assignments, the first arriving unit is **required to establish “Command”**, both physically and with "Headquarters". From this point forward, all communications for the incident should be relayed through “Command.”

If the first in unit has to leave their apparatus to assume an offensive position, they are required to transfer “Command” to another individual.

Any time that “Command” is transferred on the scene, "Headquarters" must be advised of the unit that is assuming “Command”. It is necessary that the individual who is in Command remain in radio contact.

Command must transmit periodic updates on emergency scene conditions to keep all responders informed.

Tactical Benchmarks should be noted on the ***Tactical Worksheet***, and verbally to “Headquarters”. Examples of such Benchmarks are listed below:

Examples: Basic Tactical Benchmarks:

- ☐ Establishing Command
- ☐ Decision to establish an OFFENSIVE or DEFENSIVE mode of operation
- ☐ Primary Search – ALL CLEAR
- ☐ Secondary Search-- COMPLETE
- ☐ Rescue and Treatment of Victims
- ☐ Fire Control, Exposure Protection and Incident Stabilization
- ☐ Property Conservation
- ☐ Operations Completed

**** For a complete Tactical Worksheet see page 8 & 9.**

All of these operations are to be performed at the same time with proper command operations. Completion of these tasks are usually only limited by manpower. In specific situations, containment of all hazards might have to be made in order to effectively rescue victims, without taking unnecessary dangers with personnel.

Personnel should attempt to work in teams to insure a safe operation. All personnel will stay with the company they are assigned to, unless directed to another company, at which time the officers of both units will be made aware of the transfer. This will insure that all personnel can be accounted for at any time. Command will keep track of all companies on the Tactical Worksheet at the Command Post.

Division / Group Supervisors will keep account of their personnel in their Divisions or Groups. No drivers of any units will be allowed to abandon their apparatus, unless directed by the Company Officer or the Incident Commander.

Command Responsibilities

The Incident Commander is responsible for the command function at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Command" in this procedure refers jointly to both the person and the function.

Command Procedures Are Designed To Accomplish The Following:

- Fix the responsibility for Command on a certain individual through a standard identification system
depending on arrival sequence of members, companies and officers.
- Insure that strong, direct and visible Command will be established as early as possible in the operation.
- Establish an effective framework outlining the activities and responsibilities assigned to Command.
- Provide a system for the orderly transfer of command to subsequent arriving officers.

The Major Responsibilities Assigned to All Incident Supervisors are:

- Provide for the safety and survival of all personnel and civilians.
- Provide for a Rapid Intervention Team during active firefighting operations.
- Remove endangered occupants and treat the injured.
- Control incident.
- Conserve property after fire/incident control is achieved.

Modes of Operation

There are two modes of operation on any emergency scene, **offensive and defensive**. This terminology helps to identify the methodology of the Incident Commander in attempting to stabilize the incident.

Offensive Mode. Interior attack and related support directed toward the rapid control and extinguishment of fire. This may also be used to identify technician level work is being performed at a hazardous materials incident.

Defensive Mode. Exterior attack directed to reduce the amount of fire extension from an area or structure, and then bring the fire under control with ultimate extinguishment.

Command must define if the operation will be offensive or defensive in nature so that all Companies will be aware of the intent of the operation.

The change in mode can come quickly or an incident may start out in the defensive mode and switch to the offensive mode based upon fire ground conditions. Most of our fires will begin in the offensive mode. Interior attack efforts must be directed towards supporting primary search. First attack must go between victims and protect the avenues of escape.

Division / Group Operations

On any operation involving more than one unit, it may be necessary to divide the units into divisions or groups. This involves the dividing of the operation into job/task specific or locations to maintain a safe span-of-control for the total operation.

The officer who is in Command should designate the Divisions or Groups for the incident and then assign the individual who will be responsible for that Division / Group.

It will be that person's responsibility to keep track of all personnel assigned to that Division / Group, along with providing Command with updates of the Division / Group's operations. A Division / Group may be comprised of one or more individuals or companies.

When a Division / Group Supervisor communicate conditions in their Divisions / Group, they will report as that Division / Group, not as the Company they arrived with.

Staging

Staging is defined as the locating of resources in an area until such time as they are needed to work at the scene. Staging may include the relocation of both personnel and apparatus. Any incident can use staging as part of its operation. There are two types of staging.

Level 1 Staging

Level 1 staging applies to all multiple company responses on an alarm assignment. The first arriving company officer will assume command and size-up the incident. Unless otherwise directed, All incoming companies will position their apparatus at the incident and standby for an assignment.

Level 2 Staging

Level 2 Staging will relate to large, complex incidents requiring an on scene reserve of fire companies, as well as other agencies, and will involve formal staging in an area designated by the IC. When the IC announces a formal Staging area, Headquarters shall be notified and all responding companies will report to and remain in the staging area until assigned to the incident. The first Company Officer to arrive at the approximate location of the Staging area shall become the Staging Officer.

Command Options

An initial arriving company officer must decide on an appropriate commitment for the company. This will usually fall into one of three general modes, listed below.

Nothing Showing Mode

“Nothing Showing” Mode Incidents generally requires investigation by the first arriving engine/ladder and rescue. Normally, the officer should go with the company to investigate while utilizing a portable radio to maintain Command.

Fast Attack Mode

Fast Attack Mode Incidents are situations that require immediate action to stabilize. Situation such as interior fires in residences, apartments, or small commercial occupancies, require that the officer quickly decide how to commit the company. Where a fast interior attack is critical, an officer can take advantage of the portable radio to permit personal involvement in the attack without neglecting Command responsibilities.

The Fast Attack mode should not last more than a few moments and will end with one of the following:

- Situation is stabilized.
- Command is passed to next arriving company.
- A Command Officer arrives and Command is transferred.
- Situation is not stabilized and the officer must assume a normal Command position.

Command Mode

Command Mode Incidents require immediate Command presence and rapid decision-making. Such situations, by virtue of the size of the fire, the complexity/potential of the occupancy or the possibility of extension, require strong, direct, and overall command from the outset. In such cases, the officer will initially assume a Command position and maintain that position until relieved by a ranking officer.

If the first arriving company officer elects not to join the remainder of the company in action, they may operate within the following options with regard to the assignment of the crew:

- Command can assign company members to perform staff functions as well.
- Command can assign the company members to another company to work under the supervision of its officer.

In such cases, the officer must communicate with the receiving officer and indicate the assignment of his personnel.

While the arriving company officer has a choice of modes and degrees of personal involvement in the attack, this officer continues to be fully responsible for the identified tasks assigned to the Command function. In all cases, the initiative and judgment of the officer are of great importance.

The modes identified are not strict rules, but general guidelines to assist the officer in planning his action.

The first officer to arrive on the scene will be in charge until relieved by a ranking officer.

Note: This does not preclude the option of the first arriving company officer having another company officer arriving with them, or close behind, take Command. This may be prearranged or maybe necessitated by circumstances; in either case, it shall be confirmed by both parties by radio.

Command Positioning

The Incident Command Post

The Standard Command Position for the Fireground Incident Commander should be a stationary one inside of a Command vehicle or in a location outside the structure/hazardous area which is then called the "COMMAND POST."

It should be situated in a conspicuous location, which affords the Commander a good view of the fire-building and surrounding area. When possible, it should be in front of the fire building and should not interfere with apparatus movement. Ideally, it should also offer a view of two sides of the fire building. Once the stationary Command Post has been established, the Incident Commander should advise of the post location and identify that side of the building.

The first arriving Assistant Chief shall assume Command shortly after giving "On the Scene", receiving a transfer of command briefing and reviewing the current situation.

Assumption of Command is discretionary for the Fire Chief, and/or the Deputy Fire Chief. The presence of a Chief Officer does not imply they are in charge of the operation.

Within the chain-of-command indicated above, the actual transfer of Command will be regulated by the following procedures:

- Arriving Chief Officers assuming Command will communicate with the officer being relieved by radio or preferably face-to-face.
- The officer being relieved will brief the officer assuming Command indicating the following:
 - Fire location, conditions, and extension.
 - Strategic goals and tactical objectives.
 - Effectiveness of control efforts.
 - Deployment and assignments of operating companies.
 - Appraisal of needs for additional resources.

The officer being relieved should review the Tactical Worksheet with the ranking officer in complex situations. This sheet provides the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.

The response and arrival of ranking officers on the fireground strengthens the overall command function. All officers will exercise their Command prerogatives in a supportive manner that will insure a smooth transition and the effective ongoing function of Command.

In situations where mutual aid alarm units are being committed and another Officer is to assume

Command, the Commander being relieved will normally be utilized in the following manner: Where offensive attack is being mounted in a single story structure they may become a Division or Group.

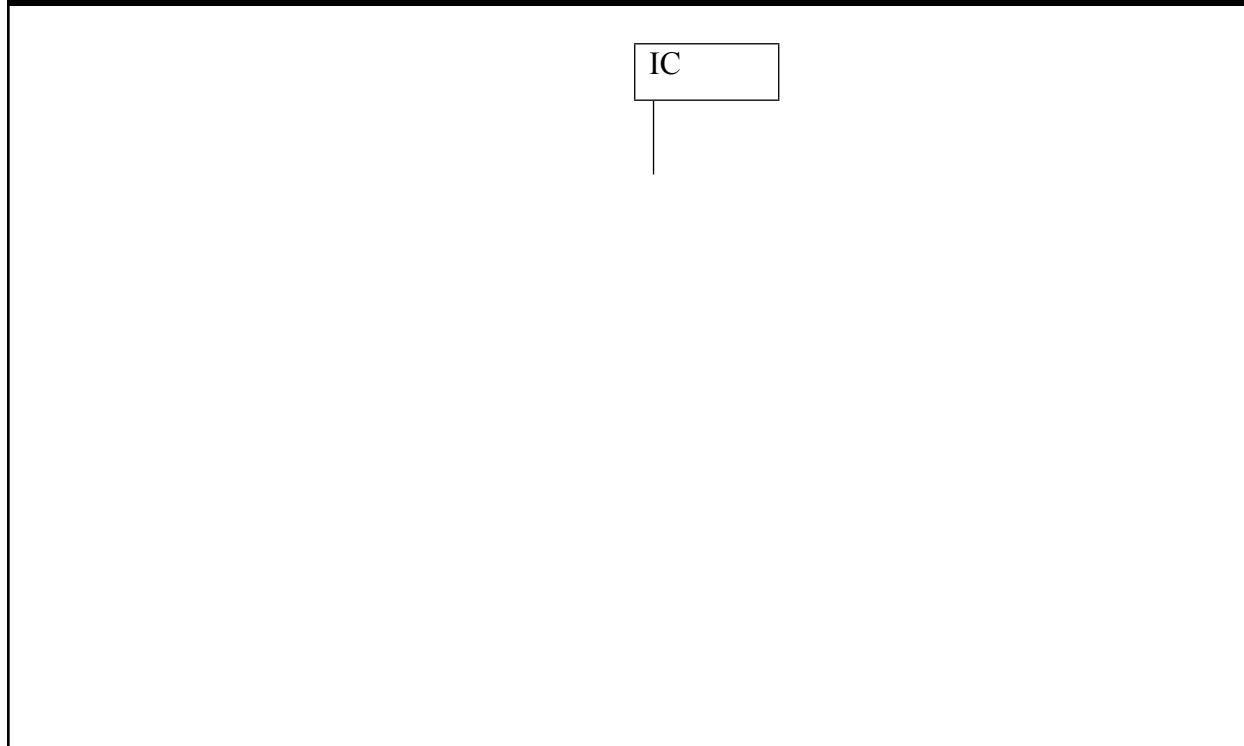
In a high-rise fire they may become the "Group" or "Fire Floor Division Supervisor."

In cases of alarm incidents where Command is effectively handling a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that officer to continue as the Incident Commander. In these cases, the ranking officer may assume another Command or General Staff positions

RIDGELAND FIRE DEPARTMENT TACTICAL WORKSHEET

TACTICAL OBJECTIVES	TACTICAL BENCHMARKS	CONSIDERATIONS
• Rescue • Exposures • Confinement • Extinguish • Overhaul • Ventilation • Salvage	☐ Establishing Command ☐ Offensive ☐ Defensive ☐ Primary Search – All Clear ☐ Secondary Search – Complete ☐ RIT/RIC ☐ Rescue/Treatment of Victims ☐ Fire Control ☐ Exposure Protection ☐ Incident Stabilization ☐ Property Conservation ☐ Operations Completed ☐ PAR - 10 Min/20 Min/30 Min	- Electrical - Gas - Exposures - Ladders - Salvage - Sprinklers - Standpipes - Ambulance

ORGANIZATIONAL CHART



NOTES

MAYDAY

INCIDENT COMMAND CHECKLIST

(Report of a lost or downed Firefighter)

- ☐ **DECLARE EMERGENCY TRAFFIC**
- ☐ **WHO, WHAT, WHERE**
- ☐ **ASSIGN A SEPARATE RADIO CHANNEL FOR FIREGROUND OPS**
- ☐ **CONDUCT A PAR ON ALL CREWS**
- ☐ **REQUEST ADDITIONAL RESOURCES**
- ☐ **ASSIGN A SAFETY OFFICER**
- ☐ **DEPLOY R.I.C.**
- ☐ **ASSIGN A NEW R.I.C.**
- ☐ **REINFORCE FIREFIGHTING POSITIONS**
- ☐ **CONSIDER VENTILATION**
- ☐ **ESTABLISH TREATMENT/TRANSPORT GROUPS**
- ☐ **MONITOR STRUCTURAL STABILITY OF BUILDING**
- ☐ **CLOSELY COORDINATE AND CONTROL SEARCH EFFORTS**
- ☐ **MAINTAIN RADIO AND CREW DISCIPLINE**



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 2**

Title: Personnel Accountability System

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 3

Purpose: To establish guidelines and procedures for personnel accountability on emergency incidents. A Personnel Accountability System is required in accordance with NFPA 1561, Standard on Fire Department Incident Management System and NFPA 1500, Standard on Fire Department Safety and Health Program.

Scope: This standard operating guideline shall apply to all members of the Ridgeland Fire Department

General

Accountability procedures enhance the safety of firefighters operating on emergency incidents by providing the Incident Commander with a system to track the number of personnel and their areas of operation. This information is vital; especially when an evacuation occurs or a serious event happens that requires immediate accounting for all personnel involved.

The Personnel Accountability System is initiated when the first unit arrives on the scene and continues until the Incident Commander determines it is no longer necessary. Accountability responsibilities expand within the Incident Management System (IMS). Accountability procedures shall be strictly followed to ensure the effectiveness of the system and the safety of all personnel.

The Accountability System in no way reduces the Company Officer's primary responsibility to supervise crewmembers, provide for their safety and maintain communication with Command.

When working in an IDLH atmosphere or hazardous environment, Fire Department personnel shall always operate as a minimum crew of two people with a portable radio. Crews shall always go in and come out together. Personnel operating as a crew shall be in contact with the crew leader by voice, touch or sight.

Personnel Accountability Tag (also known as the PAT) shall be considered an issued item of personal protective equipment. All personnel are responsible for these items. Each individual's PAT shall be inspected when that individuals' personal protective clothing is inspected.

System Components:

PAT (Personnel Accountability Tag):

Every Firefighter will be issued a PAT as part of their standard issue of protective equipment. The PAT will consist of a snap fastener with personnel identification card attached.

PAT's will be color coded as follows:

- Green – All Firefighters
- Red – Captains, Lieutenants, Sergeants
- White – All Chief Officers

All fire department emergency vehicles shall be equipped with a PAT collector ring located on the driver's door. At the beginning of each shift all emergency personnel shall attach their PAT to the collector ring of your assigned apparatus.

Command Tactical Worksheet:

All fire department emergency vehicles shall carry a laminated Tactical Worksheet with dry erase marker attached to use when the Company Officer is assuming Incident Command or Operating as a Division/Group Supervisor.

Chief Officer's Command Board

At large and/or complex situations it is recommended the Command Board located on the Assistant Chief's apparatus be used to track companies and assignments throughout an incident and shall have means to attach PAT from responding apparatus to correspond with their assignment.

Implementation:

The Personnel Accountability System shall be implemented on all emergency incidents when personnel are operating in a hazardous area, when using SCBA or at the discretion of the Incident Commander.

Personnel Accountability Report:

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

Examples of incident changes necessitating a PAR are:

- A change from offensive to defensive operation.
- A building collapse.
- An explosion.
- An emergency withdrawal.
- Large scale relocations of personnel.

Command shall initiate a PAR by announcing over the radio "Command to all units, stand by for a PAR". After a brief period to allow the Division/Group Supervisors to account for their people, Command shall call each Division/Group Supervisors individually and ask for a PAR. Each officer shall report back either they "have a PAR" or that they have members who are unaccounted for.

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



City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 3

Title: Fire Ground Operations

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 7

Purpose: The purpose of this guideline is to provide a consistent approach to structural firefighting strategies and tactics. These concepts are written as guidelines to provide fire officers the ability to adjust tactics to a specific emergency. These guidelines are written to provide a standardized vision of strategies that will be used on the fireground. Officers are allowed to deviate from the guidelines when conditions or situations warrant.

Scope: This is to be used as a guideline by which personnel will be able to operate on any emergency scene. It would be impossible to write a guideline by which every incident could be handled. The purpose of this procedure is to give all personnel insight into a uniform operation that can be used at all incidents. This guideline shall provide for the safe and efficient operation of all shifts of the Department. This standard operating guideline shall apply to all members of the Ridgeland Fire Department.

DEFINITIONS AND CONCEPTS

Incident Priorities. The following priorities will guide decision making during the incident:

- Life Safety
- Incident Stabilization
- Property Conservation

Size Up. It is critical that the company officer communicate a concise size up of every situation. First arriving officers/incident commanders are responsible for obtaining a 360 degree view of the structure involved. This information sets the tone for the incident and to ensure the appropriate resources are allocated based on the incident type. The initial radio report should include the follow:

- Unit Number
- Conditions
- Building construction type
- Establish Command
- Declare operational mode

Offensive Attack. This attack should be utilized where fire personnel can enter the fire building without undue danger or risk. During these operations, coordinated ventilation should be utilized to assist with interior operations. This type of attack is most effective when searches must be conducted and for limiting the spread and damage of the fire.

Defensive Attack. This attack should be used when a building is too heavily involved in fire or there are other risks that make an offensive fire attack imprudent. Exterior hose streams may be applied in order to control and cool the fire.

Primary Search. A primary search should be conducted at all working fire incidents where an interior attack can be made. A primary search shall be a quick and efficient examination throughout the living areas of the building.

Secondary Search. A secondary search should be assigned as units become available from other assignments and following the completion of the primary search. A secondary search shall be a methodical examination of all segments of the building in order to locate any occupants that may not have been found during the primary search.

VENT-ENTER-ISOLATE-SEARCH (V.E.I.S.). Is the approved tactic when entering a structure through an opening (door or window) to search an area for the location of the fire or to locate possible victims. The priority upon entering the area via a window is to close the door to that room or area in order to isolate that area being searched from the fire area. When entering a fire area via a doorway entrance, the door needs to be controlled until the fire area is further isolated or a charged hoseline is advancing on the fire. By isolating the area, we are controlling the flow path of the fire, heat and smoke towards the ventilation point as well as controlling the air flow from the ventilation point towards the fire area.

Emergency Withdrawal. An emergency withdrawal from a building will be made when internal heat, structural collapse, hazardous reaction of chemical contents, or any other extremely dangerous condition presents an imminent hazard to personnel. An emergency withdrawal will be initiated by the incident commander or incident safety officer and signaled by long continued blasts of vehicle horns and verbal announcements over radio and public address systems.

Tactical Withdrawal. A tactical withdrawal will be initiated by the incident commander or a company officer, and indicated over radio. All tactical withdrawals will be made quickly but in an organized manner. Hoselines and all equipment will be removed with the crew as they withdraw, providing this will not expose the crew to increased danger.

Ventilation. Based upon the situation, ventilation may need to occur anytime during the operation.

Ventilation shall be employed to:

- Channel heat, smoke and flames from potential victims.
- To prevent backdraft and flashover.
- To remove heat and smoke from the building so to reduce property damage.
- To allow the interior of the structure to be more tenable and safer for firefighting operations.

Salvage. Salvage may need to begin at various points during a fire operation. Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.

Salvage shall include:

- The use of salvage covers.
- Removing water from the structure.
- Removing furniture and personal belongings to a safer location.
- Debris removal.
- Removal of valuables from debris.
- Covering openings to keep weather out and to secure the building.

Overhaul. The purpose of overhaul is to make sure the fire is completely out. Overhaul operations must be properly coordinated with fire investigation efforts. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion. The Carbon Monoxide Detector should be placed in the work area to monitor the CO Level until it drops below 35 parts per million. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.

Single Family Dwelling Assignments

Dispatch Assignment

(3) Engines/Ladder, (1) Rescue, (1) Assistant Chief

First Engine/Ladder

- If first due is an Engine, position past structure or stop short to leave room for Ladder.
- Give initial size up
- Establish Command/Transfer Command
- Complete size up with 360 degree lap around building.
- Establish water supply or direct 2nd Engine/Ladder to secure water supply.
- Responsibilities: Determine mode of operations – Rescue, Offensive or Defensive.

Second Engine/Ladder

- Position apparatus at primary hydrant (when available) and secure water.
- Ensure continuous water to 1st Engine/Ladder.
- Responsibilities: In rescue and fire attack mode, initiate 2nd attack line to support initial attack and/or prepare for Primary Search

Third Engine/Ladder

- Position apparatus strategically to set up for RIT (Rapid Intervention Team).
- Responsibilities: Performing all RIT duties.

Rescue

- If arriving before 1st Engine/Ladder, give initial size up, Establish Command/Transfer Command.
- Position apparatus away from scene.
- Responsibilities: Perform assigned task as directed by the IC.

Assistant Chief

- Position command vehicle to serve the command function.
- Obtain progress reports and assume Command as necessary.

Multi-Family dwelling/Commercial building assignments

Dispatch Assignment

(3) Engines/Ladder, (1) Rescue, (1) Assistant Chief

First Engine/Ladder

- If first due is an Engine, position past structure or stop short to leave room for Ladder.
- Give initial size up
- Establish Command/Transfer Command
- Complete size up with 360 degree lap around building.
- Establish water supply or direct 2nd Engine/Ladder to secure water supply.
- Responsibilities: Determine mode of operations – Rescue, Offensive or Defensive.

Second Engine/Ladder

- Position apparatus at primary hydrant (when available) and secure water.
- Ensure continuous water to 1st due Engine/Ladder.
- Responsibilities: In rescue and fire attack mode, initiate 2nd attack line to support initial attack and/or prepare for Primary Search

Third Engine/Ladder

- Position apparatus strategically to set up for RIT (Rapid Intervention Team).
- Responsibilities: Performing all RIT duties.

Rescue

- If arriving before 1st Engine/Ladder, give initial size up, Establish Command/Transfer Command.
- Position apparatus away from scene.
- Responsibilities: Perform assigned task as directed by the IC.

Assistant Chief

- Position command vehicle to serve the command function.
- Obtain progress reports and assume Command as necessary.

High-rise fires

Dispatch Assignment

(3) Engines/Ladder, (1) Rescue, (1) Assistant Chief

First Engine

- If first due is an Engine, position Engine to support FDC.
- Give initial size up
- Establish Command/Transfer Command
- Complete size up with 360 degree lap around building

- Determine what floor that the fire is on .
- Establish water supply to support FDC.
- Responsibilities: Determine mode of operations – Rescue, Offensive or Defensive.

First Ladder

- If first due is a Ladder, position Ladder to allow first Engine to support FDC, **unless rescue of victims is imminent.**
- Give initial size up
- Establish Command/Transfer Command
- Complete size up with 360 degree lap around building.
- Determine what floor that the fire is on .
- Establish alternate water supply (hydrant not supporting FDC) or direct 2nd due Engine/Ladder to secure alternate water supply (hydrant not supporting FDC).
- Responsibilities: Determine mode of operations – Rescue, Offensive or Defensive.

Second Engine/Ladder

- Ensure continuous water from alternate water supply (hydrant not supporting FDC) to fire attack
- Enter the lobby and obtain any available information.
- Secure the elevators.
- Assist with evacuation through the Lobby.
- Locate security guards or building maintenance personnel.
- Responsibilities: In rescue and fire attack mode, initiate 2nd attack line to support initial attack and/or prepare for Primary Search.

Third Engine/Ladder

- Position apparatus strategically to set up for RIT (Rapid Intervention Team).
- Responsibilities: Performing all RIT duties.

Rescue

- If arriving before 1st Engine/Ladder, give initial size up, Establish Command/Transfer Command.
- Position apparatus away from scene.
- Responsibilities: Perform assigned task as directed by the IC.

Assistant Chief

- Position command vehicle to serve the command function.
- Obtain progress reports and assume Command as necessary.

Sprinkled Buildings

Dispatch Assignment

(3) Engines/Ladder, (1) Rescue, (1) Assistant Chief

First Engine

- If first due is an Engine, position Engine to support FDC.
- Give initial size up
- Establish Command/Transfer Command
- Complete size up with 360 degree lap around building.

- Establish water supply to support FDC.
- Responsibilities: Determine mode of operations – Rescue, Offensive or Defensive.

First Ladder

- If first due is a Ladder, position Ladder to allow first Engine to support FDC, **unless rescue of victims is imminent.**
- Give initial size up
- Establish Command/Transfer Command
- Complete size up with 360 degree lap around building.
- Establish alternate water supply (hydrant not supporting FDC) or direct 2nd due Engine/Ladder to secure alternate water supply (hydrant not supporting FDC).
- Responsibilities: Determine mode of operations – Rescue, Offensive or Defensive.

Second Engine/Ladder

- Ensure continuous water from alternate water supply (hydrant not supporting FDC) to fire attack
- Responsibilities: In rescue and fire attack mode, initiate 2nd attack line to support initial attack and/or prepare for Primary Search.

Third Engine/Ladder

- Position apparatus strategically to set up for RIT (Rapid Intervention Team).
- Responsibilities: Performing all RIT duties.

Rescue

- If arriving before 1st Engine/Ladder, give initial size up, Establish Command/Transfer Command.
- Position apparatus away from scene.
- Responsibilities: Perform assigned task as directed by the IC.

Assistant Chief

- Position command vehicle to serve the command function.
- Obtain progress reports and assume Command as necessary.

Vehicle Fires

Dispatch Assignment

(1) Engines/Ladder

First Engine/Ladder

- Give initial size up
- Establish Command/Transfer Command
- A charged hose line of at least one and three quarter (1-3/4) inch in size and not less than 100 feet in length shall be used at the scene of all vehicle fires.
- Personnel operating at the scene of a vehicle fire shall utilized full protective clothing, including SCBA.
- Apparatus operators should be prepared to institute foam operations as needed.

Woods / Grass Fires

Dispatch Assignment

(1) Engine/Ladder

First Engine/Ladder

- Give initial size up
- Establish Command/Transfer Command
- At the Incident Commanders discretion, depending on the size of the fire, a one (1) inch and/or one and three quarter (1-3/4) inch hose line shall be deployed for suppression operations.
- Command may request more resources as needed.

Dumpster, Trash Barrels, or Rubbish Fires

Dispatch Assignment

(1) Engine/Ladder

First Engine/Ladder

- Give initial size up
- Establish Command/Transfer Command
- A charged hose line of at least one and three quarter (1-3/4) inch in size and not less than 100 feet in length shall be used.
- Personnel operating at the scene shall utilized full protective clothing, including SCBA.
- Apparatus operators should be prepared to institute foam operations as needed.



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 4**

Title: Communications

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 14

Purpose. The Ridgeland Public Safety Communications Center ("Dispatch") will dispatch RFD apparatus to any emergency situation that threatens life safety or property. In cases when the Ridgeland Fire Department is not the appropriate agency or is not capable of delivering the needed assistance, or if the situation is not a true emergency, an attempt will be made to place the caller in contact with the appropriate provider. Public safety dispatchers shall maintain radio communications with fire companies and essential fire department personnel away from their stations in order to permit more effective and efficient operations.

Scope. Ridgeland Fire Department dispatch policy is based on response of the closest available units required to control the situation. All personnel involved in the dispatch and response process must base initial judgments on both received information and potential situation. The timely response and effective management of EMS, rescue, fire control, and other hazardous situations represents the most immediate priority of our department. Upon receipt of adequate information, the dispatcher will dispatch the appropriate assignment and continually upgrade the response as required until the situation is effectively resolved.

RESPONSE MODE:

Non-Emergency

Fire department apparatus that respond with no emergency lights or siren and obey all traffic laws.

Emergency

Fire department apparatus that respond with all emergency lights illuminated and siren audible. All apparatus should respond in a safe manner and use due regard.

FIRE DEPARTMENT NOMENCLATURE:

Apparatus

<u>Verbal</u>	<u>Written</u>
Reserve 1	RSV1
Ladder 1	L1
Engine 2	E2
Engine 3	E3
Ladder 4	L4
Rescue 1	R1
Rescue 4	R4
Unit 1	U1
Unit 2	U2
Unit 3	U3
Unit 4	U4
Unit 5	U5
Unit 6	U6
Unit 7	U7

Fire Stations

<u>Verbal</u>	<u>Written</u>
Station 1	Sta. 1
Station 2	Sta. 2
Station 3	Sta. 3
Station 4	Sta. 4

Personnel

<u>Verbal</u>	<u>Written</u>
FD-1 (Fire Chief)	FD-1
FD-2 (Deputy Chief)	FD-2
FD-3 (A-Shift Commander)	FD-3
FD-4 (B-Shift Commander)	FD-4
FD-5 (C-Shift Commander)	FD-5
Inspector 1 (Fire Inspector)	Insp.-1
Training 1 (Training Officer)	T-1
Command (Incident Commander)	IC
Ladder 1-A (Officer of Ladder 1)	L1-A
Ladder 1- B (Firefighter on Ladder 1 behind the officer)	L1-B
Ladder 1-C (Driver/Operator of Ladder 1)	L1-C
Ladder 1-D (Firefighter on Ladder 1 behind driver)	L1-D

(All other apparatus personnel are similarly designated based on which apparatus they are on.)

FIRST ALARM VEHICLE ASSIGNMENTS

SCOPE:

This procedure is intended to provide the Ridgeland fire Department with a systematic response to fire, rescue, medical and other emergencies. The initial response to the following types of incidents will be those companies as listed below. Variance from these response guidelines shall be made only by the officer in charge of the incident or because of companies taken out of service for repairs or routine maintenance, or other special conditions present, such as training. The companies listed for various response situations are considered first alarm assignments. Any request for additional companies or equipment shall be determined by the incident commander.

FIRE GROUND STAFFING:

Although many variables exist at a structure fire, no fewer than six qualified fire personnel should be assembled before an offensive interior attack is undertaken. Positions necessary to safely conduct minimal operations are typically an Incident Commander, a Driver/Operator, two Firefighters on an attack line, and two Firefighters on a back-up line and designated as the RIT Team.

STRUCTURE FIRE:

Any confirmed or suspected fire within a structure, including chimney fires, and other fires in close proximity to structures that constitute potential threats to the structure.

ONE AND TWO FAMILY DWELLING (RESIDENTIAL STRUCTURES):

Any actual or suspected fire within a residential structure including chimney fires. One and Two Family Dwellings are considered residential structures.

- A. Station 1 Response Area (District One) – 3 Engines/Ladder and 1 Rescue/Command
 - Ladder1
 - Rescue1
 - Engine2
 - Engine3
 - Shift Commander

*Depending on the location of the incident Engine 2 or Engine 3 will be the third in apparatus and may respond emergency or non-emergency, at the discretion of command.

- B. Station 2 response area (District Two) - 3 Engines/Ladder and 1 Rescue/Command
 - Engine 2
 - Ladder 1
 - Ladder 4
 - Rescue 1 or Rescue 4
 - Shift Commander

*Depending on the location of the incident Ladder 1 or Ladder 4 may be the third in apparatus. The third due apparatus may respond emergency or non-emergency, at the discretion of command.

C. Station 3 response area (District Three) - 3 Engines/Ladder and 1 Rescue/Command
Engine 3
Ladder 1
Rescue 1
Engine 2
Shift Commander

*Engine 2 will be the third due apparatus and may respond emergency or non-emergency, at the discretion of command.

D. Station 4 response area (District Four) - 3 Engines/Ladder and 1 Rescue/Command
Ladder 4
Engine 2
Ladder 1
Rescue 4 or Rescue 1
Shift Commander

*Ladder 1 will be the third due apparatus and may respond emergency or non-emergency, at the discretion of command.

MULTI-FAMILY DWELLING (APARTMENTS, HOMES FOR THE ELDERLY, HOTELS, MOTELS AND OTHER LIKE BUILDINGS):

Any confirmed or suspected fire within a Multi-Family structure including chimney fires, as well as fire alarms. Multi-Family Dwellings can be defined as all buildings or portions thereof that contain three or more living units.

A. Station 1 response area (District One) - 3 Engines/Ladder and 1 Rescue/Command
Ladder 1
Rescue 1
Engine 3
Ladder 4
Shift Commander

B. Station 2 response area (District Two) - 3 Engines/Ladder and 1 Rescue/Command
Engine 2
Ladder 1
Ladder 4
Rescue 1 or Rescue 4 (Depending on location and staffing)
Shift Commander

C. Station 3 response area (District Three) - 3 Engines/Ladder and 1 Rescue/Command
Engine 3
Ladder 1
Rescue 1
Ladder 4
Shift Commander

D. Station 4 response area (District Four) - 3 Engines/Ladder and 1 Rescue/Command
Ladder 4
Engine 2
Ladder 1
Rescue 4 or Rescue 1
Shift Commander

HIGH-RISE BUILDINGS AND COMMERCIAL BUILDINGS (STRIP MALLS, NORTH PARK, ANY LIKE BUILDINGS)

Any confirmed or suspected fire within a high-rise building or commercial buildings, as well as fire alarms. High-rise buildings are those buildings in excess of 60 feet.

- A. Station 1 response area (District One) - 3 Engines/Ladder and 1 Rescue/Command**
Ladder 1
Rescue 1
Engine 2
Engine 3
Shift Commander
- B. Station 2 response area (District Two) -3 Engines/Ladder and 1 Rescue/Command**
Engine 2
Ladder 1
Ladder 4
Rescue 1 or Rescue 4 (Depends on location and Staffing)
Shift Commander
- C. Station 3 response area (District Three) – 3 Engines/Ladder and 1 Rescue/Command**
Engine 3
Ladder 1
Rescue 1
Engine 2
Shift Commander
- D. Station 4 response area (District Four) – 3 Engines/Ladder and 1 Rescue/Command**
Ladder 4
Engine 2
Ladder 1
Rescue 4 or Rescue 1
Shift Commander

AUTOMATIC ALARMS:

Any alarm involving automatic sprinklers and local fire alarms. The first due engine or ladder shall respond in emergency mode. The remaining assigned companies to the incident shall respond non-emergency unless reports indicate that there is an actual fire or emergency, or if the Incident Commander upgrades the other responding units to emergency mode.

In the event an alarm company, service technician, or business/home owner has confirmed a false alarm or received notice that a fire alarm system has malfunctioned, is being tested, or repaired, a single engine or ladder company may continue response non-emergency to reset an alarm system or assist in any other way as requested

ONE AND TWO FAMILY DWELLING (RESIDENTIAL STRUCTURES):

- A. Station 1 response area (District One) – 1 Ladder
Ladder 1
- B. Station 2 response area (District Two) - 1 Engine
Engine 2
- C. Station 3 response area (District Three) - 1 Engine
Engine 3
- D. Station 4 response area (District Four) - 1 Ladder
Ladder 4

MULTI-FAMILY DWELLING (APARTMENTS, HOMES FOR THE ELDERLY, HOTELS, MOTELS AND OTHER LIKE BUILDINGS):

- A. Station 1 Response Area (District One) – 2 Engines/Ladder and 1 Rescue
Ladder1
Engine2 or Engine 3
Rescue 1

*Depending on the location of the incident Engine 2 or Engine 3 will be the second in apparatus.

- B. Station 2 response area (District Two) - 2 Engines/Ladder and 1 Rescue
Engine 2
Ladder 1 or Ladder 4
Rescue 1 or Rescue 4

*Depending on the location of the incident Ladder 1 or Ladder 4 may be the second in apparatus.

