



POLICIES AND
PROCEDURES
MANUAL

(Effective March 14, 2010)

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INTRODUCTION

MISSION STATEMENT:

The Commission will endeavor to raise the standards of firefighting personnel who participate in its certification and training programs by enabling Tennessee firefighters to be better prepared through training courses facilitating the skills and knowledge necessary to save lives and property, and by vigorously promoting firefighting safety, efficiency, decorum and ethical considerations throughout the certification process.

VISION STATEMENT:

The Certification Program is designed to be an incentive to firefighters to develop their skills and further their training and education. The Commission feels that using the program in a positive manner and creating incentives for personnel to certify helps create a positive environment for training and education of fire service personnel. We strongly support the concept of requiring Certification in order to be promoted into a higher position within a fire department. This provides the firefighter an incentive to train and study which enhances his firefighting skills and ability.

The certification program was never created to be utilized in a negative or punitive manner against incumbent personnel but rather was designed as an effective means to facilitate higher standards for fire service personnel. The Commission will continue to promote its positive relationship with all members of the fire service involved in its programs.

GOALS:

1. To develop various levels of firefighter certification which meet the needs of the fire service in Tennessee.
2. To obtain accreditation for levels of certification.
3. To promote the Certification Program and increase the number of firefighting personnel challenging certification examinations by 5% each year.
 - A) To work with non-participating fire departments to gain their participation.
 - B) To work with participating fire departments to help them expand the levels of certification for which they offer within their department

SECTION 1

CERTIFICATION

Policy Number 91-4
Adopted: April 24, 1991
Subject: Adverse Impact Analysis

Original Motion by: Smith
Last Amended:

The Tennessee Commission on Fire Fighting Personnel Standards and Education recognizes the need to establish non-discriminatory standards on Fire Fighter Certification. It is the position of the Tennessee Commission on Fire Fighting that the levels of certification have been reviewed for job relatedness and certified by the Commission as representing the duties of a fire fighter within the State of Tennessee. It is the policy of the Commission to review any indication of adverse impact within the certification written exam, as defined in the Uniform Guidelines on Employee Selection Procedures, 29 CFR, Sec. 1607.3. The Executive Director, therefore, shall maintain records applicable to race, sex, and ethnic groups for record keeping purposes in accordance with the Uniform Guidelines, 29 CFR, Sec. 1607.4. Records shall be made available to the members of the Tennessee Commission on Fire Fighting Personnel Standards and Education for review.

Policy Number: 02-1
Adopted: September 10, 2002
Subject: Currently certified individuals not negatively affected by National Accreditation

Original Motion by: Brown
Last Amended:

In accordance with T.C.A. 4-24-107, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the Commission's participation in a national accreditation program shall not negatively affect any person's Certification who is currently certified by the Commission.

Policy Number: 02-2
Adopted: September 10, 2002
Subject: Requesting IFSAC Seals on previously issued certificates/re-challenging tests

Original Motion by: Brown
Last Amended: August 25, 2015

In accordance with T.C.A. 4-24-107, any individual Certified by the Commission at any level subsequently accredited by a national accrediting agency shall have the option to have their Certificate(s) reissued reflecting national accreditation so long as the certification was issued by the Commission under the same Standard that is in effect at the time the Commission receives accreditation. For example, the Commission receives accreditation for Fire Fighter I under the 2002 edition of NFPA 1001 Standard; the Commission will only reissue certificates for individuals who were certified under the 2002 Edition of NFPA 1001. This certificate will be reissued free of charge.

If an applicant who has already achieved certification at particular level(s) under a prior NFPA Standard and/or wishes to achieve certification for those levels after the date Tennessee becomes accredited, the applicant will be allowed to do so. The applicant will be required to complete both the practical and written examination for the level(s) of certification being sought.

An applicant who has achieved a certificate issued by the Tennessee Commission on Fire Fighting Personnel Standards and Education prior to the date Tennessee became accredited will be allowed to progress to the next level of certification and earn an IFSAC Seal should such level be accredited.

It shall be the policy of the Tennessee Commission on Fire Fighting, that any firefighter to be issued a Pro-Board accredited certificate in the Tennessee's Certification program shall pass both a written and practical exam.

