Purpose

These Standard Operating Guidelines for the Cannon County Fire Department are developed for the purpose of establishing good order, safety, effectiveness, and direction within its membership while in performance of our assigned duties. For the prospective member, it sets forth the guidelines necessary before making such a commitment.

Cannon County Fire Department Priorities are:
1.) Preservation of Life
2.) Protection of Property
*** In That Order ***
Section 1: Organization and Parliamentary Procedure

Organization

The Cannon County Volunteer Fire Department is organized under the authority of the Cannon County, Tennessee Fire Board and operates under the jurisdiction of the same.

1.) The Cannon County Fire Board was established by the Cannon County Commission. It consists of all Cannon County District Fire Chief’s and two County Commissioners.

2.) The Fire Board has the authority over all Fire Departments in Cannon County with the exception of the City of Auburntown and the City of Woodbury that the Mayor and City Counsel to superseded first. Any problems that arise in any Fire Department in Cannon County should be brought to the attention of said board. Any disciplinary action will be by the Cannon County Fire Board, for the good of the Fire Department.

Parliamentary Procedure

All meetings of the Cannon County Fire Board will be run by the accepted standard for meeting order, *Robert’s Rules of Order*. All motions, nomination proceedings, elections and amendments to the *Standard Operating Guidelines* of the Cannon County Fire Board must be presented and handled in accordance to the aforesaid rules.

*** Note: Amendments to the SOG require two thirds majority vote in order to carry. ***
Section 2: Membership

Membership

The Cannon County Fire Department has regulations that are necessary for the efficient operation of the department. These are formulated for the efficient operation of the department. These are formulated for the well-being and safety of all members of the department.

Members of the department who have not responded to or participated in a sanctioned departmental operation (fire call training program, or meeting) in a six month period (180 days), except for a limiting medical condition or other legitimate reason previously made known to the fire Chief, will be requested to turn in all departmental equipment.

Conduct unbecoming a member, or detrimental to the good order or the safe, efficient, and, effective operation of the Cannon County Fire Department will not be tolerated and suspension or separation from the department will result.

Persons who willfully disregard the accepted Departmental Standards of Operating Guidelines will be brought to the attention of the Fire Chief and / or the Cannon County Fire Board for necessary corrective measures.

Each member of the Cannon County Fire Department must satisfactorily complete a training program that follows IFSTA ---------. Training sessions can be taken, but are not limited to the Training Manual of the Cannon County Fire Department. A certificate of completion must be provided for outside training activities.

Any member arrested for any reason will automatically be placed on administrative leave until the outcome of their case.

Any existing member convicted of a Class A Misdemeanor or greater will be subject to termination.

Any member terminated may submit a written appeal to the fire board 20 days prior to the day of the fire board meeting to have the termination overturned.
New Members

All individuals indicating an interest in joining the Cannon County Fire Department must:

1.) Have attained the age of eighteen (18) years. Jr. members may apply to any
department but it is up to that department to accept a Jr. member. A Jr. member is
prohibited from riding in an emergency apparatus or P.O.V. emergency traffic. Jr.
member must have signed waiver by legal guardian.

2.) Submit a completed application for review by the Department in which they have
made application.

3.) Agree to abide by the rules, regulations and Standard Operating Guidelines of the
Cannon County Fire Board.

4.) Serve a probationary period of six months (180 days) to demonstrate their willingness
and ability to perform the duties of a firefighter at the fire and other emergencies.

5.) All applications must lay on the table 30 days prior to being voted on by the
department applied for.

6.) Persons convicted of a Class A misdemeanor or greater may apply for membership 5
years after the date of conviction.

Probationary members shall not operate Departmental vehicles unless accompanied by
department members, except in an emergency or unusual circumstance as authorized by Fire
Command.

Section 3: Code of Conduct
Personnel Rules, Regulations, and Conduct

1.) After becoming a member, each fireman has the responsibility to respond to the majority of calls and take part in training programs.

2.) The firefighter will exercise precautionary measures to avoid injuries to himself and others while in the performance of duty.

3.) Caution will be taken to avoid unnecessary damage to or loss of department property.

4.) All members will be responsible for the safekeeping and care of all department property issued for personal use.

5.) Firefighters shall not loan, sell, give away, or take for their own use any public property.

6.) Members will not pilfer or be guilty of theft at fires or elsewhere.

7.) No member shall respond to a fire alarm or report for training when under the influence of drugs or alcohol.

8.) All members must possess a valid Tennessee Driver’s License.

9.) All firefighters must learn the names and locations of the roads in their district.

10.) Fire Chiefs and Assistant Chiefs arrested or convicted of a Class A Misdemeanor or greater shall answer to the fire board.

Section 4: Safety and Equipment
Safety

The Cannon County Fire Department establishes operational safety and firefighter survival as its primary goal. This requires constant evaluation and balancing of the risk involved in firefighting.

The department establishes the following criteria for overall firefighting safety:

1.) Department’s personnel response will be made on the assumption that we protect lives and property and make a substantial difference at the scene.

2.) We will risk our lives a lot, if necessary, to protect savable lives.

3.) We will risk our lives only a little and in a calculated manner to protect savable property.

4.) We will greatly limit our life risk when protecting lives and property that are already lost.

Safety Equipment

On structure and vehicle fire incidents, the following safety equipment will be worn by all personnel on the fire scene:

1.) Fire Helmet
2.) Fire Coat
3.) Fire Gloves
4.) Fire Bunker Pants
5.) Fire Boots
6.) SCBA
7.) Safety Road Vests Should Be Worn Anytime Personnel is on the Roadway

Any member that resigns or is terminated has thirty (30) days to return ALL Cannon County issued equipment. This includes surrendering Firefighter and Emergency tags.
When entering any structures, fire department personnel will wear a Self Containing Breathing Apparatus. This includes overhaul operations. Fire Command will indicate when it is safe to remove SCBA units.

*** Firefighters are to work in pairs (Buddy System) when using SCBA’s. ***
*** SCBA’s should be worn on vehicle fires in all instances. ***

**THESE UNITS ARE FOR YOUR SAFETY, AND MUST BE WORN TO DO ANY GOOD**

Equipment

All Cannon County fire Department equipment is to be identifiable as to the particular district to which it is normally associated. A particular color code being assigned to each district (unit) is to be utilized where practical on each piece of equipment. This will provide a rapid identification means, reduce loss, and insure a greater degree of availability of the equipment when it is needed.

**Color Code For All Cannon County Fire Departments**

- Woodbury – Orange
- Mooretown – Black
- Midway – Yellow
- East Side – Red
- Short Mountain – Green
- Gassaway – White
- Auburntown – Blue
- West Side – Violet
- Bradyville – Pink

Section 5: Maintenance
Maintenance

Each Chief shall have a periodic inspection weekly performed on the unit he is assigned. Items such as radio, water level, fuel level, tools, and hoses should be checked to insure the readiness of the unit when it is needed. Checklist is provided for the Chief by the Secretary and will be given out at each monthly meeting as a completed checklist is returned to the Secretary by each Chief.

Problems should be reported on the log in order for corrective measures to take place.

Each unit shall maintain 100% (full) water tank capacity for both emergency use and safe operation.

Fuel tanks on all fire trucks shall be maintained at a minimum fuel level of ¾ (75%) capacity.

Vehicle fluid levels (engine oil, coolant, battery water, etc.) shall be checked weekly and maintained at a proper and safe operating level.

Each truck should be started, pump pressurized and every valve opened and closed to keep them free from sticking.

Section 6: Vehicle Response

Vehicle Operation / Response
All Cannon County Fire Department vehicles shall only be operated by department members who possess a valid Tennessee Driver’s License.

At no time shall anyone ride on the outside of the vehicle except while attempting to extinguish a grassland fire from the top of the pumper and in this instance extreme caution shall be taken in order to prevent injury.

The use of lights and sirens either by apparatus or by POV is strictly prohibited for grass, brush or wildland fires unless structure or life is endangered by said fire.

Pages for fire alarms will get an initial page out for that district's fire station with two additional stations paged for standby only.

Hazmat calls that only endanger life or structure will have an emergency response that requires lights and sirens.

The response mode for each call shall be dictated by the type of call, and the information then available to the dispatcher. All 10-33 (Emergency Traffic) responses require use of both siren (audible warning) and red lights (visible warning). Also with 360 degree visibility.

Not only is this a department policy, this is a TENNESSEE STATE LAW! Further, all 10-30 (Non-Emergency Traffic) responses will be without the use of sirens or red lights, also in accordance with TENNESSEE STATE LAW.

Persons responding directly to the scene in their personal vehicles shall yield right of way to any official Emergency Vehicle (Fire, Police, Ambulance, Sheriff, or Highway Patrol) traveling under 10-33 conditions.

***REMEMBER ANYTIME YOU ARE INVOLVED IN AN ACCIDENT IN YOUR PERSONAL VEHICLE, YOU ARE NOT COVERED BY ANY INSURANCE OTHER THAN YOUR OWN***

The primary responsibility of personnel from any district is to see that their assigned vehicle arrives safely at the scene in a timely fashion and to perform the necessary firefighter functions when needed.

Use of emergency lights and sirens only request the right-of-way. Do not always expect to be granted the right-of-way just because you request it. Realize that other drivers using the road may not hear or see you. When approaching a stop light or stop sign, come to a complete stop to request the right-of-way unless the stop control is blocked by an official emergency vehicle. Even in this situation extreme caution shall be used and the driver shall slow the vehicle to the point of a quick stop if necessary. Let the speed at which you drive be the speed at which you can control the vehicle if something unexpected happens. You or the apparatus you are driving can do no good if you do not get to the scene.
Your first responsibility as a firefighter is to remove the hazard of life as much as possible. Safe driving to the scene of an emergency is a big first step in meeting this responsibility.

When returning to the station from an emergency call, drive obeying all traffic regulations with all emergency lights and sirens turned off.

**Response**

The following regulations apply to Departmental Vehicles:

1.) Response to alarms shall be made with all proper speed consistent with safety. Drivers shall not converse with passengers except in cases of necessary communication.

2.) The use of red lights and sirens shall be restricted to 10-33 (Emergency Traffic) response.

3.) Where possible, there should always be at least two (2) firemen in each truck dispatched to an emergency.

4.) Emergency traffic response does not relieve personnel from obeying traffic laws. The vehicles should be kept in control at all times. Emergency traffic response is dangerous.

*** USE EXTREME CAUTION ***

5.) The first fireman at the station shall be the driver unless he assigns the duty to another qualified member.

6.) It may be advisable to assign qualified (EVOC & VKF) members to drive the truck.

**Dispatching of Vehicles**

1.) Three (3) pumpers shall be dispatched to all structure fires. In addition, other units may be dispatched at the request of the Fire Chief or Fire Command. The closest three (3) pumpers to the scene shall receive the initial dispatch.

2.) One (1) pumper shall be dispatched to vehicle fires. However, additional units will be available if two (2) pumpers or more are necessary.

3.) One (1) pumper will be dispatched to all grass / forest fires and other incidents. This pumper will be from the station closest to the scene and has the authority to request additional aid from other stations.

4.) The Cannon County Tanker will respond to all structure fires.

5.) The Cannon County Cascade Truck will respond to all structure fires.

**Procedure for Running Lights and Sirens in Personal Vehicle**
This policy will cover proper use of lights and sirens for use during a personal operating vehicle response by a member of the Cannon County Fire Department. This policy will be set up to protect the citizens that we serve and also the member responding.

It shall also be said that a member of the Cannon County Fire Department that is allowed to run emergency traffic to a call does so by privilege granted by the Cannon County Fire Department and that privilege can be taken away at any time set forth by the policies below.

1. Only Officers and members enroute to their fire hall to get a truck shall be allowed to run emergency traffic. Once all trucks have left the fire hall and no other trucks are available for response from the fire hall all members except for Officers shall drop to non emergency traffic.

2. New members on probation, and/or members on suspension for other violations may not run emergency traffic for any reason at all.

3. Calls that emergency traffic is allowed is as follows: Structure fires and Grass or Brush fires Only if life or structure is endangered and vehicle fires. All other grass or brush fires or wildland fires are to get a non emergency response including from a department fire truck. Also allowed for emergency response are medical calls, motor vehicle collisions with injury and hazmat calls with life or structure endangered.

4. If requested by Law Enforcement or by dispatch for members to drop to non emergency traffic all members must do so.

5. All members and officers must be approved by their fire chief and their vehicles are to be inspected to insure they meet with Section 2 of T.C.A. code 55-9-402 as outlined in paragraph six (6) of this policy.

6. Absolutely NO Junior Firefighter members of the Cannon County Fire Department will be allowed to have or install in their vehicles any lights or sirens. Any lights found in a Junior Firefighter members will be requested to be removed from the vehicle immediately and said member could be suspended for no less than 30 days if his Chief sees fit to do so.

7. Members must be 18 years of age and provide proof of insurance before being approved to drive emergency traffic.
8. Proper lighting and markings per Section 2 of T.C.A. code 55-9-402 that require red/red or red/white flashing lights with audible siren and markings on left and right side of at least 3" inches tall shall be required. Lighting should be visible 360 degrees around.

9. A list of approved members allowed to run emergency traffic will be given to the sitting Cannon County Sheriff, as well as, the Woodbury City Police Chief along with a list presented to the Cannon County Fire Board and this list shall be kept up to date and a new list supplied at least quarterly to these departments.

10. The sitting Cannon County Sheriff, Woodbury City Police Chief and Cannon County Fire Board reserve the right to deny the privilege of any member placed on the approved list that is submitted.

11. Any member may lose the privilege of running emergency traffic if it is deemed the member is not using due regard to the safety of the citizens around them or upon numerous complaints from the citizens of this county.

12. The sitting Cannon County Sheriff, Woodbury Police Chief, Fire Department Chief of which the firefighter is a member or the Cannon County Fire Board can revoke the privilege of any member found to be in violation of any of the policies set forth by this board or if it is considered that the member has operated in an unsafe manner and without due regard to road conditions and to citizens of this county.

13. Any violation by an officer of the rank of Chief shall be handled either by the sitting Cannon County Sheriff, Woodbury Police Chief or by the Cannon County Fire Board.

14. No member shall drive emergency traffic in a vehicle that is not registered and/or insured by them.

15. Those members approved to run emergency traffic may not respond by means of using excessive speed.

16. All members approved to run emergency traffic should have no less than EVOC and VKF Certification.

17. Any member stripped of their privilege to run emergency traffic shall lose that privilege for a minimum of one year. Habitual offenders to lose the privilege indefinitely.
18. Members losing emergency traffic privileges may keep their lights and sirens installed, as long as, the member does not use them to respond to calls during the time of the loss of privilege. If the member is found to use said lights and sirens that member could face further punishment along with having to pull the lights and sirens from the vehicle.

19. Any member granted permission to run lights and sirens shall understand and accept the responsibility that comes with running emergency traffic and that it is understood neither the Cannon County Fire Department for which they are a member nor the Cannon County Fire Board along with the Government of Cannon County is responsible for any accident that occurs or damage to personal property that occurs by doing so.

20. Absolutely **NO** member shall justify running emergency traffic based by only text message paging received by the Safalert system that is sent to the members cell phone. Any member running emergency traffic shall have radio communication at all times in order to hear when to drop their vehicle to non emergency traffic. *It should be noted that the Safalert system is not the main paging system for this county it is only a secondary alert to be utilized only as such. Your primary source of paging is the portable radio/pager your department issues you.*

21. No member shall respond emergency traffic if outside the county of Cannon County. All emergency traffic is limited to the confines of the county. Any mutual aid calls outside the county will be done so non emergency and only by a fire truck when warranted.

22. Any member that has lost their privilege to run emergency traffic may submit in writing an appeal to the Cannon County Fire Board no later than 20 days before the next fire board meeting.

23. The Cannon County Fire Board reserves the right to make changes to this policy at anytime set forth by the by laws adopted by the board members and as long as it is met and agreed upon by a two-thirds majority vote.

Section 7: Communications

Radio Communications
The use of radio frequency assigned to the Cannon County Fire Department shall be for official business communications only. Such communications should be as concise as possible, and spoken in a clear audible voice at a moderate speed, with a minimum of voice inflections. All members are urged to strive to eliminate emotions from their speech while communicating emergency traffic to improve clarity of the message.

All radio transmissions made from vehicles responding to a scene under 10-33 response should be made with the siren off or muted at the time of transmission.

Permission is requested from the Fire Chief for the use of mobile or portable radios containing transmission capabilities on the radio frequency assigned to the Cannon County Fire Department.

Pages

All members of the department are instructed to adjust and wear their pagers so that they are able to hear and understand message broadcasts. Firemen are to refrain from calling the dispatcher immediately after there is a radio page asking what the message was. Calling into the dispatcher under these circumstances only tends to delay the necessary activities of the dispatcher during the time of an emergency situation, and can result in much loss of time if this is done by a number of individuals. All dispatches for a response to scene will be repeated in approximately 3 minutes.

Paging of individuals for purposes other than Fire Department business will be restricted to personal emergencies and the stated emergency must be made known to the dispatcher before any such paging may take place.

Section 8: Incident Command & Fire Attack

Incident Command
A goal of the Cannon County Fire Department is to establish a sense of order, unity, and control at the scene of any operation. To that end, all operations of the Cannon County Fire Department shall be guided by INCIDENT COMMAND. This will help to insure the safety of firefighters and the effectiveness of the firefighting effort.

The first firefighter to the scene of a fire will act as incident commander, then it’s recommended to relieve to an officer of higher rank in the department. His first action is to size up the situation, ascertaining first if there is a hazard to life, then finding the location and extent of the fire. He will then prepare a plan of attack based upon his size-up. Arriving firemen shall report to the fire commander to be assigned duties and receive information. In the event too few personnel are on the scene to allow for safe operations, the fire commander shall call for additional assistance.

Duties of the Incident Commander include:

1.) Assume, confirm and position command
2.) Evaluate the situation
3.) Initiate, maintain, and control communications
4.) Know the identity of, and be able to account for the location of each firefighter assigned a duty at the scene.
5.) Identify strategy, (to include offensive or defensive strategies) develop attack plan(s), and assign units.
6.) Develop fireground organization.
7.) Review, evaluate and revise the attack plan as needed.
8.) Continue, transfer, and terminate command.

The command operation shall be directed towards providing for firefighter safety and effectiveness by establishing and maintaining control of their positions and functions. 

All members must be NIMS compliant.

Fire Attack / Suppression

The following rules of fire attack should always be used in the interest of effective fire suppression and firefighter safety.

All firefighters shall be removed from the interior of a structure before beginning an exterior defensive attack.

In all cases where a structure or vehicle fire is attacked with a hose-line, the second backup hose-line should be available beside or behind for additional protection.

Standard Entry Tactics Will Be:

1.) If entry is necessary, it shall be done in pairs (Buddy System).
2.) No entry shall be made without the possession of a hose-line unless search and rescue is being performed.
Natural Cover Fire Attack

The department’s first priority at grass and woodland fires is to protect the life hazard and any threatened structures. If the fire can be reached with hose from the responding engine, the fire will be extinguished and the dispatcher notified to advise the Division of Forestry to the containment of the fire. If the fire can not be reached by the engine, the incident commander will direct the engine to the most threatened structure and wait for the Division of Forestry to extinguish the fire.

Hazardous Materials Incidents

Upon arrival of an incident involving hazardous materials, the first apparatus in will stop 2000 feet away from the involved vehicle or structure and set up a command post. Evacuation of the area will be the commander’s first responsibility. The commander shall determine what type of material is involved from the greatest distance possible. Each vehicle shall be equipped with a good set of binoculars to determine what type of material that is involved. Also a 1,000,000 candle watt power spot light is recommended on each vehicle.

When the nature of the incident is known, this information will be reported to the dispatcher along with the request for the assistance required. TEMA (Tennessee Emergency Management Agency) shall be notified in any chemical or hazardous material emergency situation.

ALL CHEMICAL OR HAZARDOUS MATERIAL INCIDENTS SHALL HAVE A UNIT EQUIPPED WITH FOAM DISPATCHED TO THE SCENE.

ALL TRUCKS SHOULD BE EQUIPPED WITH A ERG BOOK.

TO REDUCE THE AMOUNT OF RISK INVOLVED IN ANY EMERGENCY RESPONSE THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED:

1.) The scene at a night time emergency should be lit both inside and out as much as possible.

2.) The master electrical switch should be thrown, or the master fuse will be pulled, as early as possible in a structural fire attack.

3.) Live downed electrical wires at the scene of an emergency incident should be marked and guarded until disconnected by the electric company.

MUTUAL AID

When mutual aid is requested of the Cannon County Fire Department, the following guidelines apply:
1.) On any request from an in-county mutual aid, the dispatcher will page the appropriate personnel and equipment.

2.) On any request for mutual aid for the Cannon County Fire Department, the Incident Commander shall be the only person to request aid from another agency.

Section 9: Clerical

Reports
A complete report should be completed for each response by each individual unit responding to any incident. The report shall be the responsibility of the Incident Commander. The reports are necessary to the department or record purposes. The reports are often requested by insurance companies and law enforcement agencies in their investigation of fires.

**MAKE SURE THE REPORTS ARE COMPLETE AND CONCISE.**

All reports are to be submitted electronically to the State (NFRIS) within 48 hours. No one shall release reports to the public or anyone without consent of the Fire Chief.

**Election of Department Officials**

Each department reserves the right to set their own election schedule and election process. All elections must have two thirds majority vote of membership.

*Any officer can be demoted at anytime before their term is up. The motion must have a two thirds majority vote to demote any officer.*

**Purchasing**

All County purchases require a Purchase Order (PO) Number. The account will not be paid without a Purchase Order Number. If a purchase is over $100 a PO is required. PO’s are only to be signed by the Cannon County Fire Chief.

No officer, member, or representative of the Cannon County Fire Department will solicit or take possession of any firefighting apparatus, tools, hardware, or equipment of any kind without the express written consent of the Cannon County Fire Board.

Fund raising by an engine company is permissible as long as all rules and regulations apply.

All money raised by each department will be spent at their discretion, for the Fire Department.

**Department Heads**

**Woodbury** –
228 McMinnville Hwy

**Mooretown** –
473 Hollow Springs Rd
<table>
<thead>
<tr>
<th>Location</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Chief Name</th>
<th>Asst. Chief Name</th>
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</thead>
<tbody>
<tr>
<td>Woodbury, TN 37190</td>
<td>Woodbury, TN 37190</td>
<td>Woodbury, TN 37190</td>
<td>Chief Joe Loftus</td>
<td>Asst. Chief John Passenger</td>
</tr>
<tr>
<td>Midway –</td>
<td>11917 Jim Cummings Hwy</td>
<td>Bradyville, TN 37026</td>
<td>Chief Brad Sain</td>
<td>Asst. Chief Bucky Buchanan</td>
</tr>
<tr>
<td>Short Mountain –</td>
<td>5 Judge Purser Hill Rd</td>
<td>Woodbury, TN 37190</td>
<td>Chief Michael Underhill</td>
<td>Asst. Chief</td>
</tr>
<tr>
<td>Auburntown –</td>
<td>166 East Main St</td>
<td>Auburntown, TN 37016</td>
<td>Chief Chris Singleton</td>
<td>Asst. Chief Jeremy Whited</td>
</tr>
<tr>
<td>Bradyville –</td>
<td>6469 Dug Hollow Rd</td>
<td>Bradyville, TN 37026</td>
<td>Chief James Mears</td>
<td>Asst. Chief</td>
</tr>
<tr>
<td>East Side –</td>
<td>5620 McMinnville Hwy</td>
<td>Woodbury, TN 37190</td>
<td>Chief Grady George</td>
<td>Asst. Chief Mike Palombo</td>
</tr>
<tr>
<td>Gassaway –</td>
<td>270 Gassaway Main St</td>
<td>Liberty, TN 37095</td>
<td>Chief Trent Vickers</td>
<td>Asst. Chief Cory Ashford</td>
</tr>
<tr>
<td>West Side –</td>
<td>3752 Murfreesboro Rd</td>
<td>Readyville, TN 37149</td>
<td>Chief Richard Bagley</td>
<td>Asst. Chief Larry Powell</td>
</tr>
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