- C. Station 3 response area (District Three) - 2 Engines/Ladder and 1 Rescue
Engine 3
Ladder 1
Rescue 1

- D. Station 4 response area (District Four) - 2 Engines/Ladder and 1 Rescue
Ladder 4
Engine 2
Rescue 4 or Rescue 1

HIGH-RISE BUILDINGS AND COMMERCIAL BUILDINGS (STRIP MALLS, NORTH PARK, ANY LIKE BUILDINGS)

- A. Station 1 Response Area (District One) – 2 Engines/Ladder and 1 Rescue
Ladder 1
Engine 2 or Engine 3
Rescue 1

*Depending on the location of the incident Engine 2 or Engine 3 will be the second in apparatus.

- B. Station 2 response area (District Two) - 2 Engines/Ladder and 1 Rescue
Engine 2
Ladder 1 or Ladder 4
Rescue 1 or Rescue 4

*Depending on the location of the incident Ladder 1 or Ladder 4 may be the second in apparatus.

- C. Station 3 response area (District Three) - 2 Engines/Ladder and 1 Rescue
Engine 3
Ladder 1
Rescue 1

- D. Station 4 response area (District Four) - 2 Engines/Ladder and 1 Rescue
Ladder 4
Engine 2
Rescue 4 or Rescue 1

VEHICLE FIRES:

Any fire involving an automobile or small truck outside a structure. Larger trucks and incidents involving multiple vehicles (or with known exposure problems) may require additional apparatus at the discretion of the Incident Commander.

- A. Station 1 response area (District One) – 1 Ladder
Ladder 1
- B. Station 2 response area (District Two) - 1 Engine
Engine 2
- C. Station 3 response area (District Three) - 1 Engine
Engine 3
- D. Station 4 response area (District Four) - 1 Ladder
Ladder 4

GRASS/BRUSH/TRASH FIRES:

Any fires involving grass, brush, and trash that do not present an exposure problem to structures or other outside property of value. Large fires may require additional apparatus at the discretion of the Incident Commander.

- A. Station 1 response area (District One) - 1 Engine/Ladder
Ladder 1
- B. Station 2 response area (District Two) - 1 Engine/Ladder
Engine 2
- C. Station 3 response area (District Three) - 1 Engine/Ladder
Engine 3
- D. Station 4 response area (District Four) - 1 Engine/Ladder
Ladder 4

SERVICE CALLS:

Any incident involving odor or smoke removal, carbon monoxide, assists police, etc. Additional companies may be dispatched at the request of the incident commander

- A. Station 1 response area (District One) - 1 Engine/Ladder
Ladder 1
- B. Station 2 response area (District Two) - 1 Engine/Ladder
Engine 2
- C. Station 3 response area (District Three) - 1 Engine/Ladder
Engine 3
- D. Station 4 response area (District Four) - 1 Engine/Ladder
Ladder 4

MEDICAL EMERGENCY:

Any incident requiring emergency medical services. Additional companies may be dispatched at the request of the incident commander.

- A. Station 1 response area (District One) - 1 Rescue
Rescue 1
- B. Station 2 response area (District Two) - 1 Engine
Engine 2
- C. Station 3 response area (District Three) - 1 Engine
Engine 3
- D. Station 4 response area (District Four) - 1 Engine/Ladder or 1 Rescue
Ladder 4 or Rescue 4

VEHICLE ACCIDENT WITH INJURIES/PEOPLE TRAPPED:

Vehicle accident where occupants or other civilians are possibly injured or trapped in or around the vehicle(s) requiring medical treatment or the use of extrication tools. Additional companies may be dispatched at the request of the incident commander.

- A. Station 1 response area (District One) – 1 Engine/Ladder and 1 Rescue
Ladder 1
Rescue 1
- B. Station 2 response area (District Two) – 1 Engine/Ladder and 1 Rescue
Engine 2
Rescue 1 or Rescue 4 (depending on location and staffing)
- C. Station 3 response area (District Three) – 1 Engine/Ladder and 1 Rescue
Engine 3
Rescue 1
- D. Station 4 response area (District Four) – 1 Engine/Ladder and 1 Rescue
Ladder 4
Rescue 4 or Rescue 1 (depending on staffing)

VEHICLE ACCIDENT WITH FLUID SPILL/LEAK, CLEAN-UP:

Any response to a vehicle accident for the removal of fuel, control of hazards, or other assistance.

- A. Station 1 response area (District One) - 1 Engine/Ladder
Ladder 1
- B. Station 2 response area (District Two) - 1 Engine/Ladder
Engine 2
- C. Station 3 response area (District Three) - 1 Engine/Ladder
Engine 3
- D. Station 4 response area (District Four) - 1 Engine/Ladder
Ladder 4

VEHICLE ACCIDENT WITH MINOR INJURY:

Any response to a vehicle accident where PD is on scene requesting FD for a medical evaluation of a patient having minor injuries where no hazards are present.

- A. Station 1 response area (District One) - 1 Rescue
Rescue 1
- B. Station 2 response area (District Two) - 1 Engine/Ladder
Engine 2
- C. Station 3 response area (District Three) - 1 Engine/Ladder
Engine 3
- D. Station 4 response area (District Four) - 1 Engine/Ladder
Ladder 4

Size-up Report

The first unit arriving at the scene of an incident will give a brief size-up report describing the situation.

For structure fires, the report should include:

Apparent conditions:

- Nothing showing (indicates checking)
- Smoke showing (amount and location)
- Fire showing (amount, location and percentage of structure involved in fire)
- Fully involved (completely engulfed in fire)
- Working fire (see Working Fire)
- Structural type: Occupancy
- Height (assumed 1 story unless reported)

Actions taken:

- Assuming command
- Laying line
- Attacking with ..., etc.

Later Arriving Companies

Later arriving companies report that they are on the scene and give the action they are taking. Example: "Engine 3 on the scene, laying a skid for backup line" or "standing by for instructions." "Ladder 1 on the scene standing by at the corner of Old Canton and Pine Knoll Dr."

Command

Once Command has been established, all routine communication between dispatch and an incident will be directed through Command. The incident commander will title command. (Examples: "FD4 is establishing Dillard's Command" or "FD3 is establishing Boyd Street Command," or "Engine 2A is establishing I-55 Command.") If the Incident Commander fails to title command, dispatch will ask Command to clarify the title. This is critical if more than one emergency is being handled at the same time.

As soon as possible after his arrival, the command officer shall radio to dispatch the name of business (if applicable) and correct address. The dispatcher will then notify owners or proper persons of the fire, if they are not at the scene.

Progress Reports

During active firefighting operations, Command will provide dispatch with regular progress reports when significant tactical plans or situations change. The first progress report should be given after initial action has been implemented and should include the building description and fire conditions if the arrival report was incomplete.

The dispatcher will repeat the significant facts from all progress reports for the information of monitoring units.

Proactive Dispatchers

It is the responsibility of dispatchers to be pro-active. Dispatchers will closely monitor the traffic on all incidents to anticipate the needs of Command and be prepared to assist as the situation dictates. (Example: locating cross streets, apartment locations, gate codes, hydrants, etc.)

Working Fire

The term "working fire" indicates a situation that will require the commitment of all responding units. This report advises dispatch that the companies will be held at the scene for an extended period of time.

When notified of a working fire, the dispatcher will:

1. Confirm that the Chief, Deputy Chief and Training Officer are notified.
2. Notify the Police Dept. for traffic and crowd control.
3. Be prepared to dispatch further assistance.
4. Notify the Gas and/or Electric companies.
5. Be prepared to dispatch any special agencies or equipment that may be needed.
6. At the request of Command, call in off-duty fire fighters to man reserve equipment or report to the scene for manpower.
7. Notify ambulance to respond for standby.
8. Provide to the Incident Commander elapsed time and PAR prompts at 10 minute intervals to begin with first unit arrival and continue until cancelled by IC. (Examples: "Dispatch to Boyd Street Command, you are 10 minutes into this

incident. No PAR has been called,” “Dispatch to Dillard's Command, you are 40 minutes into this incident. It has been 20 minutes since your last PAR”) 9. Keep a written log of all times on the dispatcher's information form.

All Clear and Under Control

The dispatcher will acknowledge "All Clear" and "Under Control" reports from Command only and will log times on dispatcher form.

Staging

If staging of stand-by units is requested by Command, dispatcher will dispatch any further assistance to the Staging location as determined by Command.

Units reporting to the staging area will report to dispatch by radio and not to Command.

Returning Companies to Service

Only Command can release companies from an incident. Command will indicate the companies to "hold" at the scene and release the remainder of the assignment. Dispatch will retransmit this report from Command and the balance of the assignment will return to service, reporting to dispatch that they are doing so.

Change of Status

All companies are either "AVAILABLE" or "UNAVAILABLE" at all times. Units assigned to an incident are considered unavailable until released. Dispatch shall contact Command if a unit at that incident is needed to respond to another incident.

All units should communicate with Dispatch when changing status.

Units reporting "In Station" are considered AVAILABLE unless otherwise reported.

Units changing their status to UNAVAILABLE should report the reason and length of time until they will be AVAILABLE.

Radio Monitoring

When units are not committed at an incident, they should try to maintain an awareness of the status of other units. If they are in a better position to respond to an incident than the dispatched unit, they should notify dispatch immediately. Dispatch will advise this unit to respond and will cancel the initially dispatched unit.

Routine Radio Traffic

Normal communications will be regulated by the following guidelines:

1. Sender will give ID and call the receiver by their unit ID
2. Receiver will give their ID to indicate that they are ready to receive.
3. Sender will then transmit the message, order, etc.
4. Receiver will give ID and acknowledge receipt of message.
5. Dispatch will acknowledge all communications directed to it by a brief

restatement of the message, with particular attention given to repeating on the scene, size-up, and progress reports, requests for additional assistance and "all clear" and "under control" reports.

Emergency Radio Traffic

The term "Emergency Message" will be used by any unit encountering an immediately perilous situation, and will receive the highest attention from Dispatch, and all operating units. When a unit has a critical message, they will establish contact with Dispatch. EXAMPLE: "Engine 1 to Dispatch with emergency message." If Dispatch does not acknowledge when the unit requests "emergency message," the unit will then establish contact with Command and transmit the emergency message to him.

THE AIR ABSOLUTELY BELONGS TO ANY UNIT GIVING THE "EMERGENCY MESSAGE" or "MAYDAY" CALL.

Good Radio Procedure (for all fire and dispatch personnel)

Be short and specific. Before transmitting, know what you are going to say; don't make it up as you go along. Choose precise terms to communicate the desired message as clearly as possible without wasting air time.

Key the microphone a second BEFORE you begin to talk. This allows the repeater to activate and prevents the first couple of words you say from being cut off.

Indicate Objective

Assignments should indicate an objective to the action. The company needs to know where to go, to whom to report, what the task will be and the objective of the task. Orders should tell what to do, NOT how to do it.

Speak clearly at a practiced rate -- not too fast or too slow.

Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become garbled under stress.

Well Timed / Spaced

Prioritize your messages. Do not use up valuable air time with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and how you fit into it.

Do not interrupt conversations unless you have emergency traffic. Listen before transmitting and wait until a message transaction has been completed.

Pause between consecutive messages. This will make it clear when one has been completed and another message started. It will also give other units a chance to get on the air with important messages.

Away From Station Communications

All units shall contact the Shift Commander before leaving quarters on any detail other than EMERGENCY and SPECIAL DUTY calls that require apparatus to respond. Apparatus shall not go outside of district without authority of Shift Commander

General

When an emergency call involves hazardous chemicals, the name of the chemical shall be repeated and spelled with standard phonetic alphabet to Dispatch by Command. By use of the Hazardous Chemicals books, the dispatcher can aid Command in proper attack or containment procedures (if needed). When this involves the railroad, additional information can be obtained by calling the American Railroad Building, Suite 620, (202) 293-4048, Washington D.C.

To insure the proper notification of the next-of-kin, the "naming" of fatalities of fires or accidents shall **not** be transmitted over the radio.

Dispatch will notify FD-1 whenever the following situations occur:

- 1) Fire Department personnel injury/death
- 2) Civilian death (trauma related)
- 3) Working fire or catastrophic incident
- 4) Emergency apparatus taken out of service (broken down, involved in MVC, etc.) or put back in service

Dispatch will also notify Training 1 and FD-2 of any working fire, catastrophic incident or personnel injury/death.



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 5**

Title: EMS

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 3

Purpose: To establish operating guidelines for all emergency medical care rendered on behalf of the Ridgeland Fire Department personnel.

Scope: This guideline is to be used as a guide by which personnel will be able to operate at any emergency scene involving persons requiring medical treatment. While it would be nearly impossible to define every possible medical condition/situation that one may find themselves in, it is practical to establish guidelines as to follow for general guidance. These procedures shall be followed strictly without deviating from ones scope of practice as defined by the Mississippi Department of Health and Pafford EMS protocols. This guideline shall provide for the safe and efficient operation of all personnel of the Ridgeland Fire Department while on duty. Again, this guideline is to coincide with the procedures defined by the National Registry of Emergency Medical Technicians, The Mississippi State Department of Health, and Pafford EMS and one is NOT to exceed their scope of practice as indicated on their Mississippi State Medical Control Form.

General

Establishing On-Scene Command: Refer to FDOG: Emergency Scene Command

The highest level of trained personnel and/or senior EMT on scene shall be responsible for the decisions and actions regarding patient care only. The officer establishing command will have command of the scene and its operations while the highest level of emergency medically trained person shall have decision power over the patient(s) course of treatment. Should the highest level of medically trained personnel also be the Incident Commander, that person will serve a dual role.

Communications with Pafford EMS should be transmitted through Ridgeland Fire Dispatch (i.e. Headquarters). Communication through Mississippi Med Com is acceptable for medical consult, air transport, and/or notification of special incidents (e.g. multiple patients, hospital diversion, etc.) This communication can be made directly on Ridgeland FD's primary dispatch channel or assigned "special events" channel during a mass casualty incident.

RFD personnel are to operate effectively and efficiently to obtain the most information about the patient and scene as well as patient treatment, as possible prior to Pafford's arrival. Once Pafford arrives, all information will be transferred over to the onboard Paramedic representing Pafford. Patient responsibility will also be transferred to Pafford once a report has been given and both parties mutually agree in the transfer of the patient (in accordance to the Mississippi

Department of Health). RFD personnel will then assist Pafford as needed. Approval from the Shift Commander must be obtained prior to riding to the hospital with Pafford from the scene.

EMS Equipment

Each RFD apparatus (in service) shall be equipped with the following (unless removed from service for a reasonable amount of time for maintenance, replacement, or parts on order)

- Basic Life Support (BLS) bag (refer to BLS Kit inventory sheet)
- Advanced Life Support (ALS) bag (refer to ALS Kit inventory sheet)
- Airway bag (refer to Oxygen Kit inventory sheet)
- C-Collar bag (refer to c-collar inventory sheet)
- Suction Unit
- Cardiac monitor (Lifepak 12 or 15) (refer to AED inventory sheet)
- Backboard
- KED
- Traction Splint
- Spider Straps
- Board Splints

ALL EMS equipment should be replenished by obtaining replacement equipment/supplies from the Pafford unit on the scene. This is critical to keeping supplies updated and in stock, as well as reducing the cost of providing medical services to the city. This will include ALL disposable equipment (e.g. non-rebreather, nasal cannulas, gauze, gloves, ambu-bags, backboards, K.E.D.s, etc.). The EMS inventory supply at each station will be utilized for situations where Pafford transported before equipment could be obtained on scene, Pafford did not have adequate supply of needed equipment, and/or regular inventory supply restocking of expired or nonfunctional equipment during routine checks.

ALL supplies shall be restocked after each run.

Any medical equipment that is lost, damaged, or not operating properly should be reported to the Station officer as soon as possible.

Automobile Collision's

Treatment of any given patient will be the same as outlined in this FDOG with the following being vehicle response and responsivities:

First Arriving Apparatus

- Establish Command/Transfer Command
- Complete size up with 360 of the given scene
- Responsibilities: Determine mode of operations, request additional personnel as needed (e.g. more FD units, EMS, AirCare, DEQ, ME-1, Law Enforcement, etc.)

Engine/Ladder

- Position apparatus at the rear of the scene as to provide a safety barrier against moving traffic
- Ensure suppression equipment is readily available/accessible

- If an extrication is imminent, a single hand-line will be deployed , charged, and manned



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 6**

Title: Dive Rescue Operations

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Total Pages: 40

PURPOSE STATEMENT

The purpose of this document is to ensure that all diving operations under the auspices of the RFD Dive Team are conducted in a manner that maximizes protection of divers and support personnel from accidental injury and/or illness. This document sets forth minimal procedures for the establishment of safe operating parameters (guidelines) for dive rescue or dive recovery operations and should not be construed as a comprehensive manual on diving or search and recovery operations. Additionally, this guideline is intended to establish the basic regulations and procedures for safety in diving operations, and enable the RFD Dive Team to comply with NFPA 1670 or its equivalent. These procedures will evolve as new objectives are identified, and technology, professional standards, and operational capabilities change.

POLICY

- No person shall engage in diving operations unless they are currently certified to at least the Public Safety Diver level (DR-1) as outlined in this document.
- No personnel are permitted to operate at a level of certification above which they have been certified at any incident.
- Personnel must meet the annual training standard to maintain certification as set forth in this document.

SPECIAL DEFINITIONS

Alternate Air System A secondary air supply system that involves an alternate second-stage regulator provided by either a separate dedicated second-stage or a multi-purpose second stage regulator coupled with a buoyancy compensator inflator valve.

Certification Documentation stating an individual has completed the qualifications required by a nationally recognized Public Safety Diving agency to perform specific diving activities.

Competent Person One who is capable of identifying existing and predictable

conditions in the surroundings or in the working area that are unsanitary, hazardous, or dangerous to responders, and who has authorization to take prompt corrective measures to eliminate such conditions.

Contaminated Water Contaminated water is defined as water, which contains any chemical, biological, or radioactive pollutants, which pose a chronic or acute health risk to exposed personnel. It should be noted that practically every body of water has some degree of contamination and/or pollution present.

Cutting Tool A handheld cutting device; may include, but not limited, to a blunt-tip dive knife, cutting shears, or line cutter.

Dive Action Plan (DAP) Written procedures, including Standard Operating Procedures, for managing a dive rescue/recovery response and operation.

Dive Location A surface or vessel from which a diving operation is conducted.

Diving Mode A type of diving requiring specific equipment, procedures and techniques: 1) SCUBA and 2) Surface Supplied Air.

Dive/No Dive Decision The decision regarding whether to conduct a sub-surface rescue or recovery operation made after a Risk/Benefit Analysis is completed.

Dive Operation An event requiring divers to complete an assigned task.

Dive Team Personnel trained and certified in public safety dive operations by a nationally recognized training agency.

Emergency Action Plan Written procedure identifying actions needed for managing operational or medical emergencies that may occur during a dive operation.

Job Hazard Analysis (JHA) The JHA is used to break the job down into basic tasks and evaluate the risks in each part of the job. It incorporates all the elements of planning.

Last Seen Point (LSP) By questioning a witness or by physical evidence found at the scene, determine the last location the victim or object was seen.

Live-Boating The practice of supporting a surface supplied air diver from a vessel which is underway.

Logbook A written record of date, location, depth, dive time, and type of scuba dive conducted.

Primary Diver The diver conducting the in-water operation.

Public Safety Diver An individual using breathing apparatus that supplies compressed breathing air at ambient pressure who is conducting dives outside the parameters of recreational diving for the specific purpose of underwater rescue or recovery operations and who is under the direction and authorization of a government entity.

Public Safety Diving Underwater diving, related to team operations and training, performed by a member, group, or agency of a community or government recognized public safety diving or water rescue team.

PSD Training Agency A nationally recognized Public Safety Dive certifying agency that provides the following: a nationally recognized public safety diving training standard, a nationally recognized public safety diving curriculum, and a mandatory (certification contingent) continuing education/skills maintenance program.

“Reach, Throw, Row, Go” The four sequential steps in water rescue with progressively more risk to the rescuer. Specifically, a “go” rescue involves physically entering the water.

Redundant Air System An independent secondary underwater breathing system; minimum of 19 cubic feet of air (i.e. a pony bottle with first and second stage or a pony bottle supplying a bailout block). Depending on depth and equipment additional gas volume and redundant supply may be warranted.

Reference Object With the intent of increasing the accuracy of the witness’s recall, the reference object is used to re-enact or recreate the victim’s position at their point of disappearance underwater.

Rescue Mode An operation where there is a chance to save a life. The National Standard is sixty (60) minutes or less.

Recovery Mode An operation without the goal of saving a life. The National Standard is beyond sixty (60) minutes.

Risk/Benefit Analysis A decision made by a responder, based on a hazard and situation assessment, that weighs the risks likely to be taken against the benefits to be gained for taking those risks. It asks the question, “Does the benefit of the operation justify the risks the dive team takes to achieve it?”

Safety Diver Also known as Standby Diver. An on-site diver available to assist another diver in the water who is already operating at a site. The Safety Diver shall be able to deploy immediately to provide assistance to the primary diver in distress or need. The Safety Diver

must have all equipment donned and operational and shall not be assigned any other responsibilities that could require their absence from the ready position.

SCUBA Self-Contained Underwater Breathing Apparatus. A diving mode independent of surface supply in which the diver uses open circuit self-contained underwater breathing apparatus.

SSA Surface Supplied Air. A diving mode in which the diver in the water is supplied from the dive location with compressed air for breathing.

Standard Military Syntax This document uses Standard Military Syntax as pertains to permissive, advisory, and mandatory language. Word usage and intended meaning in this document is as follows:

- a) “Shall” has been used only when application of a procedure is mandatory.
- b) “Should” has been used only when application of a procedure is recommended.
- c) “May” and “need not” have been used only when application of a procedure is discretionary.
- d) “Will” has been used only to indicate futurity; never to indicate any degree of requirement for application of a procedure.

Swift Water Water moving at a rate greater than one knot (1.15 mph).

Tender An individual trained in the responsibilities of diver safety that provides control of search patterns from the surface of the water.

Terminate/Abort Dive The immediate cessation of dive operations.

Umbilical The composite hose bundle between a dive location and a diver which supplies the diver with breathing gas, communications, and a safety line between the diver and the dive location.

Water Hazard Zone The area that is identified by the IC or his designee that poses a risk to personnel. Personnel must be in appropriate PPE (PFD’s and helmets when necessary).

Watermanship Skills Capabilities that include swimming, surface diving, treading water and staying afloat with a reasonable degree of comfort appropriate to the required task.

90% Diver A diver dressed to the point where becoming fully-dressed and operational would take minimal time. The 90% Diver is a back-up to the safety diver in the event the safety diver is deployed.

1.0 TEAM MEMBER CLASSIFICATIONS

1.1 GENERAL REQUIREMENTS

- 1.1.1** RFD Dive Team personnel operating at dive search and rescue incidents shall meet the requirements of their position, specified in Chapter 4 of NFPA 1670 (2017 edition).
- 1.1.2** RFD Dive Team personnel operating at water incidents shall meet all the requirements of their position, specified in Chapter 18 of NFPA 1670 (2017 edition).

1.2 AWARENESS LEVEL

- 1.2.1** Members of the RFD Dive Team operating at the Awareness Level (Surface Support) shall meet all the requirements specified in Section 18.2 of NFPA 1670 (2017 edition).
- 1.2.2** Members of the RFD Dive Team operating at the Awareness Level for dive search and rescue shall be provided training to meet the job performance requirements for Awareness Level Dive Rescue as defined in Section 18.1 of NFPA 1006 (2017 edition).
- 1.2.3** Members of the RFD Dive Team operating at the Awareness Level shall be a Competent person as defined in the special definitions section.
- 1.2.4** Members of the RFD Dive Team operating at the Awareness Level at dive search and rescue incidents shall implement procedures for the following:
 - 1.2.4(1)** Procedures for recognizing the need for dive search and rescue.
 - 1.2.4(2)** Procedures for implementing the assessment phase.
 - 1.2.4(3)** Procedures for the identification of the resources necessary to conduct dive rescue operations.
 - 1.2.4(4)** Procedures for implementing the emergency response system for dive rescue incidents.
 - 1.2.4(5)** Procedures for implementing site control and scene management.
 - 1.2.4(6)** Procedures for recognition of general hazards associated with dive search and rescue incidents and the procedures necessary to mitigate these hazards within the general search and rescue area.
 - 1.2.4(7)** Procedures to determine Rescue versus Recovery operations.

1.3 OPERATIONS LEVEL

1.3.1 Members of the RFD Dive Team operating at the Operations Level for dive rescue shall be capable of applying the requirements of Section 18.2 and 18.3 of NFPA 1670 (2017 edition).

1.3.2 Members of the RFD Dive Team who could be expected to perform at the Operations Level for dive search and rescue shall be provided training to meet the job performance requirements for Operations Level Dive Rescue as defined in Section 18.1 and 18.2 of NFPA 1006 (2017 edition).

1.3.3 For personnel operating in the hazard (hot) zone, the minimum personal protective equipment (PPE) shall include the following:

- Personal flotation device (PFD)
- Thermal protection
- Cutting device
- Whistle
- Contamination protection (as needed)

1.3.4 For personnel operating at the Operations Level for dive rescue shall develop and implement procedures for fulfilling the function of a Dive Tender at a dive rescue incident, including the following:

1. Recognizing the unique hazards associated with dive operations.
2. Serving as surface support personnel, including obtaining and assembling the diver's gear, assisting with donning, and performing all pre-entry checks.
3. Identifying water characteristics.
4. Operating surface support equipment used in water operations.
5. Procuring the necessary equipment to perform dive operations.
6. Employing techniques for water access, entry, and egress for divers.
7. Participating in dive operations at any time of day or in any climate the organization encounters.
8. Recognizing conditions or situations where a diver might need assistance.
9. Implementing standardized contingency procedures for dive-related emergencies, including a diver in distress, a missing or injured diver, and related medical emergencies.
10. Providing the necessary medical equipment at the designated egress point to manage medical emergencies commonly associated with compressed gas diving.
11. Tracking and documenting status of divers, including bottom time, location, repetitive dive status, and when possible, depth.
12. Using standardized methods to communicate with divers while they are on the surface and while submerged.

13. Tracking and documenting the progress of subsurface search operations.

1.4 TECHNICIAN LEVEL

- 1.4.1** Members of the RFD Dive Team operating at the Technician Level for dive search and rescue shall meet all the requirements specified in Section 18.3 and 18.4.1 through 18.4.11 of NFPA 1670 (2017).
- 1.4.2** Members of the RFD Dive Team operating at the Technician Level for dive rescue shall apply the requirements of Section 16.4 of NFPA 1670 (Technician-level surface water rescue) in a manner consistent with the anticipated conditions of the rescue environment.
- 1.4.3** Members of the RFD Dive Team who could be expected to perform at the Technician Level for dive search and rescue shall be provided training to meet all the job performance requirements for Technician Level Dive Rescue as defined in Section 18.2 and 18.3 of NFPA 1006 (2017 edition).
- 1.4.4** The RFD Dive Team shall ensure that all members of the organization who are recognized as divers obtain and maintain current dive certification from an agency or organization recognized as providing a curriculum focused on Public Safety diving.
- 1.4.5** For all diving members operating at the Technician Level, an annual fitness test, a watermanship/skills test and basic scuba skills evaluation as supplied by the International Association of Dive Rescue Specialists (IADRS) shall be conducted to maintain Public Safety Diver capability.
- 1.4.6** Prior to engaging in subsurface operations, RFD Dive Team personnel operating at the Technician Level at dive rescue incidents shall make provisions for the following functions whenever divers are in the water, and these functions shall be exclusive of other duties such as supervision, surface support, and standby resources:
 - 1. Designating an on-site dive supervisor who has the authority to manage all aspects of the dive operation and has been trained to meet all non-diving job performance requirements of Technician Level dive rescue as defined in NFPA 1006.
 - 2. Designating a dive tender who is responsible for assisting divers with assembly and donning of equipment, communicating with divers, tracking their location, and managing subsurface search operations and who has been trained to meet all the job performance requirements of Operations Level dive rescue as defined in NFPA 1006.
 - 3. Designating a safety diver who is equipped and positioned to immediately submerge and lend assistance to a diver in distress or to engage in a search for a missing diver.

4. Designating a 90 percent diver who is equipped and positioned to quickly enter the water and assume the role of safety diver if necessary.

1.4.7 RFD Dive Team personnel shall ensure that the following equipment is present at the dive site and readily available prior to engaging in subsurface activities:

1. Medical oxygen and related delivery equipment.
2. Backboard or other device for the movement of a non-ambulatory diver.
3. Means of summoning aid without leaving the dive site.
4. A dive flag or float in areas subject to vessel traffic readily visible to vessels approaching the dive location.
5. Copy of the agency's dive emergency response plan.
6. Audible signaling device.
7. Means of immediately recording required information relating to each diver's status and dive profile in a manner that is readily communicated or transferred to other members of the team or medical professionals.

1.4.8 RFD Dive Team personnel operating at the Technician Level at dive incidents shall develop and implement procedures for performing public safety scuba diving, including the following:

1. Managing a diver's breathing gas supply and bottom time so that on reaching the surface the diver has a minimum reserve pressure that reflects one-third of the entire rated capacity of the total primary breathing gas available to the diver and in no case allowing the established minimum reserve pressure for the primary source of breathing gas to be less than 500 psi.
2. Applying an understanding of physics and physiology as they relate to the diver, diver-related emergencies, and the underwater environment.
3. Applying dive tables or other methods designated by the organization that use a diver's bottom time and depth to determine his/her level of hyperbaric exposure, including the use of letter group designators, any potential decompression obligation, and the ability to perform repetitive dives.
4. Identifying and evaluating underwater environments and conditions to which the public safety diver could be exposed.
5. Identifying and managing the hazards posed by underwater plants and animals.
6. Conducting and supervising dive operations, including planning a dive based on projected depths, bottom times, and available air supply for a particular mission.
7. Identifying, selecting, and implementing standardized techniques to perform and track the progress of a search that is consistent with the

mission of the agency and anticipated conditions that might be encountered in their response area.

8. Using recognized tools, such as a field neurological exam, to identify divers who are experiencing dive-related maladies, including psychological and physiological stress, air embolism, and decompression sickness.
9. Recognizing and managing the impact of near-drowning in cold water.
10. Identifying, selecting, and implementing standardized methods of communication between a submerged diver and the surface so that the diver can immediately summon help, be recalled to the surface, directed in a search pattern, and warned of imminent hazards.
11. Utilizing redundant and alternative air sources and techniques during low-air or out-of-air emergencies.
12. Using full-body encapsulation equipment, including dry suits, dry hoods, and dry gloves, with a full-face mask as required by the organization, to protect divers from cold or potentially contaminated water.
13. Rescuing an entangled diver.
14. Performing pre-entry and post-entry medical monitoring of divers.
15. Recovering evidence, including locating, securing, and packaging evidence, documenting and maintaining the chain of custody, and documenting the scene.
16. Implementing standardized contingency procedures from the agency's dive emergency response plan for rescue operations in the event of primary diver injury, entrapment, loss of communication, and/or disconnect.
17. Using positive connection systems such as chest harnesses and tending lines with quick-release connectors when the use of such systems does not compromise the safety of the diver.
18. Using standardized written checklists to verify the condition, proper configuration, and operation of a diver's equipment before he/she enters the water.

1.4.9 All diving members of the RFD Dive Team shall have a medical exam conducted by a physician with specific training in hyperbaric exposure and dive-related injuries before engaging in dive operations and annually thereafter.

1.4.10 RFD Dive Team members operating human-powered watercraft in a dive rescue environment shall develop and implement procedures for the use of human-powered watercraft in the dive rescue environment.

1.4.11 RFD Dive Team members operating motorized watercraft in a dive rescue environment shall develop and implement procedures for the use of motorized watercraft in the dive rescue environment.

- 1.4.12** The organization shall ensure that all diving members of the RFD Dive Team complete subsurface task utilizing tools and tactics identified by the organization as consistent with the mission of the team under conditions representative of the rescue environment no less than 4 times over 12 months.

1.5 TEAM ORGANIZATION

1.5.1 Candidate Diver

1.5.1.1 This is the entry level diver-in-training classification. Participation in operational missions shall be limited to surface-support functions or any position deemed safe by the Dive Supervisor.

1.5.1.2 Candidate Diver's will be placed on a one (1) year probationary period during which time the member shall complete all required training, and participate fully in team activities.

1.5.1.3 At the end of the probationary period, performance will be evaluated with three (3) possible outcomes:

- 1) PSD level is attained based on member successfully completing all required training.
- 2) Probationary period is extended for cause, such as member failing to successfully complete the required classes through no fault of their own.
- 3) Candidate is dropped from consideration due to unacceptable performance.

1.5.2 Public Safety Diver (PSD)

1.5.2.1 This is the intermediate diver classification. This classification level indicates that the diver is capable of any operational mission within their training capacity.

1.5.2.2 Classes required for this level include, but are not limited to:

- 1) DR-1
- 2) Boat Operations
- 3) Dry Suit Operations
- 4) Current Diving
- 5) Full-Face Mask Operations (AGA)
- 6) Surface-Supplied Air Operations (SSA)

1.5.3 Public Safety Technical Diver (PSTD)

1.5.3.1 This is the highest classification level for a diver. This diver shall be used for dive operations of a more hazardous or complex nature.

1.5.3.2 PSTD's shall be used on dives that involve hazardous materials, overhead environments, depths greater than 60 feet, or any dive deemed of a technical nature by the Dive Supervisor.

1.5.3.3 Additional classes required for this level include, but are not limited to:

- 1) Hazardous Materials/Contaminated Water Operations
- 2) Public Safety Diver Survival
- 3) Helmet Operations
- 4) Evidence Recovery

1.5.4 Dive Supervisor (Dive Sup)

1.5.4.1 Directly supervises the dive operation and is accountable to the Incident Commander. This individual has the ultimate authority and responsibility for the mission regardless of rank.

1.5.4.2 The Dive Supervisor shall have a thorough understanding of all aspects of the diving equipment, environment, logistics, decompression and diving physiology.

1.5.4.3 The Dive Supervisor is accountable for the conduct, safety, and the adherence to policies and procedures of all personnel under their control.

1.5.4.4 The Dive Supervisor shall remain on the surface and will be positioned to direct tenders and standby divers in an emergency situation until such time as they delegate their responsibility to another competent team member/dive supervisor.

1.5.4.5 The Dive Supervisor shall have seven (7) years of service with the dive team.

1.5.4.6 The Dive Supervisor shall pass the Oral Board. The Oral Board is a formal interview process composed of senior dive team members that are qualified Dive Supervisors.

1.5.4.7 Additional classes required for this level include, but are not limited to:

- 1) Water Operations Officer Development

1.5.5 Surface Support

1.5.5.1 This is an extremely important position within the team and a significant amount of training is required to qualify this individual to participate in operational missions.

1.5.5.2 Surface-Support personnel are required to be certified in the same classes that divers are certified in, but in the support function and not the diver function

1.5.6 Dive Team Supervisory Board

1.5.6.1 This is a group of senior dive team members selected by the Dive Team Commander and/or other current Supervisory Board members.

1.5.6.2 These members are selected based on their experience level, service time on the dive team, training, and working knowledge of all aspects of dive team organization and operation.

1.5.6.3 The Supervisory Board will be used to develop/change policy and procedures, provide general guidance, and handle disciplinary actions as needed.

2.0 TRAINING REQUIREMENTS

2.1 It is the purpose of these training requirements to ensure that proficiency in all aspects of dive rescue and recovery will be achieved and maintained by all members of the team.

2.2 Members of the RFD Dive Team operating in the Diver role shall demonstrate the ability to pass the IADRS Watermanship Test (reference Section 3.0 or Appendix A) on an annual basis.

2.3 Members of the RFD Dive Team operating in the Diver role shall possess certification by a nationally recognized Public Safety Diving certification agency.

2.4 Members of the RFD Dive Team at the Technician Level shall be classified into the following categories:

2.4.1 Active Status: A diver who is currently meeting all training requirements as defined in this document.

2.4.2 Inactive Status: A diver who has not met the training requirements as defined in this document. This diver is not allowed to function at the Technician Level during water incidents but can assist at the Operations Level (non-diver). The individual shall be responsible for correcting any training deficiencies.

2.4.3 Leave of Absence: A diver may submit a written request for a leave of absence for up to twelve (12) months. The twelve month time limit shall not apply to requests for qualified medical leave or qualified military service leave. Personnel returning from medical leave are required to submit a medical release from the doctor stating they have no medical restrictions for Public Safety Diving.