Director's Note: The Commission has adopted this Policy at the recommendation of the IFSAC Site Team. Most IFSAC States will not recognize a certificate issued by Tennessee for a certificate issued based upon NFPA Standards prior to the ones to which Tennessee became accredited. Given this, it would be a waste of taxpayer dollars and time to re-issue certificates prior to the above Standards.

Policy Number: 02-3
Adopted: September 10, 2002
Subject: Commission shall adopt new Standard within three years of revision

Original Motion by: Brown
Last Amended:

In accordance with Chapter 0360-6-1, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that all levels of certification offered by the Commission shall meet or exceed appropriate NFPA standards. Additionally, as standards are updated, the Commission shall adopt the new standard no later than three (3) years after issuance.

Policy Number 05-4
Adopted: April 29, 2005
Subject: No Undue Influence on Certification Program

Original Motion by: Lowe
Last Amended:

It is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that no individual, entity, or interest group exercises undue or inappropriate influence over the certification system.

Policy Number 05-5
Adopted: April 29, 2005
Subject: Non-Discrimination

Original Motion by: Lowe
Last Amended:

It is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that all of its Certification and testing services are available to all members of the Fire Service in Tennessee without regard to age, race, sex, religion, sexual orientation, or ethnic origin.

Policy Number 12-1
Adopted: October 10, 2012
Subject: Authorized Personnel to Administer Examinations

Original Motion by: Sorge
Last Amended:

It is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that only Commission Members, Field Representatives or Director shall administer practical or written examinations for firefighter Certification.

Policy Number 12-4
Adopted: October 10, 2012
Subject: Written Examination Test Composition

Original Motion by: Vance
Last Amended:

In accordance with Chapter 0360-04-01-.06, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the Hazardous Materials Awareness examination shall consist of 50 multiple choice or matching questions, the Fire Apparatus Operator shall consist of 150 multiple choice or matching questions, and all other levels shall consist of 100 multiple choice or matching questions.

SECTION 2

PRACTICAL EXAMINATIONS

Policy Number 06-4
Adopted: June 14, 2006
Subject: Skill Sheet Availability

Original Motion by: Cash
Last Amended:

“In accordance with T.C.A. 4-24-106 and 4-24-107, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the hands-on practical skill sheets shall be available to all applicants. The Commission shall provide each fire department at least one copy of the skill sheets. It shall be the responsibility of the Training Officer to provide each applicant a copy of the skill sheets prior to the applicant challenging the practical examination for Fire Fighter I/II.

Additional copies are available from the Commission Office upon request either in paper format or through e-mail.”

Policy Number 12-2
Adopted: October 10, 2012
Subject: Required Training Program for Evaluators

Original Motion by: McCormack
Last Amended:

In accordance with Chapter 0360-04-04-.06(12)(b)(5), it is the Policy of the Commission that Evaluators for Practical Examinations must complete a formal training program covering the Commission’s Rules and Regulations regarding Certification. There are two options, completion of the full Rules and Regulations class presented by the Director or an Evaluator Training Class which is presented by the Field Representatives and/or Director. To request the Evaluator Training class to be taught within your fire department, please contact your Field Representative. Additionally, new Evaluators must work with an experienced evaluator in a mentoring program during a practical. This Policy shall be effective July 1, 2013.

Policy Number 12-3
Adopted: October 10, 2012
Subject: Practicals Evaluated Based Upon Skill Sheets

Original Motion by: Vance
Last Amended:

In accordance with Chapter 0360-04-01-.06, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that all hands-on practical testing shall be evaluated based upon the Skill Sheets developed by the Commission and graded by the criteria listed on each sheet.

Policy Number 12-4
Adopted: October 10, 2012
Subject: Written Examination Test Composition

Original Motion by: Vance
Last Amended:

In accordance with Chapter 0360-04-01-.06, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the Hazardous Materials Awareness examination shall consist of 50 multiple choice or matching questions, the Fire Apparatus Operator shall consist of 150 multiple choice or matching questions, and all other levels shall consist of 100 multiple choice or matching questions.

Policy Number 12-5
Adopted: October 10, 2012
Subject: Live Burn Evaluator Requirements

Original Motion by: Sorge
Last Amended:

In accordance with Chapter 0360-04-01-.06 (1)(a)(2)(ii) and (2)(a)(2)(ii), it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the Application for Live fire Training shall include a Roster of Evaluators who must sign the Roster which shall include a certification statement acknowledging their intention to comply with the testing procedures and the Rules and Regulations of the Commission. This Roster is to be submitted to the Commission along with the Roster of Students completing the live burn exercise.

Policy Number 12-6
Adopted: October 10, 2012
Subject: Practical Evaluator Level of Protection

Original Motion by: Vance
Last Amended:

In accordance with Chapter 0360-04-01-3.01 (1), it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education to ensure compliance with NFPA 1500, that all Evaluators at hands-on practical examinations must, at minimum, wear the level of protection outlined on each individual skill sheet.

Policy Number 13-1
Adopted: March 20, 2013
Subject: Testing For Commission Members / Employees

Original Motion by: Vance
Last Amended:

To approve the testing procedure for commission employees, commissioners, field representatives, employees of the State Fire Marshal's Office and employees of the Department of Commerce and Insurance to include a commission member to oversee and/or conduct the commission test.

SECTION 3

EDUCATIONAL INCENTIVE PAY & IN-SERVICE TRAINING PROGRAMS

Policy Number: 88-1
Adopted: May 4, 1988
Subject: Fire Chief invited to Commission Meeting when his department's program is discussed

Original Motion by: Wilson
Last Amended: June 3, 2005

At any time a fire department is referenced before the Commission on business pertaining to a City or County fire department's forty (40) hour in-service training, that the Chief of the department or his designee be present at the meeting so as to receive first hand information of any action taken by the Commission regarding the department's training program.

Policy Number: 96-6
Adopted: October 23, 1996
Subject: Hazardous Materials Instructors

Original Motion by: Caldwell
Last Amended:

Instructors of the hazardous materials course(s) must submit a résumé outlining their qualifications to teach hazardous materials.

SECTION 4

GENERAL MISCELLANEOUS

Policy Number: 93-4
Adopted: January 26, 1993
Subject: Letter of Condolence to the Family of a Firefighter Killed in the Line of Duty

Original Motion by: Gibbons
Last Amended:

To send a letter of condolence on behalf of the Commission to the family of any fire fighter in Tennessee who is killed in the line of duty, with a copy of the letter sent to the chief of the department.

Policy Number: 95-8
Adopted: September 5, 1995
Subject: Regional Commission Meetings

Original Motion by: Miller
Last Amended: October 17, 2007

In accordance with T.C.A. 4-24-107 (1) and in an effort to increase lines of communication, participation from fire departments, and to make itself available to all facets of the fire service in Tennessee; it shall hereafter be the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education to conduct its meetings across the State of Tennessee throughout the year. Additionally the Commission will meet in conjunction with fire service professional organizations (including but not limited to the Tennessee Fire Chiefs Conferences, Tennessee Fireman's Association Conference, and Tennessee Professional Firefighters Association Convention) whenever invited and is possible to do so.

Policy Number: 99-8
Adopted: December 7, 1999
Subject: Waivers Journal

Original Motion by: Cash
Last Amended:

In consideration of Chapter 0360-1-1-.02 and Chapter 0360-4-1-07, it shall hereafter be the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education to keep a journal of all waivers granted or denied by the Commission along with the reason for the action taken. This journal shall be available for reference at all Commission Meetings. Additionally, the Chairman shall ensure that the maker of any motion to approve or deny a waiver shall make as part of his motion the reason for the action.

Policy Number: 05-1
Adopted: February 11, 2005
Subject: Commission Meeting Operations

Original Motion by: Lowe
Last Amended:

For the Commission to have a complete understanding of any issue brought before it the following shall be the operating policy of the Commission:

- To give the Commission Members prior notice and discussion, action on any issue shall be postponed until the next regularly scheduled Commission meeting if it has not been placed on the agenda.
 - The individual or Commission Member bringing the item before the Board shall submit the item to the Commission in writing through the Director to be placed on the next meeting agenda.
 - If an issue is time sensitive or of an urgent nature and requires immediate action by the Commission, this policy may be waived with a 2/3 vote of the Commission Members present.
-

Policy Number: 05-2
Adopted: February 11, 2005
Subject: Director Included in All Meetings That Commission Members Have with State Officials

Original Motion by: Lowe
Last Amended:

It shall be an operating Policy of the Commission that when a Commission Member has a meeting with any elected or appointed state or federal official regarding the Commission, proposals regarding the Commission, its policies, practices, responsibilities, etc., every effort shall be made to include the Director of the Commission in the meeting. If this cannot be done, the Director shall be notified of the meeting and

its content within two working days following such meeting. The Director shall then have 2 working days after receipt of such notice to advise the remainder of the Commission.