- 2.5** All Divers shall successfully complete one (1) Basic SCUBA Skills Pool Evaluation (reference Appendix B) and four (4) open water training dives annually. The training year runs according to the calendar year January 1 through December 31.
- 2.6** All Surface Support personnel shall participate in one (1) Basic SCUBA Skills Pool Evaluation (support role) and four (4) open water training dives annually. The training year runs according to the calendar year January 1 through December 31.
- 2.7** Certified Helmet Divers shall complete two (2) open water helmet dives annually. This is in addition to the other required annual training for each Diver.
- 2.8** The individual diver is responsible for documenting and maintaining their dive training records. Training documentation shall be submitted to the Training Office within seven (7) days of the completion of the training. If a member receives training from an outside source, it is his/her responsibility to submit the documentation to the Training Officer.
- 2.9** While the department is responsible for the costs associated with team member recertification, it is the team members responsibility to complete the process.

3.0 PUBLIC SAFETY DIVER SWIM TEST (IADRS WATERMANSHIP TEST)

- 3.1** Public Safety Diving is one of the most strenuous and physically demanding disciplines in the fire service. Prolonged bottom times, dives requiring heavy physical exertion, entanglement risks, long surface or below surface swims, zero visibility and adverse conditions can take a heavy toll on a diver. Physical well-being and fitness will increase a diver's safety. Participants must have the ability to successfully complete the IADRS Watermanship Test in order to be an active diver.
- 3.2** IADRS Watermanship Test Parameters: There are five (5) exercises that are used to evaluate stamina and comfort level in the water, each rated by points. The participant must complete all stations and score a minimum of twelve (12) points to pass the test. The test should be completed with not more than fifteen (15) minutes between exercises.

3.2.1 Exercise 1: 500 Yard Swim

The diver must swim 500 yards without stopping using a forward stroke and without using any swim aids such as dive mask, fins, snorkel or floatation device. Stopping or standing up in the shallow end of the pool at any point during this exercise will constitute a failure of this test station.

<u>Time to Complete</u>	<u>Points Awarded</u>
Under 10 minutes	5
10 to 13 minutes	4
13 to 16 minutes	3
16 to 19 minutes	2
More than 19 minutes	1
Stopped or Incomplete	Incomplete

3.2.2 Exercise 2: 15 Minute Tread

Using no swim aids and wearing only a swimsuit, the participant will stay afloat by treading water, drown proofing, bobbing, or floating for fifteen (15) minutes, with hands only out of the water for the last two (2) minutes.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Performed satisfactorily	5
Stayed afloat, hands not out last 2 min.	3
Used side or bottom for support any time	2
Used side or bottom for support twice/more	Incomplete

3.2.3 Exercise 3: 800 Yard Snorkel Swim

Using a dive mask, fins, snorkel, and swimsuit (no floatation aid) and swimming the entire time with the face in the water, the participant must swim nonstop for 800 yards. The participant must not use arms to swim at any time.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Under 15 minutes	5
15 to 17 minutes	4
17 to 19 minutes	3
19 to 21 minutes	2
More than 21 minutes	1
Stopped at any time	Incomplete

3.2.4 Exercise 4: 100 Yard Inert Diver Rescue Tow/Push

The swimmer must push or tow an inert victim wearing PPE on the surface a distance of 100 yards nonstop without assistance.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Under 2 minutes	5
2 to 3 minutes	4
3 to 4 minutes	3
4 to 5 minutes	2
More than 5 minutes	1
Stopped at any time	Incomplete

3.2.5 Exercise 5: Free Dive to a Depth of Nine (9) Feet and Retrieve an Object

<u>Performance criteria</u>	<u>Points Awarded</u>
Performed satisfactorily	Pass
Stopped or Incomplete	Incomplete

4.0 SAFETY PROCEDURES FOR DIVING OPERATIONS

4.1 It shall be the responsibility of the Incident Commander, Dive Supervisor, or their designee, to consider the following prior to the beginning of dive operations:

- 4.1.1** Conduct a Risk/Benefit Analysis and a Job Hazard Analysis (JHA).
- 4.1.2** Develop a current EAP (reference Appendix C) and ensure that medical transport is available for dive personnel prior to putting divers in the water.
- 4.1.3** Develop a Safety Plan.
- 4.1.4** Ensure that a Safety Diver is fully dressed and all pre-dive checks are completed prior to the Primary Diver beginning dive operations.
- 4.1.5** No dive shall be initiated without the proper personnel in position. All personnel shall be trained to the position they are filling.
- 4.1.6** All divers shall be in appropriate dive harness and tethered at all times. A quick-release shackle (QRS) shall be used unless the dive operation dictates otherwise.

- 4.2 Should any situation arise that is not covered by the general and specific safety procedures, the IC and/or Dive Supervisor will issue orders, as deemed necessary, to cover the situation.
- 4.3 All divers shall enter the water in the safest and most controlled manner whenever possible.
- 4.4 It is the diver's ultimate responsibility to refuse to dive if, in his or her judgement, conditions are unfavorable or they feel the dive is beyond their capability.
- 4.5 No dive team member shall participate in any operations after consuming alcohol or taking any prescription medication that might impair his/her abilities.
- 4.6 No person shall engage in any diving activity under the departments control unless he or she is qualified for the level of activity to be performed.
- 4.7 On any operational dive that exceeds our operational capability, dive operations shall be suspended until the situation can be navigated or a private contractor with the proper training/capability can be obtained.
- 4.8 A contingency cylinder equipped with an AGA/Full Face Mask will be set up and available at the dive site before the primary diver enters the water.
- 4.9 Divers and support personnel should be closely monitored for heat stress any time the temperature is 70 degrees F or above. The EPA recommends monitoring heart rate and body temperature.
- 4.10 All surface support personnel will wear a personal flotation device when on or around water. Additionally, any bystanders or witnesses under our direct control shall wear a personal flotation device when taken on or around the water.
- 4.11 Dive Tenders shall maintain control of the search-line/umbilical at all times while divers are in the water.
- 4.12 Every effort should be made to protect divers and support personnel from unnecessary exposure to body fluids and tissue during human remains recovery.
- 4.13 All water is assumed to be contaminated. Every effort should be made to conduct dives using the maximum level of exposure protection available.
- 4.14 Proper decontamination procedures shall be followed for all chemical and biological hazards. Gross decontamination should be attempted on all dives.
- 4.15 No dives shall be conducted at depths greater than 100 feet. The dive tables shall be referred to on all dives where applicable.

- 4.16** All divers shall go through a pre-dive Rapid Field Neuro before diving operations begin and a post-dive Rapid Field Neuro after exiting the water. When operating in the Rescue Mode, the pre-dive Neuro can be abbreviated.
- 4.17** The diver-down flag shall be prominently displayed during all dive operations unless current or lack of traffic overhead dictates otherwise.

5.0 DIVE TERMINATION

- 5.1** The Incident Commander, Safety Officer, or Dive Supervisor, can terminate the dive operation if changing conditions warrant such action, or for any other reason they deem reasonable.
- 5.2** It is the divers responsibility to terminate the dive if, in their judgement, conditions become unsafe, if the dive is beyond their current level of certification/training, or for any other reason the diver deems reasonable.
- 5.3** Loss of electronic communication, unless in the Rescue Mode and conditions allow the dive to continue until outside the Rescue Mode timeline.
- 5.4** The Dive Tender can terminate the dive if the divers breathing rate causes concern, if the diver exceeds the established down time, or for any other reason the Dive Tender deems reasonable. Unusually high air consumption can indicate equipment problems or diver issues.
- 5.5** The depth of the dive exceeds the set maximum depth, which is 60 feet for the PSD and 100 feet for the PSTD.
- 5.6** The No-Decompression Limit, based on the dive tables, has been reached.
- 5.7** Cylinder pressure of 1000 psi unless changed by the Dive Supervisor.

6.0 RISK/BENEFIT ANALYSIS CONSIDERATIONS

- 6.1** Whether in the Rescue Mode or the Recovery Mode, the Incident Commander, Safety Officer, Dive Supervisor, or their designee, shall consider the following:
 - 6.1.1** Is this a Rescue or a Recovery? In what mode is the operation being conducted?
 - 6.1.2** If the risk to a Dive Team member exceeds the benefit of the dive operation, the dive shall be terminated until such risk can be mitigated.
 - 6.1.3** Determine that the operational requirements of the dive operation will not exceed the Dive Team operational capabilities.

- 6.1.4 Has a Hazard Assessment/Risk Assessment/JHA been completed, and if so, can the hazards be mitigated or lessened?
- 6.1.5 Are sufficient resources on scene to begin dive operations safely: consider both personnel and equipment?
- 6.1.6 Has adequate medical transport resources arrived on scene for Dive Team personnel?

7.0 DEVELOPING THE DIVE ACTION PLAN (DAP)

7.1 Planning of a Dive Operation shall include as a minimum:

- 7.1.1 Operational mode: training or operational (rescue or recovery).
- 7.1.2 Determine if the operation will be shore-based, boat-based, or boat-assisted.
- 7.1.3 Determine surface or sub-surface conditions and hazards.
- 7.1.4 Identify emergency procedures.
- 7.1.5 Approximate number of dives anticipated to complete operation.
- 7.1.6 Location(s) of proposed dive(s).
- 7.1.7 Estimated depth(s) and bottom time(s).
- 7.1.8 Current environmental conditions and anticipated changes.
- 7.1.9 Proposed work, equipment, and additional resources needed.
- 7.1.10 Determine if the operation needs to be coordinated with other known activities in the area that may interface with the dive operation.
- 7.1.11 Minimum number of personnel on scene for a tethered search pattern.
- 7.1.12 Determine best search pattern that can be utilized for the dive operation.
- 7.1.13 Incident control zones set up using three (3) categories: Hot, Warm and Cold.
 - 7.1.13(1) **Hot Zone** (Restricted, High Hazard Area): The immediate hazard area surrounding the rescue/recovery operation which extends far enough to provide safety to personnel operating inside and outside of the zone.

7.1.13(2) Warm Zone (Limited Access Area): The area surrounding the hot zone and bounded by the cold zone. Entry is restricted to emergency response personnel, as well as those assigned by the Incident Commander or Dive Supervisor.

7.1.13(3) Cold Zone (Support Area): The area surrounding the warm zone which presents no hazards to emergency response personnel and equipment. It is reserved for emergency services functions only, such as the command post and other support functions deemed necessary to control the incident.

8.0 DIVE OPERATIONS BRIEFING

8.1 All dive operation personnel shall participate in the operational briefing before dive operations are initiated.

8.2 An accelerated briefing can be conducted if conditions dictate (rescue mode).

9.0 PRE-DIVE SAFETY CHECKS

9.1 Complete Rapid Field Neuro document (reference Appendix D). This can be abbreviated in the Rescue Mode only.

9.2 Complete the Pre-Dive Checklist/Operations Worksheet document (reference Appendix E). These documents create a systematic approach intended to prevent critical elements from being overlooked. This shall be done quickly but thoroughly.

9.3 Each operational diver is required to give a “go” or “no go” response concerning their physical and mental condition, dive equipment, and the dive plan.

9.4 Identify all entry and exit points.

9.5 Review the primary and contingency communications system including the secondary line signals.

9.6 Review the emergency procedures/protocols.

9.7 Establish ending tank pressure for the operation, if applicable.

10.0 RAPID FIELD NEURO EXAMINATION

- 10.1** The Rapid Field Neuro Examination (reference Appendix D) shall be completed for each diver prior to the diver beginning dive operations. This gives medical personnel a pre-dive baseline neurological benchmark to compare against subsequent exams. The examination can be abbreviated only when the dive operation is in the Rescue Mode.
- 10.2** The Rapid Field Neuro Examination shall be administered for each diver as soon as convenient after the diver completes his/her last dive of the day. The post-dive neurological benchmarks should match the pre-dive benchmarks.
- 10.3** If the post-dive examination detects any neurological deficit or a change in the neurological baseline, the diver should be transported to a medical facility immediately.
- 10.4** In the event a diver is transported for medical observation or treatment, copies of the pre-dive and post-dive Rapid Field Neuro Examinations should be sent with the diver.

11.0 DIVE OPERATIONS

- 11.1** During all dive operations the Incident Management System shall be used.
- 11.2** The Incident Commander, Dive Supervisor or Competent Person shall be in charge of diving operations.
- 11.3** An ALS/BLS Medical Transport Unit, dedicated to Public Safety personnel, shall be on scene for all dive operations. Utilize medical personnel to accomplish Rapid Field Neuro's on divers (Pre-dive and Post-dive).
- 11.4** An Emergency Action Plan (EAP), a Scene Evaluation, and a Risk/Benefit Analysis shall be completed prior to committing divers to the water.
 - 11.4.1** Secure appropriate resources for site control in Dive Action Plan (DAP).
 - 11.4.2** Determine Last-Seen-Point (LSP) through witness interviews, physical evidence, and the use of reference objects.
 - 11.4.2.1** Witness interviews shall be conducted and prioritized in order of importance. Priority is based on the answer to the question, "Who saw the victim/victims disappear below the surface?" It is our policy to always conduct our own witness interviews, regardless of who has conducted them prior to our arrival.

11.4.3 Determine type of search pattern to be used.

11.5.1 Diver communicates to the tender that he/she has secured the victim.

11.5.3 Diver follows bottom contour back to shore while slowly establishing positive buoyancy (shore-based) or slowly establishes positive buoyancy and swims directly to the boat (boat-based).

11.6.1 Diver communicates to the tender that he/she has located the victim and stands by until the recovery diver brings the body-retrieval system down. Once the recovery diver establishes contact, the primary search diver is free to surface, unless conditions dictate otherwise as determined by the team leader.

11.6.3 The recovery diver packages the victim, searches the immediate area around and under the victim for evidence, and then slowly follows bottom contour back to shore while establishing positive buoyancy (shore-based) or slowly establishes positive buoyancy and swims directly to the boat (boat-based).

11.7 The Rescue-Mode timeline is set at the established standard of 60-minutes. The Rescue-Mode to Recovery-Mode transition shall be made delicately, and as undetectable to onlookers as possible.

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- 11.9** In every case where possible, a gross decontamination of the diver should be conducted prior to removing any equipment.
- 11.10** The divers standard down-time is established as 30 minutes, but can be changed by the Dive Supervisor, prior to dive operations, based on dive conditions and anticipated diver work-load
- 11.11** Periodic air checks are mandatory to ensure the diver surfaces with a safety minimum of 1000 psi (unless using SSA). A 5-minute air check should be conducted by the tender, as per the Operational Worksheet, unless the Dive Supervisor deems otherwise.
- 11.12** Team members shall conduct themselves in a respectful and professional manner at all times while on scene, and shall be particularly mindful around family members, bystanders and the media.

12.0 EMERGENCY PROCEDURES/EMERGENCY ACTION PLAN (EAP)

- 12.1** The Dive Supervisor or the Dive Tender shall conduct an Emergency Procedures briefing prior to the diver entering the water.
- 12.2** All accidents, injuries or illnesses incurred during the dive operation shall be reported to the Incident Commander or Dive Supervisor immediately.
- 12.3** Anytime a diver is required to surface due to injury, catastrophic equipment failure, or an out of air emergency, that diver shall be evaluated/observed by the medical sector.
- 12.4** Loss of electronic communication with the diver only becomes an emergency when the diver fails to respond to the established back-up line signals, in which event the Safety Diver shall deploy to determine the problem.
- 12.5** Loss of electronic communication during the Recovery Mode or training shall normally require the Tender to surface the Diver, via established line signals, until electronic communication can be restored. The Dive Supervisor can override this directive if conditions allow.
 - 12.5.1** Line Signals - Tender to Diver
 - 1 pull – Are you OK?
 - 2 pulls – Turn and take out slack
 - 3 pulls – Surface
 - 4 pulls – Stay where you are

12.5.2 Line Signals – Diver to Tender

- 1 pull – I'm OK
- 2 pulls – Give me more line
- 3 pulls – Object found
- 4 pulls – EMERGENCY, send help

12.6 Anytime a diver becomes entangled or entrapped, the Safety Diver shall be deployed immediately to help mitigate the situation. All other dive operations shall stop. The Tender shall notify the Incident Commander and Dive Supervisor. After the entanglement/entrapment is mitigated, both divers shall surface and the situation shall be re-evaluated prior to starting dive operations again.

12.7 In the event there is a lost or missing diver incident, the Tender shall immediately develop a LSP, stop all other dive operations, notify the IC, and immediately initiate the EAP. As soon as possible, mark the location using a boat or immovable buoy.

13.0 RETURN TO SERVICE

13.1 All equipment used shall be inventoried and accounted for prior to leaving the dive site.

13.2 All equipment shall be properly cleaned and/or decontaminated, dried, inspected and serviced if needed, before returning the equipment to service.

13.2.1 Sanizide should always be used to clean the interior of masks and helmets.

13.2.2 Dawn Antibacterial soap and Sink-the-stink should be used on all other equipment.

13.2.3 If the contaminate is extreme in nature or unidentifiable, disposing of the contaminated equipment should be considered.

13.3 Any damaged or inoperable equipment shall be tagged out of service and replacement equipment put in its place, if available.

13.4 Any missing equipment shall be reported to the Incident Commander or Dive Supervisor as soon as possible and a written accountability report within twenty-four (24) hours.

14.0 POST INCIDENT ASSESSMENT (PIA)

- 14.1** Determine if the objectives of the dive operation were achieved.
- 14.2** If the objectives were not met, what factors caused the objectives to not be met and identify what changes in the Dive Action Plan need to occur before initiating future dives.
- 14.3** Identify additional information obtained from personnel involved in the dive operation.
- 14.4** Insure that all pertinent information has been recorded.
- 14.5** Identify any deficiencies that may exist in training, dive planning or equipment issues that should be addressed prior to future dive operations.
- 14.6** Discuss deficiencies and identify solutions to those deficiencies.

15.0 VEHICLE IN-WATER OPERATIONS

- 15.1** When a vehicle is fully or partially submerged, the following procedure will be used:

- 15.1.1** Conduct a scene evaluation.

- 15.1.2** Immediately ask for a tow truck to be dispatched.

- 15.1.3** Determine Rescue Mode or Recovery Mode.

15.1.3.1 Rescue Mode:

- 1)** Establish the stability of the vehicle.
 - 2)** Do not enter or penetrate the vehicle. Use an arm sweep only.
 - 3)** Attach a tow strap to the vehicle.
 - 4)** Prior to pulling the vehicle, conduct a 360 degree search for victim/s and surface the diver.

15.1.3.2 Recovery Mode:

- 1)** Do not open doors or windows on the vehicle.
 - 2)** Attach a tow strap to the vehicle.
 - 3)** Prior to pulling the vehicle, conduct a 360 degree search for victim/s or evidence and surface diver.
 - 4)** After the vehicle is pulled from the water, check for additional evidence and clear any debris prior to exiting.

16.0 BOAT OPERATIONS

- 16.1** It is the responsibility of the Incident Commander, Dive Supervisor, or the Competent Person to make the determination of whether the dive operation will be shore-based or boat-based.
- 16.2** It is the responsibility of the Incident Commander, Dive Supervisor, or The Competent Person to ensure that all personnel involved in Boat-Based Operations are certified in that specialty.
- 16.3** It is the responsibility of the Incident Commander, Dive Supervisor, or The Competent Person to establish site control and manage all public safety watercraft operating in the secure area in which divers may be conducting operations.
- 16.4** It is the responsibility of the Incident Commander or his/her designee to conduct a safety briefing for all boat handlers concerning known local hazards and conditions.
- 16.5** In the event that other agencies will be operating watercraft in the area of dive operations, it is the responsibility of the Incident Commander or his/her designee to ensure that an operations briefing is conducted with those additional agencies and that communications with those additional agencies is adequate to safely operate.
- 16.6** RFD Dive Team members shall not engage in any live-boating operations. This includes diver tows and sonar operations while the diver is below the surface.
- 16.7** All boat-based operations shall be conducted from boats that are either moored or anchored, will no props engaged.

17.0 NIGHT DIVING OPERATIONS

- 17.1** Night Diving operations should be limited to Rescue Mode operations unless deemed necessary and approved by the Incident Commander or Dive Supervisor.
- 17.2** Proper lighting and additional site control/management shall be used to insure diver safety.

18.0 DEEP DIVING OPERATIONS

- 18.1** A Deep Dive is any dive over sixty (60) feet. Only PSTD certified divers shall be used on Deep Dive operations.
- 18.2** No dive shall exceed a depth of 100 feet. Operational dives greater than 100 feet are beyond the operational capability/scope of Public Safety diving.

19.0 SURFACE SUPPLIED AIR (SSA) OPERATIONS

- 19.1** Surface Supplied Air should always be the preferred method of operation for contaminated water diving operations, overhead diving operations, and deep diving operations.
 - 19.1.1** The Divator AGA, mated with SSA, may be acceptable for low-level biological contamination (CAT 3), but for high-level biological contamination, or any chemical contamination (CAT 2), it is much safer to use a helmet.
- 19.2** When conducting SSA Operations, the allowable bottom time for the diver will be determined prior to the dive by the Dive Supervisor, and shall be based on depth, hazards, and the diver's work-load.
- 19.3** Each diving operation shall have a primary breathing gas supply sufficient to support divers for the duration of the planned dive.
- 19.4** A dive-location reserve breathing gas supply shall be provided prior to starting dive operations.
- 19.5** Surface Supplied Air Operations shall not exceed 100 feet.
- 19.6** The cylinder valve on the diver's bail-out bottle (EGS) shall always be in the on position when the diver is in the water, with the manifold in the off position.
- 19.7** Surface Supplied Air operations require electronic communications. If electronic communications are lost during the dive, line-pull signals shall be used to recover the diver and the dive will be aborted until electronic communications can be fixed.
- 19.8** It is recommended that a backup panel operator be assigned as soon as available, and he/she should be stationed at the panel with the primary panel operator.
- 19.9** The correct length of umbilical to use for SSA operations shall be determined by identifying the maximum diving depth and the distance to the divers work site from the air manifold panel.
- 19.10** Each diver shall be continuously tended by a separate dive team member while in the water.
- 19.11** An extra breathing gas hose (umbilical) capable of supplying breathing gas to the diver in the water shall be available to the Safety Diver.
- 19.12** Floating umbilical can present a hazard if there is unexpected or uncontrolled boat traffic through the dive area, therefore, there can be no live-boating during SSA operations. The dive platform/boat shall be locked-out and tagged-out.

19.13 When conducting SSA from a boat, a three-point anchor system shall be used.

19.14 Extreme weather conditions resulting in excess wave action and/or strong current shall be avoided when conducting SSA Operations, especially when the operation is boat-based.

20.0 OVERHEAD OPERATIONS

20.1 Any dive operation in which the surface is not directly assessable shall be considered an overhead environment dive operation.

20.2 Only Public Safety Technical Divers (PSTD) shall be deployed on this type of dive operation.

20.3 Surface Supplied Air (SSA) shall be used on any overhead environment dive operation unless approved by the Incident Commander and/or Dive Supervisor.

20.4 When diving is conducted in an enclosed or physically confining space, it may be deemed necessary to position an additional diver outside the entry point.

20.5 Divers working in an overhead environment and using standard scuba shall have a maximum working time of twenty (20) minutes and/or 1500 psi minimum cylinder pressure.

20.6 A quick release shackle shall not be used on the divers tether/harness set-up during overhead environment dive operations.

21.0 EVIDENCE RECOVERY OPERATIONS

21.1 If the RFD Dive Team is requested to make an evidence recovery dive for any public safety agency, the Dive Team Commander shall be notified.

21.2 The Dive Team Commander shall evaluate whether the dive is within the RFD Dive Teams operational capability, prior to deploying the team.

21.3 The requesting agency shall ensure that a representative from that agency is present at all times during the dive.

21.4 Logistics shall be provided, and in place, by the requesting agency.

21.5 The requesting agency representative shall participate in the development of the safety plan and the pre-dive briefing.

22.0 CURRENT DIVING OPERATIONS

22.1 No diving operation should be conducted when/if the current exceeds 5 knots.

- 22.2** A river hazard analysis shall be conducted prior to attempting to set up any dive operation, whether the dive team is operating in the Rescue mode or the Recovery mode.
- 22.3** No current diving operation shall be conducted in the immediate vicinity of any known strainer or low head dam.

23.0 CONTAMINATED WATER OPERATIONS

- 23.1** The Risk/Benefit Analysis shall be evaluated when considering any exposure to contaminated water. A good risk assessment will identify the expected routes of exposure, expected contamination, and reasonable precautions necessary to minimize the exposure to both the diver and topside personnel. The only real justification for a diver to enter a highly contaminated water environment is the chance to save a life.

- 23.2** Based upon the expected primary source of contamination, the protective ensemble chosen shall minimize the exposure route. The following are the levels of protective equipment, associated with each category of contaminated water, currently available on the ANU list. Refer to USN document SS521-AJ-PRO-010 (reference Appendix F) in the appendix.

- 23.2.1** Category 1 (CAT 1) - Grossly contaminated water and extreme risk of injury (even death) to unprotected divers. Divers shall be fully encapsulated with a diving helmet using a surface exhaust or positive pressure free flow helmet.

- 23.2.1.1** CAT 1 diving is very uncommon and specialized, and therefore, shall be handled by an outside commercial resource.

- 23.2.1.2** CAT 1 Dress - The KM-37 helmet is NOT SUITABLE for use in CAT 1 diving unless it has surface exhaust capability.

- 23.2.2** Category 2 (CAT 2) - Heavily contaminated water with a high risk of injury to unprotected divers. Divers shall be fully encapsulated with a diving helmet.

- 23.2.2.1** CAT 2 water is more common and can be encountered in some industrial diving conditions or following accidents involving chemicals or oils.

- 23.2.2.2** CAT 2 Dress - The KM-37 helmet with the White's Haz Mat suit with integrated neck ring and dry gloves. Inspection and leak testing of dry suits, prior to CAT 2 diving, shall be accomplished.

23.2.3 Category 3 (CAT 3) - Moderately contaminated water with some risk of injury especially if ingested.

23.2.3.1 CAT 3 water is the most common. Much of the operational day to day diving will fall under CAT 3 water conditions where there is some biological risk and precautions shall be taken to avoid ingesting the water.

23.2.3.2 CAT 3 Dress - Full Face Mask shall be used whether diving SCUBA or Surface Supplied Air. The level of skin protection is not mandated for CAT 3 diving and will be determined by Dive Supervisor.

23.2.4 Category 4 (CAT 4) - Baseline contamination such as EPA's geometric mean levels for E Coli and Enterococci or EU bathing water of "sufficient" or better.

23.2.4.1 CAT 4 diving will normally relate to training diving in fresh water that is used frequently and known not to pose a risk to divers due to contamination, and may also include the swimming pool environment.

23.2.4.2 CAT 4 Dress - There are no additional procedures for CAT 4 diving and dress. Standard SCUBA may only be used during CAT 4 diving (example: training at a swimming pool).

23.3 The decision on which category of contaminated water is appropriate and the associated diving dress shall be at the discretion of the Diver Supervisor.

23.4 Before any diving operations in contaminated water begins, the dive site should be divided into three zones for proper sequestration of contamination throughout the operation. A Decontamination Station Overview is included in the appendix (reference Appendix G).

23.5 The gross decontamination step shall be used to spray bulk contaminants off the diver with high-pressure, clean water rinse, avoiding direct water spray away from potential points of leakage or breach points such as exhaust valves and seal junctions.

23.6 Common water areas always considered to be contaminated include marinas, harbors, ponds, and drainage ditches. Both biological and chemical contaminants tend to concentrate in sediment rather than in the water column.

23.7 The diver is always at some degree of risk when diving in contaminated water, therefore, all efforts shall be made to dive using the highest level of protection available.

- 23.8** The highest degree of protection for any level of contaminated water dive is the helmet mated to the dry suit.
- 23.9** Controlled entries shall always be used on any contaminated water dive.
- 23.10** Leak testing and inspection of the divers system shall always be accomplished prior to the diver entering a CAT 2 contaminated water zone.
- 23.11** Any leak during a contaminated water dive, no matter how minor, is cause for the dive to be immediately terminated/aborted.
- 23.12** If the contaminant is chemical, every effort should be made to identify chemicals present and their hazardous qualities as quickly as possible. Until the chemical is identified, no diver shall enter the water.
- 23.13** If the contaminant is chemical, the compatibility of the diving suit with the chemicals shall be determined. If the suit material is not compatible with the hazard, the diver shall not dive.
- 23.13.1** If a dry suit shows any signs of breakdown due to contaminants, during or after the dive, its use shall be discontinued and it shall be taken out of service immediately.
- 23.13.2** Evidence a suit is being degraded by contaminants are swelling of the material, color changes, tackiness, stiffness when dry, and exposure of underlying fabric.
- 23.14** When necessary (CAT 2), respiratory and physical protection should be available for surface support personnel prior to the dive operation beginning.
- 23.14.1** Topside personnel may require skin protection in the form of a Tyvek, or similar, suit and rubber gloves
- 23.14.2** To protect the face from splash hazards, a perspex face shield should be used and, at a bare minimum, protective glasses shall be worn.
- 23.14.3** While it is not likely that support personnel will require respiratory protection, it may be necessary to wear an oral-nasal mask to protect against strong vapor.
- 23.15** Detailed records shall be kept on the exposure of all personnel who came in contact with chemical contaminants.

24.0 HELMET OPERATIONS

- 24.1** The helmet offers superior exposure and head protection and shall be worn when conditions dictate as determined by the Dive Supervisor.
- 24.2** Diving operations where the helmet should be used include, but are not limited to:
 - 24.2.1** High-Level Biological Contamination.
 - 24.2.2** Any Chemical Contamination.
 - 24.2.3** Deep Dives (60-100 feet).
 - 24.2.4** Any Overhead Environment.
- 24.3** Only Public Safety Technical Divers (PSTD) shall be used for Helmet Operations.
- 24.4** No Helmet Diving operation can be conducted without completing 100% of the pre-dive checks and then getting the approval of the Dive Supervisor. There can be no abbreviated pre-dive checks, period.

25.0 DIVING EQUIPMENT

- 25.1** All equipment shall be tested and certified on an annual basis as defined by the equipment manufacturer.
- 25.2** Only those makes and models of equipment specifically approved by the department shall be used during operational dives, and only after the diver has been appropriately trained.
- 25.3** Operational department dive equipment shall not be loaned to anyone for personal use.
- 25.4** Inspections, tests, and maintenance shall only be accomplished by trained/certified personnel or a facility approved by the department.
- 25.5** All equipment maintenance shall be recorded and logged in the appropriate maintenance record manuals by a Dive Supervisor or their designee.
- 25.6** All dive equipment used during training or operational dives shall be cleaned and inspected prior to returning it to service.
- 25.7** Equipment standardization shall be followed on every dive. Therefore, all divers shall be equipped with the required dive equipment on every open water dive.
- 25.8** All scuba cylinders shall meet current testing requirements as mandated by appropriate regulatory agencies and manufacturers. Cylinders shall be

hydrostatically tested every five (5) years and visually inspected every one (1) year.

26.0 UNIFORMS

- 26.1** The community view the RFD Dive Team as an elite organization, and public expectations are high. Professionalism is a top priority for our dive team. The uniform is designed to promote our professionalism.
- 26.2** Uniforms will be worn for operations and training. No clothing items that are not dive team issue should be worn for operations or training unless approved by the Dive Team Commander.
- 26.3** The “uniform of the day” will be selected based on the type of event and the weather conditions. This information will be announced in the callout transmission or by memo for training or other non-emergency functions.
- 26.4** Issued clothing or equipment items lost or damaged shall be reported to the Dive Team Commander. The team member may be assessed for the cost of repair or replacement of any items lost or damaged due to abuse or negligence.
- 26.5** Inventory of issued clothing or equipment will occur at random intervals during the year. Issued clothing and equipment should be kept ready for response.
 - 26.5.1** Backpacks are issued to all team members for this express purpose and should be used accordingly to decrease the response time of team members.

27.0 MEDICAL STANDARDS

- 27.1** All divers shall pass a department physical administered annually by the department physician/medical authority.
- 27.2** A diver shall be required to obtain a medical release from their doctor/physician prior to resuming diving activities after any diving accident resulting in injury to the diver.
- 27.3** All diving accidents that result in serious injury or death shall be reported to the Chief of the department immediately.
- 27.4** A diver shall be required to obtain a medical release from their department physician prior to resuming diving activities due to any illness, injury, or surgery that resulted in the diver being off-duty or being placed on light-duty.
- 27.5** If there is any question relating to a divers medical fitness for diving, the appropriate diving medical authority shall be consulted.

28.0 RECORDS AND DIVE LOGS

- 28.1** It shall be the responsibility of the department Dive Team Commander, Training Officer, or their designee, to maintain a file for each diver and support person that contains all pertinent training documentation.
- 28.2** The Dive Team Commander or his designee shall be responsible for maintaining permanent records for all scuba equipment, including inspection and testing records, maintenance, damage, and repair reports.
- 28.3** The Dive Team Commander, Dive Supervisor, or their designee shall maintain a dive log for each dive training or dive operation.
- 28.4** Each diver shall maintain a personal dive logbook.

I.A.D.R.S. ANNUAL WATERMANSHIP TEST



Evaluation Parameters

There are five exercises that evaluate stamina and comfort in the water, each rated by points. The diver must successfully complete all stations and score a minimum of 12 points to pass the test. The test should be completed with not more than 15 minutes between exercises.

Exercise 1: 500 Yard Swim

The diver must swim 500 yards without stopping using a forward stroke and without using any swim aids such as a dive mask, fins, snorkel, or flotation device. Stopping or standing up in the shallow end of the pool at any point during this exercise will constitute a failure of this evaluation station.

<u>Time to Complete</u>	<u>Points Awarded</u>
Under 10 minutes	5
10-13 minutes	4
13-16 minutes	3
16-19 minutes	2
More than 19 minutes	1
Stopped or incomplete	Incomplete

Exercise 2: 15 Minute Tread

Using no swim aids and wearing only a swimsuit the diver will stay afloat by treading water, drown proofing, bobbing or floating for 15 minutes with hands only out of the water for the last 2 minutes.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Performed satisfactorily	5
Stayed afloat, hands not out of water for 2 minutes	3
Used side or bottom for support at any time	1
Used side or bottom for support >twice	Incomplete

Exercise 3: 800 Yard Snorkel Swim

Using a dive mask, fins, snorkel, and a swimsuit (no BCD or other flotation aid) and swimming the entire time with the face in the water, the diver must swim non stop for 800 yards. The diver must not use arms to swim at any time.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Under 15 minutes	5
15-17 minutes	4
17-19 minutes	3
19-21 minutes	2
More than 21 minutes	1
Stopped at any time	Incomplete

Exercise 4: 100 Yard Inert Rescue Tow

The swimmer must push or tow an inert victim wearing appropriate PPE on the surface 100 yards non stop and without assistance.

<u>Performance Criteria</u>	<u>Points Awarded</u>
Under 2 minutes	5
2-3 minutes	4
3-4 minutes	3
4-5 minutes	2
More than 5 minutes	1
Stopped at any time	Incomplete

Exercise 5: Free Dive to a depth of nine feet and retrieve an object

<u>Performance Criteria</u>	<u>Points Awarded</u>
Performed satisfactorily	Pass
Stopped or incomplete	Incomplete

Appendix A

I.A.D.R.S. Annual Basic Scuba Skills Evaluation



Diver's Name: _____ Department: _____

Air Consumption: Start _____ psi / Finish _____ psi Time: Start _____ / Finish _____ / Total _____

Water Depth: _____ Pool / Open Water (circle one) Examiner: _____

Task grading: S = Satisfactory N = Needs Improvement (specify) N/A = Not Applicable (use for equipment only)

Equipment Handling and Set-Up

- _____ - properly assembles equipment (basic gear / specialty gear)
- _____ - shows familiarity and comfort with equipment
- _____ - properly protects equipment (i.e. tank valve / regulator)
- _____ - review (line & hand signals / air consumption rates / buddy awareness / emergencies / diver log)

Watermanship Skills

- _____ - 500 yard continuous forward stroke swim - no swim aids for time (refer to grading criteria)
- _____ - 15 minute tread / last 2 minutes with hands out of water (refer to grading criteria)
- _____ - 800 yard snorkel swim (refer to grading criteria)
- _____ - 100 yard inert diver rescue tow (refer to grading criteria)

Skin Diving Skills

- _____ - mask clearing
- _____ - snorkel clearing (popping & expansion)
- _____ - snorkel without mask (led by partner, 1 lap)
- _____ - fin kicks (flutter / dolphin) one length each, using mask and snorkel
- _____ - in water surface dives (head first / feet first)

SCUBA Diving Skills

- _____ - entries (giant stride / seated or controlled entry)
- _____ - neutral buoyancy control (oral / power) inflation
- _____ - dry suit buoyancy control and emergency procedures (i.e. hose disconnect or flooding)
- _____ - regulator clearing (blowing / purging) and retrieval
- _____ - regulator without mask (led by partner, 1 lap)
- _____ - full face mask (removal / switch to regulator / clearing full face mask / replace full face mask)
- _____ - descent procedures (signal / check time & air / raise inflator hose / feet first descent / clear ears)
- _____ - ascent procedures (signal / check time & depth / + buoyancy / raise inflator hose / ascend @ 20ft/min)
- _____ - air sharing at depth and during ascent
- _____ - buddy breathing at depth and during ascent
- _____ - emergency swimming ascent procedures (simulate out of air / signals / ascends / continuous exhaling / surfaces / inflates BC orally using bobbing technique)
- _____ - emergency buoyant ascent procedures (simulate out of air / signals / drops weights / ascends / continuous exhaling / surfaces / inflates BC orally using bobbing technique)
- _____ - weight belt (removal / replacement) on surface and bottom
- _____ - buoyancy control device (removal / replacement) on surface and bottom
- _____ - OPTIONS: Blackout Mask / Night Dive / Navigation / Confidence Obstacle Course

Performance

Comments: _____

Equipment Care and Storage

- _____ - properly disassembles equipment
- _____ - cleans and restores equipment properly

Appendix B



Diving Emergency Action Plan

Location _____

Checklist

- ☐ On Site Communications (REQUIRED)
 - ☐ Department Radio / Channel _____
 - ☐ Cell Phone / Dispatch # _____
 - ☐ Marine VHF Radio (Channel 16)
- ☐ Ambulance for Transport?
 - ☐ On Site
 - ☐ By Radio or Telephone
- ☐ Emergency Equipment in Vicinity
 - ☐ AED or other Cardiac Defibrillator (REQUIRED)
 - ☐ Oxygen Delivery Unit (REQUIRED)
 - ☐ First Aid Kit (REQUIRED)
 - ☐ Communication Equipment (REQUIRED)
 - ☐ Advanced Life Support Equipment
- ☐ Identify Trained EMS Providers in the Class
 - ☐ Paramedics _____
 - ☐ EMTs _____
 - ☐ Other _____
- ☐ Surface Float within 200' of Divers (REQUIRED)

Other Items Recommended On Site

- ☐ Program Training Manual
- ☐ Department Training Standards
- ☐ Agency's SOPs/SOGs for Dive Operations
- ☐ Copies of Completed Medical History Questionnaires
- ☐ Decompression Tables
- ☐ PFD with Whistle and Cutting Tool(s)

Action Plan

- ☐ Recall ALL divers, conduct head count (as needed)
- ☐ Notify dispatch
- ☐ Request additional resources (as needed)
- ☐ Stabilize the patient/incident
- ☐ Conserve property (as appropriate)
- ☐ Turn patient/scene over to the authority having jurisdiction
- ☐ Pass on information (as needed)
- ☐ Document the incident
- ☐ Obtain statements from witnesses (as needed)
- ☐ Notify Supervisor

Emergency Phone Numbers

Dispatch _____

Local Emergency Transport _____

Air Transport _____

USCG _____

Divers Alert Network 1-919-684-9111

Dive Rescue International 1-800-248-3483

IADRS 1-800-IADRS-911

Nearest Multi Place Recompression Facility

Name _____

Address _____

City _____

State _____

Zip _____

Phone Number _____

Appendix C

Rapid Field Neuro Checksheet

Diver's Name: _____ Name of Examiner: _____

Date: _____ Initial Complaint: _____

Time	Notes							
Mental Status: Do they know:	Yes	No	Yes	No	Yes	No	Yes	No
1) Their name?								
2) Where they are?								
3) Time of day?								
4) Most recent activity?								
5) Speech is clear, correct?								
Sight:	Yes	No	Yes	No	Yes	No	Yes	No
1) Correctly counts fingers?								
2) Vision clear?								
Eye Movements:	Yes	No	Yes	No	Yes	No	Yes	No
1) Move all four directions?								
2) Nystagmus absent?								
Facial Movements?	Yes	No	Yes	No	Yes	No	Yes	No
1) Teeth clench OK?								
2) Able to wrinkle forehead?								
3) Tongue moves all directions?								
4) Smile symmetrical?								
Head/Shoulder Movements:	Yes	No	Yes	No	Yes	No	Yes	No
1) "Adams Apple" moves?								
2) Shoulder shrug normal, equal?								
3) Head movements normal, equal?								
Hearing:	Yes	No	Yes	No	Yes	No	Yes	No
1) Normal for that diver?								
2) Equal both ears?								
Sensations: Present, normal and Symmetrical across?	Yes	No	Yes	No	Yes	No	Yes	No
1) Face								
2) Chest								
3) Abdomen								
4) Arms (front)								
5) Hands								
6) Legs (front)								
7) Feet								
8) Back								
9) Arms (back)								
10) Buttocks								
11) Legs (back)								
Muscle Tone: Present, normal and symmetrical for:	Yes	No	Yes	No	Yes	No	Yes	No
1) Arms								
2) Hand grips								
3) Legs								
4) Feet								
Balance and Coordination:	Yes	No	Yes	No	Yes	No	Yes	No
1) Romberg OK?								
2) If Supine: Heel-shin slide OK?								
3) Alternating hand movements OK?								
Vital Signs:								
1) Blood pressure								
2) Pulse								
3) Respirations								

Appendix D

The Rapid Field Neuro Exam

Mental Status:

- 1) Ask the diver to state his name, where he is, the time of day, and most recent activity.
- 2) Evaluate his speech for clearness and appropriateness.

Cranial Nerves:

- 1) Sight / Eye movements:
 - a) Hold up different numbers of fingers for the diver to count.
 - b) Have the diver follow your finger with his eyes while keeping his head straight. Move your finger up, down, left and right. Watch for nystagmus.
- 2) Facial Movements:
 - a) Place your fingers at the angle of the diver's jaw and ask him to clench his teeth.
 - b) Ask him to wrinkle his forehead as you smooth the skin.
 - c) Instruct him to stick his tongue out and move it in all four directions.
 - d) Check the diver's smile for symmetry.
- 3) Head / Shoulder Movement:
 - a) Ask the diver to tilt his head back and swallow. Watch for his "Adams Apple" to move.
 - b) Push down lightly on his shoulders, asking him to shrug.
 - c) Put your hand on one side of the diver's face and ask him to push against it. Do the same with the other side, and on the forehead and back of the head.
- 4) Hearing:
 - a) Rub your fingers together close to the diver's ears to identify the sounds he's to listen for.
 - b) Ask him to close his eyes.
 - c) Move your hand away from his ear and make the sound again.
 - d) Continue to make the sound as you move your hand back towards the ear.
 - e) Ask him to tell you when he can hear the sound again.

Sensations:

- 1) The objective is to evaluate the sense of light touch and make sure it's equal on both sides of the body.
- 2) Sensations are checked with the diver's eyes closed, pockets empty, and the diver dressed down to light clothing or bare skin.
- 3) Tell the diver that the light touch should feel normal and the same on both sides of his body.
- 4) Evaluate the body sections, checking the right and left sides at the same time. Overlap the sections slightly.
- 5) Run your fingers across the forehead, down the sides of the face and along the jaw line.
- 6) Then run your fingers down the diver's chest, abdomen, front of arms, legs and across the hands.
- 7) Turn him around and run your fingers down his back, buttocks, and the backs of the arms and legs.

Muscle Tone:

- 1) The objective is to evaluate muscle tone and determine that it's equal on both sides of the body.
- 2) Have the diver bend his arms so that his hands meet in the center of his chest. With his arms bent have him bring his elbows up level with his shoulders (or demonstrate the move and say "Do this").
- 3) Tell him to push against you as you push his elbows up, then down, and pull his hands away from his chest and push them back.
- 4) To evaluate grip strength in each hand, ask him to squeeze two of your fingers.
- 5) Leg evaluation: With diver sitting, evaluate both legs. Put your hand on his thigh and ask him to pick the leg up against resistance. Then put your hand under the thigh and ask him to pull down. Put your hands on the front of his lower legs and ask him to push out. Then put your hands behind the legs and ask him to pull back.
- 6) Leg evaluation: With diver laying, evaluate both legs. Ask him to do a straight leg raise as you lightly push down on the leg. Have him bend the leg up and push against your hand as you hold his foot.
- 7) Foot evaluation: Have the diver pull his feet up as you push them down and then push against your hands as if pushing on a pedal.

Balance and Coordination:

- 1) The objective is to make sure that the diver can hold himself upright, move without being off balance and that he has normal hand eye coordination. Protect the diver from falling.
- 2) Romberg Test: Have the diver stand upright with his eyes closed, feet together and arms outstretched in front of him. Ask him to stand this way for several seconds. Then ask him to walk in place, bringing his knees up. Eyes remain closed.
- 3) Heel-shin slide: If the diver is laying down, have him place the heel of one foot on the opposite leg, just below the knee. Then have him run the heel down his shin to the ankle. Do both legs.
- 4) Alternating hand movements: Have the diver alternately touch his index finger to his nose and then to your finger, held about 18" (.5 meters) away from his face. Repeat the movement several times and test both hands.

Vital Signs (If trained and equipped):

- 1) The objective is to evaluate the findings in the Rapid Field Neuro Exam with the baseline vitals.
- 2) Blood pressure
- 3) Pulse
- 4) Respiration's

Appendix D-supplement



Dive Checklist/Operations Worksheet

Primary Diver

Safety Diver

90% Diver

Tender: _____

Tender: _____

Tender: _____

Diver: _____

Diver: _____

Diver: _____

Primary Diver	Safety Diver	90% Diver
Hood	Hood	Hood
Mask	Mask	Mask
Full Face Mask	Full Face Mask	Full Face Mask
Wet/Dry Suit	Wet/Dry Suit	Wet/Dry Suit
Harness/Carabiner Locked	Harness/Carabiner Locked	Harness/Carabiner Locked
Quick Release Snap Shackle	Quick Release Snap Shackle	Quick Release Snap Shackle
Buoyancy Compensator	Buoyancy Compensator	Buoyancy Compensator
Regulator	Regulator	Regulator
Depth Gauge/Pressure Gauge	Depth Gauge/Pressure Gauge	Depth Gauge/Pressure Gauge
Octopus/Alternate Air Source	Octopus/Alternate Air Source	Octopus/Alternate Air Source
Compass	Compass	Compass
Gloves	Gloves	Gloves
2 Cutting Tools	2 Cutting Tools	2 Cutting Tools
Weight Belt _____ lbs.	Weight Belt _____ lbs.	Weight Belt _____ lbs.
Ankle Weights	Ankle Weights	Ankle Weights
Fins	Fins	Fins
Review Objective	Review Objective	Review Objective
Establish Initial Overlap in Pattern	Establish Initial Overlap in Pattern	Establish Initial Overlap in Pattern
Review Found Object Protocol	Review Found Object Protocol	Review Found Object Protocol
Comm Check/Review Line Signals	Comm Check/Review Line Signals	Comm Check/Review Line Signals
Review Diver in Distress Protocol	Review Diver in Distress Protocol	Review Diver in Distress Protocol
Review Emergency Procedures	Review Emergency Procedures	Review Emergency Procedures
Start Tank Pressure _____ PSI	Start Tank Pressure _____ PSI	Start Tank Pressure _____ PSI
MAX. DEPTH FOR DIVE: _____	MAX. DEPTH FOR DIVE: _____	MAX. DEPTH FOR DIVE: _____
Tank Pressure _____ PSI 5 Minutes	Tank Pressure _____ PSI 5 Minutes	Tank Pressure _____ PSI 5 Minutes
Tank Pressure _____ PSI _____ Minutes	Tank Pressure _____ PSI _____ Minutes	Tank Pressure _____ PSI _____ Minutes
Tank Pressure _____ PSI _____ Minutes	Tank Pressure _____ PSI _____ Minutes	Tank Pressure _____ PSI _____ Minutes
Ending Tank Pressure _____ PSI	Ending Tank Pressure _____ PSI	Ending Tank Pressure _____ PSI
END DIVE TIME: _____	END DIVE TIME: _____	END DIVE TIME: _____
MAX. DEPTH: _____	MAX. DEPTH: _____	MAX. DEPTH: _____
Feet/Total Bottom Time: _____ Minutes	Feet/Total Bottom Time: _____ Minutes	Feet/Total Bottom Time: _____ Minutes
RAPID FIELD NEURO Exam Results: POSITIVE / NEGATIVE	RAPID FIELD NEURO Exam Results: POSITIVE / NEGATIVE	RAPID FIELD NEURO Exam Results: POSITIVE / NEGATIVE
(Attach copy of check sheet to this form)	(Attach copy of check sheet to this form)	(Attach copy of check sheet to this form)
TENDER SIGNATURE	TENDER SIGNATURE	TENDER SIGNATURE
DIVE SUPERVISOR SIGNATURE	DIVE SUPERVISOR SIGNATURE	DIVE SUPERVISOR SIGNATURE

Appendix E

Contaminated Water Categories and Definitions

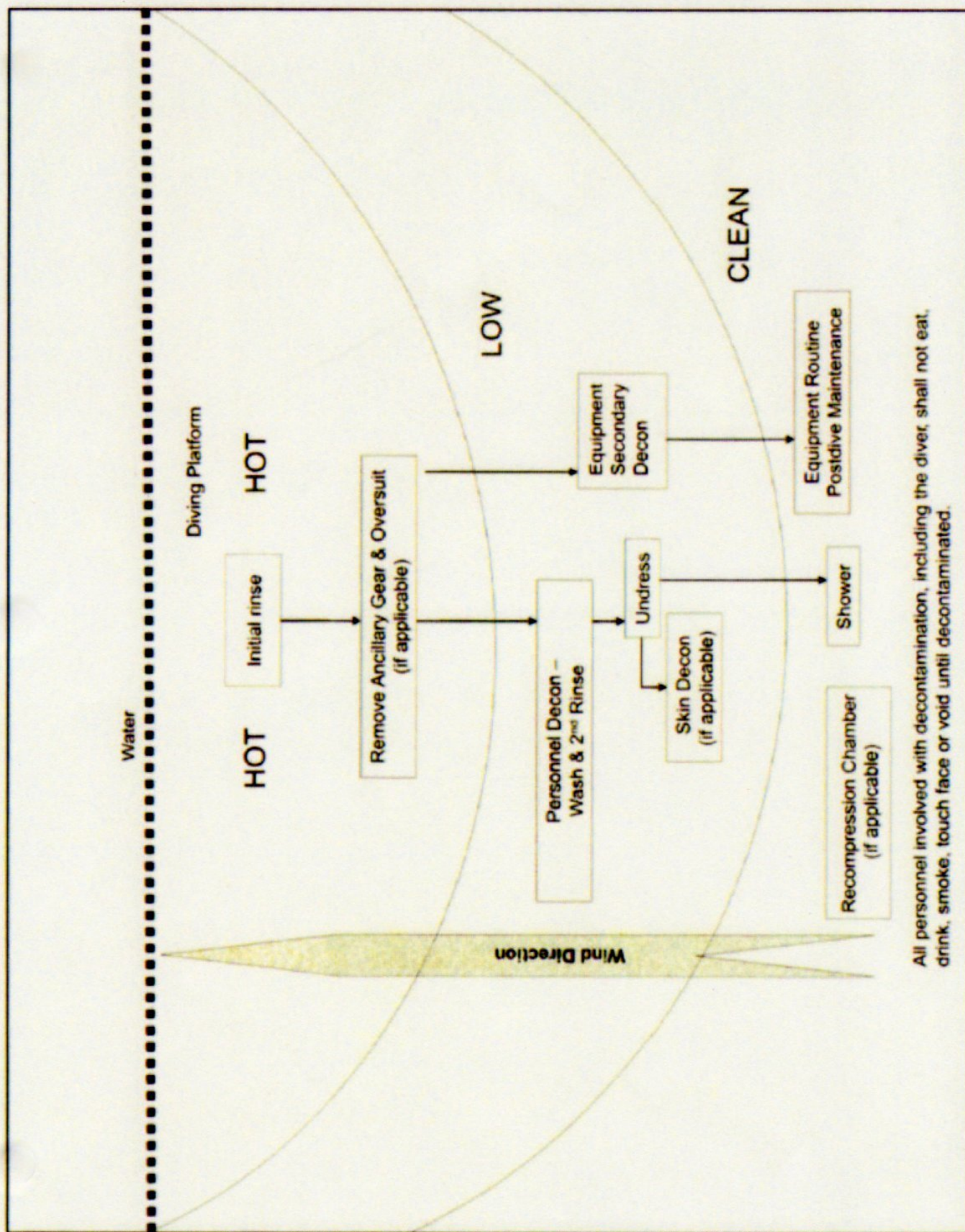
Contaminated Water Categories	Definitions	Previous Categories (for comparison)
CAT 1	a. Grossly contaminated b. Extreme Risk of Injury (or even death) (Note 1) c. Fully encapsulated Diver (inc. Surface Exhaust) (Note 2)	N/A
CAT 2	a. Heavily contaminated b. High Risk of Injury (Note 3) c. Fully encapsulated Diver (in water exhaust) (Note 2) (Note 4)	CAT 1
CAT 3	a. Moderately contaminated b. Some risk of Injury (especially if ingested) c. Full face mask (skin covered as necessary) (Note 5)	CAT 2 and 3
CAT 4	a. Baseline contamination (EU Bathing Water 'Sufficient' or better) b. Low risk of Injury (Note 6) c. Standard diving dress	CAT 4

Notes:

1. Diving is not recommended in CAT 1 environments and only properly qualified and equipped diving teams should dive CAT 1. The diving task must be mission essential and the dive team must have express approval from their Commanding Officer for the dive.
2. Fully encapsulated means a vulcanized rubber dry suit (or other CWD approved dry suit) with integrated boots mated to dry glove with ring system. In addition gloves must be taped and/or clamped to the suit. Equalization tubes between glove and cuff must not be used.
3. Injuries may be major or minor and could include such things as skin irritations, rashes, eye or sinus irritation etc.
4. In water exhaust must be at minimum a double exhaust (e.g. Mk 21) but quadruple exhaust (e.g. KM37 (NS)) should be used if available.
5. Positive Pressure whenever practicable.
6. Low risk refers only to risk from contaminants and does not relate to any other aspect of the dive. A full risk analysis is still required.

Appendix F

Decontamination Station Overview



All personnel involved with decontamination, including the diver, shall not eat, drink, smoke, touch face or void until decontaminated.

Appendix G



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 7**

Title: Water Rescue Operations

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 4

Scope

This procedure applies to all members of the Ridgeland Fire Department who are responsible for emergency response.

Purpose

The purpose of this procedure is to provide guidelines for conducting all water rescue/recovery operations.

Tactical Considerations

Phase 1: Arrive on scene, Take command, size up.

1. Secure responsible party or witness if possible.

Command should secure a witness as soon as possible after arriving on scene. This will help in identifying the problem and locating victims.

2. Assess the need for additional resources.

Command should immediately begin assessing the need for additional resources. If additional resources are necessary, Command should put in an early call for them. If later, it is determined that they are not needed, Command can put these units back in service.

3. Assess the hazards.

Command should do an immediate assessment of hazards. Command may want to assign an individual as the Safety Officer. The Safety Officer will be responsible for identifying any hazards present and having them secured if possible. If it is not possible to secure all hazards, the Safety Officer will notify all personnel of the hazards and notify Command so that the action plan can be established with hazards in mind. Some hazards associated with water rescue could include: water volume, velocity, and temperature, floating debris, unusual drop offs, hydraulics, and water depth.

4. Decide on “Rescue” or “Recovery”.

Based on the conditions present and hazards to rescuers, Command will have to make the decision to operate in the rescue or recovery mode. If Command determines that the operations will be run in rescue mode, rescue efforts must begin immediately and an aggressive action plan must be put in place to allow all possible speed in rescue operations.

5. Decide on an Action Plan.

Command should establish an action plan as soon as possible. The step-by-step plan shall be communicated to all personnel involved in the rescue.

Phase II: Pre-Rescue Operations

1. Make the General Area Safe.

Command or his designee should begin to make the general area safe. In water rescue operations, this would include securing the area and not allowing civilian personnel on or in the water. In swift water rescue incidents, Command should assign an **Upstream Division**, to spot floating debris and notify Command or the Extrication/ Rescue Group. If available, a helicopter assigned to aerial recon is invaluable for spotting hazards.

2. Make the Rescue Area Safe.

Command should secure the immediate rescue area and may want to assign a **Safety Officer** to account for all personnel working within the rescue area and oversee general incident safety and hazard identification. Personnel working in the rescue area (near waters edge) shall have appropriate personal protective equipment (PPE), including personal flotation device (PFD), and water rescue helmet or appropriate SCUBA gear during dive rescue/recovery operations. If at all possible, the hazards in the rescue area shall be secured. If it is not possible to secure all hazards, Command or his designee shall make all personnel in the area aware of possible hazards.

3. Pre-Rescue/ Recovery

Depending on the action plan established, Command may want to establish an **Extrication/Rescue Group**. The Extrication Group will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. The Extrication Group will assign rescue personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. The Extrication Group should have an alternative action plan which should be communicated to all personnel involved.

Phase III: Rescue Operations

After pre-rescue operations are complete, the extrication group shall put forth the action plan for removal of the victim(s). Rescue operations should be conducted from low risk to high risk options. Rescues should be conducted with the least amount of risk to the

rescuer possible. Low risk operations are not always possible in water rescue, but it is the responsibility of the Extrication Group to communicate with Command the risk/benefit of the operation. Command should assign downstream personnel, with throw bags, and an opposite water-side/bank-side division for incidents involving flood or swift water rescue. The order of water rescue from low risk to high risk will be:

TALK the victim into self-rescue if possible. The victim can sometimes be talked into swimming to shore or assisting rescuers with his/her own rescue. Obviously, if a victim is stranded in the middle of a flash flood or other swift water situation, this would not be prudent. Depending on circumstances, this option might not be considered.

REACH the victim, if possible, with an extended hand or some other object, such as a pike pole, to remove the victim from the water.

THROW a throw bag or some other piece of positive floatation (i.e., PFD, rescue ring), if they are too far away to physically reach. Downstream personnel should be in position during any actual rescue attempt. If the victim is able to grab the throw bag, the rescuer can pendulum belay or haul the victim to the nearest bank. Care should be taken to assure the victim will be belayed to a safe position downstream.

ROW. If it is determined that a boat based operation will be necessary, Command should assign a company to the opposite bank to assist Extrication Group in establishing anchors for a rope system. The company on the opposite bank will be made aware of the action plan. The Extrication Group will be responsible for seeing that the rope system used for the boat based operation is safely built and of the proper configuration. A minimum of a 2 point tether should be built for swift water operations. The Extrication Group should consider personal protective equipment (PPE) for the victim(s).

GO. If it is not possible to ROW (boat based operation) to the victim, the Extrication Group should consider putting a rescuer in the water to reach the victim. This is a very high risk operation. Only rescuers with the proper training and equipment shall be allowed to enter the water. Prior to the rescuer actually entering the water he shall discuss the action plan with Command or the Rescue Group leader, including specific tasks and objectives, hazards and alternate plans. The rescuer shall never be attached to a lifeline without the benefit of a quick-release mechanism. The rescuer should take at least a PFD to the victim. Under no circumstances shall rescuers do a breath-hold surface dive in an attempt to locate a victim under the surface of the water.

Helicopter Operations

At times, and if available, the use of a helicopter is the most reasonable method of reaching the victim. Helicopter operations over water are considered high risk operations. Command should consult with the Extrication Group and the pilot to determine the risk/benefit of using a helicopter. If the pilot says that he/she can perform the operation, Command should consider it. Extrication should assign rescuers to the helicopter and discuss with the pilot and rescuers the specific action plan. The Extrication Group leader or his designee should address the weight and balance considerations with the pilot and

Command. Command will have the final say on the use of a helicopter for water rescue operations. The pilot will have the final say on how the helicopter will be used.

Assessing the Victim(s)

Once the rescuer(s) have reached the victim(s) they should perform an immediate assessment of the victim(s); a quick assessment of ABC's and the exact method of entrapment. If the victim is conscious, the rescuer should determine if the victim can assist in his/her own rescue. If the victim is unconscious, the rescue must be quick. If it is determined to be an underwater, or recovery operation, Extrication Group should proceed with a dive operation (see Dive Operations FDOG #14). Depending on the length of submersion, Extrication Group will decide on rescue or recovery operations. If the victim can assist in his/her own rescue, the rescuers should proceed with the rescue action plan. All victims should be brought to shore as soon as possible.

Treatment

As soon as the victim(s) can be brought safely to shore, an assessment should be performed by ALS personnel. Treatment shall be administered as per AMR protocols. If necessary, the victim shall be transported to the appropriate facility.

Phase IV: Termination

Command should begin termination as soon as possible after the victim(s) are removed from the water. This shall include securing all equipment used for the rescue and personnel accountability. This may also include witnesses, photos, victim's personal affects or equipment used in the rescue. Members should not become part of a towing operation to remove vehicles from the water. Dive team members may assist if needed and if approved by the Dive Team Leader. One company should stand-by for rescue if vehicle recovery operations are undertaken. Command should also consider activating the C.I.S.D. for extraordinary or extended operations.

- I. Prepare for Termination
 - a. Personnel accountability.
 - b. Equipment accountability. If there has been a fatality, Command may consider leaving some equipment in place for investigative purposes.
 - c. Restock vehicles.
 - d. Consider debriefing.
 - e. Secure the scene. Return to service.

Additional Considerations:

- a. Heat. Consider rotation of crews if needed.
- b. Cold. Consider the effects of hypothermia on victims and rescuers.
- c. Rain/Snow. Consider the effects of rain or snow on the hazard profile.
- d. Time of day. Is there sufficient lighting for operations extending into the night.
- e. Consider the effects on family and friends; keep the family informed.
- f. Consider the news media; assign a P.I.O.



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 8**

Title: Confined Space Operations

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 8

Scope

This procedure applies to all Ridgeland Fire Department personnel responsible for emergency response.

Purpose

The purpose of this procedure is to establish guidelines for conducting confined space rescue operations. For the purposes of this guideline, confined spaces may include tunnels, pipes, tanks, and any other locations where ventilation and access are restricted due to the configuration of the space. These factors may also apply to basements or attics. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins, or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations.

Tactical Considerations

Phase I: Arrive on scene. Take Command. Size-up

1. THE PRIMARY ASSESSMENT

Command should attempt to secure a witness to determine exactly what the situation is.

An immediate assessment of hazards to rescuers should be performed.

An assessment of the victim(s) including numbers, locations, medical considerations, rescue needs, etc. should be performed.

Command should determine how many victims have been effected, how long the victims have been down, mechanism of injury if any, and survivability profile of victim(s).

An early decision must be made as to whether the operation will be run in the rescue or recovery mode. Assessment should include all information gathered

including alarm times, time from dispatch to on scene times, plus set up and recon times, as well as risk/benefit assessment.

Establish communications with the victim(s) as soon as possible.

Locate confined space permit (if applicable) as well as all other available information about the space.

II. THE SECONDARY ASSESSMENT

The Confined Space

Command shall:

Determine what type of confined space is involved.

Determine what types of products might be stored in this space.

Identify all known hazards that are present.

Determine location and number of victims involved.

Obtain a diagram of confined space including entry and egress points if possible.

Assess structural stability of the confined space.

Perform hazardous materials size-up.

Obtain copy of permit if applicable.

On Scene Personnel and Equipment

Command shall:

Determine if there are an adequate number of trained personnel on scene to perform the rescue/recovery (at least eight).

Consider the effect of temperature extremes on personnel and consider early rotation of personnel operating on scene. (Approximately every 15-20 minutes in hot weather, longer in cooler conditions)

Consider if the proper equipment is on the scene to complete the operation. This may include, but not be limited to:

- Atmospheric monitoring equipment.
- Explosion proof lighting

- Explosion proof communications
- Supplied air breathing apparatus and air supply or SCBA sufficient for extended operations.
- Victim removal systems/equipment
- Ventilation equipment with capability of 4000-5000 CFM including necessary ductwork.

Phase II: Pre-entry Operations

I. MAKE THE GENERAL AREA SAFE

- Establish a perimeter. The size of the perimeter should be dictated by the atmospheric conditions, wind direction, structural stability, etc.
- Stop all unnecessary traffic in the area.
- Assure that vehicles are parked downwind of the area if they are running.
- Establish ventilation to the general area if necessary.
- Assign **Safety Officer**.
- Assign **Lobby/Accountability Officer** at perimeter entrance. This role may be filled by the Safety Officer.
- Assign **Rehab Group**.

II. MAKE THE RESCUE AREA SAFE.

Command shall assign personnel to determine exactly what hazards and products are within the confined space. This may be assigned to the Safety Officer or to a dedicated **Hazard Group**.

Hazard Group shall perform atmospheric testing in the space to determine oxygen level, flammability, and toxicity. Based on readings, **Hazard Group** should advise Command of the proper level of personal protective equipment. Any instruments used to monitor the confined space shall have:

- An audible alarm
- Be calibrated to 10% of the LEL of the target gas

- Have audible alarm set at:

O2	19.5%, low, 23.5% enriched.
Flammability	10% alarm set
CO	35 ppm
Hydrogen sulfide	10 ppm

Note: In the event of any O2 readings below 12%, Command should recognize that LEL readings will not be accurate.

Hazard Group shall give command atmospheric readings at least every 5 minutes with an announcement of offensive or defensive mode (i.e. rescue or recovery).

Utilities, including electrical, gas, and water should be secured and locked out. If it is not possible to lock-out/tag-out/blank-out, the **Safety Officer** shall post a guard to assure the utilities are not turned on during the operation.

Any product that is in or flowing into the confined space must be secured and blanked out if possible. It may be determined that the space must be drained of any product prior to entry.

Any manufacturing or processing equipment must be shut down prior to entry. If possible, all equipment should be locked out/ tagged out and brought to a zero energy state.

The structural stability of the confined space must be evaluated. If there is a potential for collapse, appropriate measures must be taken to ensure the structural stability of the space.

III. VENTILATION

Command shall assign a **Ventilation Group** to establish the proper ventilation of the confined space.

Ventilation shall consult with **Safety** and/or Hazards **Group** to determine the proper type of ventilation for the space.

Ventilation Group must consider the effects on the atmosphere that positive or negative ventilation will have (i.e. increase or decrease flammability of the atmosphere). It could require both positive and negative ventilation. This will be based on the vapor density or molecular weight of the product.

Ventilation Group may consider negative pressure ventilation if there is only one entry point. Atmospheric monitoring will be required to ensure a non-explosive environment is present in the exhausted vapor area.

Ventilation Group must also consider the effects the exhaust is having on the operation.

Phase III: Entry Operations, Victim Removal

I. SELECTION OF PERSONNEL

The proper personnel shall be selected to make entry into the confined space. A minimum of two persons should be assigned to make entry. All personnel on the entry team shall have vital signs taken and recorded prior to entry, if time permits.

Command shall assign a **Rescue Group** which shall provide a minimum of a 2:1 ratio of personnel outside the confined space in order to support inside personnel. This shall include a standby rescue team with a 1:1 ratio to the primary rescue team, to provide immediate assistance to personnel in the confined space.

All entry and backup personnel shall be properly trained in confined space rescue techniques and procedures and be capable of carrying out the rescue/recovery.

An **Extrication Group** may be assigned to conduct the actual entry into the confined space.

Extrication Group should consider the size of entry team required and backup personnel before attempting to make entry.

II. SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

The proper level of personal protective equipment shall be worn by all entry and backup personnel. This shall include helmet, gloves, proper footwear, goggles, turnouts etc. as well as a class II harness as a minimum, Class III is recommended.

Extrication should determine this by consultation with **Safety Officer** and **Hazard Group**.

All entry and backup personnel **shall** wear SCBA or SABA when making entry into the confined space. SABA (supplied air breathing apparatus) is recommended.

If entry personnel use SCBA, they shall enter no farther than one half the amount of stored air minus 500 lbs. EXAMPLE: 4500 PSI tank pressure— $1/2 = 2250 - 500 \text{ psi} = 1750 \text{ psi}$ usage.

Entry personnel shall use personal air monitoring devices that monitor, as a minimum, flammability and O₂ levels.

III. COMMUNICATION AND LIGHTING

If the confined space has a flammable atmosphere, entry personnel should have intrinsically safe or explosion proof communication equipment. If this equipment is not available, **Extrication** may decide to use a tag line system for communication or a message relay person.

If the entry team has entered a dark confined space, **Extrication** must ensure that the proper type of lighting is used.

IV. ORIENTATION OF CONFINED SPACE

Prior to entry into the confined space, the **Extrication Team** should attempt to obtain a blue print or diagram of the space. All entry and backup personnel should be made aware of the layout of the space to be entered.

All entry and backup personnel, Command and Safety, shall be made aware of the incident action plan and the backup plan prior to entry.

Rescue tag lines may or may not be appropriate in the confined space, depending on the specific layout. Tag lines can create an entanglement hazard in the wrong environment..

V. VICTIM REMOVAL EQUIPMENT

Upon reaching the victim, entry personnel shall bring a supply of breathable air for the victim.

Pure oxygen shall not be used in a confined space with a potentially flammable or explosive atmosphere. Rescuers shall never remove their own breathing apparatus to supply the victim.

The entry team should consider the necessary victim removal equipment prior to entry. This includes all medical and respiratory equipment.

VI. ASSESSING THE CONDITION OF THE VICTIM

Upon reaching the victim, entry personnel should perform an immediate primary survey and all appropriate critical treatment should be initiated immediately.

A quick but thorough secondary assessment of the victim should be performed. If time permits, entry personnel shall attempt to treat all serious injuries prior to removal.

If indicated, complete C-Spine precautions shall be administered. NOTE: Because of the difficulty of removing the victim(s) from a confined space, optimum C-Spine precautions may not be possible.

If the victim is conscious, he/she should be encouraged to wear the appropriate breathing apparatus.

VII. PATIENT PACKAGING

After treatment of immediate life threatening injuries, the victim(s) should be packaged for removal from the space. This may include using a backboard, stokes basket or some other similar device designed for extrication.

Prior to removal from the space, the entry team should secure any loose webbing, buckles, straps, or any other device that may hinder the extrication process.

VIII. VICTIM REMOVAL SYSTEM

Prior to removal of victim, the entry team should have determined the appropriate method of extrication. This may include a vertical or horizontal haul system consisting of ropes, pulleys and other hardware with a minimum of a 2:1 mechanical advantage.

As a general rule, entry personnel should never place the victim between the rescuer and the point of egress.

At times the rescuer may be forced to violate this procedure due to the fact that one rescuer may have to pull the victim while another pushes.

IX. TRANSFER TO MEDICAL SECTOR

Immediately after reaching the point of egress, entry personnel shall transfer the victim to medical personnel.

If a patient is contaminated from product inside the space, a **Decontamination Group** and corridor shall be established and victim decontaminated prior to transport.

Phase IV: Termination

I. PREPARATION FOR TERMINATION

Personnel accountability shall be established by Command.

Remove tools and equipment used for rescue/recovery. If there has been a fatality, Command/Extrication Group, may consider leaving tools and equipment in place for investigative purposes.

If entry personnel and/or equipment have been contaminated during the rescue/recovery, proper decontamination procedures shall be followed prior to personnel leaving the scene or putting equipment back in service.

Secure the scene. Prior to turning the property back over to the owner(s), a final atmospheric reading shall be taken and recorded. Command may consider CISD if the situation indicates it.

Perform debriefing after all units are back in service.

Divisions and Groups

I. ESTABLISH COMMAND EARLY

Assign all necessary Divisions and Groups (Safety, Ventilation, Rescue, Hazard, etc) as situation dictates.

II. CONSIDER AMBIENT CONDITIONS

Heat. Consider early rotation of crews.

Cold. Consider effects of hypothermia.

Rain. Consider the effects of rain on the hazard profile.

Time of day. Is there sufficient lighting for operations to continue into the night.

Consider the effect of the incident on family, friends, etc. Keep family informed.

Consider news media; assign a P.I.O.

Command shall ensure that all appropriate notifications are made, (DEQ, Health Dept., OSHA etc.) depending on incident requirements.



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 9**

Title: Rope Rescue Operations

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 8

Scope:

This procedure will apply to all Ridgeland Fire Department rescue personnel operating in a high angle, or rope rescue environment, whether in training or actual rescue incident.

Purpose:

The purpose of this procedure is to establish guidelines for conducting high angle/rope rescue operations. Because of the wide range of potential sites and situations that could be encountered, this procedure will not define specific tactics or types of evacuations to use in a given situation, but will give guidelines to follow for conducting safe and effective operations.

Definitions:

Rope rescue is defined as any rescue attempt that requires a rope system and related equipment to safely access and remove patients from hazardous geographical areas with limited access, such as water towers, multi-story buildings, and above or below grade structures. Rope rescues can be divided into high angle, or technical and low angle, or non-technical operations.

Non-technical/low angle evacuations are those of less than 40 degrees inclination.

Technical/high angle rescues are considered to be those from 40 degrees to 90 degrees. RFD personnel trained in technical rope rescue will perform all active rolls in any high angle/technical operation.

Tactical Considerations

Phase I: Arrive on scene, Take command, Size up

1. First arrival. The first arriving unit shall assume command upon arrival.
2. Secure a responsible party, or witness if possible, Command should identify and secure a witness as soon as possible after arriving on scene. This will help in assessing the situation and locating any possible victims.
3. Locate the victim(s). In some cases, Command may have to send a recon team to the area of the victim to determine exact location and nature of any injuries. Command may wish to designate this as "Recon" or "Recon Group". Recon shall have BLS/ALS equipment available to begin administering first aid if the victim is accessible.

4. Assess the need for additional resources. Recon should be able to provide Command with enough information to develop an action plan as well as advise of the need for additional resources. Information that will be helpful in determining the need for additional resources would include: number of victims, location and condition of victims, estimated angle of evacuation, distance to victim(s), and estimated time required for extraction. Command should put in an early call for additional resources if it is anticipated that they will be required.
5. Assess the hazards. Command may wish to designate a Safety Officer to identify all potential hazards to rescuers. The Safety Officer shall also be responsible for assuring that all operational safety procedures are adhered to.
6. Decide on rescue or recovery modes. The Recon Group leader should be able to advise Command whether the operation will be conducted in the rescue or recovery mode. In the rescue mode, personnel assigned to Recon may be reassigned to rescue duties and Recon Group terminated.
7. Decide on an action plan. With the recommendations of the Medical Officer or Treatment Group and information from Recon, Command will have to decide on an action plan. The Rescue Group and Safety Officer shall be made aware of the specific plan.

Deployment of Ridgeland Fire Department personnel shall be monitored by Command and /or the Safety Officer to ensure that only properly trained and equipped personnel are assigned to staff critical or technical functions.

Phase II: Pre-Rescue Operations:

1. Make the General Area Safe. Command or his designee shall assure that the general area is safe. This may include securing the area and not allowing civilian personnel into the area.
2. Make the Rescue Area Safe. Command or his designee shall assure that the immediate rescue area is safe. This may include removing all civilian personnel and non-essential rescue personnel from the area. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in the area shall be made aware of those hazards.
3. Pre-Rescue/Recovery. Depending on the action plan established, Command may want to establish an Extrication Group. Extrication shall be responsible for gathering all equipment and personnel necessary to operate according to the action plan. Extrication shall assign personnel to conduct the rescue and all necessary support personnel. Extrication is also responsible for developing an alternative action plan, should the first plan fail. This alternate plan shall be communicated to all personnel operating in the rescue area.

Phase III, Rescue Operations:

After pre-rescue operations are complete, The Extrication Group shall execute the action plan for removal of the victim(s). Rescue operations should be conducted from low risk to high risk options. Rescues shall always be conducted with the least amount of risk to the rescuers necessary to complete operations.

Extrication shall communicate with Command the risk/benefit of the operation.

The order of rescue from low to high risk is:

1. Talk the victim into self-rescue if possible. If the victim is not exposed to a life threatening situation, it may be possible to talk the victim into self-extrication. If the victim is exposed to a life threatening situation, it may be best to advise him to remain in place until a rescue system can be set up.

For terrain of greater than 40 degrees inclination, properly trained Ridgeland Fire Department personnel shall be assigned to assist the victim down. The rescuers shall use a belay/tag line for all such operations. If appropriate, rescuers shall set up an anchor system for belay or, under appropriate circumstances, a body belay may be considered.

If the victim is non-ambulatory, rescuers shall devise an appropriate anchor system and prepare for a steep angle evacuation. The patient shall be packaged properly in a Stokes basket or equivalent rescue litter and prepared for evacuation. There shall be at least three litter attendants assisting with all litter evacuations. Attendants should face the anchor during evacuations and be clipped to the litter. A separate raising /lowering belay line shall be set up for lowering during steep angle evacuations.

For evacuations greater than 60 degrees, only qualified rescue personnel shall conduct the evacuation. Evacuations greater than 60 degrees are considered high angle operations. The Extrication Group Officer, in conjunction with the Safety Officer, should decide the most appropriate method to extricate the victim. This may include putting the victim in a harness or packaging in a litter for raising/lowering operations.

In any case, a 15:1 safety factor shall be maintained and a double rope technique shall be used. If possible a separate anchor shall be used for the working line and the back-up/belay line. Proper care shall be taken to assure that the victim will not come out of the harness or litter used to extricate him/her. Which ever method of extrication is used, the Extrication Group Officer and/or Safety Officer shall ensure the overall safety of raising/lowering systems. The Extrication Group Officer shall designate the tasks of individual rescuers during the operation.

Phase IV, Termination:

- I. Prepare for Termination
 - a. Personnel Accountability
 - b. Equipment Accountability. If there has been a fatality, Command may consider leaving equipment in place for investigative purposes.
 - c. Restock vehicles.
 - d. Secure the scene.
 - e. Debrief the incident after units are back in service.

Additional Considerations:

- Heat. Consider rotation of crews early.
- Cold. Consider effects of hypothermia on victims and rescuers.
- Rain. Consider the effects of rain on the hazard profile.
- Time of day. Is there sufficient lighting for operations extending into the night?
- Consider the effect on family, keep family, friends and co-workers informed.
- Consider the news media. Command should consider designating a Public Information Officer to keep the media informed during the incident.

Rope Rescue Care and Maintenance Guidelines:

The purpose of this procedure is to establish a guideline for the use, care, maintenance, and storage of rope and related rope rescue equipment.

Rope

Uses: Rappel line, lowering line, safety belay line, litter tag line or in mechanical advantage pulley systems. It is not intended to be used as tow rope, utility line, etc. This rope is considered to be a lifeline. The rescuers life, as well as the victims may depend on it.

Care and Maintenance:

- Inspect visually after each use for damaged to sheath, dirt, or mildew, and feel for soft spots in the rope core by running or pulling the rope between finger and index finger.
- If necessary, clean with a mild, non-chlorine based detergent and water. Ropes should be hung loosely and allowed to dry out of direct sunlight.
- Once the rope is dry, it is stuffed, not coiled, in a rope bag and stored in a dry, dust free place, where not exposed to chemical vapors (petroleum, alkalis) or direct sunlight.
- After inspection and cleaning, the rope shall be placed back in the bag and logged in the rope log.

Cautions:

1. Never walk or stand on rope.
2. Don't drop rope from great heights.
3. Don't drag ropes across ground or apparatus.
4. Pad all edges before deploying ropes.
5. Avoid nylon passing on nylon; i.e. rope passing over itself, another rope, or webbing.
6. Keep all rope and webbing material out of petroleum and alkaline products. If forced to use ropes in applications where contamination will occur (around wheels, axles, etc.), rope shall be retired after use.

Webbing

Uses: Anchor Slings, Gear slings, harnesses and lashing.

Construction: Nylon, Spiral woven tubular.

Specifications: One inch wide, minimum breaking strength of 4000 lbs.

Maintenance: Same as rope.

Care: Same as rope.

Cautions: Same as rope.

Accessory Cord

Uses: Loops of 8mm accessory cord can be attached by a prusik hitch to form attachment points for pulleys. Long loops of 8mm cord can be tied to allow use as soft ascenders to climb a host rope

Construction: Nylon, low stretch, Kernmantle.

Specifications: Rope diameter 6mm-9mm, depending on application.

Maintenance: Same as rope.

Care: Same as rope.

Cautions: Same as rope.

Carabiners

Uses: To link various pieces of gear together, or to add friction to a system.

Construction: Locking steel, pin type, not lock sleeve dependent.

Specifications: Steel, 9,000 lbs, minimum breaking strength.

Cautions:

- Keep clean.
- Don't throw or drop.
- Load only in the long axis, no side loading.
- Gate must always be locked before loading.
- Prior to and after each use, inspect for cracks, worn spots, and smooth operation.

Pulleys:

Uses: Reduce friction, change direction of pull, and use to gain mechanical advantage.

Construction: Sealed ball bearings, anodized aluminum sides.

Specifications: 2" and 4" size, single or double, minimum 6,000-8,000 lbs breaking strength.

Cautions:

1. Keep clean.
2. Don't throw or drop.
3. Inspect for smooth operation, elongated anchor holes.

General Cautions:

1. Make sure all knots are tied and dressed properly. Use a safety knot whenever possible.
2. Maintain at least a 15:1 safety margin when not belayed.
3. Belay all loads when safety margin is less than 15:1.
4. Rescuers shall not operate with less than a 10:1 safety margin.
5. Rescuers shall not approach an edge without being tied in and communicating with rescuers below.
6. Rescuers shall place victims in harness during rope borne rescues.
7. Rescuers shall wear appropriate clothing and protective equipment.

Equipment for High Angle Rescues:

1. Seat and chest harness.
2. Helmet
3. Approved steel toed boots
4. Self-rescue gear
5. Safe cutting device
6. Eye protection
7. Gloves

Rope Rescue Safety

1. All tie offs, anchors, hook-ups, rappels, lowers, raises or other life safety operations shall be inspected by the Incident Safety Officer prior to being loaded or placed into use. For drills and training operations, the Training Officer shall serve as Safety Officer.
2. High or medium angle rope work shall only be attempted with a proper belay/safety in place.
3. ALL ropes deployed in high or medium angle systems shall have a minimum of two anchor points.
4. ANY hardware dropped from 6' or more onto a hard surface MUST be taken out of service immediately and delivered to the Safety Officer as soon as possible.
5. All ropes and equipment shall be inspected before and after each use, and between uses as needed.
6. Remove any loose items or articles of clothing to prevent being caught in friction or hauling devices.
7. DO NOT step on ropes, webbing, or other equipment.
8. Every person present on scenes or at drills shares the responsibility for safety. If you see a hazardous situation /condition it is your responsibility to stop all operations and point it out. We must all look out for each other.
9. Drills and training sessions should be considered as a place to learn and enhance skills. Come prepared to participate.
10. Dress appropriately for the technical rescue environment; wear gloves, boots and helmets as needed.

11. Always know the limits of your equipment, personnel and yourself. Don't be afraid to ask for help if you are not sure how to tie or rig a system.
12. Strive to be proficient. Knots and rigging must be practiced often to maintain your skills.
13. Be aware of and follow and accepted standards such as NFPA 1670 and NFPA 1983.



**City of Ridgeland Fire Department
Incident Operations
Standard Operating Guideline
Chapter 10**

Title: Hazardous Materials Operations

Original Date Issued: November 1, 2018

Date Last Revised: November 1, 2018

Total Pages: 13

Scope:

This guideline applies to all Ridgeland Fire Department personnel responsible for emergency response.

Purpose:

The purpose of this procedure is to establish guidelines and direction for site operations, safety, tactics and policies as they relate to hazardous materials operations.

Definitions:

Hazardous materials incidents encompass a wide variety of potential situations including fires, spills, transportation incidents, chemical reactions, explosions and similar events. Hazards involved may include toxicity, flammability, radiological exposures, corrosives, explosives, health and chemical reactions, or a combination of factors. This guideline provides a general framework for handling a hazardous materials incident, but does not attempt to address specific tactics or control measures for particular incidents.

Level of Response:

The Ridgeland Fire Department shall be considered to be trained and equipped to operate at the Technician/Operations level. This level of expertise allows the Incident Commander and those operating at the scene to function in an offensive mode to control or otherwise mitigate a hazard for which adequate manpower and equipment are available. In the absence of adequate personnel or equipment, operations shall be limited to a defensive mode.

Dispatch:

The Dispatch Center should attempt to obtain all available information from the party reporting a hazardous materials incident. This information should include material name and /or type, amount of material involved or size of container(s), type of problem (leak, fire etc.), and the dangerous properties of the materials, as well as number of persons injured or exposed. The dispatcher should remain on the phone with the caller in order to gain additional information after entering the call for dispatch.

Any additional information that is obtained shall be relayed to all responding units after initial dispatch. This should include safest approach or best access, wind and weather conditions and any other pertinent information as it becomes available.

If the call comes from a person on scene with particular knowledge of the hazardous situation, that person should be instructed to meet and direct the arriving units if this can be accomplished safely. Dispatch shall relay that person's location and level of knowledge to responding units.

Initial Response Functions:

The first arriving officer on the initial alarm shall assume the role of Incident Commander. Responsibility for command may be transferred to succeeding officers using established lines of authority within the Incident Command structure. The Incident Commander shall give a brief description of the nature of the incident, identify the hazard perimeter, and identify a staging area if necessary. This initial size-up is necessary in order to limit possible exposures of other responding units. All responding units shall be advised of any appropriate safety precautions to take enroute to the scene. The Incident Commander shall also relay progress reports to the communications center as appropriate and as this information becomes available.

The objective of this size-up is to identify the nature and severity of the incident and to help gather sufficient information to form a valid action plan. All personnel should keep in mind that a hazardous materials incident may require a more cautious and deliberate size-up than most fire situations.

The Incident Commander shall implement an action plan based on information available at the particular incident. This plan should identify hazards and the method of hazard control as well as identifying the resources necessary to accomplish goals. It may be necessary for the Incident Commander to select one control method over another based on availability of resources. The Incident Commander may choose to adopt a "holding action" or defensive mode, to wait for needed equipment or personnel.

The Action Plan must provide for:

- Safety of all emergency personnel.
- Evacuation of the affected area if necessary.
- Control of the situation.
- Stabilization of the hazardous materials and/or
- Disposal or removal of the hazardous materials.

The action plan must be clearly defined and communicated among various agencies and levels of emergency responders on the scene. The action plan should be flexible enough to adjust for the dynamics of the situation. Periodic monitoring of the operations should be performed to determine if the objectives are being accomplished or if adjustments need to be made to accomplish the objectives.

Recognition and Identification:

The Incident Commander shall evaluate the scene during his initial size-up to determine if a hazardous materials incident truly exists.

The Incident Commander should utilize the DOT Emergency Response Guide, shipping papers, placards and other visual information, such as container size and shape, to identify the material involved. The Incident Commander must always remember that the

level of protection provided by firefighting PPE is limited, and assure that an appropriate level of PPE is used.

The initial size-up should be done from a distance, Use your binoculars.

Notification:

The Incident Commander shall establish a level of operation and coordinate with the communication center for the proper notification of needed personnel.

Additional agencies and resources shall also be coordinated through dispatch so as to be available in a timely manner.

Isolation:

The Incident Commander should consider beginning the process of isolating the area, depending on the severity of the incident.

The Incident Commander shall assure that a safety perimeter is established and entry is denied to all non-essential personnel.

When sufficient information has been gathered, the IC shall start the process of evacuating and/or sheltering in place if necessary.

Protection:

The Incident Commander shall take the necessary steps to protect emergency responders and the public from any dangers associated with the hazardous material.

Protection may be established by denying entry, establishing a safe zone or isolating the area.

Response personnel shall never be allowed to operate above their level of training.

The proper level of PPE shall be worn at all times by all personnel.

Note: As always, life safety is considered the top priority. The safety of all responders shall be considered when making any tactical decision. Don't assume anything. A wrong decision while working with hazardous materials can be worse than no decision. Decisions should always be based on information gathered and the safety of the personnel involved.

Incident Command (Concepts)

The Incident Commander shall be the designated Fire Department officer responsible for all operations directed toward the containment and mitigation of hazards at the scene of a hazardous materials incident. Upon arrival the Incident Commander shall secure and maintain immediate control until the situation has been corrected and abated.

The Ridgeland Fire Department shall accept and provide for the position of Incident Commander for all hazardous materials incidents within the city of Ridgeland. The department will be responsible for directing tasks such as: first aid, evacuation, scene stabilization, product identification, scene isolation, personnel protection, rescue and

decontamination. The department may also assume other duties and responsibilities as incident conditions and priorities dictate.

The Incident Commander shall have overall control of the emergency scene. The IC shall be responsible for the identification of resources and needs. The IC shall be responsible as well for obtaining those needed resources so that the incident may be brought under control.

The IC shall expand the Incident Command structure to satisfy the needs of the incident.

On major or large scale incidents, a unified command structure shall be implemented in order to allow all agencies to coordinate efforts to mitigate the incident.

Site Security and Control:

An incident usually involves the escape of normally controlled substances and response activities involve the actions to minimize and/or prevent these discharges. Site control is preventing or reducing the exposure of any person and the transfer of hazardous contaminants from the site by civilians, department members and equipment. Site control involves two major activities:

- Physical arrangement and control of site work areas.
- The removal of contaminants from people and equipment.

Control is needed to reduce the possibility of contaminants leaving the site. Contaminants may be found on equipment or personnel and measures such as establishing physical barriers, establishing a containment area and following standard decon procedures will help lower the risk of spreading these contaminants to unaffected areas.

Incident Classifications (Community)

Level I Incidents - Any incident or threat of release that can be controlled by the first responder. A Level I incident does not require evacuation beyond the involved structure or immediate outside area. The incident is confined to a small area and poses no immediate threat to life or property.

Examples: Spills, leaks, ruptures or fires involving hazardous materials that can be controlled by utilizing equipment, supplies and resources immediately available to the first responders of the fire department.

Level II Incidents - Any incident involving a greater hazard or larger area than Level I and posing a potential threat to life and property. This level incident may require a limited protective action in the surrounding area.

Examples: This type of incident may involve a chlorine leak at a water treatment facility, a gasoline truck rollover or a minor chemical release at an industrial facility. The resources needed to deal with such an incident will require personnel that, as a minimum, are trained to the level of Hazardous Materials Technician I.

Level III Incidents - Any incident involving a severe hazard or large geographical area which poses an extreme threat to life and property. This level of incident may require large scale protective measures.

Examples: A Level III incident may include a major train derailment, a large vapor release, BLEVE or a major chemical spill. Level III incidents may require the assistance of regional, state, federal or private organizations to control.

The Incident Commander will determine the level of the operation. He may upgrade or downgrade this level as the incident takes on new dimensions.

Decontamination:

The Incident Commander is responsible for assuring that a Decontamination Sector is implemented at incidents which involve a potential decontamination problem. The Decon Sector must be implemented and fully functional prior to any personnel entering a hot zone or any area with a potential for contamination.

For the purposes of this guideline, decontamination shall be considered to be the process of making personnel, equipment and supplies safe, by reducing levels of hazardous substances to a safe level or eliminating contaminants completely. Decontamination is intended to prevent the spread of contaminants beyond a defined area. The success of decontamination is dependent upon the control of equipment and personnel leaving the contaminated area.

The specific measures required to decontaminate personnel and equipment will vary with the contaminant, the circumstances, and the level of contamination present. These factors must be considered on a case by case basis.

The Decon Sector Officer must assume that all personnel and equipment preparing to leave the hot zone are contaminated. Three courses of action are available:

1. Confirm not contaminated. This is done by using instruments or other investigative techniques based on the nature of the incident.
2. Decontaminate as appropriate to the incident.
3. Retain and package items for removal from the site for disposal or decontamination at different location.

In all cases the primary objective must be to avoid contaminating anyone or anything beyond the hot zone. When in doubt about decontamination, decon all affected personnel and equipment.

The decontamination area shall provide a corridor leading away from the source of contamination toward the exit, with stations along the way to deposit tools, equipment, protective clothing and other items. Monitoring personnel and equipment shall be appropriately placed along the path and equipped with appropriate PPE. Personnel and equipment moving along this line should experience a decreased level of contamination along the way. When showers and spray nozzles are used, adequate space must be provided to avoid contamination of other areas or personnel.

During the decontamination process, all personnel working in the decon area must be adequately protected from contaminants. The Decon Sector Officer will identify and require the appropriate protective equipment. These individuals and their equipment may also require decontamination after decontaminating others.

Any runoff or residue from decontamination procedures must be contained in the hot zone and retained for proper disposal. Contaminated runoff must not be allowed to spread or escape. The use of specialized equipment (“grey water” bladders, containment pools), or diking may be necessary, and all contaminants should be directed back toward the hot zone.

Emergency Medical Treatment:

A medical sector shall be established at all hazardous materials scenes. On large- scale scenes (Level II or above) a medical officer will be assigned to oversee medical operations.

Patients in need of medical treatment shall be removed from the source of the contamination as quickly as possible, but remain within the hot zone perimeter. These patients must not be allowed to contaminate further areas or persons. If a patient has a life threatening injury, treatment and decontamination should be done simultaneously. If it is necessary to remove a contaminated person before decontamination is completed, the receiving ambulance should be advised of the patient’s condition so necessary precautions can be taken.

Personal Protective Equipment (PPE)

Structural firefighting gear offers very little, if any protection from hazardous materials. Remember this gear is designed to protect from heat and flames, not chemicals.

Hazardous materials can contaminate clothing and equipment from direct or indirect contact. It is important for the first responder to keep a safe distance from any leak, spill or obvious source of a hazardous material. This will reduce the chance of contamination.

The use of chemical protective clothing and equipment requires specialized skills that can be acquired only through training and experience. No personnel should ever be asked, or allowed, to operate in a position above their level of training or personal capability.

A particular type of clothing (PPE) may offer protection from a specific chemical, while a different chemical may readily penetrate the same clothing. It is important that the level of protection be matched to the incident and the substance(s) involved. Remember, chemical suits offer no thermal protection.

The level of protection available includes:

- Level A – This offers the highest protection to the responder.
- Level B – This offers a high level of protection to the respiratory system, but a lower level of skin protection, compared to a Level A.
- Level C – does not provide maximum skin or respiratory protection.
- Level C may be used if the contaminants have been identified, concentrations measured, and the atmosphere is not oxygen deficient. The decision to utilize this level of PPE will be made by the Incident Commander.
- Level D – provides minimal protection (Example; turnouts)

Rescue:

The possibility of a rescue exists with any hazardous materials scene. The Incident Commander must examine many factors before making the decision to undertake a rescue. While life safety is always the top priority, the consideration of rescuer safety must be weighed heavily in all such decisions. The Incident Commander must consider questions such as: is the victim responsive, what is the time frame that the victim has been exposed to the substance and what equipment is available to aid in the rescue effort? The Incident Commander must weigh the risk/reward of any rescue attempt before committing his personnel and equipment.

Evacuation/ Sheltering:

The use of evacuation or sheltering must be considered during hazardous materials incidents to provide for the protection of the surrounding population. Evacuation requires that persons found in areas considered to be dangerous be moved to an area of safe refuge. Sheltering in place requires that people remain where they are until a level of safety is established. While evacuation offers maximum protection, the presence of a large population, accessibility problems, and the number of available responders required to perform such operations, may make sheltering a better option.

Evacuation:

The Incident Commander will coordinate the evacuation of civilians from the area that has been affected by a hazardous materials incident. The area(s) to be evacuated depends on the nature of the material and the type of risk it presents to unprotected personnel.

Factors to consider when evacuating may include:

- Product toxicity
- Concentrations
- Length of time exposed
- Weather conditions
- Wind Conditions
- Distance from site that requires evacuation
- Evacuation risk to the public
- Shelter locations
- Transportation needs and availability
- Density of the population in affected areas
- Decontamination requirements if exposed

Sheltering:

In certain situations it may be more effective to shelter in place and keep everyone indoors with windows and doors tightly closed and ventilation/air handling systems shut down to prevent contact with the hazardous substance. Emergency personnel should assist or instruct citizens in shutting down ventilation systems and properly enclosing a structure.

Considerations for sheltering in place include:

- The hazardous material has been identified as having a low or moderate level of health risk.
- The material has been released from its container and is now dissipating.
- Leaks can be controlled rapidly and/or before evacuation could be completed.

- Exposure to the product is expected to be short term and a low health risk.
- The public can be adequately protected by staying indoors.

The decision to evacuate or shelter in place needs to be considered quickly and early in the operation. Delays in initiating evacuation can expose great numbers of civilians to the hazardous product or can force a sheltering strategy when it may not be the best option.

Emergency Equipment:

A hazardous materials scene may require specialized equipment that may be provided by city agencies, mutual aid or the private sector. A list of needed equipment should be developed and reviewed on a periodic basis. This list should contain a listing of the type of service, provider, telephone number and contact person. This list should be located in the communication center, Shift Commander vehicle, and Training/Safety Officer vehicle for Quick Access. In all instances, the Incident Commander may call for additional resources in the form of additional units, specialty units, additional personnel, or specific staff members. The Incident Commander shall coordinate equipment needs and the location of delivery through the communication center. The Incident Commander may choose to delegate this responsibility on large scale incidents.

Hazardous Materials Group:

Fire Department personnel who are trained to the level of Hazardous Materials Technician I or higher will be utilized to take any offensive roles at the operational level. Offensive operations may include patching, plugging or otherwise controlling a spill or release. Only members with a certification of Tech I or higher will be allowed to enter the hot or warm zones or to take any direct offensive action to control or contain a release.

All personnel operating in any capacity at a hazardous materials scene shall operate in teams. The purpose of the team concept is to provide for the safety and accountability of all members at all times. At no time shall any member be allowed to operate alone.

Hazardous Materials Group Supervisor:

The Hazardous Materials Group Supervisor shall:

- Obtain briefings from the Incident Commander.
- Confirm the development of control zones and access points and the placement of appropriate control lines.
- Ensure that a safety plan is developed and implemented.
- Evaluate the situation and recommend evacuation, sheltering and decontamination options to the Incident Commander.
- Conduct safety meeting with hazardous materials group members. The Hazardous Materials Supervisor is responsible for safety and operations inside the area that is considered the hot zone.
- Ensure that proper personal protective equipment is being used.
- Supervise the activities of entry teams, back-up teams, medical teams, decon teams and technicians.

Entry Teams:

Entry teams will be responsible for:

- Obtaining a briefing from the Hazardous Materials Group Supervisor.
- Recommending actions to mitigate the situation
- Carrying out actions as directed by the Hazardous Materials Group Supervisor to mitigate the incident.
- Maintaining communication with all team members.
- Conducting rescue operations as needed.

Backup Team:

The Backup team will be responsible for:

- Obtaining a briefing from the Hazardous Materials Group Supervisor.
- Assisting the entry team with site survey and product identification.
- Carrying out operations as directed by the Hazardous Materials Group Supervisor.
- Ensuring that all equipment is prepared and ready for use according to the action plan.
- Maintaining visual and radio contact with the entry team.
- Being outfitted in the proper PPE, and located in a safe area, but prepared to respond for rescue of or assistance to the entry team if needed.
- Completing operations in the hot zone if the entry team is unable to complete the assignment. (A new backup team must be in place)

Decontamination Team:

The decontamination team shall be responsible for:

- Obtaining a briefing from the Hazardous Materials Group Supervisor.
- Managing the control zones and access points and the placement of the appropriate control lines.
- Ensuring the appropriate action is taken to prevent the spread of contaminants.
- Setting up a decontamination area to handle the removal of all substances from contaminated personnel and equipment.

Resource Technician:

The Resource Technician will be responsible for:

- Obtaining a briefing from the Hazardous Materials Group Supervisor.
- Providing technical information to the Hazardous Materials Group Supervisor.
- Assisting in the analysis of the hazardous material.
- Providing information that will help to determine the proper level of protective clothing required and requirements for the decontamination process.
- Offering technical assistance in completing reports and other necessary paperwork.

Medical Team:

The Medical Team shall be responsible for:

- Obtaining a briefing from the Hazardous Materials Group Supervisor.
- Establishing a Rehab area for hazardous material team members.
- Providing medical support for team members that are injured during operations.
- Monitoring the medical condition of team members who have been involved in operations.

Work Zones – Establishing Zones

The method of reducing the potential for transfer of contamination is to specify work areas within the incident site based upon expected or known levels of contamination. Within the areas assigned, personnel will utilize appropriate personal protective equipment. Movement between areas is controlled at checkpoints. These areas shall be established:

- Hot Zone (Contaminated)
- Warm Zone (Reduction area)
- Cold Zone (Non-contaminated area)

The hot zone is the area in which personnel are potentially in immediate danger from hazardous conditions. The boundary for the hot zone will initially be based on the released/spilled materials, initial instrument readings, and safe distances from any potential exposure. Subsequently, the boundary may be readjusted based on additional observations and /or measurements. Access to the area will be controlled and only personnel with proper protective equipment and assigned activity will enter. All companies will remain intact in a designated staging area until assigned. Personnel will be assigned to monitor the entry and exit of all personnel from the hot zone. The hot zone should be geographically described to all responding units, if possible. In the event that the public or any emergency worker has been exposed prior to the recognition of a hazardous substance, those persons shall be isolated to avoid spreading any contamination and so proper medical treatment and monitoring can be arranged. Those not exposed must be kept out of the contaminated area. Unless otherwise confirmed, everything in the hot zone should be considered contaminated and appropriate methods for decontamination should be implemented.

Warm Zone

The warm zone is between the hot and cold zones and contains the decontamination area and equipment staging area for equipment that is or will be used in the hot zone. All personnel and equipment located in the warm zone will require decontamination prior to entering the cold zone.

Cold Zone

The cold zone is the outermost area of the site and is considered a non-contaminated or “clean area”. The cold zone is designated as a controlled area for authorized support personnel and the location of support equipment (Command Post, equipment etc.). Since normal firefighting clothing is appropriate within the cold zone, potentially contaminated personnel, clothing, equipment, etc. are not permitted in this area.

Other Considerations

The use of a three zone system of area designation, access points and extracting decontamination procedures provides a reasonable assurance against the translocation of a contaminating substance. The control system is based on a worst case situation. Less stringent site control and decontamination procedures than prescribed may be utilized, based upon more accurate information on the types of contaminants involved, and the contaminating hazards present. This information can be obtained through air monitoring, instrument survey and technical data concerning characteristics and behavior of the material present. Site control requirements can be modified within the limits of safety for specific situations once more reliable data has been analyzed.

Decontamination Information

As part of the system to prevent physical transfer of contaminants (people and/or equipment) from the site, procedures will be instituted for decontaminating anything leaving the hot or warm areas. The procedures include the decontamination of personnel, protective equipment, monitoring equipment and cleanup of equipment.

In the event that the public or an emergency responder has been exposed prior to the recognition of a hazardous substance, those people shall be isolated to avoid spreading the contamination and so that proper medical evaluation and monitoring can be arranged. Those not exposed must be kept from the contaminated area.

The following steps have been designed to deal with personal decontamination in worst case incidents. In some situations it will not be necessary to perform the entire procedure. The decision to implement all or part of the decontamination process should be based on a field analysis of the hazards and materials involved.

1. An entry point will be established and marked in order to guide contaminated persons into the Decon area.
2. Protective clothing will be removed and isolated. Contaminated coats, helmets and other items shall be placed in plastic bags to isolate contaminants. Bagged clothing shall be sealed and placed in recovery drums for further analysis and for transportation to another location for laundering or disposal.
3. EMS personnel shall monitor the decon process. All personal articles and work clothing should be removed and placed in bags and drums.
4. In most cases members will shower for a period of time determined by the type of substance involved. An exception will occur when the substance is water reactive.
5. After showering, members will be issued towels and clothing to enable them to proceed to designated areas.
6. EMS personnel will examine members, taking a medical history, checking vital signs, and following up on any physical complaints. This should be conducted on the clean side or "cold zone".
7. Any member that requires other evaluation or treatment will be transported by ambulance to a hospital for further evaluation.
8. Decon operations will terminate, collecting all wastewater for analysis.

Interagency Support System

As part of the response system, various agencies will be notified and will respond based on the specific nature of the incident. It is essential that each responder be familiar with response plans in place for hazardous materials emergencies since each agency will have specific roles to play in the total response.

The following agency responses are available and will respond as needed according to the Madison County response plan. These duties include but are not limited to the following:

Madison County Emergency Response Agency

- Will coordinate all county agency activities.
- Coordinate evacuation if necessary.
- Consult with the Environment Protection Agency's response team to evaluate the extent of the hazard.
- Staff and support the Emergency Operations Center if necessary.
- Maintain contact with the Mississippi Emergency Management Agency.

Police Department

- Establish and maintain overall scene security.
- Specify emergency response routes.
- Control traffic and emergency vehicle access in the scene vicinity.
- Assist with crowd control and evacuation.

Department of Environmental Quality

- Provide technical support and equipment.
- Sample and analyze substances found in the environment.
- Provide technical guidance to the Incident Commander.
- Assist in obtaining financial approval for the contracting of private sector assets for containment, control, cleanup, and disposal of hazardous materials, if necessary.

Public Works Department

- Provide materials and equipment to assist in the containment and confinement operations.
- Assist in the cleanup and disposal of materials found to be harmless, as determined by DEQ and the Health Department.

Department of Health

- Assess Effect to public health.
- Provide information and press statement concerning public health.

Emergency Medical Services

- On site medical services
- Assist with decontamination efforts

Cleanup Operations

Once the Incident Commander has declared the scene under control, cleanup operations may begin. Cleanup operations do not fall under the responsibility of the Ridgeland Fire Department. The fire department will cooperate with the DEQ in arranging cleanup activities. DEQ will arrange for authorization to obtain financial approval for cleanup efforts. In many cases, the responsible agency may have a specific company to handle cleanup.

Post Incident Critique

After every hazardous material incident, a post incident critique shall be held. This critique should be held within ten days of the incident. All team members who participated in the operations should make every effort to be present. The purpose of this critique is to discuss actions taken during operations and identify strengths and weaknesses of the operations with the intent of making improvements in the future. The purpose of this critique is not to find fault or place blame for what might have gone wrong, but to learn from experience.

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fire department

November 13, 2018

MEMORANDUM

TO: Mayor and Board of Aldermen
FROM: Matt Bailey, Fire Chief *mb*
SUBJECT: Fire Department Operating Guidelines and Standard Operating Policies

I have attached updated Operating Guidelines and Standard Operating Policies for your review and approval. Please let me know if you have any questions.

Attachments (2)

mailing address: p.o. box 361 • ridgeland, ms 39158
street address: 456 town center boulevard • ridgeland, ms 39157
ph: 601.856.8405 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • Matthew Bailey – fire chief

board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6



police department

November 13, 2018

TO: Mayor & Board of Aldermen
FROM: John R. Neal, Chief of Police 
SUBJECT: Donation – Hometown Publishing

I am requesting acceptance of Hometown Publishing, Inc., check #1064 made payable to the Ridgeland Police Department in the amount of \$1,111.25.

This is a donation from Hometown Publishing, Inc., for proceeds from the sale of sponsorship ads. I am further requesting these funds be deposited into 001-100-650 (Promotions).

Your consideration and acceptance will be greatly appreciated.

CC: Craig Cotten

115 west school street • ridgeland, ms 39157
ph: 601.856.2121 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John R. Neal - chief of police
board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6

HOMETOWN PUBLISHING INC
185 OLD DEPOT RD
MONROE, LA 71203

CROSS KEYS BANK
STERLINGTON, LA

1064

84-238/1111
07
CHECK ARMOR
FRAUD PROTECTION

11/06/2018

PAY TO THE ORDER OF Ridgeland Police Department

\$ **1,111.25

One thousand one hundred eleven and 25/100*****

DOLLARS

Ridgeland Police Department
P. O. Box 875
Ridgeland, MS 39158

MEMO Rebate for 2019 Calendar

[Signature]
AUTHORIZED SIGNATURE

⑈001064⑈ ⑆111102389⑆ 1007001459⑈

HOMETOWN PUBLISHING INC
11/06/2018

Ridgeland Police Department
25% Rebate

1064

1,111.25

CKB CHECKING (1459)

Rebate for 2019 Calendar

1,111.25



185 Old Depot Road
Monroe, LA 71203
318-509-9113
office@hometownpublishinginc.com

11/6/18

Chief John Neal
Ridgeland Police Department
P. O. Box 875
Ridgeland, MS 39158

Dear Chief Neal,

On behalf of the Hometown Publishing team I want to say a heartfelt *Thank You* for the privilege of producing your 2019 Ridgeland Police Department Calendar. The project was well received by the community, and many businesses which were unable to sponsor this year promised to include it in next year's budget.

A check for proceeds from the sale of sponsorship ads is included with this letter along with a list of sponsors. Your agency's share for this year is \$1,111.25 which is 25% of the total sponsorships for this project. As requested, we've made the check payable to Ridgeland Police Department.

Your calendars are on schedule for delivery before Christmas. If you have not seen a proof of your calendar yet, you should receive one by email within the next 30 days. When you receive the printed calendars later this year, we ask that you make sure each sponsor receives a copy and a *thank you* for their support.

Please know that our staff and management are dedicated to serving your agency at the highest level of professionalism and integrity. We place great value on our continued relationship and sincerely appreciate the trust you have placed in us.

At Hometown Publishing, our goal is excellence in all we do. We'd love to hear from you with comments - good or bad and always welcome suggestions on how we can improve our service. If at any time we fall short of your expectations, please call me personally.

Thanks again for the honor of serving you and your agency.

All the best,

Joe Duett

Cell: (318) 537-5616

Sponsorships

Hometown Publishing, Inc.

Ridgeland Police Department (MS)

07/16/2018

Sponsor	Contact	Address	Phone	Ad	Amount	Paid
Barksdale Cadillac	Joey Kirkland	700 Adcock Drive Ridgeland	601-208-043	Full Page	500.00	500.00
Barnetts Body Shop	Samantha Lofton	264 Hwy 51 Ridgeland	601-856-0700	Full Page	800.00	800.00
Chunn Bonding	Gary Chunn	324 Hwy 51 Ridgeland	601-853-7904	Single	135.00	135.00
Dallas Auto Painting & Collision Repair	Joe Martin	743 Ridgewood Rd Ridgeland	601-956-4009	Single	135.00	135.00
Furr Transmission	Patsy Furr	829 Ridgewood Rd. Ridgeland	601-957-7606	Double	210.00	210.00
Geico	BJ Sims	1060 E. County Line Rd. Ste-2A Ridgeland	601-503-1455	Triple	285.00	285.00
Gill,Ladner & Priest Attorneys	Bobby Gill	344 Hwy 51 Ste 200 Ridgeland	601-352-5700	Quad	350.00	350.00
Got Gear Motorsports	Lee Lindley	230 Hwy 51 North Ridgeland	601-206-8880	Quad	350.00	350.00
McGraw Rental & Supply Co	CH McGraw Jr.	710 Adcock St./ PO Box 450 Ridgeland	601-957-1712	Double	210.00	210.00
Porter and Malouf Law Firm		825 Ridgewood Rd Ridgeland	601-957-1173	Double Quad	500.00	500.00
Ridgetowne Animal Hospital. P.A.	Whitney L.	370 Hwy 51 Ridgeland	601-856-3589	Single	135.00	135.00
Sara's Nail's	Hong Nguyen	410 Christine Dr. Ste-C Ridgeland	601-898-3436	Single	135.00	135.00
State Farm (John Dorsa)	John Dorsa	398 Hwy 51 North Ridgeland	601-790-2600	Quad	350.00	350.00
Sushi Village Inc	Guang F. Li	398 Hwy 51 Ste 100 Ridgeland	601-898-9688	Quad	350.00	350.00
Total Sponsorships						\$4,445.00
Total Paid Sponsorships						\$4,445.00
Department Percent						25.00%
Department Amount						\$1,111.25



police department

November 13, 2018

TO: Mayor & Board of Aldermen

FROM: John R. Neal, Chief of Police 

SUBJECT: Ordinance Repealing Section 110-136 of the Municipal Code

Please approve and adopt Ordinance Repealing Section 110-136 of the Ridgeland Municipal Code (Standing in street for the purpose of soliciting).

Your consideration and approval is greatly appreciated.

115 west school street • ridgeland, ms 39157
ph: 601.856.2121 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John R. Neal - chief of police
board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, , mayor pro tempore, cmo - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6

Mills, Scanlon, Dye & Pittman

ATTORNEYS AT LAW

800 Avery Boulevard North, Suite 101
Ridgeland, Mississippi 39157

Jerry L. Mills
John P. Scanlon
John T. Wakeland

Brad Dye, Of Counsel
Edwin L. Pittman, Of Counsel

Telephone:
(601) 957-2600
Facsimile:
(601) 957-7440

James H. Gabriel (1948-2016)
Carolyn B. Mills (1947-2017)

MEMORANDUM

TO: Chief John Neal
FROM: Jerry L. Mills
DATE: November 2, 2018
RE: Ordinance Repealing Section 110-136 of the Municipal Code

Attached please find the Ordinance to repeal Section 110-136 of the Municipal Code for presentation to the Mayor and Board of Aldermen.

Should you have any questions, please do not hesitate to contact me.

JLM/mmh
Enclosure(s)

cc: Mayor Gene F. McGee (w/o enc.)

**ORDINANCE OF THE MAYOR AND BOARD OF ALDERMEN OF
THE CITY OF RIDGELAND, MISSISSIPPI AMENDING THE
CODE OF ORDINANCES OF THE CITY OF RIDGELAND, MISSISSIPPI**

The Code of Ordinances of the City of Ridgeland, Mississippi is hereby amended as follows:

SECTION 1

That Section 110-136 of the Municipal Code – Standing in street for the purpose of soliciting is hereby repealed. The underlying municipal ordinance No. 970012 are also repealed in its entirety

SECTION 2

The remainder of the Code of Ordinances for the City of Ridgeland, Mississippi shall remain unaffected.

SECTION 3

This Ordinance shall be effective thirty (30) days after its passage and after publication of same as required in § 21-13-11 Mississippi Code of 1972.

ORDAINED, ADOPTED AND APPROVED by the Mayor and Board of Aldermen of the City of Ridgeland, Madison County, Mississippi at its regular meeting held on the _____ day of November, 2018.

MOTION made to adopt the foregoing Ordinance was made by Alderman _____ and SECONDED by Alderman _____ and the foregoing having first been reduced to writing, was submitted to a Roll Call Vote, the result was as follows:

Alderman Ken Heard (Ward 1) voted:	_____
Alderman Chuck Gautier (Ward 2) voted:	_____
Alderman Kevin Holder (Ward 3) voted:	_____
Alderman Brian Ramsey (Ward 4) voted:	_____
Alderman Bill Lee (Ward 5) voted:	_____
Alderman Wesley Hamlin (Ward 6) voted:	_____
Alderman D.I. Smith (At large) voted:	_____

Whereupon, the Mayor declared the Ordinance carried and the Ordinance adopted.

The foregoing Ordinance is approved this the _____ day of November, 2018.

CITY OF RIDGELAND, MISSISSIPPI

BY: _____
GENE F. McGEE, MAYOR

ATTEST:

BY: _____
PAULA TIERCE, CITY CLERK

(SEAL)



November 13, 2018

TO: Mayor & Board of Aldermen
FROM: John R. Neal, Chief of Police 
SUBJECT: Homeland Security Grant Award and Agreement – Grant #18LE316

Please review for approval the attached Homeland Security Sub-recipient Grant Award and Grant Recipient Agreement for submission in the amount of \$10,000.00. These funds will be utilized to purchase jersey barrier walls and trailer.

Your approval will be greatly appreciated.

CC: Craig Cotten

Attachments (1)

115 west school street • ridgeland, ms 39157
ph: 601.856.2121 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John R. Neal - chief of police
board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6



STATE OF MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HOMELAND SECURITY

PHIL BRYANT
GOVERNOR

MARSHALL L. FISHER
COMMISSIONER

October 1, 2018

Chief John R. Neal

City of Ridgeland Police Department
115 West School Street
Ridgeland, MS 39157

Dear Chief Neal:

Enclosed you will find your Homeland Security Grant Program Award Letter and Grant Recipient Agreement for the Fiscal Year 2018. These funds in the amount of \$10,000.00 are for Jersey Walls Barrier / Fences and Equipment as related to the Mississippi Office of Homeland Security initiatives. Please thoroughly read the Cooperative Agreement and make sure that you complete the following documents:

1. Awards Letter
2. Special Conditions Form
3. Article XI Execution form (Do not leave off your DUNS number)
4. Designation of Subgrantee Grant Administrator (SGA)
5. Scope of Work (Budget Narrative)
6. Completed Budget Detail Worksheets
7. Audit and Implementation Forms

Please sign your Grant Award Letter, Grant Recipient Agreement, and complete your Cooperative Agreement. All forms are provided on the flash drive; along with example templates. All mentioned documents are required to be in this office no later than **December 17, 2018**. Failure to return your signed original Grant Award, Grant Recipient Agreement, and the Cooperative Agreement by the above date will result in the reallocation of these funds.

Please contact our office if you should have any questions. You may reach me at 601-346-1504.

Regards,

Marsha Manuel, Grants Director
MM:nds



STATE OF MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HOMELAND SECURITY

PHIL BRYANT
GOVERNOR

MARSHALL L. FISHER
COMMISSIONER

SUBRECIPIENT GRANT AWARD

Subrecipient:

**CITY OF RIDGELAND POLICE DEPARTMENT
(Jersey Walls Barrier / Fences and Equipment)**

Project Title(s):

Homeland Security Grant Program

Grant Period:

11-01-18 – 05-31-19

Date of Award:

09-19-18

Total Amount of Award:

\$10,000.00

Grant No.:

18LE316

In accordance with the provisions of Federal Fiscal Year 2018 Homeland Security Grant Program, the Mississippi Office of Homeland Security (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Subrecipient a grant in the federal amount shown above. The CFDA number is 97.067 and MOHS federal grant number is **EMW-2018-SS-00009**. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C. 603).

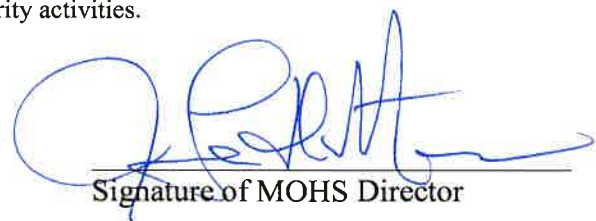
Payment of Funds: The original signed copy of this Award must be signed by the Official Authorized to Sign in the space below and returned to the MOHS **no later than December 17, 2018**. **The grant shall be effective upon return of this form and final approval the MOHS of the grant budget and program narrative.** Grant funds will be disbursed to subgrantees (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, Homeland Security Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal laws and regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the subrecipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

Supplantation: The Act requires that subrecipients provide assurance that subrecipient funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE FOR THE SUBRECIPIENT

Signature of Official Authorized to Sign


Signature of MOHS Director

SUBRECIPIENT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE GRANT SPECIAL CONDITIONS AND FINAL APPROVAL BY THE MOHS OF THE SUBRECIPIENT'S GRANT PROGRAM BUDGET AND NARRATIVE.

GRANT RECIPIENT AGREEMENT

1. The designated representative certifies that he/she has legal authority to receive assistance.
2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State assistance.
3. The Applicant shall use awarded funds solely for the purpose for which these funds are provided and as approved by the DPS Authorized Representative.
4. The Applicant is aware of and shall comply with cost-sharing requirements, if applicable.
5. The Applicant shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative.
6. The Applicant shall comply with the Single Audit Act of 1984 and will provide copies of audit reports when issued, 44CFR Part 14.
7. The Applicant shall give State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.
8. The Applicant shall return to the State, within thirty (30) days of such request by the DPS Authorized Representative, any advance funds which are not supported by audit or other Federal or State review of documentation by the Applicant.
9. The Applicant shall comply with all applicable provisions of Federal and State laws and regulations in regard to procurement of goods and services.
10. The Applicant shall comply with regulations implementing the Drug-Free Workplace Act of 1988, 44CFR Part 17, Subpart F.
11. The Applicant shall comply with all Federal and State statutes and regulations relating to non-discrimination.
12. The Applicant shall comply with provisions of the Hatch Act limiting political activities of public employees and 44CFR Part 18, New Restrictions on Lobbying.
13. The Applicant shall comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
14. The Applicant shall not enter into any contracts or purchase merchandise from any party or vendor which is disbarred or suspended from participating in Federal assistance programs.

Grant Recipient Representative

Date

MISSISSIPPI OFFICE OF HOMELAND SECURITY

STATE HOMELAND SECURITY GRANT PROGRAM SPECIAL CONDITIONS

- * * * * *
1. All sub-grantees must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2006 Homeland Security Grant Program Guidelines and Application Kit, page 47-48. By September 30, 2006, all jurisdictions must be fully NIMS compliant. FY06 and FY07 Homeland Security grant funds are contingent on NIMS compliance.
 2. All sub-grantees must comply and be familiar with Homeland Security Presidential Directive-8, with regards to the IED Scenario, as mandated by the Office of Domestic Preparedness.
 3. All sub-grantees are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
 4. All sub-grantees are required by the Office of Domestic Preparedness to use the Global Justice Data Model specifications and guidelines regarding the use of XML for all HSGP awards.
 5. Prior to the obligation or expenditure of any funds awarded through this grant, the Sub-recipient must become a legal signatory of the Statewide Mutual Agreement, maintained by the STATE EMERGENCY MANAGEMENT AGENCY. Furthermore, the Sub-grantee agree and understand that by allowing any agency to receive direct or indirect support from these grant funds without becoming a legal signatory to the said agreement is a direct violation of the terms and conditions of this grant award.
 6. All SHSP sub-grantees must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.
 7. Recurring costs/fees are not allowable for funding under the 2006 HSGP. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for 12 months during the year of equipment purchase only.
 8. Position descriptions for each person to be paid with grant funds and organizational chart identifying grant funded position(s).
 9. A physical inventory of property and equipment (as defined in Section IV, D.) must be taken and the results reconciled with the property control form at least once every two years. This report must be prepared and submitted by the sub-recipient to the SAA by January 31 of each year beginning in calendar year 2016.
 10. The MOHS requires that property acquired with grant funds be tagged and tracked using a computer-based inventory system.
 11. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.
 12. The Budget Worksheet and/or Budget Narrative pages for this grant need to be revised before obligation of any grant funds.
- As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above conditions.**

Signature of the Chief Executive Officer

Date

**STATE OF MISSISSIPPI
AND
GOVERNOR PHIL BRYANT**



**HOMELAND SECURITY
COOPERATIVE AGREEMENT**

Between

CITY OF RIDGELAND POLICE DEPARTMENT

AND

MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY



HOMELAND SECURITY COOPERATIVE AGREEMENT (CA)

On behalf of Governor Phil Bryant, this Cooperative Agreement is entered into between the Department of Public Safety, Office of Homeland Security, hereto referred to as *Recipient*, and the City of Ridgeland Police Department hereto referred to as Sub-recipient.

Article I. Purpose

The purpose of this Cooperative Agreement (CA) is to utilize 100% federal funding (no match required) provided through FEMA, U.S. Department of Homeland Security to enhance capabilities within the State of Mississippi to respond to acts of domestic and international terrorism including the use of weapons of mass destruction. The Department of Public Safety, Office of Homeland Security will accomplish this by prioritizing and facilitating the delivery and use of federal financial assistance as identified in the published Office for Domestic Preparedness Homeland Security Grant Program Guidance (attached). This enables the Sub-recipient to exercise management discretion and control in achieving the specified objectives of this Cooperative Agreement within the State of Mississippi. It is intended that this partnership will result in the development of a competent and sustainable system designed to provide prevention/deterrence and emergency response to a potential terrorism event within the State.

Article II. Budget Narrative

The objectives outlined within the performance period of this Cooperative Agreement will be supportive of the priorities defined in the State Homeland Security Three-Year Strategic Plan in the form of equipment, planning, training, exercise, management and administration funding and shall be in compliance with FEMA Homeland Security Grant Program Guidance.

Article III. Period of Performance

The period of performance for this Cooperative Agreement shall begin on the date of acceptance of the **SUBRECIPIENT AWARD** execution and shall continue through the period of SUBRECIPIENT AWARD unless terminated by the Department of Public Safety. Future SUBRECIPIENT AWARDS for supporting the requirements of the jurisdiction may be awarded under the terms of this agreement through additional sub grants so long as all signatory officials remain unchanged.

Article IV. Reports

The Quarterly Report and financial reports: Request for reimbursement is due within 30 days after each reporting quarter: 1st Quarter, October-December, 2nd Quarter, January-March; 3rd Quarter, April-June; 4th Quarter, July-September. The Quarterly and Progress reports must be submitted so that progress can be tracked and outcomes evaluated.

Article V. Roles and Responsibilities

A. Local *Sub recipient* General Guidance

1. The local *Sub-recipient* shall develop and improve their capability to combat the affects of a terrorism event. This is accomplished through the purchase of specialized equipment as identified in the published OJP selected equipment list or support of planning, exercises or training activities associated with the prevention, response or recovery from terrorism incidents.
2. The chief elected official is responsible for committing to the terms of this CA, budgeting local funds to purchase equipment or support jurisdictional exercise, training and planning efforts for executing this CA on behalf of the Sub-recipient's jurisdiction.
3. The Sub-Recipient shall designate a *Sub-recipient* public official as the Sub-recipient Grant Administrator (SGA) for developing and attaching the CA scope of work to Appendices A & B, obtaining project approval from respective officials, reporting, submitting applications to Recipient, equipment distribution, training, and obtaining and submitting supporting documentation and requests for reimbursement on behalf of the Sub-recipient to *Recipient* for repayment. **The SGA shall be responsible for reporting to the Mississippi Office of Homeland Security (MSOHS) via the Biannual Strategy Implementation Report (BSIR)**

B. Local Homeland Security Program Guidance

The Homeland Security Grant Program (HSGP) through the State Homeland Security Program (SHSP) provides funds for homeland security and emergency operations planning; the purchase of specialized equipment to enhance the capability of State and local agencies to prevent, respond to, and mitigate incidents of terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons and cyber attacks; for costs related to the design, development, and conduct of a State CBRNE and cyber security training programs and attendance at ODP-sponsored CBRNE training courses; for costs related to the design, development, conduct, and evaluation of CBRNE and cyber security exercises; and for costs associated with implementing State

Homeland Security Assessments and Strategies (SHSAS). See Annex A (Local Homeland Security Program) for specific guidance, policies, and reporting requirements.

C. State *Recipient*

1. The *Recipient* shall be the Department of Public Safety, Office of Homeland Security, acting on behalf of the State of Mississippi.
2. The Commissioner of the Department of Public Safety (DPS) or the Commissioner's Designee is the state signatory official and shall be the principal state official responsible for committing the state to the terms of this agreement. The DPS Commissioner, or his designee acting in the absence of the Commissioner, will exercise final approval authority of all *Sub-recipient* applications, grant awards, allocations, and requests for reimbursements and for ensuring overall *Recipient* administration.
3. The DPS, Office of Homeland Security, is designated the Recipient Point-of- Contact (POC) for assisting the *Sub-recipient* in developing the authorized equipment purchase list, specialized training requirements, and for providing overall day-to-day program management.

D. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

The SAA will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps will include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and MS Development Authority Office of Minority Business.
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Article VI. Funding Consideration

The *Recipient* POC will receive and review *Sub-recipient's* application and forward to the SAA Director for approval. After approval the *Recipient* will issue a sub-recipient award letter, which authorizes the *Sub-recipient* to expend local funds and be reimbursed pursuant to the terms of this CA. **Local funds expended prior to the date of the award letter are not authorized to be reimbursed.**

When the *Sub-recipient* has expended funds awarded, the SGA will prepare and submit a Request for Reimbursement to the *Recipient POC*. This request shall contain all appropriate supporting documentation to substantiate expenses made in accordance with all applicable requirements. The *Recipient POC* will review the reimbursement package for completeness and forward to the *Recipient Office of the Comptroller for payment*.

- A. The *Recipient* will not be liable under this Agreement for any amount greater than the award allocated by the Office for Domestic Preparedness to the State for the grant performance period.
- B. No cost or obligation shall be incurred by the *Recipient* under this Agreement unless and until the *Recipient* advises the *Sub-recipient* in writing that the application has been approved and funds are available.
- C. Reimbursement will be made by the *Recipient* to the *Sub-recipient* based on the **Mississippi Sub-recipient Reporting Worksheet**. Required documentation must accompany the worksheet.
- D. Reimbursement is contingent upon the funds being expended in accordance with all applicable local and state regulations, as well as Federal regulations, policies, guidelines, and submission for reimbursement made in accordance with the SAA's grant policies and procedures manual.
- E. *Sub-recipient's* requests for advance of funds to support purchases of equipment or other expenditures must be requested in writing to the recipient POC explaining the justification for the request. Reasons, i.e., shortage of local funds or items not contained in current annual jurisdictional budget must be accompanied by purchase orders.
- F. *Sub-recipient's* Request for Reimbursement and other required financial reports will be submitted to the *Recipient* with a copy of all receipt(s) or invoices showing that authorized equipment or other expenditures such as personnel, supplies, etc. has been paid for in-full by *Sub-recipient* and attached to an approved grant application.

Article VII. Maintenance, Replacement costs and Use of Equipment, Sell & Disposal

- A. Equipment purchased under the terms of this CA will be stored, maintained and used in accordance with the purpose and objectives of this Cooperative Agreement. The equipment may be used for terrorism training and exercise purposes and in response to an actual terrorism event. If the equipment is used in response to a non-terrorist related event, then any maintenance or replacement costs will be the sole responsibility of the *Sub-recipients*.
- B. The sub-recipient is required to maintain an equipment inventory list that contains the following information: equipment description, identification/serial number, title holder, acquisition date, cost, percentage of federal funds used in the cost, location, use and condition, and disposition date.
- C. Instructions on how to sell and/or dispose of equipment, please visit our website at www.homelandsecurity.ms.gov. (Click on the tab Grants / Grant Forms)

Article VIII. Nonperformance

Failure by the *Sub-recipient* to comply with the terms of this Cooperative Agreement may result in suspension from the program and loss of any outstanding grant fund allocation balance, as determined by the *Recipient*. Failure to expend all grant funds awarded (by date stated on Awards Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds. In addition, the failure to maintain adequate response capability (as determined by the MOHS) will also result in the reallocation of grant funds and the immediate redistribution of all equipment purchased with grant funds.

Article IX. Administrative Provisions

The *Recipient* and *Sub-recipient* agree to carry out the administrative and financial requirements of this Agreement in accordance with the policies and procedures established by FEMA and set forth in other applicable state and federal guides. The Biannual Strategy Implementation Report (BSIR) will update information on obligations, expenditures, and progress made on activities and will include an update of all information submitted in that report.

C. Other Provisions

1. Nothing in this agreement is intended to conflict with current laws or regulations of Mississippi or your jurisdiction. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
2. Sub-recipient is required to ensure that grant monies are used to support all Emergency Service related agencies and departments, specifically law enforcement, fire and rescue. Senior officials of these agencies must sign this agreement and familiarize themselves with the rules and regulations governing each grant program. They are encouraged to work together in determining and prioritizing their needs and requirements prior to submitting their plan.
3. If the sub-recipient (organization/jurisdiction) expends \$750,000 or more in federal funds (from all sources including pass-through sub awards) in the sub-recipient's (organization/jurisdiction) fiscal year (12-month turnaround reporting period) is required to have a single organization/jurisdiction wide audit conducted in accordance with 2 CFR 200.
4. All final requests for reimbursement must be received in the Mississippi Office of Homeland Security no later than 45 days after the period of performance.
5. Sub-recipient is required to complete EHP Review as required for Equipment Purchases and any type of Construction.
6. All sub-recipients (and or jurisdictions) must also maintain membership in the Emergency Management Assistance Compact (EMAC) to facilitate the mutual aid of capabilities in order to be eligible for Department of Homeland Security (DHS) grant funding and reimbursement of DHS grant funds.
7. **Effective October 1, 2010 ALL sub-recipients are required to have and furnish a Dun and Bradstreet Data Universal Numbering System (DUNS) number to the Mississippi Office of Homeland Security as a component of the Article IX. A DUNS number is the nine digit number established and assigned by Dun and Bradstreet, Inc (D&B) to uniquely identify business entities. If your jurisdiction does not have a DUNS number, one may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>). NO GRANT AWARD LETTER WILL**

BE ISSUED WITHOUT THE SUB RECIPIENT HAVING A DUNS NUMBER.

Article X. Monitoring

A. Management Decision

Management will evaluate audit findings, questioned costs and corrective action plans. The issuance of a written decision will be issued to the sub-recipient, which will entail whether or not the audit finding is sustained; the reasons for the decision; the expected action of the sub-recipient to repay any disallowed costs, make financial adjustments or take other actions; the reference number(s) the auditor assigned to each audit finding; and a description of any appeal process available to the sub-recipient regarding the management decision, as required by 2 CFR 200.521. If the sub-recipient has not completed corrective action, a timetable follow-up will be given.

B. Audit Review Follow-Up

- Contacts sub-recipient(s) for additional information as needed.
- Determines course of action for federal program audit findings, financial statement audit findings, negative disclosures (such as financial capacity concerns) and schedule of expenditures of federal awards deficiencies. Depending on the issue or combination of issues, procedures may be modified to ensure efficient and effective resolution.
- Updates the status of each audit review until all follow-up actions are completed and the file is closed.

Article XI. Execution

IN WITNESS WHEREOF, the parties names herein have duly executed this Cooperative Agreement on the date set forth below:

SUBRECIPIENT: CITY OF RIDGELAND POLICE DEPARTMENT ATTEST:

By: _____ Date: _____
Executive Director

DUNS Number: _____

APPROVED: State of Mississippi

By:  _____ Date: 10/12/18
Executive Director
Mississippi Office of Homeland Security

**LAW ENFORCEMENT TERRORISM PREVENTION
GRANT PROGRAM**

LOCAL HOMELAND SECURITY PROGRAM FISCAL YEAR 2018

TOTAL AWARD: \$10,000.00

Allowable Equipment Costs

Allowable equipment categories for FY18 HSGP are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by ODP and the Oklahoma City National Memorial Institute for the Prevention of Terrorism (MIPT) at <http://www.rkb.us>. The website is designed to provide emergency responders, purchasers, and planners with a trusted, integrated, online source of information on products, standards, certifications, grants, and other equipment related information. By integrating this information, which includes the Inter-Agency Board's (IAB) Standardized Equipment List (SEL) and the AEL from ODP, into one location, responders, vendors, standards organizations, training facilities, and grant making organizations have a trusted first source to answering questions such as:

- What equipment is on the market?
- Has it been certified?
- If so, to what standard?
- What training is needed to use it effectively?
- Are there experts available for consultation and questions?

The FY18 HSGP, AEL is housed on the RKB and relies heavily on the SEL developed by the IAB for Equipment Standardization and Interoperability. The 2018 AEL has been modified to facilitate cross-referencing of the SEL in an effort to eliminate redundancy. Both the AEL and SEL are available on the RKB, which also offers an interactive version that provides links to corresponding SEL items and commercial products. In some cases, items on the SEL are not allowable under FY18 HSGP or will not be eligible for purchase unless specific conditions are met. In addition, some items eligible under this grant program are beyond the scope of the SEL and thus will only appear in the AEL.

Planning Costs Allowable

SHSP funds may be used for a range of homeland security planning activities, including the following:

Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:

- Costs associated with the implementation and adoption HSPD-8 initiatives
- Costs associated with the implementation and adoption of NIMS
- Costs associated with the modifying existing incident management and emergency operations plans to ensure proper alignment with the NRP coordinating structures, processes, and protocols
- Establishment or enhancement of mutual aid agreements
- Development of communications and interoperability protocols and solutions
- Conducting local, regional, and tribal program implementation meetings
- Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIC
- Design state and local geospatial data systems
- Development of related critical infrastructure terrorism prevention activities including:
 - o Planning for enhancing security during heightened alerts, during terrorist incidents and/or during mitigation and recovery
 - o Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils
 - o Citizen Corps activities in communities surrounding critical infrastructure sites, including Neighborhood Watch, VIPs, and other opportunities for citizen participation
 - o Evaluating CIP security equipment and/or personnel requirements to protect and secure sites
 - o CIP cost assessments, including resources (financial, personnel, etc.) required for security enhancements/deployments.

Develop and enhance plans and protocols, including but not limited to:

- Develop or enhance emergency operations plans and operating procedures
- Develop terrorism prevention/deterrence plans
- Develop plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies
- Develop or enhance border security plans
- Develop or enhance cyber security plans
- Develop or enhance cyber risk mitigation plans
- Develop or enhance agriculture/food security risk mitigation, response, and recovery plans
- Develop public/private sector partnership emergency response, assessment, and resource sharing plans
- Develop or update local or regional communications plans
- Development of plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies
- Development or enhancement of continuity of operations and continuity of government plans
- Development or enhancement of existing catastrophic incident response and recovery plans to include and integrate federal assets provided under the NRP.

Develop or conduct assessments, including but not limited to:

- Conduct point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
- Conduct cyber risk and vulnerability assessments
- Conducting assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources
- Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs
- Activities which directly support the identification and advance preparation of predesignated temporary housing sites; for example:
 - o Conducting assessments and studies to identify qualified candidate sites
 - o Obtaining accurate site surveys and existing utility information
 - o Coordinating zoning requirements and necessary permits and/or waivers
 - o Coordinating environmental impact requirements related to a selected site
 - o Coordinating historic preservation requirements related to a selected site.

Allowable Training Costs

Local jurisdictions may use HSGP funds to enhance the capabilities of state and local emergency preparedness and response personnel through development of a state homeland security training program. Allowable training-related costs under ODP grant programs include: 1) establishment of CBRNE terrorism and cyber security training programs within existing training academies, universities or junior colleges; and 2) overtime and backfill costs associated with attendance at ODP-sponsored and ODP approved CBRNE and cyber security training courses.

The target audience for training courses include emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security and private security providers. The homeland security training program should also include training for citizens in awareness, preparedness, prevention, response skills, and volunteer activities and be coordinated through state and local Citizen Corps Councils.

Local jurisdictions are encouraged to adopt current ODP awareness and performance level courses. In order to deliver these courses, state and local instructors must have been certified to deliver the course by successfully completing ODP train-the-trainer courses. Detailed descriptions of ODP courses are included in the *ODP CBRNE Training Course Catalog* at <http://www.ojp.usdoj.gov/odp/docs/coursecatalog.pdf>. Programs of instruction for these courses will be made available upon request to assist efforts to institutionalize these training programs at the state and local levels.

ODP will conduct periodic reviews of all state and urban area training funded by ODP. These reviews may include requests for all course materials and physical observation of participation in the funded training. If these reviews determine that courses are outside the scope of this guidance, recipients will be asked to reimburse grant fund expended in support of those efforts.

ODP provides the following definitions of key training terms to facilitate a common understanding of the FY18 HSGP guidance:

- **ODP Courses:** Those courses developed for and/or delivered by institutions and organizations funded by ODP.
- **Federal Courses Related to CBRNE Terrorism:** Those courses developed for and or delivered by institutions funded by federal entities other than ODP which fall within the ODP mission scope: of which is to prepare state and local personnel to prevent, respond to, and recover from acts of terrorism involving CBRNE weapons.
- **Non-Federal Courses:** Those courses developed for and or delivered by institutions or organizations other than federal entities or ODP.

In addition, local jurisdictions shall follow accepted principles of instructional systems design, employing the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies. (The ADDIE process is explained in greater depth in the *ODP Blended Learning Strategy* available on the ODP website at: <http://www.ojp.usdoj.gov/odp/blendedlearning>.) Local jurisdictions shall apply these methodologies to ensure that complete curriculum exists for training funded by ODP grant. Complete curriculum consists of:

- **Level of Training.** The state or urban area will identify the level(s) of training of the course(s) and materials submitted. Each submission must be identified as Awareness, Performance–Defense (Occupational Safety and Health Administration (OSHA) Operations), Performance–Offensive (OSHA Technician), or Planning/Management (OSHA Incident Command) levels. More detailed descriptions of the levels can be found at <http://www.ojp.usdoj.gov/odp/training.htm> or <http://www.osha.gov>.

- **Program of Instruction/Syllabus.** The program of instruction or syllabus is an outline or matrix of the course content. It addresses the scope of the training, course learning objectives, duration of the training (broken-down by module, session, or lesson), resource requirements, instructor to student ratio and an evaluation strategy. These items are not all-inclusive, but are the minimum categories that should be addressed.

- **Training Support Package.** The training support package includes all of the materials associated with the delivery of a training course. The following items should be included:

- o **Instructor Guide/Instructor Outline/Instructor Lesson Plans:** The published instructor material that contains course text and special instructor notes that provides the information to deliver the material

- o **Participant Manual/Guide/Workbook:** The published student material that contains the supporting information in booklet or handout form that the participant has available for reference
- o **Audio/Visual Support Materials:** Any audio/visual components that are part of any learning module, session, lesson, or that supports the overall training being delivered
- o **Special Support Materials:** Any descriptions of practical exercises, tabletop exercises, hands-on exercises, or other material that supports learning objectives

• **Module/Session/Lesson Content.** Training courses should be designed based on a building block approach. Each sub-component in the course should be titled as a module, session, or lesson. Regardless of the title, each module, session, or lesson, should have a Lesson Administration Page that outlines the following:

- o **Scope Statement:** A brief description of the content of the module, session or lesson
- o **Terminal Learning Objectives:** An action verb statement that outlines what the participant is expected to learn or be capable of performing at the conclusion of the module, session, or lesson. There should be only one terminal learning objective per module, session, or lesson
- o **Enabling Learning Objectives:** Enabling learning objectives are the incremental learning objectives that support the terminal learning objective. There should be at least one enabling learning objective per module, session or lesson. Each enabling learning objective must be a measurable performance statement that enables the participant to demonstrate achievement of the terminal learning objective
- o **Resource List:** A listing of the resources needed to successfully accomplish the module, session, or lesson
- o **Instructor to Participant Ratio:** The instructor to participant requirement for successful presentation of the material (e.g., 1:25)
- o **Reference List:** A listing of all reference materials used to develop the module, session, or lesson (This information may also be included as a bibliography).
- o **Practical Exercise Statement:** This describes any exercises associated with the module, session, or lesson
- o **Evaluation Strategy:** This defines the strategy used to evaluate the module, session, or lesson (e.g., written and/or performance test).

Conditional Approvals of Non-ODP Courses. In contrast to FY04, no conditional approvals, in advance of an independent third-party subject matter expert (SME) review, will be granted in FY18 for use of ODP funds to develop or institutionalize non-ODP courses. ODP will require local jurisdictions to adhere to a streamlined course approval process. Please see *Appendix E: Overview of Approval Process for Non-ODP Developed Courses* for more information. Courses will either be approved or disapproved following this review process.

Attending Other Federal Courses Related to CBRNE Terrorism. Local jurisdictions are no longer required to submit requests for personnel to attend certain Federal courses that fall within the ODP mission scope of preparing state and local personnel to prevent,

respond to, and recover from acts of terrorism involving CBRNE weapons. In lieu of requesting approval, local jurisdictions will be required to submit information on all federal training they are supporting with ODP funds via the Training section of the ODP website (<http://www.ojp.usdoj.gov/odp/training.htm>). This information will consist of course title, level of the training, the training provider, the date of the course, the number of individuals to be trained, and the sponsoring jurisdiction.

Several broad categories of courses will automatically be included in the list of eligible federal courses:

- All NIMS training approved by the NIMS Integration Center (NIC) is eligible for use of ODP funds.
- All Incident Command System (ICS) training offered through the National Fire Academy and the Emergency Management Institute is eligible for use of ODP funds. This guidance applies to resident training, train-the-trainer, and field delivery of courses.

A list of federal courses that fall within the ODP mission scope is included in *Appendix F: Federal Training Course List*.

These courses must build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) comport with the State or Urban Area Homeland Security Strategy.

Federal funds must be used to supplement—not supplant—existing funds that have been appropriated for the same purpose. Thus, if the state or urban area has already budgeted for personnel to attend courses, ODP funds may only be used to send additional individuals above and beyond those previously budgeted.

Eligibility of Hazardous Materials Courses. Hazardous materials courses, including basic, operations, and technician level courses, are eligible for support through ODP funds **only if the course fully addresses the hazardous materials sections included in the ODP Emergency Responder Guidelines and the ODP Homeland Security Guidelines for Prevention and Deterrence**. If the hazardous materials course does **not fully** address the hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the course is not considered an allowable use of ODP funds.

The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.

Eligibility of Search and Rescue, Special Weapons and Tactics (SWAT), and Medical Trauma Courses. On September 1, 2004, ODP issued Information Bulletin #132 on the

Interagency Security Plan, available at <http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>. In this bulletin, ODP expanded the allowable use of grant funds to support additional training in the areas of search and rescue, SWAT, and medical trauma provided certain requirements were met. The following sections provide further detail on these initiatives.

- *Eligibility of Search and Rescue Courses:* Local jurisdictions shall conduct search and rescue training in compliance with:

- o NFPA 1670, *Standard on Operations and Training for Technical Rescue and Search Incidents*
- o NFPA 1006, *Standard for Rescue Technician Professional Qualifications* Only Urban Search and Rescue (USAR) courses approved by FEMA and delivered by FEMA-certified providers are eligible for use of ODP funds. A list of these courses and providers will be maintained by ODP in coordination with FEMA.

The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.

If the basic, foundational USAR course fully addresses the fire service and or hazardous materials sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational USAR course does **not** fully address these sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the USAR course to be considered an allowable use of ODP funds.

These USAR courses are intended to build a critical capacity at the state and local levels. **The execution of this training in the stated capacity-building context is unrelated to designation of national USAR teams. Therefore, local jurisdictions and UASI jurisdictions may not request such designation based on training.**

- *Eligibility of SWAT Courses:* SWAT courses, including basic, foundational courses, are eligible for support through ODP funds, provided that the training meets the following requirements:

- o The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.
- o Local jurisdictions shall conduct training in compliance with state and local regulations and policies governing the certification of SWAT personnel.

- o Trainees shall be sworn officers and shall have completed a Basic SWAT school accredited by the appropriate state-level criminal justice organization.
 - o Training shall be conducted by instructors certified by a state or national level criminal justice organization
 - o The State or Urban Area shall develop and implement a safety plan excluding service ammunition and weapons from the training site and shall not employ live chemical agents (to include OC) or impact weapons during the training
 - o If a foundational SWAT course fully addresses the law enforcement sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational SWAT course does **not** fully address the law enforcement sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the foundational SWAT course to be considered an allowable use of ODP funds.
- *Eligibility of Medical Trauma Courses:* Medical trauma courses—including basic, foundational courses—are eligible for support through ODP funds, provided that the training meets the following requirements:
- o The training must not supplant existing resources, but rather must build additional capabilities above and beyond those that currently exist. Any additional capabilities pursued through these training opportunities must meet a specific need identified through the homeland security assessment process and must comport with the State or Urban Area Homeland Security Strategy.
 - o Local jurisdictions shall conduct training in compliance with NFPA 473, *Standard Competencies for EMS Personnel Responding to Hazardous Materials Incidents*.
 - o Local jurisdictions shall conduct training in compliance with state and local regulations and policies governing the certification of EMS providers.
 - o Local jurisdictions shall coordinate their efforts with the closest MMRS jurisdiction.
 - o Trainees shall have completed a basic Emergency Medical Technician (EMT) certification per the state or local accreditation requirements. This type of training may not be funded with ODP monies.
 - o If a foundational medical trauma course fully addresses the emergency medical services sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, no additional CBRNE-specific training is necessary for eligibility purposes. However, if the foundational medical trauma course does **not** fully address the emergency medical services sections included in the *ODP Emergency Responder Guidelines* and the *ODP Homeland Security Guidelines for Prevention and Deterrence*, then the student must also complete follow-on CBRNE awareness training within a reasonable timeframe in order for the foundational medical trauma course to be considered an allowable use of ODP funds.

Evaluation of ODP Training Courses. The goal of evaluating ODP training courses is to determine how much a participant's knowledge, skills, and abilities change after completion of a course relative to knowledge, skills, and abilities prior to the class. ODP utilizes a self-assessment methodology and collects information via a standardized evaluation form. The form is designed to gather data about the course and participant, including data such as the participant's professional discipline and years of service. Additionally, the evaluation measures the participant's knowledge relative to a set of standardized learning objectives both before and after taking the course.

If a state or local jurisdiction uses ODP funds to provide ODP-approved courses, the state or local jurisdiction must use the standard evaluation form to collect data about the course and its participants. An ODP-approved course is defined as one developed by the state or local jurisdiction and approved by ODP for delivery. If the state or local jurisdiction receives training through its ODP course allocation, the training partner delivering the course is responsible for data collection and entry. Similarly, if the state or local jurisdiction enters into a direct contract with one of the ODP training partners, training partner is still responsible for the data collection and entry function.

However, if the ODP-sponsored course is delivered by a state or local organization, the course provider is responsible for collecting data on the course and its participants. As part of the course approval process, the course developer establishes a set of course objectives directly tied to the course content. The objectives are incorporated into the standardized course evaluation form. Course participants are required to complete all fields and the course instructor is responsible for ensuring that all forms are complete. Course providers are granted access to and enter data into the ODP Secure Portal. Costs related to developing and administering the self-assessment and collecting information via a standardized evaluation form is allowable.

Allowable Exercise Costs

Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volumes I-III can be found at ODP's website at <http://www.ojp.usdoj.gov/odp/exercises.htm>. Volume IV, which contains sample exercise materials and documents, can be found on ODP's Secure Portal at <https://odp.esportals.com> or <http://www.llis.gov>.

Exercise Planning Workshop. Local jurisdictions must conduct an annual Exercise Planning Workshop (EPW) to examine the progress and effectiveness of their current exercise strategy and program. A Multiyear Exercise Plan and schedule must be produced from the EPW and submitted through ODP's Secure Portal Exercise Scheduler located at <https://odp.esportals.com>. Refer to HSEEP Volume III, Chapter 2 for further guidance on EPWs and the Multiyear Exercise Plan and schedule.

Exercise Scenarios. The scenarios used in SHSP, UASI, and LETPP-funded exercises must be terrorism-related and based on the state's/urban area's homeland security strategy and plans. Acceptable scenarios for exercises include: chemical, biological, radiological, nuclear, explosive, cyber and agricultural. Recipients that need further clarification on scenarios should consult with their ODP Exercise Manager for assistance and/or approval. Fifteen all-hazards National Planning Scenarios, including twelve terrorism scenarios, have been developed, and will be made available for use in national, federal, state, and local homeland security preparedness activities. Citizen participation in exercises is encouraged to include back filling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public. Citizen participation in exercises should be coordinated with local Citizen Corps Council(s).

Recipients that wish to expend funds on models, simulations, or games (MS&G) must consult with "Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume III," which provides an overview and analysis of existing models, simulations and games. This report is available at <http://www.ojp.usdoj.gov/odp/exercises.htm>

Recipients must justify the purchase and use of a given MS&G product/service, by a) documenting the training and/or exercise objective(s), b) documenting how the selected product/service will support those objectives, and c) justification for the chosen product category (potentially referring to Volume III benefits/limitations). The form for this justification can be found at <http://www.ojp.usdoj.gov/odp/exercises.htm>.

If a state or urban area will be hosting an upcoming special event (e.g., Superbowl, G-8 Summit, etc.), or they anticipate that they will apply to be a venue for a future Top Officials (TOPOFF) exercise, they should plan to use SHSP or UASI funding to fund training and exercise activities in preparation for that event.

All tabletop exercises (TTXs), drills, functional exercises (FEs), and full-scale exercises (FSEs) will be evaluated and performance based. An After Action Report (AAR) and Improvement Plan will be prepared and submitted to DHS/ODP following every TTX, drill, FE, and FSE. AAR/IPs must be provided to ODP within 60 days following completion of each exercise (see HSEEP Volume II, Appendix A). Currently, these AAR/IPs can be submitted through the ODP Secure Portal. However ODP is working with other agencies to develop a national reporting system. ***A state or local jurisdiction that conducts an exercise using SHSP, UASI, and LETPP funds must follow the HSEEP doctrine and protocol contained in Volume II.***

Local jurisdictions are encouraged to develop a self-sustaining State Homeland Security Exercise and Evaluation Program which is modeled after the national HSEEP. This may include, for example: hiring dedicated exercise program staff, awareness seminars on HSEEP, attending exercise training courses, and maintaining a system to track the completion and submission of AARs and Improvement Plans from exercises (including costs associated with meeting with local units of government to define procedures).

Allowable Management and Administrative Costs

All programs within HSGP have allowable M&A costs for both the state-level as well as the local unit of government, urban area, or designated sub-recipient.

- **SHSP, UASI, LETPP, CCP, MMRS:** No more than **5% of the total amount** allocated to the state for each program within HSGP may be retained at the state level and used for M&A purposes. These state M&A funds must be included in the total funds retained by the state. In addition, local jurisdiction sub-recipients may retain and use up to **5% of their sub-award** for local M&A purposes.

Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M&A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the SHSP; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.

Designation of Sub-recipient Grant Administrator (SGA) STATE HOMELAND SECURITY PROGRAM

The following person is officially appointed to represent your jurisdiction as the *Sub-recipient* Grant Administrator (SGA) and is hereby duly authorized to fulfill the terms of this Cooperative Agreement during the performance period on behalf of the *Sub-recipient*.

Name: John R. Neal Title: Chief of Police
(Sub-recipient Grant Administrator)

Organization Name: Ridgeland Police Department

Mailing Address: Post Office Box 875

City: Ridgeland Zip Code 39157

Telephone Number: () 601-853-2014 Fax Number: () 601-853-2028

Cellular Number: () 601-940-9410 Pager Number: () _____

Email Address: john.neal@ridgelandms.org

Appointed by: Mayor Gene F. McGee Date: _____
(Print Name)

Signature: _____ Title: _____



police department

November 13, 2018

TO: Mayor & Board of Aldermen

FROM: John R. Neal, Chief of Police 

SUBJECT: Special Event – Northpark Mall (Taste for the Space)

I have attached a request for a Special Event Permit from Lindsay Burgee with Northpark Mall. This event is the "Taste for the Space" scheduled Saturday, December 1, 2018 from 12:00 p.m. until 3:00 p.m. This is a cooking competition, food festival and community family event that will be held outside the Food Court in the parking lot at Northpark Mall located at 1200 East County Line Road. A fence will be around the perimeter of the event space with volunteers at the points of ingress and egress. Arm bands will be issued to patrons wishing to sample alcohol and alcoholic beverages will not be allowed to leave the premises.

Ms. Burgee is expecting approximately 1000 participants and the mall will be open for use of its facilities. Northpark Mall housekeeping staff members will be responsible for set up and clean-up upon conclusion of the event and recycle bins will be available on site in accordance with City guidelines.

This event will not generate overtime for the Ridgeland Police Department and security will be provided by Northpark Mall. Officers assigned to the Northpark Mall Christmas Detail will also be available to assist, if needed.

Checks in the amount of \$100.00 and \$1,000.00 representing requisite filing fee and bond money are attached. Also included is an application for Permit to Play On-Premises Music.

Your consideration and approval will be greatly appreciated.

CC: Lt. Tony Willridge

Attachments (2)

115 west school street • ridgeland, ms 39157
ph: 601.856.2121 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John R. Neal - chief of police
board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6



CITY OF RIDGELAND
SPECIAL EVENT PERMIT APPLICATION
(Please allow minimum 30 days for approval)



EVENT NAME: TASTE FOR THE SPACE

EVENT LOCATION: NORTHPARK

EVENT DATE: Beginning 12/1/18 to Ending 12/1/18 Multiple Days: ☐ YES ☒ NO

EVENT HOURS: Beginning 12PM to Ending 3PM

TYPE OF EVENT: COOKING COMPETITION, FOOD FESTIVAL, COMMUNITY FAMILY EVENT

EVENT POINT OF CONTACT: CHRISTY CAMPBELL CELL NUMBER: 601-209-4619
(This person must remain on scene during the entire event)

NAME OF ORGANIZATION: NORTHPARK

ADDRESS: 1200 EAST COUNTY LINE ROAD CITY/STATE/ZIP: RIDGELAND, MS 39157

ESTIMATED CROWD SIZE: 1,000 NUMBER OF EVENT PERSONNEL: 24

ARRANGEMENTS FOR RESTROOM FACILITIES: ☒ YES ☐ NO LOCATION: INSIDE FOOD COURT ADJACENT TO EVENT LOCATION

ARRANGEMENTS FOR SITE CLEAN-UP: ☒ YES ☐ NO DETAILS: 2 DEDICATED HOUSEKEEPING STAFF MEMBERS DURING AND AFTER EVENT

RECYCLING PROGRAM FOR WASTE: ☒ YES ☐ NO DETAILS: RECYCLING WASTE CANS ON EVENT PREMISE COMPLIANT WITH CITY GUIDELINES

The City of Ridgeland will assist organizers in planning and locating recycle bins for recyclable waste through local companies. Event organizers are encouraged to maintain the City of Ridgeland's vision of a green environment by having your event recycle its waste.

Will the organizers of this event use the services of an UAS (unmanned aircraft system): ☐ YES ☒ NO
If Yes, who is the operator of the system: _____ Cell Number: _____

If an UAS/Drone will be utilized, a copy of the following required documents must be attached to this application:

- Section 333 Exemption or Aircraft Certification
- Certificate of Authorization (COA)
- Aircraft Registration and Markings
- Pilot Certificate

FIRST AID/MEDICAL STATION(s): ☒ YES ☐ NO LOCATION(s): IN SECURITY OFFICE ON PROPERTY

POLICE/SECURITY PERSONNEL REQUIRED: YES ☒ Police Dept. Assigned ☐ Self-Hired ☐ Not Applicable

WE WILL PROVIDE DEDICATED SECURITY STAFF PLUS HIRE OFF-DUTY POLICE ASSISTANCE FROM OTHER CITY DEPARTMENTS: ☐ Fire Department ☐ Public Works/Streets ☐ Recreation/Parks

Applicant Printed Name: LINDSAY BURGEE Contact Number: 310-367-3463

Applicant Signature: Lindsay Burgee Date: 10/24/18

Application Instructions

- 1). You must present to the Chief of Police or his designee your plan for parking and traffic control. You must state in this plan whether or not police or private security personnel will be needed to direct and handle traffic and parking.
- 2). City of Ridgeland Special Events Ordinance section 10-33(2) requires adequate security be provided at special events. This requirement is one security officer for every 400 people in attendance. A private security company may be used but preference shall be given to the hiring of off duty personnel. The assistance from Ridgeland Police Department for road course races/walks to secure intersections shall not be considered as part of the security requirement. The personnel assigned for traffic control are in addition to any requirement for on site security personnel required in the ordinance.
- 3). If the event is to have outdoor music, a Permit to Play on Premises Music will be required from the applicant agreeing to comply with the noise ordinance of the City of Ridgeland, MS.
- 4). If there is a need for Police Dept., Fire Dept., Public Works Dept. and/or Rec/Parks Dept. personnel to work in controlling the special event, the applicant will agree to pay this cost from the filing of a bond fee.
- 5). The applicant may be required to post a bond fee in the minimum amount of one thousand dollars (\$1,000.00) with the City Clerk. This is to ensure that the event area is immediately cleaned up after its conclusion, and any City employee who works overtime as a result of the special event, will be compensated from the bond proceeds.
- 6). Submit the above application and information to the Office of the Chief of Police with a non-refundable filing fee of one hundred dollars (\$100.00) along with the above referenced bond fee. This application will be forwarded to the Patrol Division Commander or a designee who will review the application for all required documentation. This application and documentation will be presented to the Ridgeland Board of Aldermen for subsequent approval. **Please allow a minimum of 30 days to complete the process and receive approval.**
- 7). Event organizers should submit a map outlining the area where an event is to be held. Points of interest (entrance/exit points, first aid stations, etc...) shall be included on this map. If the event is a road race/walk, a map reflecting the proposed course route along with a description of the route shall be included. If any portion of the route will include sections of the Natchez Trace Parkway, you must first obtain approval from the Natchez Trace Chief (phone no. 662-680-4014; Ridgeland office 601-856-7321) and documentation reflecting this approval must be submitted with this application.
- 8). If the event is to be held at Old Trace Park and/or Madison Landing, you must first seek approval from PRVWSD Parks and Recreation (601-856-6319) and obtain a Facility Use Application which must be submitted with this application.
- 9). The number of event personnel will represent the number of people from the organization who will be assisting with the overall operation of the event. This will include any volunteers from the organization.
- 10). The arrangements for restroom facilities as addressed in the Ridgeland Code of Ordinances indicate 1 restroom per 150 people in attendance. These may be portable restrooms or existing restroom structures.
- 11). The event organizer or organization will be responsible for clean-up at the conclusion of the event. The City of Ridgeland encourages organizations to participate in a recycle program for any waste or debris to be discarded.
- 12). The first aid station located on the event site shall be manned by a state certified EMT.
- 13). The number of police/security personnel shall be determined by the expected crowd size. The event organizer may staff the event to satisfy this requirement through off-duty law enforcement personnel. The Ridgeland Police Department will assist the organizers if they choose the police department assigned option, or the event organizers may choose the self-hire option to select their own personnel to comply with the ordinance.

For Police Department Use Only

This application was received by the Ridgeland Police Department on 10/29/18 B (13:42 p.m.) and has been reviewed by the appropriate personnel. This application has been APPROVED DENIED by the Chief of Police or Designee. If approved by Ridgeland PD, this application will be submitted for consideration at the Ridgeland Mayor and Board of Aldermen meeting to be held on 11-20-18.

Chief of Police or Designee: [Signature] DATE: 13 NOV 2018

Number of Overtime Officers: 0 Estimated OT Cost: 0

Additional Overtime Cost for City Departments: FIRE 0 P/W 0 REC/PARKS 0



CITY OF RIDGELAND
APPLICATION FOR
PERMIT TO PLAY ON PREMISES MUSIC
(Please allow minimum 30 days for approval)



DATE OF APPLICATION: 10/24/18

EVENT NAME: TASTE FOR THE SPACE

EVENT LOCATION: NORTHPARK

DESCRIPTION OF ON-PREMISES ACTIVITY: LIVE BAND DURING FOOD FESTIVAL EVENT ON 20X20 STAGE WITH
SPEAKER SYSTEM KEPT AT REASONABLE VOLUME.

DATE OF ACTIVITY: Beginning 12/1/18 to Ending 12/1/18

HOURS OF ACTIVITY: Beginning 12PM to Ending 3PM

ACTIVITY POINT OF CONTACT: CHRISTY CAMPBELL CELL NUMBER: 601-209-4619
(This person must remain on scene during the entire event)

NAME OF ORGANIZATION: NORTHPARK

ADDRESS: 1200 EAST COUNTY LINE RD CITY/STATE/ZIP: RIDGELAND, MS 39157

MAXIMUM NOISE LEVEL (In Decibels) TO BE EMITTED AT NEAREST PREMISES BOUNDARY: APPROXIMATELY 70

PROVIDE FACTS THAT WOULD SHOW THE ACTIVITY FOR WHICH THE PERMIT IS REQUESTED WOULD NOT DISTURB THE
PEACE OF ANY FAMILY OR PERSON WITHIN THE AREA INTO WHICH SOUND SHALL CARRY: SOUND TO BE KEPT AT
LEVEL ONLY HEARD IN CENTER PARKING LOT AREA WHERE EVENT IS TO BE HELD

THE CHIEF OF POLICE SHALL HAVE THE AUTHORITY TO REVOKE ANY PERMIT ISSUED.

Applicants Signature: Lindsay Burgess Date: 10/24/18

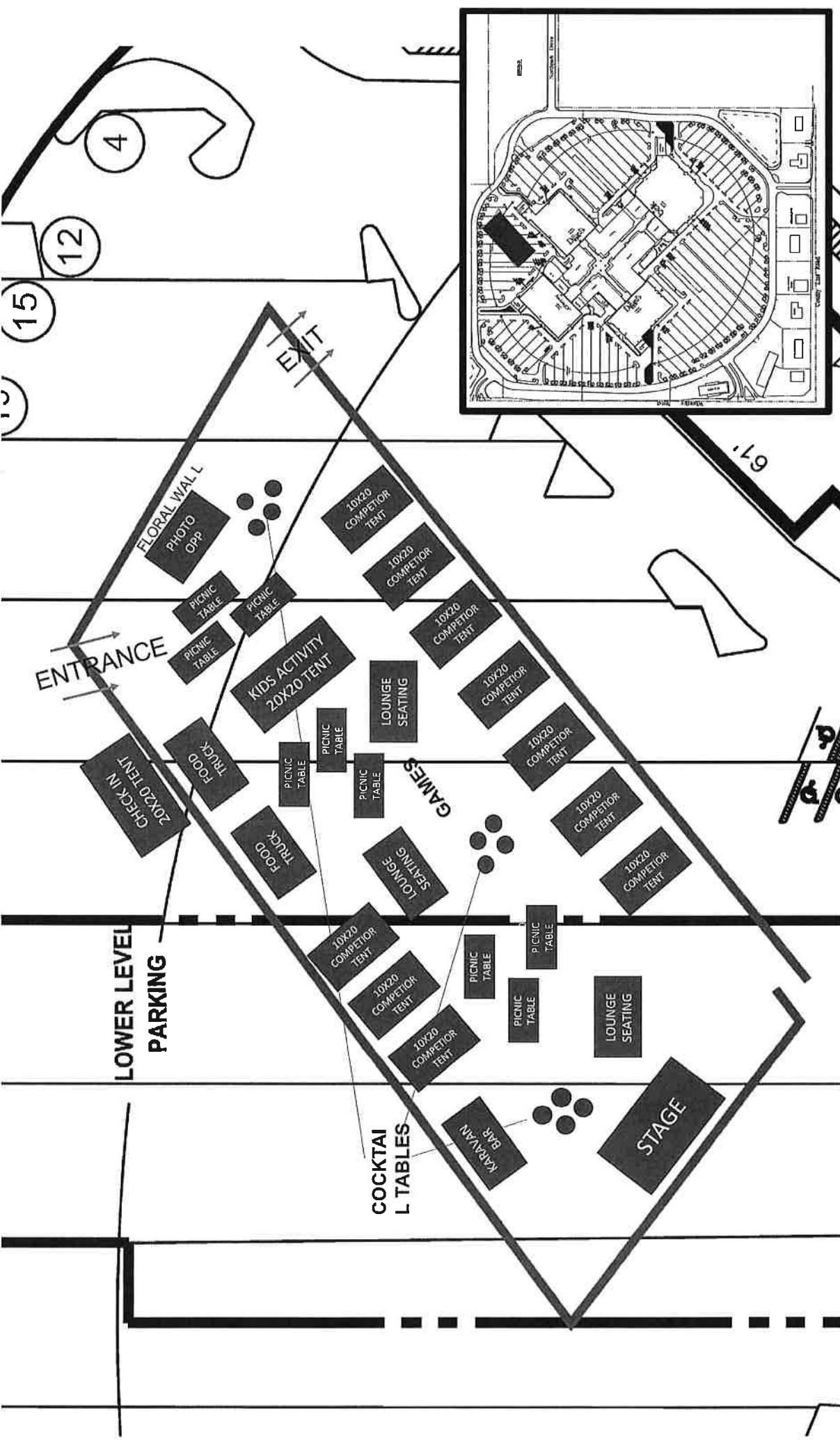
☒ APPROVED

☐ DENIED

Chief of Police or Designee: [Signature]

Date: 13 Nov 2018

In the event a permit is denied, the applicant may appeal the decision to the Mayor and Board of Aldermen. Any such appeal shall be taken not more than ten (10) days from the denial of a permit by giving written notice of the appeal to the Ridgeland City Clerk.



Northpark Realty LP
1200 E County Line Rd.
Ridgeland, MS 39157-1904

JPMorgan Chase Bank, N.A.
Sacramento, CA

90-7162/3222

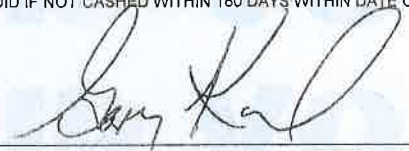
Date	Check No.	Check Amount
10/26/2018	003512	\$100.00

One Hundred AND 00/100 Dollars

Pay to the order of:

VOID IF NOT CASHED WITHIN 180 DAYS WITHIN DATE OF ISSUE

CITY OF RIDGELAND
PO BOX 217
RIDGELAND, MS 39158



⑈003512⑈ ⑆322271627⑆ 877203823⑈

Northpark Realty LP
1200 E County Line Rd.
Ridgeland, MS 39157-1904

JPMorgan Chase Bank, N.A.
Sacramento, CA

90-7162/3222

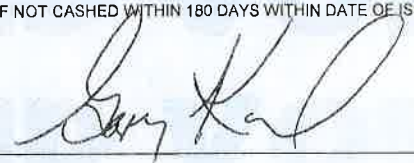
Date	Check No.	Check Amount
10/26/2018	003511	\$1,000.00

One Thousand AND 00/100 Dollars

Pay to the order of:

VOID IF NOT CASHED WITHIN 180 DAYS WITHIN DATE OF ISSUE

CITY OF RIDGELAND
PO BOX 217
RIDGELAND, MS 39158



⑈003511⑈ ⑆322271627⑆ 877203823⑈



November 14, 2018

TO: Mayor & Board of Aldermen
FROM: John R. Neal, Chief of Police 
SUBJECT: American Municipal Services Corporation (AMSC) Court Agreement

Please review for approval the attached AMSC Court Agreement for the collection of unpaid fines.

Your approval will be greatly appreciated.

Attachments (1)

115 west school street • ridgeland, ms 39157
ph: 601.856.2121 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John R. Neal - chief of police
board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (469) 568-1119
www.amsltd.us

COURT AGREEMENT

The City of Ridgeland, Mississippi, hereinafter referred to as “Municipality” retains American Municipal Services Corporation, hereinafter referred to as “AMSC”, to provide account resolution services for the Municipality. The relationship between the parties is to be governed by the terms of this Agreement.

Municipality agrees to periodically send pending court cases to AMSC for AMSC to work to resolve the outstanding citations, fines, and warrants with the defendants. AMSC agrees to use their best efforts to resolve the cases sent to AMSC. AMSC agrees to skip trace those accounts where it is determined that a current address is not known and to send each defendant a minimum of four letters. AMSC is to contact each defendant by telephone in an effort to have the defendant resolve the case in a manner established by the court. AMSC will limit all telephone calls to between the hours of 8:00 am and 7:00 pm Monday through Friday, and to between 8:00 am and 2:00 pm on Saturdays. No phone calls are to be made to a defendant on Sunday. All contacts between AMSC and defendants are to be by either telephone, mail, or the internet. No personal contacts are to occur.

AMSC is to arrange for defendants to send their payments directly to AMSC. AMSC will process all payments and will deposit all payments into a client account. Within 15 days from final Municipality confirmation of payments for the previous month, AMSC will forward to Municipality payment for all money received by AMSC on behalf of Municipality. AMSC is authorized to accept payment by credit card, debit card, and bank account debit and AMSC may add their standard AMSC processing fee for providing this service. AMSC will provide Municipality with periodic reports on payments received and will provide Municipality with reports on payments received daily. In the event a defendant makes a payment directly to the court, whether in person or by mail, on a case AMSC is in the process of resolving, Municipality will notify AMSC of such payment and the fee due AMSC from said payment.

AMSC is authorized to arrange payment schedules with defendants and to establish payment plans with defendants pursuant to guidelines established by the court. AMSC agrees that they will request payment in full from each defendant, and only when it appears a defendant is unable to make the full payment will AMSC negotiate a payment plan. AMSC will provide each defendant on a payment plan with payment coupons, return envelopes, and a payment amortizing schedule. Each payment plan is to be monitored by AMSC for compliance and if a payment is missed AMSC is to contact by telephone or mail the defendant in an effort to bring the payment plan current.

_____ City Rep Initials

_____ AMS Rep Initials

_____ Date

_____ Date



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (469) 568-1119
www.amsltd.us

All expenses incurred by AMSC including postage, labor, telephone, skip tracing, etc. shall be paid for by AMSC. AMSC agrees to constantly monitor those staff members working on Municipality cases to ensure that all contact with defendants is done in a polite, courteous, professional, and helpful manner.

Municipality agrees to review on a regular basis with AMSC the amounts paid on those cases referred to AMSC and to answer specific questions on an account when the defendant claims that they have already paid the fine, has served time in jail for the offense, is the wrong person, that the cases has been dismissed, or other matters potentially affecting a case is brought to AMSC attention.

Pursuant to Mississippi Statute Title 21, Chapter 17, Section 1(6) Municipality will add a Twenty-Five Percent (25%) collection fee to the amount defendant owes for each case sent to AMSC. AMSC is to be paid the Twenty-Five Percent (25%) collection fee on all monies received by Municipality to compensate AMSC for its services. AMSC agrees to invoice Municipality within 15 days from final confirmation of payments for the previous month's collections, said invoices being due and payable within thirty (30) days. AMSC will not be paid on an account if the account is dismissed by the court for whatever reason, or the defendant is arrested.

Municipality owns all accounts sent to AMSC and may withdraw any case at any time. AMSC is required to follow the guidelines set by the court as to payment amounts, payment plans, total amount owed, and letters to be sent defendants. AMSC has no authority to change the amount a defendant owes Municipality, the fees charged a defendant by Municipality, or to dismiss a case. Either party to this agreement may terminate the agreement upon ninety (90) days written notice.

_____ City Rep Initials

_____ AMS Rep Initials

_____ Date

_____ Date



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (469) 568-1119
www.amsltd.us

SIGNATURE PAGE

Municipality: Ridgeland, MS

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____

Title: _____

Signature: _____ Date: _____

American Municipal Services Corporation:

By: _____ Date: _____

Gregory L. Pitchford, Chief Financial Officer

____ City Rep Initials

____ AMS Rep Initials

____ Date

____ Date



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (469) 568-1119
www.amsltd.us

INDEMNIFICATION AGREEMENT

WHEREAS, American Municipal Services Corporation has agreed to use its best efforts to collect Warrants and Citations for the below named Municipality; and,

WHEREAS, the below named Municipality desires to be released from and indemnified from any and all liability from the actions of American Municipal Services Corporation, its employees, staff, officers, and agents in the collection of the Municipality Warrants and Citations; and,

WHEREAS, American Municipal Services Corporation, in order to obtain the business of collecting Warrants and Citations of the Municipality, is agreeable to indemnify the Municipality from any such liability;

IN CONSIDERATION THEREOF, American Municipal Services Corporation hereby agrees to indemnify, defend and hold harmless the below named Municipality from and against any and all losses, claims, demands, damages, suits or actions resulting from any activity of American Municipal Services Corporation, its agents, officers, staff, servants or employees in the handling and/or collecting of the below named Municipality's Warrants, Citations or monies.

Agreed to, this the _____ day of _____, 2018.

American Municipal Services Corporation:

By: _____

Gregory L. Pitchford, Chief Financial Officer

Municipality Court:

City of Ridgeland, Mississippi

_____ City Rep Initials

_____ AMS Rep Initials

_____ Date

_____ Date



American Municipal Services



Account Resolution

AMS provides Account Resolution Services at no cost to you! Below are just a few of the types of fines and balances we can help you resolve.

- Court Fines
- Parking Fines
- School Bus Safety Fines
- Utility Accounts
- EMS Accounts

AMS goes above and beyond to offer you more than a traditional Collection Agency. We specialize in Account Resolution Services. We understand that some fines are resolved by court appearances, arrests, etc.; some accounts are resolved with non-cash methods, as well. AMS will work with you to reach the highest resolution rate for your fines/accounts.

Payment Methods

AMS offers flexibility when it comes to accepting payments from debtors/defendants.

- AMS can accept payments on your behalf and report those payments to you daily.
- AMS can direct the debtors/defendants to pay directly to your office.
- AMS can take payments on your behalf, as well as, your office accepting payments.

AMS accepts various methods of payment, including checks, credit cards, ACH, money orders, etc. Payments can be made to AMS by mail, phone and online. Our online payment portal is available 24/7.

Easy Communication

AMS makes it easy for you to communicate with us regarding balance updates, payments, questions, etc. You choose what method works best for you.

- Toll-free Phone Numbers
- Email
- Fax
- Electronic Resolution of Inquiries (CWC)

AMS can provide you with business cards with our Call Center information on them to distribute to debtors/defendants in cases where AMS accepts payments on your behalf.

Client Portal

AMS provides 24/7 access to our online Client Portal, which is updated hourly throughout the business day. This allows you to check the status of any balance submitted to us, view payments that have been applied, and see payment plan arrangements. You can also print reports from the Client Portal.

AMS Contact

Deborah Sivira

Senior Account Executive

Representing Southeastern Territories

Direct: (601) 606-0855

Deborah.Sivira@amsltd.us

Toll-Free: (888) 290-5660

Fax: (469) 568-1119

Additional Services

We offer the additional services below at no extra cost to our clients, providing you with full service account resolution.

Skip Tracing & Letters

AMS uses one of the largest and most technologically advanced mailing services in the country. As part of this service, all addresses submitted to AMS are automatically checked against the National Change of Address Registry before letters are mailed. This means more letters are successfully delivered on the first attempt.

AMS uses numerous skip tracing services to ensure letters we send go to the most current addresses available for the debtors/defendants. Finding your debtors/defendants is key to getting them to pay.

Letters sent to debtors/defendants include a toll-free number for assistance. We also include QR Codes that can be scanned by smart phones to link directly to our payment website and/or insert our phone number into the phones.

Bilingual Agents

AMS employs bilingual, Spanish-speaking agents to assist with that portion of your population. All of our letters can be printed and sent in Spanish, as well.

Court Recovery Program

AMS assists our **Mississippi** clients with the Court Recovery Program, which sets aside a portion of each ticket written and reimburses that money to courts that use our services.



**STATE OF MISSISSIPPI
OFFICE OF THE STATE AUDITOR
PHIL BRYANT
AUDITOR**

OSA CIRCULAR No. 12

**OFFICE OF THE STATE AUDITOR
OFFICIAL REGULATIONS
CONTRACTS WITH PRIVATE COLLECTION AGENTS**

The following regulations are established by the Office of the State Auditor to be followed when the governing authority of any municipality contracts with private attorneys or private collection agents or agencies to collect delinquent payments. These regulations are effective March 24, 1993.

1. Any such contract may be entered into by negotiation.
2. Any such contract may provide for payment contingent upon successful collection.
3. Payment may be based upon a percentage of all delinquent payments collected.
4. Any private attorney or private collection agent or agency contracting with the municipality under the provisions of this act shall give bond or surety to the municipality in such amount as the governing board deems sufficient.
5. Any private attorney with whom the municipality contracts must be a member in good standing of the Mississippi Bar Association.
6. Any private collection agent or agency with whom the municipality contracts must meet all licensing requirements for doing business in the State of Mississippi.
7. The contract shall state neither the municipality nor any officer or employee of the municipality shall be liable, civilly or criminally, for any wrongful or unlawful act or omission of any person or business with whom the municipality has contracted under the provisions of this act.
8. The entire amount of delinquent payment collected shall be remitted to the municipality and shall not be reduced by any collection fees.
9. Delinquent payments collected shall be settled to the office or authority which had authority and responsibility to collect such fees and fines originally.
10. An itemized claim for any collection fee must be presented to the governing authority for its consideration for payment.

Miss. code 21-17-1

(6) The governing authority of any municipality may contract with a private attorney or private collection agent or agency to collect any type of delinquent payment owed to the municipality, including, but not limited to, past due fees, fines and other assessments, or with the district attorney of the circuit court district in which the municipality is located to collect any delinquent fees, fines and other assessments. Any such contract debt may provide for payment contingent upon successful collection efforts or payment based upon a percentage of the delinquent amount collected; however, the entire amount of all delinquent payments collected shall be remitted to the municipality and shall not be reduced by any collection costs or fees. Any private attorney or private collection agent or agency contracting with the municipality under the provisions of this subsection shall give bond or other surety payable to the municipality in such amount as the governing authority of the municipality deems sufficient. Any private attorney with whom the municipality contracts under the provisions of this subsection must be a member in good standing of The Mississippi Bar. Any private collection agent or agency with whom the municipality contracts under the provisions of this subsection must meet all licensing requirements for doing business in the State of Mississippi. Neither the municipality nor any officer or employee of the municipality shall be liable, civilly or criminally, for any wrongful or unlawful act or omission of any person or business with whom the municipality has contracted under the provisions of this subsection. The Mississippi Department of Audit shall establish rules and regulations for use by municipalities in contracting with persons or businesses under the provisions of this subsection. If a municipality uses its own employees to collect any type of delinquent payment owed to the municipality, then from and after July 1, 2000, the municipality may charge an additional fee for collection of the delinquent payment provided the payment has been delinquent for ninety (90) days. The collection fee may not exceed twenty-five percent (25%) of the delinquent payment if the collection is made within this state and may not exceed fifty percent (50%) of the delinquent payment if the collection is made outside this state. In conducting collection of delinquent payments, the municipality may utilize credit cards or electronic fund transfers. The municipality may pay any service fees for the use of such methods of collection from the collection fee, but not from the delinquent payment. There shall be due to the municipality from any person whose delinquent payment is collected under a contract executed as provided in this subsection an amount, in addition to the delinquent payment, of not to exceed twenty-five percent (25%) of the delinquent payment for collections made within this state, and not to exceed fifty percent (50%) of the delinquent payment for collections made outside of this state.

F0008

2018146042

Fee: \$ 25



DELBERT HOSEMANN
Secretary of State

P.O. BOX 136
JACKSON, MS 39205-0136

Business ID: 966132
Filed: 04/11/2018 03:55 PM
C. Delbert Hosemann, Jr.
Secretary of State

TELEPHONE: (601) 359-1633

2018 Corporate Annual Report

Business Information

Business ID: 966132

Business Name: American Municipal Services Corporation

State of Incorporation: TX

Business Email: joy.veghelyi@amsltd.us

Phone: (***)***-****

FEIN: **-*****

Principal Address: 3724 Old Denton Road
Carrollton, TX 75007

Registered Agent

Name: C T CORPORATION SYSTEM

Address: 645 LAKELAND EAST DRIVE, Suite 101
FLOWOOD, MS 39232

Officers

Title/Name:	Address:	Director:
President: Laurence E Bergman	3724 Old Denton Road Carrollton, TX 75007	☒
Vice President:		☐
Secretary: Gregory L Pitchford	3724 Old Denton Road Carrollton, TX 75007	☒
Treasurer: Laurence E Bergman	3724 Old Denton Road Carrollton, TX 75007	☒

Stocks

Class:	Authorized:	Series:	Issued:
Common	1000		1000

NAICS Code/Nature of Business

561440 - Collection Agencies

561440 - Collection Agencies

Signature

By entering my name in the space provided, I certify that I am authorized to file this document on behalf of this entity, have examined the document and, to the best of my knowledge and belief, it is true, correct and complete as of this day ***04/11/2018***.

Name:

Gregory L Pitchford

Secretary

Address:

3724 Old Denton Road

Carrollton, TX 75007

Officers List

Name:

Laurence E Bergman

Director, President, Treasurer

Gregory L Pitchford

Director, Secretary

Address:

3724 Old Denton Road

Carrollton, TX 75007

3724 Old Denton Road

Carrollton, TX 75007



DELBERT HOSEMANN
Secretary of State

This is not an official certificate of good standing.

Name History

Name	Name Type
American Municipal Services Corporation	Legal
Municipal Enforcement Division DBA	Fictitious Name
Warrant Enforcement Division DBA	Fictitious Name

Business Information

Business Type:	Profit Corporation
Business ID:	966132
Status:	Good Standing
Effective Date:	05/13/2010
State of Incorporation:	TX
Principal Office Address:	

Registered Agent

Name
C T CORPORATION SYSTEM
645 LAKELAND EAST DRIVE, Suite 101
FLOWOOD, MS 39232

Officers & Directors

Name	Title
Laurence E Bergman 3724 Old Denton Road Carrollton, TX 75007	Director, President, Treasurer
Gregory L Pitchford 3724 Old Denton Road Carrollton, TX 75007	Director, Secretary



Memorandum

To: Mayor and Board of Alderman

From: Mike McCollum 

Date: November 14, 2018

Re: Request by Sustainable Trucking to use Old Agency Road as Part of a Truck Route

We request that the Mayor and Board approve the above referenced request in order for Sustainable Construction to use Old Agency Road as a truck route. They need this to construct a home on lot 3 Backwater Farms and this is the only way to access the site. They will go down North Livingston Road then to Old Agency to Patterson Crossing and going back on the return trip. I have attached a copy of the proposed Truck Route Permit for your information.

Thank you for your consideration of our request. Please contact me if you have any questions.

mailing address: p.o. box 217 • ridgeland, ms 39158
street address: 304 highway 51 • ridgeland, ms 39157
ph: 601.853.2027 • fax: 601.853.2019 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John M. McCollum - director of public works

board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6

City of Ridgeland

1. Destination Lot 3 Backwater Farms
2. Building Permit #_Pending
3. Number and Type of Trucks. Tandem and semi dump trucks,
Concrete and pump trucks
4. Number of estimate loads 200 dirt, 27 Concrete, 20 material delivery
5. Purpose of Loads Home Construction
6. Gross Vehicle Weight Rating and Classification GVWR 18,000.00 or 80,000 pounds
7. Trucking Company Mississippi Materials
8. Trucking Company Contact 612-760-0904
9. Start Point North Livingston Road, Ridgeland
10. Start Time December 1st 2018
11. Expiration Date December 1st 2019
12. Approved Truck Route- From North Livingston Road turn East on Old Agency Road then turn
North on Patterson's Crossing to destination. Reverse trip back.

**Make sure to provide each truck driver a copy of this permit in the truck. This permit is
subject to review by the Ridgeland Police Department.**

John M. McCollum or Designee
Public Works Director
City of Ridgeland

Date_____



public works

Memorandum

To: Mayor and Board of Alderman

From: Mike McCollum

Date: November 14, 2018

Re: Street Sweeper Lease between The City of Ridgeland and Bancorp South

We request that the Mayor and Board approve the above referenced agreement for the lease purchase of an A9 Monsoon Schwarze Street Sweeper. The Mayor and Board are specifically required to approve the resolution naming the person authorized to sign the agreement and the tax-exempt obligations made during this calendar year. I have listed some of the key terms in the lease-purchase for your information:

1. No payment is due this budget year.
2. Payments starting November 2019 are five annual payments of \$47,439.29
3. A payment of \$55,000.00 is due December 14, 2023 or the City can exercise its buy back option

Additionally the City Attorney must complete the Opinion for Lease Purchase as part of the lease documents that I have enclosed for your information.

Thank you for your consideration of our request. Please contact me if you have any questions.

mailing address: p.o. box 217 • ridgeland, ms 39158
street address: 304 highway 51 • ridgeland, ms 39157
ph: 601.853.2027 • fax: 601.853.2019 • www.ridgelandms.org

Gene F. McGee, cmo - mayor • John M. McCollum - director of public works

board of aldermen: D.I. Smith, cmo - at-large • Ken Heard, cmo - ward 1 • Chuck Gautier, cmo - ward 2
Kevin Holder, cmo, mayor pro tempore - ward 3 • Brian P. Ramsey, cmo - ward 4 • Bill Lee - ward 5 • Wesley Hamlin, cmo - ward 6



November 14, 2018

City of Ridgeland, MS
304 Highway 51
Ridgeland, MS 39158

Re: Master Lease No. 10161, Schedule No. 003
(1) A9 Monsoon Schwarze Sweeper

Please find the lease documents on the above lease to be executed enclosed. An instruction sheet is attached to help in executing these documents.

Once the paperwork has been completed, please mail them back to:

BancorpSouth Equipment Finance
ATTN: Tenora Beckum
12 Thompson Park
Hattiesburg, MS 39401

*Please be sure to enclose the original Counsel's Opinion Letter along with your original signed documents.

*Please note that BancorpSouth Equipment Finance must be listed as 1st lienholder on titled vehicles.

If you have any questions or need further assistance, please give Tenora Beckum a call at 601.544.3252 or Bob Lee at 601.554.4513

Sincerely,

Tenora Beckum
Sales Support
Enclosures

INSTRUCTIONS FOR EXECUTING DOCUMENTS

<u>Document</u>	<u>Instructions</u>
Resolution	Section 1. - Name of person authorized to sign Agreement Section 7. - The amount of tax-exempt obligations (including this Agreement) made during this calendar year (since January 1)
Legal Counsel's Opinion	Should be typed on counsel's letterhead
IRS Form 8038-G (or 8038-GC)	Sign & Date
Special Stipulations <u>Exhibit A</u>	Sign & Date
Lease Schedule <u>Exhibit B</u>	2. - Location of Equipment Sign & Date
Acceptance Notice <u>Exhibit C</u>	Sign & Date
Billing Decision	Check a box (fill out ACH form if option chosen)
Insurance Certificate or Statement	Send proof of insurance (List BancorpSouth Equipment Finance as Loss Payee)
Invoice	☐ Advance rental ☒ Payments in arrears
PLEASE RETURN ALL EXECUTED DOCUMENTS TO:	
Regular Mail	Overnight Mail
Municipal Specialist	Municipal Specialist
BancorpSouth Equipment Finance	BancorpSouth Equipment Finance
12 Thompson Park	12 Thompson Park
Hattiesburg, MS 39401	Hattiesburg, MS 39401

**RESOLUTION AUTHORIZING AND APPROVING EXECUTION
OF AN EQUIPMENT LEASE-PURCHASE AGREEMENT WITH
BANCORPSOUTH EQUIPMENT FINANCE, A DIVISION OF BANCORPSOUTH
BANK
FOR THE PURPOSE OF LEASE-PURCHASING CERTAIN EQUIPMENT**

WHEREAS, the Mayor and Board of Aldermen, the Governing Body (the "Governing Body") of City of Ridgeland, Mississippi (the "Lessee"), acting for and on the behalf of the Lessee hereby finds, determines and adjudicates as follows:

1. The Lessee desires to enter into an Equipment Lease-Purchase Agreement with the Exhibits attached thereto in substantially the same form as attached hereto as Exhibit "A" (the "Agreement") with BancorpSouth Equipment Finance, a division of BancorpSouth Bank (the "Lessor") for the purpose of presently purchasing the equipment as described therein for the total cost specified therein (collectively the "Equipment") and to purchase such other equipment from time to time in the future upon appropriate approval;

2. The Lessee is authorized pursuant to Section 31-7-13(e) of the Mississippi Code of 1972, as amended, to acquire equipment and furniture by Lease-Purchase agreement and pay interest thereon by contract for a term not to exceed 5 years;

3. It is in the best interest of the residents served by Lessee that the Lessee acquire the Equipment pursuant to and in accordance with the terms of the Agreement; and

4. It is necessary for the Lessee to approve and authorize the Agreement.

5. The Lessee desires to designate the Agreement as a qualified tax-exempt obligation of Lessee for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986 (the "Code").

NOW, THEREFORE, BE IT RESOLVED by this Governing Body for and on behalf of the Lessee as follows:

Section 1. The Agreement and Exhibits attached thereto in substantially the same form as attached hereto as Exhibit "A" by and between the Lessor and the Lessee is hereby approved and _____ (the "Authorized Officer") is hereby authorized and directed to execute said Agreement on behalf of the Lessee.

Section 2. The Agreement is being issued in calendar year _____.

Section 3. Neither any portion of the gross proceeds of the Agreement nor the Equipment identified to the Agreement shall be used (directly or indirectly) in a trade or business carried on by any person other than a governmental unit, except for such use as a member of the general public.

Section 4. No portion of the rental payments identified in the Agreement (a) is secured, directly or indirectly, by property used or to be used in a trade or business carried on by a person other than a governmental unit, except for such use as a member of the general public, or by payments in respect of such property; or (b) is to be derived from payments (whether or not to Lessee) in respect of property or borrowed money used or to be used for a trade or business carried on by any person other than a governmental unit.

Section 5. No portion of the gross proceeds of the Agreement are used (directly or indirectly) to make or finance loans to persons other than governmental units.

Section 6. Lessee hereby designates the Agreement as a qualified tax-exempt obligation for purposes of Section 265(b) of the Code.

Section 7. In calendar year _____, Lessee has designated \$ _____ of tax-exempt obligations (including the Agreement) as qualified tax-exempt obligations. Including the Agreement herein so designated, Lessee will not designate more than \$10,000,000 of obligations issued during calendar year _____ as qualified tax-exempt obligations.

Section 8. Lessee reasonably anticipates that the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Lessee during calendar year _____ will not exceed \$10,000,000.

Section 9. For purposes of this resolution, the amount of Tax-exempt obligations stated as either issued or designated as qualified tax-exempt obligations includes tax-exempt obligations issued by all entities deriving their issuing authority from Lessee or by an entity subject to substantial control by Lessee, as provided in Section 265(b)(3)(E) of the Code.

Section 10. The Authorized Officer is further authorized for and on behalf of the Governing Body and the Lessee to do all things necessary in furtherance of the obligations of the Lessee pursuant to the Agreement, including execution and delivery of all other documents necessary or appropriate to carry out the transactions contemplated thereby in accordance with the terms and provisions thereof.

Following the reading of the foregoing resolution, _____ moved that the foregoing resolution be adopted, _____ seconded the motion for its adoption. The _____ put the question to a roll call vote and the result was as follows:

_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____
_____	Voted: _____

The motion having received the affirmative vote of all members present, the _____ declared the motion carried and the resolution adopted this the _____ day of _____, _____.

(presiding officer), Title

ATTEST:

(SEAL)

RE: Counsel's Opinion for Lease Purchase

Please be advised that the first paragraph of the Counsel's Opinion for Lease Purchase letter refers to the Master (Contract/Lease) signed on February 7, 2012. This date is different than the date of the (schedule/delivery order). The date on the form letter is the correct date of your Master (Contract/Lease).

 **THIS IS A FORM FOR THE COUNSEL'S OPINION FOR LEASE-PURCHASE. THIS LETTER SHOULD BE TYPED ON THE COUNSEL'S LETTERHEAD:** 

BancorpSouth Equipment Finance,
a division of BancorpSouth Bank
P. O. Box 15097
Hattiesburg, MS 39404-5097

Re: Lease-Purchase of Equipment by
City of Ridgeland, Mississippi
Schedule No. 003 to Master Lease No. 10161

Ladies and Gentlemen:

Pursuant to your request, we hereby render the following opinion regarding the Equipment Lease-Purchase Agreement (the "Agreement") between City of Ridgeland, Mississippi (the "Lessee") and the Mayor and Board of Aldermen (the "Governing Body") and BancorpSouth Equipment Finance, a division of BancorpSouth Bank (the "Lessor") dated February 7, 2012.

We have acted as counsel to the Lessee and the Governing Body with respect to certain legal matters pertaining to the Agreement, and to the transactions contemplated thereby. We are familiar with the Agreement and we have examined such agreements, schedules, statements, certificates, records, including minutes of the Governing Body of the Lessee and other instruments of public officials, Lessee, and other persons as we have considered necessary or proper as a basis for the opinions hereinafter stated.

Based on such examination, we are of the opinion that:

1. Lessee and the Governing Body have full power, authority and legal right to execute, deliver and perform the terms of the Agreement. The Agreement has been duly authorized by all necessary action on the part of Lessee and the Governing Body and any other governing authority and does not require the approval of, or the giving of notice to any other federal, state, local, or foreign governmental authority and does not contravene any law binding on Lessee or the Governing Body or contravene any indenture, credit agreement or other agreement to which Lessee or the Governing Body is a party or by which it is bound.

2. The Agreement has been duly authorized, executed and delivered and constitutes a valid and binding obligation of Lessee and the Governing Body enforceable in accordance with its terms.

3. All required procedures for execution of the Agreement, including competitive bidding, if applicable, have been complied with, and all rentals will be paid out of funds which are legally available for such purposes.

4. With respect to the tax-exempt status of the interest portion of rental payments under the Agreement, under present law:

(a) The Agreement is a conditional sales agreement which qualifies as an obligation

for purposes of Section 103(a) of the Internal Revenue Code of 1986, as amended (the "Code"), and Treasury Regulations and rulings hereunder.

(b) The interest portion of the rental payments under the terms of the Agreement is exempt from federal income taxation pursuant to Section 103(a) of the Code and the Treasury Regulations and rulings thereunder.

5. There are no pending or threatened actions or proceedings before any court, administrative agency or other tribunal or body against Lessee or the Governing Body which may materially affect Lessee's or the Governing Body's financial condition or operations, or which could have any effect whatsoever upon the validity, performance or enforceability of the terms of the Agreement.

This opinion is being furnished to you in connection with the above-referenced transaction and the opinions expressed herein are for the sole benefit of, and may be relied upon by the Lessor and its assigns and are not to be delivered to or relied upon by any other party without our prior written consent.

Sincerely,

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)

► See separate instructions.

OMB No. 1545-0720

Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority		If Amended Return, check here ☐	
1 Issuer's name City of Ridgeland, Mississippi		2 Issuer's employer identification number (EIN) 64-6001550	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address) P.O. Box 217	Room/suite	5 Report number (For IRS Use Only) 3	
6 City, town, or post office, state, and ZIP code Ridgeland, MS 39158		7 Date of issue	
8 Name of issue		9 CUSIP number	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions)		10b Telephone number of officer or other employee shown on 10a	

Part II Type of issue (enter the issue price). See the instructions and attach schedule.		
11 Education		11
12 Health and hospital		12
13 Transportation		13
14 Public safety		14
15 Environment (including sewage bonds)		15
16 Housing		16
17 Utilities		17
18 Other. Describe ► One (1) A9 Monsoon Schwarze Sweeper		18
19 If obligations are TANs or RANs, check only box 19a	☐	
If obligations are BANS, check only box 19b	☐	
20 If obligations are in the form of a lease or installment sale, check box	☐	
		255,900 00

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.				
(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	\$ 255,900.00	\$	years	3.97 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)		
22 Proceeds used for accrued interest		22
23 Issue price of entire issue (enter amount from line 21, column (b))		23
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to currently refund prior issues	27	
28 Proceeds used to advance refund prior issues	28	
29 Total (add lines 24 through 28)		29
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.	
31 Enter the remaining weighted average maturity of the bonds to be currently refunded	years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)	

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) **36a**
- b** Enter the final maturity date of the GIC ▶ _____
- c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ☐ and enter the following information:
- b** Enter the date of the master pool obligation ▶ _____
- c** Enter the EIN of the issuer of the master pool obligation ▶ _____
- d** Enter the name of the issuer of the master pool obligation ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ☐
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ☐
- 41a** If the issuer has identified a hedge, check here ☐ and enter the following information:
- b** Name of hedge provider ▶ _____
- c** Type of hedge ▶ _____
- d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ☐ and enter the amount of reimbursement ▶ _____
- b** Enter the date the official intent was adopted ▶ _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative

Date

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if self-employed

PTIN

Firm's name ▶

Firm's EIN ▶

Firm's address ▶

Phone no. ▶

SPECIAL STIPULATIONS

LESSOR: BancorpSouth Equipment Finance,
a division of BancorpSouth Bank
P.O. Box 15097
12 Thompson Park
Hattiesburg, MS 39404-5097

By: _____

Title: _____

Date: _____

LESSEE: City of Ridgeland, Mississippi
304 Highway 51
Ridgeland, MS 39158

By: _____

Title: _____

Date: _____

--NONE--

EXHIBIT A

EQUIPMENT LEASE SCHEDULE

Lease Schedule Number 003

This Lease Schedule No. 003 to the Equipment Lease-Purchase Agreement dated as of February 7, 2012 (the "Agreement") between BancorpSouth Equipment Finance, a division of BancorpSouth Bank, a Mississippi Corporation (the "Lessor") and City of Ridgeland, Mississippi (the "Lessee"), acting by and through the Mayor and Board of Aldermen, the Governing Body of the Lessee, is made as of this date.

1. Description of the Equipment. The quantity, item, manufacturer, and model and serial number of the Equipment subject to the Agreement are as appear on Exhibit "B-1" attached hereto and made a part hereof.

2. Location of the Equipment. The Equipment is to be located and delivered to Lessee's premises at _____.

3. Original Rental Term. The term of the Agreement shall be 5 years 1 months.

4. Rental Payments. The Lessee agrees to pay the Lessor the original cost of \$255,900.00 for the Equipment hereof described in Exhibit "B-1" attached hereto, upon the terms, and at the times as provided in the Payment Amortization Schedule, attached hereto as Exhibit "B-2" and made a part hereof, with an interest rate of percent per annum as provided thereby.

5. This Schedule and its terms and conditions are hereby incorporated by reference in the Agreement.

DATED, this the _____ day of _____, _____.

LESSOR:

LESSEE:

BancorpSouth Equipment Finance, a division
of BancorpSouth Bank

City of Ridgeland, Mississippi

By: _____

By: _____

Title: _____

Title: _____

EXHIBIT B

EXHIBIT B-1

City of Ridgeland, Mississippi

Master Lease Number: 10161

Schedule Number: 03

One (1) A9 Monsoon Schwarze Sweeper, VIN: _____

City of Ridgeland, MS 10161 70713-003 Exhibit B-2

11/14/2018 8:02 AM

Computation Interval:

Monthly

APR:

3.97%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	11/14/2018	255,900.00	1		
2 Payment	12/14/2018	0.00	11	Monthly	10/14/2019
3 Payment	11/14/2019	47,439.29	1		
4 Payment	12/14/2019	0.00	11	Monthly	10/14/2020
5 Payment	11/14/2020	47,439.29	1		
6 Payment	12/14/2020	0.00	11	Monthly	10/14/2021
7 Payment	11/14/2021	47,439.29	1		
8 Payment	12/14/2021	0.00	11	Monthly	10/14/2022
9 Payment	11/14/2022	47,439.29	1		
10 Payment	12/14/2022	0.00	11	Monthly	10/14/2023
11 Payment	11/14/2023	47,439.29	1		
12 Payment	12/14/2023	55,000.00	1		

TValue Amortization Schedule - U.S. Rule, 360 Day Year

						Balance Due		
Date	Payment	Interest Accrued	Interest Paid	Principal Paid	Interest	Principal	Total	
Loan 11/14/2018		0.00	0.00	0.00	0.00	255,900.00	255,900.00	
1 12/14/2018	0.00	862.10	0.00	0.00	862.10	255,900.00	256,762.10	
2018 Totals	0.00	862.10	0.00	0.00				
2 01/14/2019	0.00	862.10	0.00	0.00	1,724.20	255,900.00	257,624.20	
3 02/14/2019	0.00	862.10	0.00	0.00	2,586.30	255,900.00	258,486.30	
4 03/14/2019	0.00	862.10	0.00	0.00	3,448.40	255,900.00	259,348.40	

						Balance Due		
Date	Payment	Interest Accrued	Interest Paid	Principal Paid	Interest	Principal	Total	
5 04/14/2019	0.00	862.10	0.00	0.00	4,310.50	255,900.00	260,210.50	
6 05/14/2019	0.00	862.10	0.00	0.00	5,172.60	255,900.00	261,072.60	
7 06/14/2019	0.00	862.10	0.00	0.00	6,034.70	255,900.00	261,934.70	
8 07/14/2019	0.00	862.10	0.00	0.00	6,896.80	255,900.00	262,796.80	
9 08/14/2019	0.00	862.10	0.00	0.00	7,758.90	255,900.00	263,658.90	
10 09/14/2019	0.00	862.10	0.00	0.00	8,621.00	255,900.00	264,521.00	
11 10/14/2019	0.00	862.10	0.00	0.00	9,483.10	255,900.00	265,383.10	
12 11/14/2019	47,439.29	862.10	10,345.20	37,094.09	0.00	218,805.91	218,805.91	
13 12/14/2019	0.00	737.14	0.00	0.00	737.14	218,805.91	219,543.05	
2019 Totals	47,439.29	10,220.24	10,345.20	37,094.09				
14 01/14/2020	0.00	737.14	0.00	0.00	1,474.28	218,805.91	220,280.19	
15 02/14/2020	0.00	737.14	0.00	0.00	2,211.42	218,805.91	221,017.33	
16 03/14/2020	0.00	737.14	0.00	0.00	2,948.56	218,805.91	221,754.47	
17 04/14/2020	0.00	737.14	0.00	0.00	3,685.70	218,805.91	222,491.61	
18 05/14/2020	0.00	737.14	0.00	0.00	4,422.84	218,805.91	223,228.75	
19 06/14/2020	0.00	737.14	0.00	0.00	5,159.98	218,805.91	223,965.89	
20 07/14/2020	0.00	737.14	0.00	0.00	5,897.12	218,805.91	224,703.03	
21 08/14/2020	0.00	737.14	0.00	0.00	6,634.26	218,805.91	225,440.17	
22 09/14/2020	0.00	737.14	0.00	0.00	7,371.40	218,805.91	226,177.31	
23 10/14/2020	0.00	737.14	0.00	0.00	8,108.54	218,805.91	226,914.45	
24 11/14/2020	47,439.29	737.14	8,845.68	38,593.61	0.00	180,212.30	180,212.30	
25 12/14/2020	0.00	607.12	0.00	0.00	607.12	180,212.30	180,819.42	
2020 Totals	47,439.29	8,715.66	8,845.68	38,593.61				
26 01/14/2021	0.00	607.12	0.00	0.00	1,214.24	180,212.30	181,426.54	
27 02/14/2021	0.00	607.12	0.00	0.00	1,821.36	180,212.30	182,033.66	
28 03/14/2021	0.00	607.12	0.00	0.00	2,428.48	180,212.30	182,640.78	
29 04/14/2021	0.00	607.12	0.00	0.00	3,035.60	180,212.30	183,247.90	
30 05/14/2021	0.00	607.12	0.00	0.00	3,642.72	180,212.30	183,855.02	
31 06/14/2021	0.00	607.12	0.00	0.00	4,249.84	180,212.30	184,462.14	

	Date	Payment	Interest Accrued	Interest Paid	Principal Paid	Balance Due		
						Interest	Principal	Total
32	07/14/2021	0.00	607.12	0.00	0.00	4,856.96	180,212.30	185,069.26
33	08/14/2021	0.00	607.12	0.00	0.00	5,464.08	180,212.30	185,676.38
34	09/14/2021	0.00	607.12	0.00	0.00	6,071.20	180,212.30	186,283.50
35	10/14/2021	0.00	607.12	0.00	0.00	6,678.32	180,212.30	186,890.62
36	11/14/2021	47,439.29	607.12	7,285.44	40,153.85	0.00	140,058.45	140,058.45
37	12/14/2021	0.00	471.84	0.00	0.00	471.84	140,058.45	140,530.29
2021 Totals		47,439.29	7,150.16	7,285.44	40,153.85			
38	01/14/2022	0.00	471.84	0.00	0.00	943.68	140,058.45	141,002.13
39	02/14/2022	0.00	471.84	0.00	0.00	1,415.52	140,058.45	141,473.97
40	03/14/2022	0.00	471.84	0.00	0.00	1,887.36	140,058.45	141,945.81
41	04/14/2022	0.00	471.84	0.00	0.00	2,359.20	140,058.45	142,417.65
42	05/14/2022	0.00	471.84	0.00	0.00	2,831.04	140,058.45	142,889.49
43	06/14/2022	0.00	471.84	0.00	0.00	3,302.88	140,058.45	143,361.33
44	07/14/2022	0.00	471.84	0.00	0.00	3,774.72	140,058.45	143,833.17
45	08/14/2022	0.00	471.84	0.00	0.00	4,246.56	140,058.45	144,305.01
46	09/14/2022	0.00	471.84	0.00	0.00	4,718.40	140,058.45	144,776.85
47	10/14/2022	0.00	471.84	0.00	0.00	5,190.24	140,058.45	145,248.69
48	11/14/2022	47,439.29	471.84	5,662.08	41,777.21	0.00	98,281.24	98,281.24
49	12/14/2022	0.00	331.10	0.00	0.00	331.10	98,281.24	98,612.34
2022 Totals		47,439.29	5,521.34	5,662.08	41,777.21			
50	01/14/2023	0.00	331.10	0.00	0.00	662.20	98,281.24	98,943.44
51	02/14/2023	0.00	331.10	0.00	0.00	993.30	98,281.24	99,274.54
52	03/14/2023	0.00	331.10	0.00	0.00	1,324.40	98,281.24	99,605.64
53	04/14/2023	0.00	331.10	0.00	0.00	1,655.50	98,281.24	99,936.74
54	05/14/2023	0.00	331.10	0.00	0.00	1,986.60	98,281.24	100,267.84
55	06/14/2023	0.00	331.10	0.00	0.00	2,317.70	98,281.24	100,598.94
56	07/14/2023	0.00	331.10	0.00	0.00	2,648.80	98,281.24	100,930.04
57	08/14/2023	0.00	331.10	0.00	0.00	2,979.90	98,281.24	101,261.14
58	09/14/2023	0.00	331.10	0.00	0.00	3,311.00	98,281.24	101,592.24

11/14/2018 8:02 AM

	Date	Payment	Interest Accrued	Interest Paid	Principal Paid	Balance Due		
						Interest	Principal	Total
59	10/14/2023	0.00	331.10	0.00	0.00	3,642.10	98,281.24	101,923.34
60	11/14/2023	47,439.29	331.10	3,973.20	43,466.09	0.00	54,815.15	54,815.15
61	12/14/2023	55,000.00	184.85	184.85	54,815.15	0.00	0.00	0.00
2023 Totals		102,439.29	3,826.95	4,158.05	98,281.24			
Grand Totals		292,196.45	36,296.45	36,296.45	255,900.00			

Last interest amount increased by 0.18 due to rounding.

EQUIPMENT ACCEPTANCE NOTICE

TO: BancorpSouth Equipment Finance, a division of BancorpSouth Bank

RE: Equipment Lease-Purchase Agreement dated as of February 7, 2012 .

City of Ridgeland, Mississippi (the "Lessee"), acting by and through the Mayor and Board of Aldermen, the Governing Body of the Lessee, hereby acknowledge receipt in good condition and working order of the equipment (the "Equipment") as listed on Exhibit "C-1" attached hereto and made a part hereof and further described in the invoices attached hereto and made a part hereof. The Equipment is subject to the Equipment Lease-Purchase Agreement dated as of February 7, 2012 between Lessor and Lessee. Lessee certifies to Lessor that the Lessee has inspected the Equipment and that the Equipment is acceptable and approves supplier's(s') invoices for the Equipment and requests that Lessor make payment of such invoices.

Lessee further acknowledges that it selected the Equipment so received. LESSEE AGREES THAT LESSOR MADE NO REPRESENTATIONS AND WARRANTIES WHATEVER, DIRECTLY OR INDIRECTLY, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DURABILITY, FITNESS FOR USE, MERCHANTABILITY, CONDITION, QUALITY, OR OTHERWISE OF SUCH EQUIPMENT. LESSEE SPECIFICALLY WAIVES ALL RIGHT TO MAKE ANY CLAIM AGAINST LESSOR ITS ASSIGNS FOR BREACH OF ANY WARRANTY, OR TO INTERPOSE OR ASSERT ANY SUCH DEFENSE, COUNTERCLAIM OR SETOFF.

LESSEE:

City of Ridgeland, Mississippi

By: _____

Title: _____

Date: _____

EXHIBIT C

EXHIBIT C-1

City of Ridgeland, Mississippi

Master Lease Number: 10161

Schedule Number: 03

One (1) A9 Monsoon Schwarze Sweeper, VIN: _____

PLEASE INDICATE YOUR BILLING DECISION AND RETURN THIS
FORM WITH YOUR SIGNED DOCUMENTS:

☐ Check Here

*If you would like to receive invoices.

☐ Check Here

*If you would like to make payments through ACH debits,
please sign the attached ACH Form when you return these
signed documents.

Please call 1-800-222-1610 with any questions.

BancorpSouth Equipment Finance

BancorpSouth Equipment Finance

Authorization Agreement for Direct Payments (ACH Debits)

I (We) hereby authorize BancorpSouth Equipment Finance to initiate debit entries to my (our) checking account indicated below at **Depository** named below to debit the same to such account.

Depository Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Routing Number: _____ Account No.: _____

Please provide the account number to which this payment will be applied:

Loan #: _____

Lease #: _____

This authorization is to remain in full force and effect until the Bank listed above has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Bank and Depository a reasonable opportunity to act on it.

Name(s) _____ Signature: _____
(Please print)

_____ Signature: _____
(Please print)

Date: _____



BancorpSouth Equipment Finance,
a division of BancorpSouth Bank
P.O. Box 15097
Hattiesburg, MS 39404-5097

To whom it may concern:

It is our great pleasure to help be of assistance to you in your endeavor to finance vehicles or equipment with us here at BancorpSouth Equipment Finance. In our effort to help assist you in the financing of vehicles or equipment for your county or city, we are asking if you could provide us with a invoice from the vendor pertaining to the equipment or vehicle(s) description along with proof of insurance. On the insurance binder in regards to the proof of insurance we also ask that BancorpSouth Equipment Finance be listed as "Loss Payee on physical damage" for the leased or financed equipment to be mailed back to us along with the invoice and the Executing Documents/Lease Purchase Agreement or Contract. If you would be so kind to send the requested documentation to our mailing address at Post Office Box 15097 Hattiesburg, MS 39404-5097 it would greatly be appreciated. If you have any further questions please feel free to contact us at 601-544-3252. Thank you for your regards in this matter.

Respectfully,

BancorpSouth Equipment Finance

PLEASE INDICATE TO WHOM FUNDS ARE TO BE RELEASED AND
RETURN THIS FORM WITH YOUR SIGNED DOCUMENTS:

☐ Check Here

*If we are to fund the equipment vendor(s).

☐ Check Here

*If you have already paid for your equipment purchase and you
need to be reimbursed. Please send a photo copy of the
canceled check issued for payment of the equipment when you
return these signed documents.

Please call 1-800-222-1610 with any questions.

BancorpSouth Equipment Finance



10/10/2018

Sent Via Email: chris@covingtonsales.com

City of Ridgeland MS

It is a pleasure to submit for your consideration the following proposal to provide lease-purchase financing based on the terms and conditions set forth below:

1. Lessor: BancorpSouth Equipment Finance, a
division of BancorpSouth Bank
2. Lessee: City of Ridgeland MS
3. Equipment Description: A-9000 Sweeper
4. Equipment Cost: \$255,900.00
5. Lease Term: 5 years
6. Lease Payments: (These are approximate payment amounts. The
actual payment will be determined at funding
date.)

5 annual payments of \$57,551.60

5 annual payments of \$47,439.29 w/ balloon
\$55,000.00 due 1 month after final payment
Arrears
7. Lease Rate: 60- 3.97% Fixed at Closing
*(Rate indexed to 5.25% prime rate)
Rate could increase with increase in prime
before closing.
8. Funding Date: This proposal is contingent upon the equipment
being delivered and the lease funded prior to
*11/30//2018 Any extension of the funding or
delivery date must be in writing.
9. Purchase Option: Title is passed to Lessee at lease expiration for
no further consideration.

10. Non-appropriation/Termination: The lease provides that Lessee is to make reasonable efforts to obtain funds to satisfy the obligation in each fiscal year. However, the lease may be terminated without penalty in the event of non-appropriation. In such event, the Lessee agrees to provide an attorney's opinion confirming the events of non-appropriation and Lessee's exercise of diligence to obtain funds.
11. Bank Qualification: This lease-purchase financing shall be designated as a bank qualified tax-exempt transaction as per the 1986 Federal Tax Bill. **This means that the Lessee's governing body will pass a resolution stating that it does not anticipate issuing more than \$10 million in General Obligation debt or other debt falling under the Tax Bill's definition of qualifying debt during the calendar year that the lease is funded.**
12. Tax Status: This proposal is subject to the Lessee being qualified as a governmental entity or "political subdivision" within the meaning of Section 103(a) of the Internal Revenue Code of 1954 as amended, within the meaning of said Section. Lessee agrees to cooperate with Lessor in providing evidence as deemed necessary or desirable by Lessor to substantiate such tax status.
13. Net Lease: This will be a net lease transaction whereby maintenance, insurance, taxes (if applicable), compliance with laws and similar expenses shall be borne by Lessee.
14. Financial Statements: Complete and current financial statements must be submitted to Lessor for review and approval of Lessee creditworthiness.
15. Lease Documentation: This equipment lease-purchase package is subject to the mutual acceptance of lease-purchase documentation within a reasonable time period, otherwise payments will be subject to market change.

If the foregoing is acceptable, please so indicate by signing this letter in the space provided below and returning it to BancorpSouth Equipment Finance. **The proposal is subject to approval by BancorpSouth Equipment Finance's Credit Committee and to mutually acceptable terms, conditions and documentation.**

Acceptance of this proposal expires as the close of business on 10/31/2018. Extensions must be approved by the undersigned.

Any concerns or questions should be directed to Bob Lee at 1-800-222-1610.

Bob Lee

Bob Lee
Municipal Finance Manager

ACKNOWLEDGMENT AND ACCEPTANCE

By: _____
Title

Date: _____

**NOTICE AND REQUEST FOR PROPOSALS
FROM FINANCIAL INSTITUTIONS FOR
SELECTION OF DEPOSITORIES FOR
THE CITY OF RIDGELAND, MISSISSIPPI**

Pursuant to Sections 27-105-305 and 27-105-353 of the Mississippi Code of 1972, as amended, notice is hereby given to all financial institutions in Madison County, Mississippi, that the Mayor and Board of Aldermen of the City of Ridgeland, Mississippi shall receive proposals to act as depository for the privilege of keeping the municipal funds, or any part thereof, for the calendar years 2019 and 2020, at their January 2, 2019 meeting at 6:00 p.m., at Ridgeland City Hall. All proposals must comply with the requirements and provisions of Sections 27-105-305, 27-105-315 and 27-105-353 of the Mississippi Code of 1972, as amended, and participate in the state pool guaranty program. Proposals are due on December 28, 2018 at 9:00 a.m. and should be delivered to the City Clerk.

Please contact the City Clerk for additional written instructions pertaining to the proposal requirements.

**BY ORDER OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF
RIDGELAND, MISSISSIPPI, on this the 20th day of November, 2018.**

Paula Tierce, City Clerk

**Publish: 12/6/2018
12/13/2018**