Policy Number: 05-3

Original Motion by: Lowe

Adopted: March 15, 2005

Last Amended:

Subject: Commission Members Conflict of Interest Policy

In order to avoid any appearance of conflict of interest or undue influence, it shall be the operating Policy of the Commission that a Commission Member shall abstain from voting on any issue brought before the Commission by an entity that said Commission Member has received any form of compensation from within the previous twelve (12) months.

Policy Number: 06-2

Original Motion by: Lowe

Adopted April 27, 2006

Last Amended: Sept 13, 2007

Subject: Allegations and Investigations

In accordance with T.C.A. 4-24-101, 4-24-106, and 4-24-107, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the Commission and its staff will respond to anonymous allegations in its certification and educational incentive pay programs and the conduct of its members and staff in the following manner.

1. Allegations shall be directed to the Director of the Commission. If the complaint is on the director, the complaint shall be directed to the Chair of the Commission.
2. All allegations shall be submitted in writing. If a complaint is received by telephone, the caller is to be transferred to the Director.
3. Allegations shall contain as much of the following information as possible:
 - a) The name, address and telephone number of the complainant.
 - b) The name and location of the entity delivering the service or the person to whom the complaint is regarding.
 - c) The nature of the incident that led to the complaint.
 - d) The basis of the complaint.
 - e) Names, addresses and telephone numbers of other individuals who may have knowledge of the event.
 - f) The date(s) on which the alleged event(s) occurred.
4. The Director shall strongly encourage the caller to submit the allegations in writing. This provides written documentation and clear understanding of the specific allegations. Allegations will be allowed to be submitted, in writing, anonymously. The Director shall make note of the allegations raised in the telephone call in the event the complainant refuses to submit a complaint in writing.
5. If anonymous allegations are received, the Director shall call a meeting of the Audit Committee and review the complaint for them to determine whether sufficient information is provided to pursue an investigation.
6. Investigations shall be conducted by the Director. The Director shall be in charge of all investigations utilizing appropriate Commission Staff as needed. If the complaint involves the Director, the Chairman of the Commission shall conduct and be in charge of the investigation.
7. In the event that the expertise of a Commission Member is needed during the course of the investigation, the Director will contact the Chairman who shall appoint one member of the Commission to assist in the investigation. The designated Commission Member will abstain from all voting regarding the investigation and shall not be affiliated with the fire department involved in the investigation.
8. Once the investigation is complete, the Director shall meet with the attorney for the Commission to discuss whether formal charges, to be filed in accordance with the Uniform Administrative Procedures Act, codified at Tenn. Code Ann. § 4-5—101, *et seq.*, are warranted

9. In accordance with the Rules and Regulations, the Commission shall determine if criminal prosecution should be sought through the Attorney General's Office. Additionally, where appropriate, a full report of the investigation and the Hearing will be made to the State Comptroller's Office.

Policy Number: 06-3
Adopted April 27, 2006
Subject: Audits

Original Motion by: Lowe
Last Amended:

"In order to avoid the appearance of any bias, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the Commission Member who participates in an audit of a fire department shall abstain from voting on that audit when it is presented to the Commission."

Policy Number: 06-7
Adopted: July 13, 2006
Subject: Examination Statistical Data

Original Motion by: Vance
Last Amended:

In accordance with T.C.A. 4-24-106 and 4-24-107, it shall be the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education to collect and review the following statistical data for written examinations:

Question Statistics: This will be data relating to the passing percentage for each question in each test bank. The Director shall review these statistics and present to the Commission for review any question that falls below a 70% passing rate at least on a quarterly basis. The Commission will review any questions to determine if any changes are required. The Director and the Commission shall document all reports and actions taken.

Test Statistics: This data shall be collected by the Director after each test administration. The Director shall present a report to the Commission on these statistics at least quarterly. Any problem areas noted shall be immediately brought to the Commission for review at their next regularly scheduled meeting. The Director is to document all statistical reports and the Commission is to document any changes it makes.

Additionally, all statistical data which is required to be collected in other policies and in SOP FF-016 shall continue to be collected and documented.

Policy Number: 07-1
February 27, 2007
Subject: Replacement of Certificates

Original Motion by: Farley
Last Amended:

A Certificate issued by the Tennessee Commission on Fire Fighting Personnel Standards and Education is an official document which should be treated accordingly. Replacing certificates results in an expense of both money and time to the Commission. Therefore, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that replacement certificates will **not** be issued. In lieu of a replacement certificate, an official letter from the Director will be sent listing the individual's certification information and IFSAC Seal Number, if applicable. One replacement certificate will be issued in accordance with Commission Policy for each appropriate level for individuals who request to have an IFSAC Seal added to their certificate(s).

SECTION 5

CODE OF ETHICS

For

TENNESSEE COMMISSION ON

FIRE FIGHTING

PERSONNEL STANDARDS AND EDUCATION

The following is the Code of Ethics developed by the Audit Committee for the Tennessee Commission on Fire Fighting Personnel Standards and Education (the Commission) and adopted by the full Commission.

I. Requirements

This Code of Ethics shall be followed by all Members of the Commission, the Commission Staff, and the Director. A statement must be signed by each of the above upon any changes to the Code of Ethics, or on an annual basis, certifying that they have read, understand, and will comply with this Code of Ethics.

Any Executive Orders issued by the Governor's Office and any Legislative Action passed into Law shall also be considered as part of this Code of Ethics.

II. General

It is the Policy of the Commission that no individual, entity, or interest group exercises undue or inappropriate influence over the certification system.

It is the Policy of the Commission that all of its Certification and testing services are available to all members of the Fire Service in Tennessee without regard to age, race, sex, religion, sexual orientation, or ethnic origin.

It is the Policy of the Commission that all Certification decisions shall be made by the Director in accordance with the Commission's Rules and Policies. In the event an individual or fire department wishes to appeal a decision of the Director, the applicant or fire department must submit a written request for appeal along with justification to the Director. This appeal will be heard by the Commission at its next regularly scheduled meeting. A representative from the Fire Department must be present at the meeting in order for the appeal to be heard.

Commission Members, Staff and Field Representatives:

- Represent the Commission and the State of Tennessee to the public and are expected to conduct their professional affairs in a manner that inspires the confidence of the public
- Shall not appear intoxicated in public while on duty for the Commission
- Shall treat all members of the Commission, its staff, Field Representatives, and the public in a respectful and professional manner

III. Conflict of Interest

Commission Members:

In order to avoid any appearance of conflict of interest or undue influence, it shall be the operating Policy of the Commission that a Commission Member shall abstain from voting on any issue brought before the Commission by an entity that said Commission Member has received any form of compensation from within the previous twelve (12) months. Additionally, A Commission Member shall not be involved in any audit, inquiry or investigation of a fire department or other fire service organization, as a Member of the Commission, of which they are currently employed or have been employed within the past 12 months.

Commission Staff:

All Commission full-time Staff shall comply with all directives issued by the Governor's Office regarding Conflict of Interest. Additionally, the Director is prohibited from accepting any employment from fire departments, fire service organizations, and firefighter training organizations operating in the State of Tennessee.

Field Representatives:

Field Representatives are prohibited from testing members of their home fire department except in a regional examination setting where applicants from other departments outnumber applicants from the Field Representatives home department. This stipulation remains in effect for 12 months after a Field Representative leaves the employment of a fire department.

IV. Open Communication and Involvement of Commission and the Public

It shall be an operating Policy of the Commission that when a Commission Member has a meeting with any elected or appointed state or federal official regarding the Commission, proposals regarding the Commission, its policies, practices, responsibilities, etc., every effort shall be made to include the Director of the Commission in the meeting. If this cannot be done, the Director shall be notified of the meeting and its content within two working days following such meeting. The Director shall then have 2 working days after receipt of such notice to advise the remainder of the Commission.

For the Commission to have a complete understanding of any issue brought before it and so that the public can have adequate notice of all issues coming before the Commission, the following shall be the operating policy of the Commission:

- To give the Commission Members prior notice and discussion, action on any issue shall be postponed until the next regularly scheduled Commission meeting if it has not been placed on the agenda.
- The individual or Commission Member bringing the item before the Board shall submit the item to the Commission in writing through the Director to be placed on the next meeting agenda.
- If an issue is time sensitive or of an urgent nature and requires immediate action by the Commission, this policy may be waived with a 2/3 vote of the Commission Members present.

Any request for waiver from the Commission must meet the following conditions:

- 1) A written request for waiver must be received in the Commission Office at least 10 days prior to a scheduled Commission Meeting. Failure to meet this deadline will result in the request being held until the next regularly scheduled Commission Meeting.
- 2) The request for waiver must also be presented to the Commission in person at a regularly scheduled Commission Meeting. This request must be presented by the Chief of the fire department or his designee. If the request is on behalf of an individual, that individual may also address the Commission at the meeting.

It is the Policy of the Commission that no waiver will be granted to a fire department who has created internal rules, policies, etc. which are in conflict with the Commission's Rules and Regulations and/or Policies and Procedures whose sole reason for requesting the waiver is to adhere to their internal rules/policies.

At any time a fire department is referenced before the Commission on business pertaining to a City or County fire department's forty (40) hour in-service training, certification, or other Commission related business, the Chief of the department or his designee be present at the meeting so as to receive first hand information of any action taken by the Commission regarding the department's training program.

In an attempt to increase lines of communication and participation with the fire departments across the State of Tennessee, it shall hereafter be the Policy of the Commission to conduct a minimum of one meeting per year in West Tennessee and one meeting per year in East Tennessee; the East Tennessee Meeting to be held in conjunction with the Tennessee Fire Chief's Conference held each spring in Pigeon Forge, Tennessee. Additionally, the Commission will conduct a meeting in conjunction with the Tennessee Professional Fire Fighters Association Convention which is held in Tennessee in odd numbered years. As much as possible, the Commission shall endeavor to spread its meetings across the State throughout the year to provide the greatest access to the Commission from all aspects of the fire service.

V. Misuse of position

The following applies to Commission Members, Commission Staff and Field Representatives:

1. No one associated with the Commission shall use his or her position with the Commission for their own private gain or the gain or benefit of friends or relatives.
2. No one associated with the Commission shall use nonpublic information, or allow the use of nonpublic information for personal financial gain or for any other personal reason.
3. No one associated with the Commission shall solicit or accept a gift, either directly or indirectly, given because of their position with the Commission. Please refer to State Policy and Executive Order #3 for the definition of "gift" and applicable exceptions.
4. All Commission personnel have the duty to protect and conserve state property and funds and shall use such property and funds or allow its use, only for purposes authorized in accordance with State Law and Commission Policy.

VI. Reporting

If any Commission Member, Field Representative, or staff member has any questions regarding this Code of Ethics, or whether a circumstance is a violation of this Code, they should contact the Ethics Committee immediately, in writing, to have them Rule on the matter. The Ethics Committee will review the request and obtain outside expertise from legal counsel, the State Comptroller's Office, State Attorney General's Office, etc. to help in its determination.

If someone suspects a violation of this Code, they may submit a written report to the Chairman of the Audit Committee. This written report may be submitted anonymously or signed. The Audit Committee will begin a review of the allegations as quickly as possible. Again, outside resources will be used if necessary. In the event the allegation is against the Chairman of the Committee, then the report should be submitted to the Director who will begin the investigation in conjunction with the other members of the Audit Committee.

VII. Meetings

Roberts Rules of Order, 10th Edition, page 470, provides that small boards (less than 12 members) may have informal discussions on an issue prior to the making of a motion. The Tennessee Commission on Fire Fighting Personnel Standards and Education shall utilize this exception in its meetings. A member is free to make a motion at any time during the informal discussion.

All meetings of the Commission shall be conducted in a professional manner in accordance with Roberts Rules of Order and Commission Policy. In particular, as outlined in *Roberts Rules of Order*, 10th Edition, page 380, "REFRAINING FROM ATTACKING A MEMBER'S MOTIVES: When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities, and under no circumstances can he attack or question the motives of another member. The measure, not the member, is the subject of debate. If a member disagrees with a statement by another in regard to an event that both witnessed, he cannot state in debate that the other's statement "is false." But he might say, "I believe there is strong evidence that the member is mistaken." The moment the chair hears such words as "fraud," "liar," or "lie" used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition."