



SERVICE DELIVERY STRATEGY

FORM 1

COUNTY: **TATTNALL COUNTY**

I. GENERAL INSTRUCTIONS:

1. FORM 1 is required for **ALL** SDS submittals. Only one set of these forms should be submitted per county. The completed forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

<p>OPTION A <i>Revising or Adding to the SDS</i></p>	<p>OPTION B <i>Extending the Existing SDS</i></p>
<ol style="list-style-type: none"> 4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.) 5. For each service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2). 6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).] 	<ol style="list-style-type: none"> 4. In Section IV type, "NONE." 5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).] 6. Proceed to step 7, below. <div data-bbox="841 1180 1542 1417" style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <p><i>For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp, or call the Office of Planning and Quality Growth at (404) 679-5279.</i></p> </div>

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server.

NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.

II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:

In this section, list all local governments (including cities located partially within the county) and authorities that provide services included in the service delivery strategy.

Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville, Tattnall County Development Authority, Development Authority of Glennville, Glennville Downtown Development Authority, Reidsville Downtown Development Authority, Reidsville Airport Authority, Rogers State Prison, Smith State Prison, Tattnall County Board of Education, Ochoopee Regional Library, Tattnall County Library Board, Glennville Housing Authority, Reidsville Housing Authority

III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:

In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

Animal Control, Housing Revitalization, Public Health, Public Housing; **Note: Modification to Form 2 contacts (Form 2, Questions 7&8) has been applied for all services;

IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Airport - "Federal" added as a funding source on SDS Form 2, Question 3
Cemeteries - "User Fees" removed from Form 2, Question 3 for the City of Reidsville. Verbiage updated in Form 2 Question 4 to reflect the same.
Code Enforcement - Map updated; no other changes
Courts - "Fees and Fines" added as funding method to Tattnall County SDS Form 2, Question 3; service delivery maps updated; marked service delivery overlap areas as "Y" (Form 2 Question 2); attached explanation for overlap of Court services.
Cultural Facilities - "SPLOST, & User Fees" added as funding source for City of Reidsville, SDS Form 2, Question 3
E-911 - "ARPA" added as funding source for Tattnall County SDS Form 2, Question 3
Economic Development - Reidsville Development Authority has been removed do to dissolution; verbiage added to SDS Form 2, Question 4 for clarification; service delivery maps updated; marked service delivery overlap areas as "Y" (Form 2 Question 2); attached explanation for overlap of Economic Development services.
Elections -Maps updated
Emergency Management - "Grants, SPLOST, & ARPA" added as funding sources SDS Form 2, Question 3
EMS - "Grants, SPLOST, & ARPA" added as funding sources SDS Form 2, Question 3
Fire Protection - "LOST" added to funding sources for Tattnall County and the Cities of Cobbtown, Collins, Glennville, and Reidsville; Georgia State Prison removed as authority due to prison closing. Smith State Prison and Rogers State Prison added as fire service providers; verbiage of strategy modified for clarification (SDS Form 2, Question 4); maps updated
Indigent Defense - Agreement name/contract added to Form 2, Question 5; agreement information attached
Jail - "Fines, ARPA, Grants" added to funding source for Tattnall County; SDS Form 2, Question 3
Law Enforcement - City of Collins removed as a service provider; verbiage of arrangements modified in Form 2 Question 4 for clarification; maps updated
Libraries - "State, ARPA, Grants, SPLOST" added as funding sources- SDS Form 2, Question 3
CONTINUED NEXT PAGE

FORM 1 - TATTNALL COUNTY SDS 2023 –

IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL – CONTINUED

Mapping/Geography - Changing name of service from "Mapping" in previous update; Grants, SPLOST, ARPA" added to Tattall County and "General Fund" added to Cities of Glennville and Reidsville

Parks & Recreation – “LOST” added as a funding source for Tattall County Form 2, Question 3; agreement dates updated Form 2, Question 5; documentation attached.

Planning and Zoning – Verbiage modified/updated in Form 2 Question 4 for clarification.

Public Works – “LMIG” added as a funding source to Tattall County and the Cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville; “SPLOST” added as a funding source for Cobbtown, Collins, and Manassas Form 2, Question 3

Road/Street Construction – “LMIG” added as a funding source for City of Glennville Form 2, Question 3

Road/Street Maintenance – “Federal, Grants” added as a funding source for Tattall County and the Cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville; “LMIG added as a funding source for Tattall County; verbiage changed in Form 2 Question 4 for clarity.

Sewer - Form 2, Question 3 - "State, Federal" has been added as funding sources for the Cities of Collins, Glennville, and Reidsville; maps updated.

Social Services – “Grants, ARPA, SPLOST” added as funding sources for Tattall County; Form 2, Question 3

Solid Waste- Verbiage in Form 2 Question 4 modified for clarity; mapping updated

Stormwater Management – “Grants” added to funding source for Tattall County and the Cities of Cobbtown, Collins, Glennville, and Manassas

Tourism- Form 2, Question 4 - verbiage modified to "No further change anticipated."

Water Supply/Distribution - Form 2, Question 3 - "State, Federal" added as funding sources for the Cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville; mapping updated.



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY::TATTNALL COUNTY

Service::Airport

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):**Reidsville Airport Authority**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
City of Reidsville	General Fund, State Funds, Federal, SPLOST, & User Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The service is provided countywide through City of Reidsville's Airport Authority. ("Federal" added as a funding source on SDS Form 2, Question 3. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367-3648 ext. 208**

Date completed: 04/06/23

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

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COUNTY: TATTNALL COUNTY

Service: *Animal Control*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **TATTNALL COUNTY**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
TATTNALL COUNTY	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

No change anticipated

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Cemeteries

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service: **City of Glennville, City of Reidsville**)

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
City of Glennville	General Fund
City of Reidsville	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

"User Fees" removed from Form 2, Question 3 for the City of Reidsville. No further change is anticipated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
Tattnall County Manager Frank H. Murphy (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Code Enforcement

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Tattnall County, City of Glennville, City of Reidsville**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund
City of Glennville	General Fund
City of Reidsville	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government will provide for code enforcement within its own jurisdiction, and Cobbtown and Mannasses will utilize the City of Reidsville's code enforcement on an as needed basis. (Map updated; no further changes anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

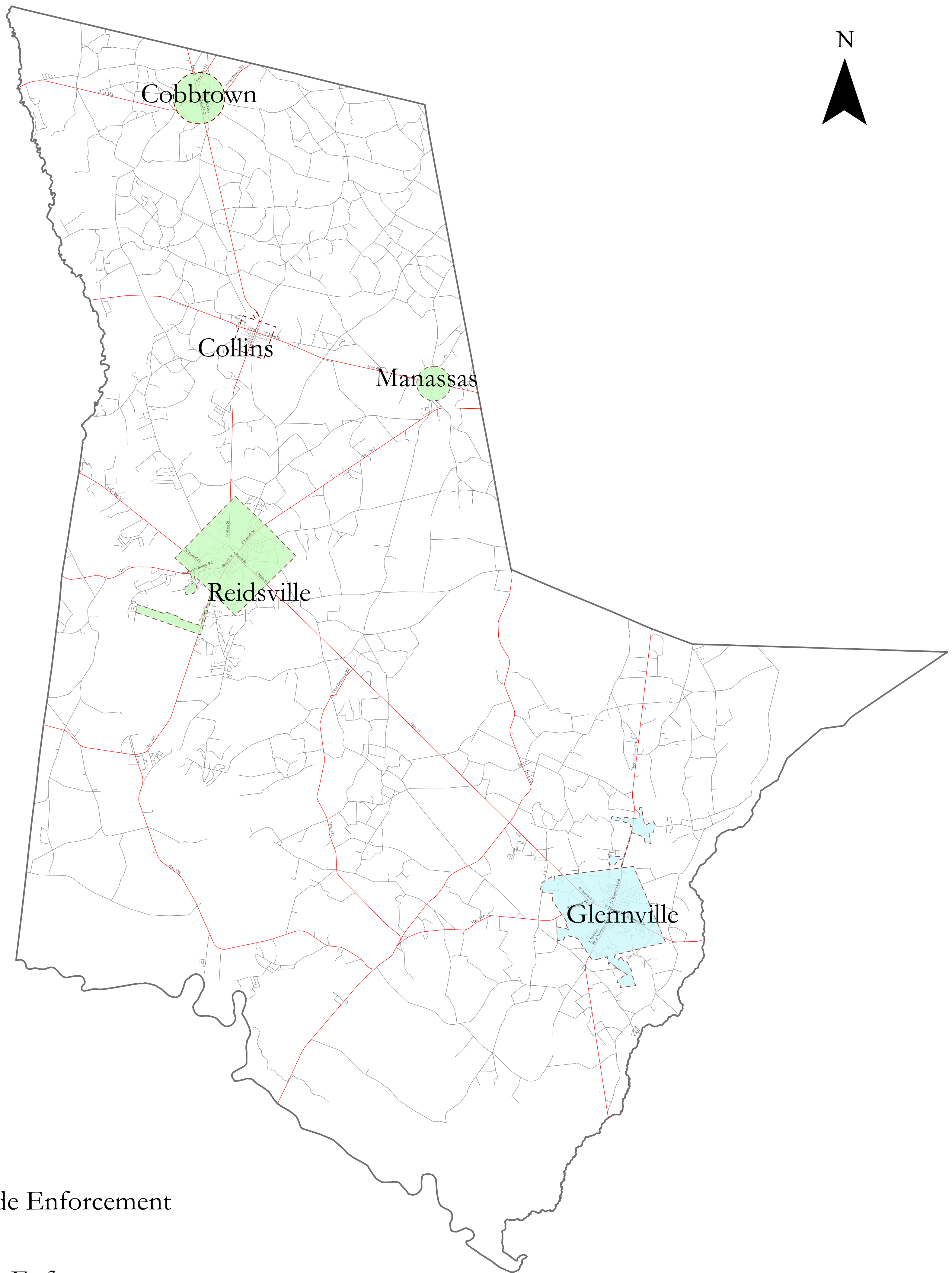
6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Code Enforcement Tattnall County



Legend

- City Street
- County Road
- State Highway
- Glennville Code Enforcement
- Reidsville Code Enforcement
- Tattnall

0 1 2 4 6 8 Miles



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Courts

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Tattnall County, City of Collins, City of Glennville, City of Reidsville**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	General Fund, State, Fees & Fines
City of Collins	General Fund
City of Glennville	General Fund
City of Reidsville	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The County will continue to provide for State, Magistrate, and Superior courts. The cities of Collins, Glennville, and Reidsville will continue to provide for municipal courts within their own jurisdictions, as this is considered a higher level of service. ("Fees and Fines" added as funding method to Tattnall County SDS Form 2, Question 3; service delivery maps updated; marked service delivery overlap areas as "Y" (Form 2 Question 2); attached explanation for overlap of Court services. No further changes anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Form 2 Summary of Service Delivery Arrangements

County: Tattnall County

Service: Courts

Section 2

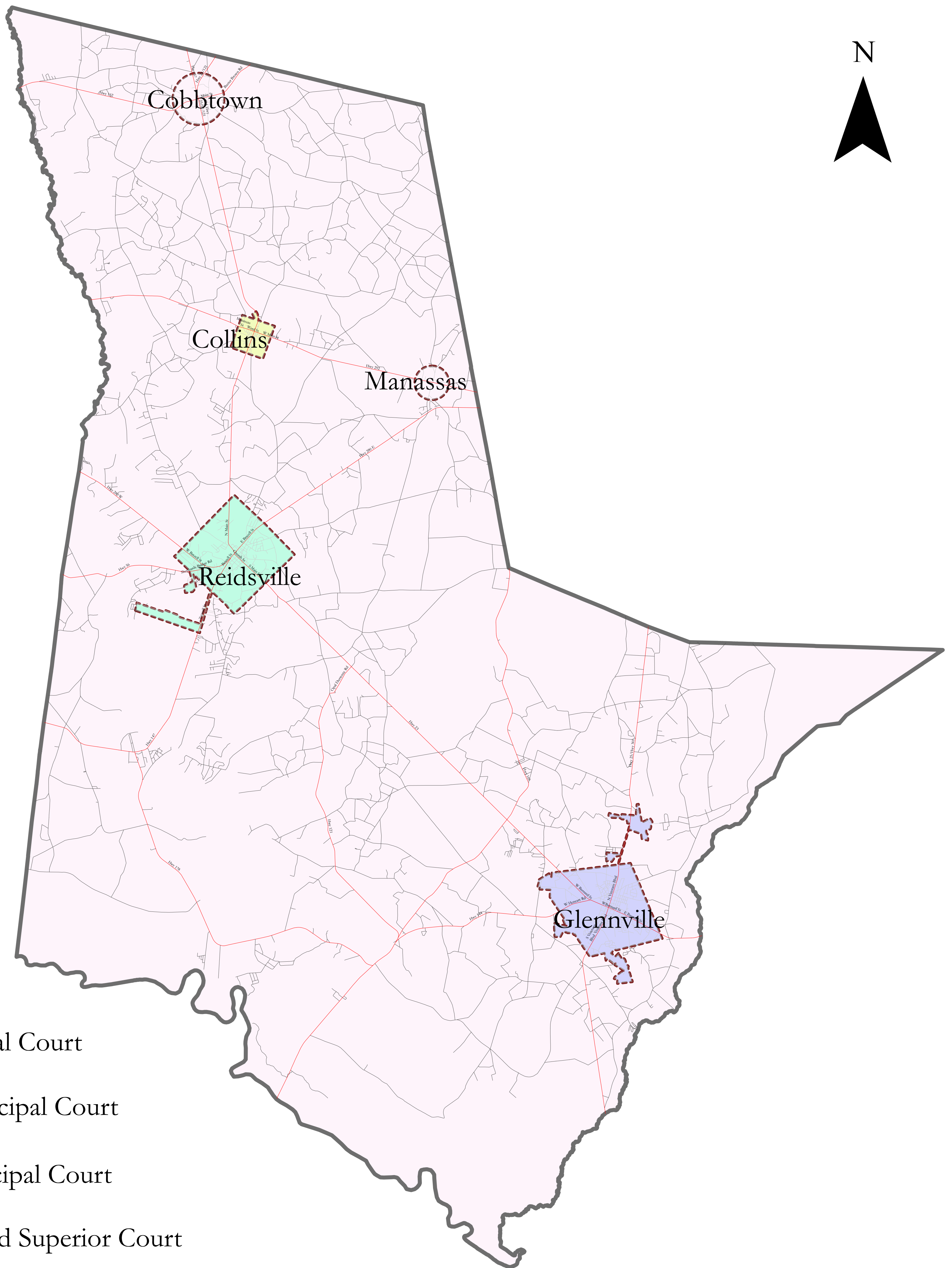
Explanation for Continuing the Arrangement

The County will continue to provide for State, Magistrate, and Superior courts. The cities of Collins, Glennville, and Reidsville will continue to provide for municipal courts within their own jurisdictions, as this is considered a higher level of service.

Per O.C.G. A. 36-70-24 (1) - (1) "When a municipality provides a service at a higher level than the base level of service provided throughout the geographic area of the county by the county, such service shall not be considered a duplication of the county service;"

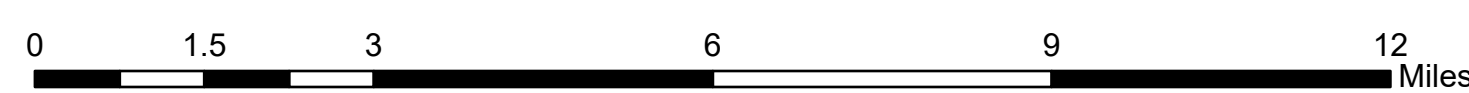
Tattnall County provides base level court service throughout the geographic area of the county (State, Magistrate, and Superior Courts). The cities of Collins, Glennville, and Reidsville each provide a higher level of court service (Municipal) within their own jurisdictions, which is not considered a duplication of a county service.

Courts Tattnall County



Legend

- City Street
- County Road
- State Highway
- Collins Municipal Court
- Glennville Municipal Court
- Reidsville Municipal Court
- Tattnall State and Superior Court
- City Limits





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Instructions:

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COUNTY: TATTNALL COUNTY

Service: Cultural Facilities

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Glennville, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund
City of Glennville	General Fund, SPLOST, & User Fees
City of Reidsville	General Fund, SPLOST, & User Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The County and both municipalities will continue to provide for facilities within their own respective jurisdictions. ("SPLOST, & User Fees" added as funding source for City of Reidsville, SDS Form 2, Question 3; no further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: E-911

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	Grants, General Fund, Fees, SPLOST, ARPA

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

"ARPA" added as funding source for Tattnall County SDS Form 2, Question 3; no further change is anticipated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

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COUNTY: TATTNALL COUNTY

Service: *Economic Development*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Tattnall County Development Auth., Glennville Industrial Development Authority, Glennville DDA, Reidsville DDA**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County Development Auth.	General Fund, Grants, and Special Revenues
Glennville Ind. Dev. Auth.	General Fund, Grants, and Revolving Loan Fund
Glennville DDA	General Fund and Grants
Reidsville DDA	General Funds and Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Economic development service will continue to be provided countywide through the Tattnall County Development Authority; a Constitutional Authority made up of nine members appointed by the Board of Commissioners. Each member represents individual bodies within Tattnall County that have a vested interest in the County's prosperity and knowledge of available resources. Members are Mayors or their appointees of the three cities that do not have a Municipal Development Authority, one member recommended by the Glennville Development Authority and the Reidsville Development Authority, one member recommended by the Tattnall County Chamber of Commerce, one member recommended by the Reidsville Airport Authority, and one member recommended by the Board of Commissioners from the North and South sections of the County, with the municipal authorities in Glennville and Reidsville providing those municipalities with an additional level of service. Reidsville Development Authority was dissolved since last update. However, Reidsville DDA remains. (Reidsville Development Authority has been removed due to dissolution; verbiage added to SDS Form 2, Question 4 for clarification; service delivery maps updated; marked service delivery overlap areas as "Y" (Form 2 Question 2); attached explanation for overlap of Economic Development services. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

Form 2 Summary of Service Delivery Arrangements

County: Tattnall County

Service: Economic Development

Section 2

Explanation for Continuing the Arrangement

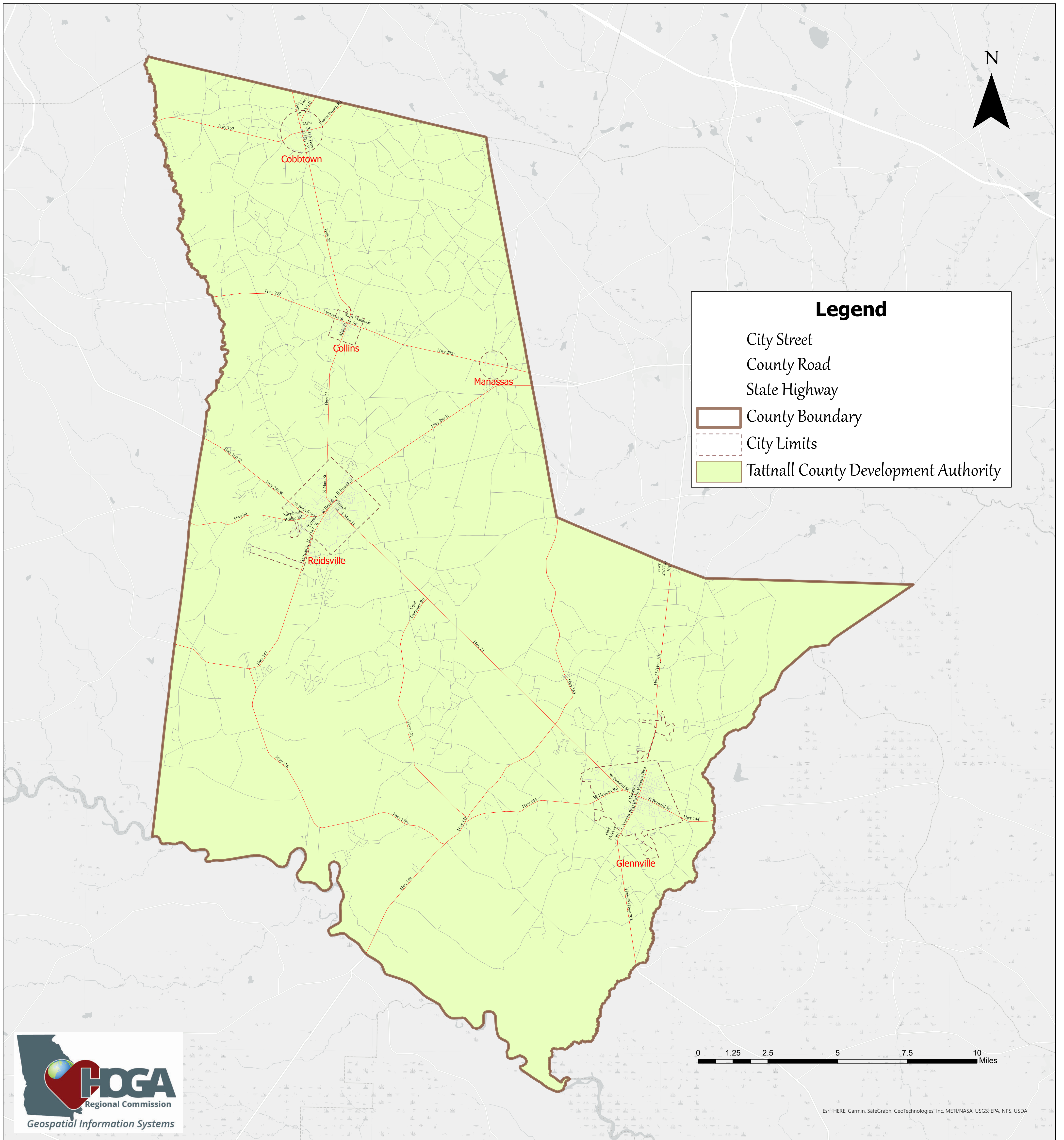
Per O.C.G. A. 36-70-24 (1) - (1) "When a municipality provides a service at a higher level than the base level of service provided throughout the geographic area of the county by the county, such service shall not be considered a duplication of the county service;"

Economic development service will continue to be provided countywide through the Tattnall County Development Authority; a Constitutional Authority made up of nine members appointed by the Board of Commissioners. Each member represents individual bodies within Tattnall County that have a vested interest in the County's prosperity and knowledge of available resources. Members are Mayors or their appointees of the three cities that do not have a Municipal Development Authority, one member recommended by the Glennville Development Authority and the Reidsville Development Authority, one member recommended by the Tattnall County Chamber of Commerce, one member recommended by the Reidsville Airport Authority, and one member recommended by the Board of Commissioners from the North and South sections of the County, with the municipal authorities in Glennville and Reidsville providing those municipalities with an additional level of service. Reidsville Development Authority was dissolved since last update. However, Reidsville DDA remains. (Reidsville Development Authority has been removed due to dissolution.

The Glennville Industrial Development Authority and the Glennville DDA are higher levels of service provided within the jurisdiction of Glennville. Reidsville DDA is a higher level of service provided within the jurisdiction of Reidsville. (The Reidsville Development Authority was dissolved since the last update. However, Reidsville DDA remains.) Because these higher levels of service are provided by Glennville and Reidsville within and pertaining to their own jurisdictional boundaries, these services are not a duplication of a county service.

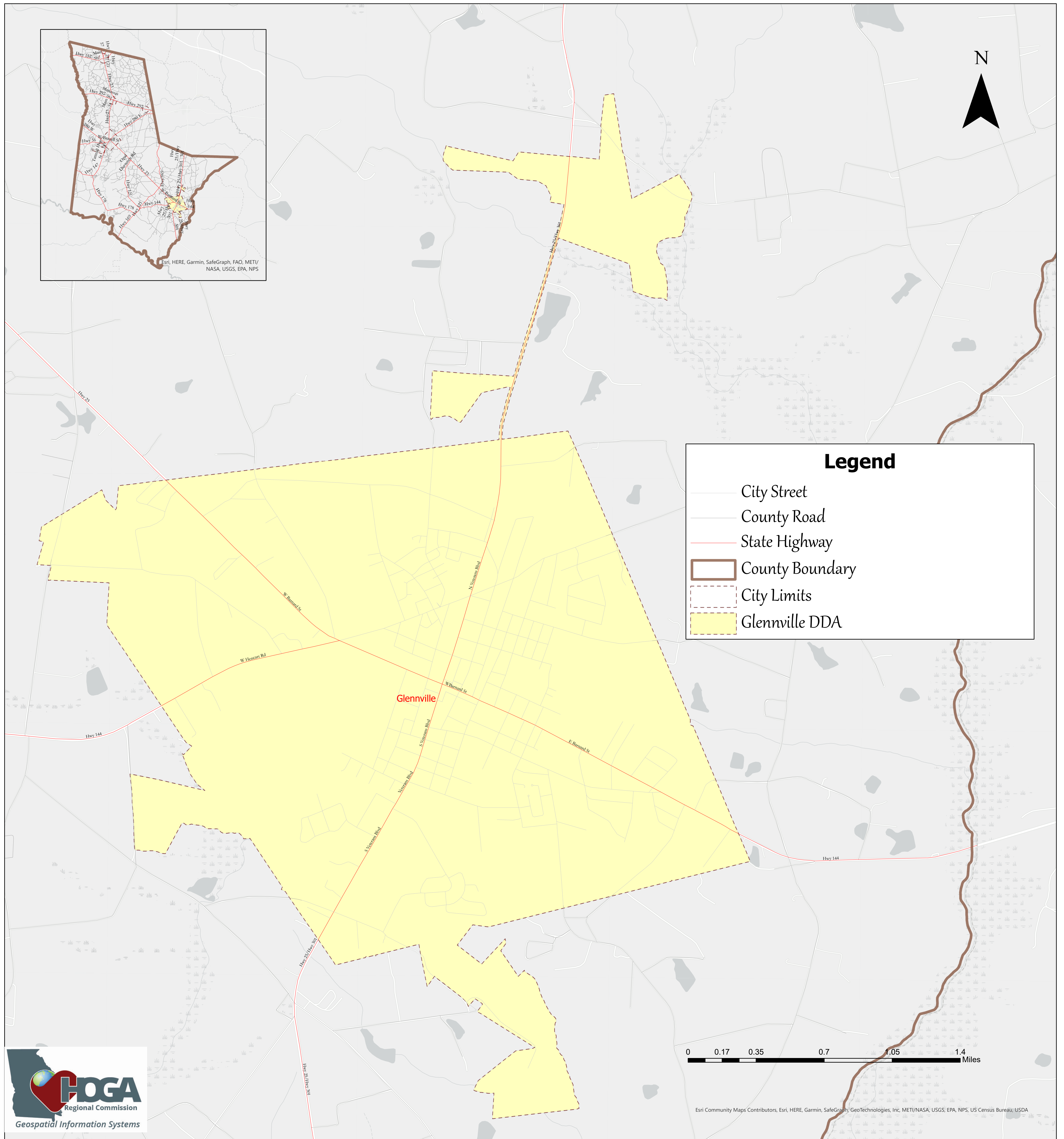
Tattnal County Economic Development Map

Tattnal County Development Authority



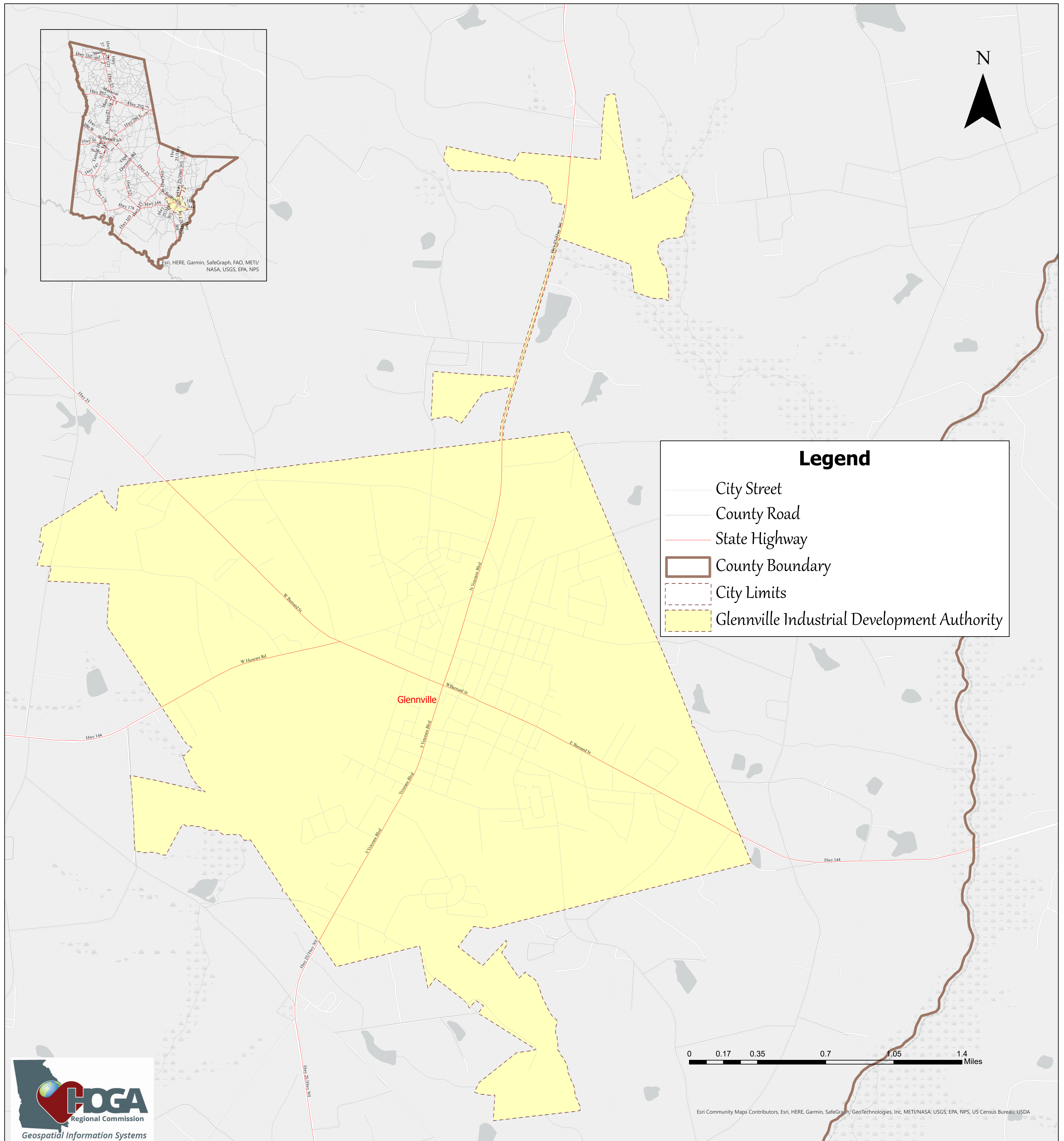
Tattnal County Economic Development Map

Glennville DDA



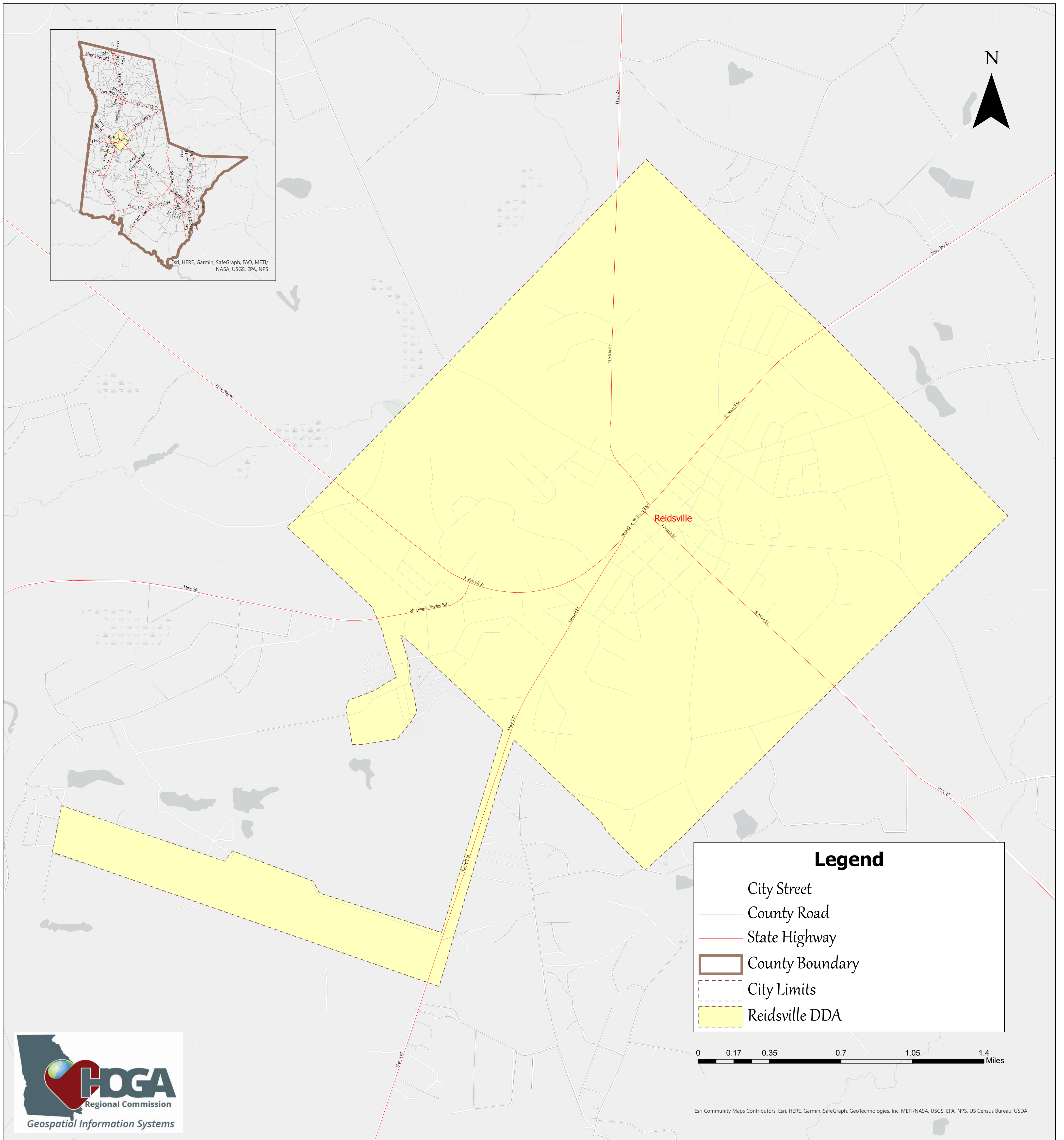
Tattnal County Economic Development Map

Glennville Industrial Development Authority



Tattnal County Economic Development Map

Reidsville DDA





SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Elections

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	General Fund
City of Cobbtown	Contract with Tattnall County Board of Elections
City of Collins	Contract with Tattnall County Board of Elections
City of Glennville	Contract with Tattnall County Board of Elections
City of Manassas	Contract with Tattnall County Board of Elections
City of Reidsville	Contract with Tattnall County Board of Elections

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The County will continue to provide for countywide, state, and federal elections through the Tattnall County Board of Elections. The cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville contract with the Tattnall County Board of Elections for all municipal elections. (Maps updated; no further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

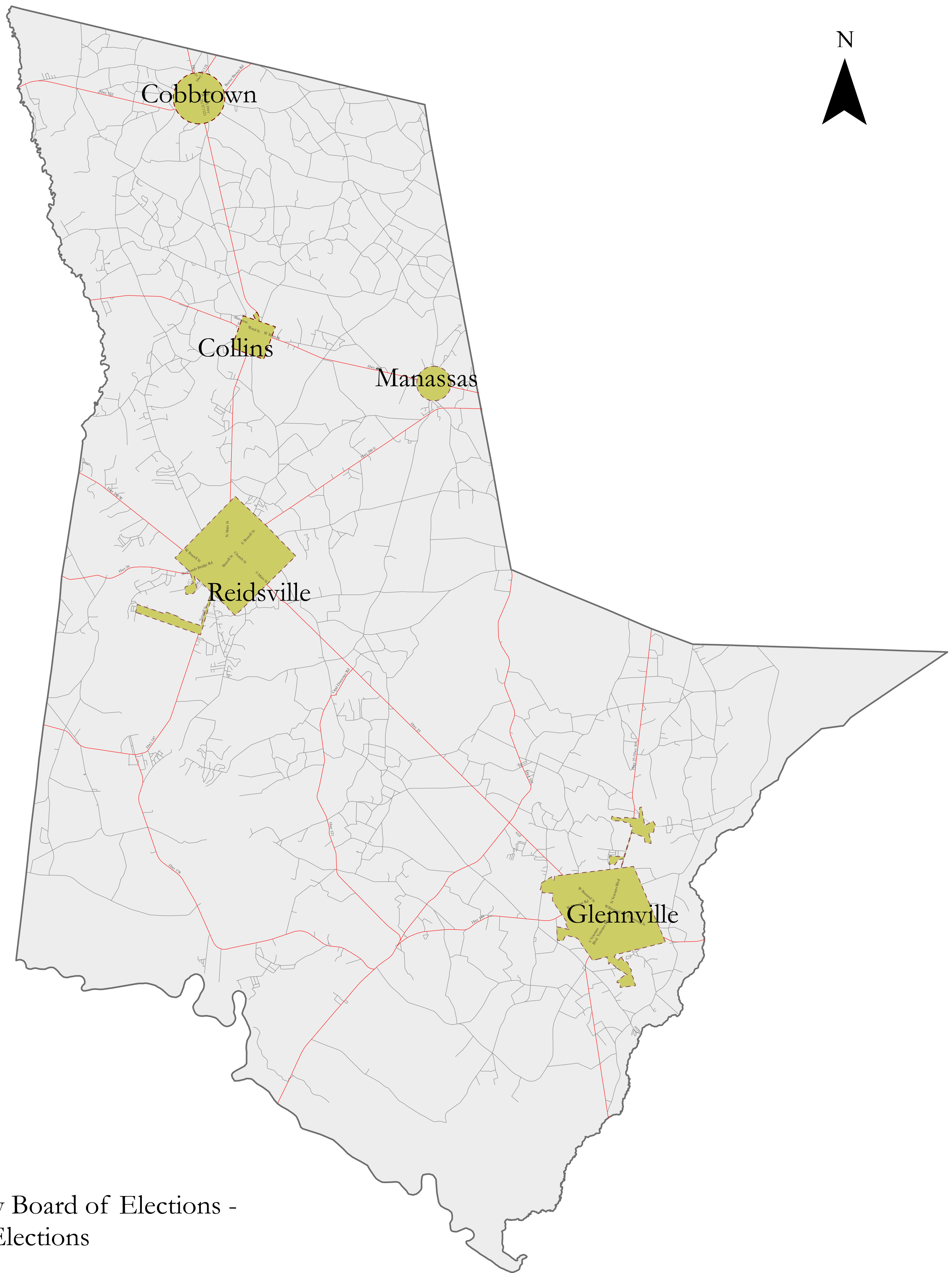
Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Elections Tattnall County



Legend

- City Street
- County Road
- State Highway
- Tattnall County Board of Elections - State/Federal Elections
- Contract with County for Municipal Elections

0 1 2 4 6 8 Miles



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

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COUNTY: TATTNALL COUNTY

Service: *Emergency Management*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	General Fund, Grants, SPLOST, & ARPA

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

"Grants, SPLOST, & ARPA" added as funding sources SDS Form 2, Question 3. No further change is anticipated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

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COUNTY: TATTNALL COUNTY

Service: EMS

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	General Fund, User Fees, Grants, SPLOST, & ARPA

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

"Grants, SPLOST, & ARPA" added as funding sources SDS Form 2, Question 3. No further change is anticipated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form:

Dustin C. Price

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

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COUNTY: TATTNALL COUNTY

Service: Fire Protection

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Reidsville, Smith State Prison, Rogers State Prison**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

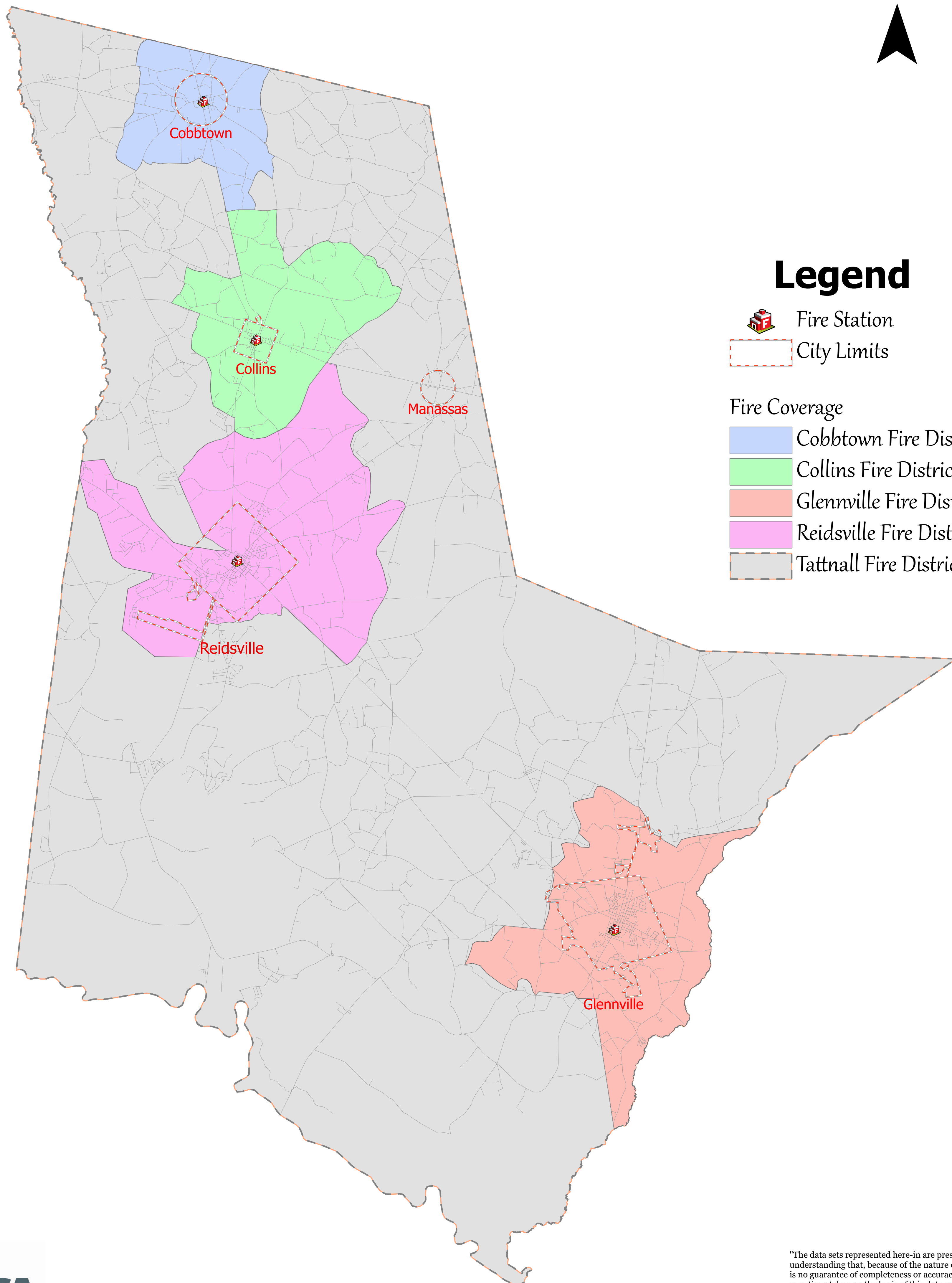
Yes (if "Yes," you must attach additional documentation as described, below)

No




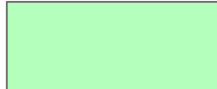



If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

Tattnall County Fire Districts



Legend

-  Fire Station
 -  City Limits
- Fire Coverage
-  Cobbtown Fire District
 -  Collins Fire District
 -  Glennville Fire District
 -  Reidsville Fire District
 -  Tattnall Fire District




Fire Protection Tattnall County

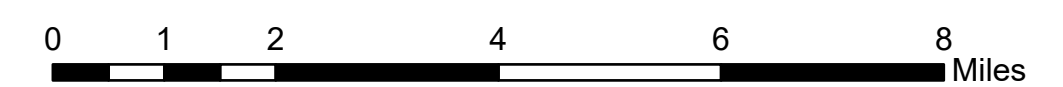
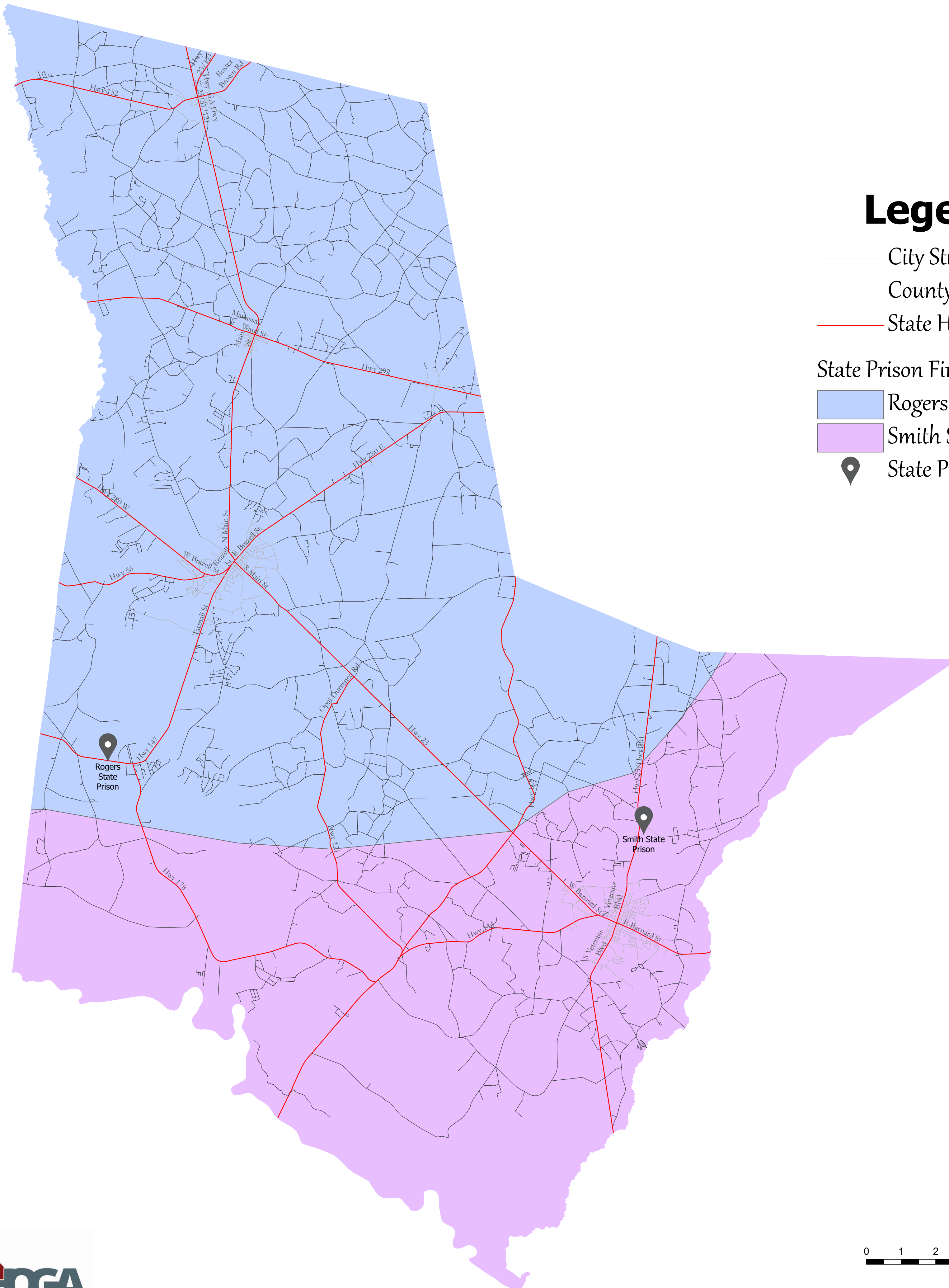


Legend

- City Street
- County Road
- State Highway

State Prison Fire Department

-  Rogers State Prison
-  Smith State Prison
-  State Prison



TATTNALL COUNTY, GEORGIA

INTERGOVERNMENTAL AGREEMENT FOR FUNDING FIRE SERVICES

THIS INTERGOVERNMENTAL AGREEMENT FOR FUNDING FIRE SERVICES (hereinafter referred to as "Agreement") is made and entered into as of the 1st day of August, 2022, by and between **TATTNALL COUNTY, GEORGIA**, a political subdivision of the State of Georgia (hereinafter referred to as the "County"), and the **CITY OF COBBTOWN, CITY OF COLLINS, CITY OF GLENNVILLE and CITY OF REIDSVILLE**, all of whom are Georgia municipal corporations within Tattnall County, Georgia (hereinafter referred to as the "Municipalities").

WITNESSETH:

WHEREAS, the County and Municipalities have established volunteer fire departments operating under the general supervision of the County and each of the Municipalities, and these fire departments provide services to all residents of the incorporated and unincorporated areas of the County.

WHEREAS, the County and the Municipalities, each of whom is eligible to receive Local Option Sales Tax ("LOST") funds, must agree to a distribution of LOST funds between and among themselves and send proof same to the Commissioner of the Georgia Department of Revenue in the form of a Certificate of Distribution ("COD") by December 30, 2022, and in connection with the completion and execution of the COD, the County and Municipalities have agreed that a portion of the LOST distribution to the County will be set aside and paid to the Municipalities pursuant to this Agreement.

WHEREAS, the County recognizes that the fire departments of the Municipalities support the County-wide fire department with workforce/firefighters.

WHEREAS, the County and Municipalities desire to enter into this Agreement so that the County and Municipalities can budget for and allocate the payments contemplated herein, and the County and Municipalities agree that the provision of fire services are essential to the safety of residents of the incorporated and unincorporated areas of the County.

WHEREAS, this Agreement was duly presented and approved by the Board of Commissioners of the County at an open meeting pursuant to due notice as required by O.C.G.A. § 50-14-1 et seq., as amended, and this Agreement was duly presented and approved by each of the governing authorities of all Municipalities at open meetings pursuant to due notice as required by O.C.G.A. § 50-14-1 et seq., as amended.

NOW, THEREFORE incorporating the forgoing recitals, and in consideration of the mutual promises, covenants and undertakings of the parties hereinafter set forth, and for the public purposes herein contained and provided for, the County and the Municipalities agree and bind themselves as follows:

1. **Term.** Unless sooner terminated or renewed as provided herein, this Agreement shall commence on the date as set forth above in the initial paragraph of this Agreement

and expire at midnight on December 31, 2032. Notwithstanding the foregoing, either party hereto may voluntarily renegotiate this Agreement at any time after a period of five (5) years has expired from the date of commencement of this Agreement. Upon termination, unless otherwise specifically provided for herein, the County and the Municipalities shall have no further rights, duties, obligations, or liabilities hereunder, except for the performance of any and all terms and conditions of this Agreement accruing prior to the date of said termination.

2. **Continuation of Fire Services.** The Municipalities shall continue to provide fire services to County residents as the Municipalities have in the past without alteration or interruption. During the term of this Agreement, it is further agreed that the Municipalities, at their sole cost and expense, shall keep and maintain the volunteer fire departments and fire services as the Municipalities have in the past.
3. **Representations and Warranties of the Parties.** In order to induce one another to enter into this Agreement and to perform the undertakings set forth herein, the County and Municipalities represent to each other (which representations shall be deemed independently material notwithstanding any prior inquiries or examinations) the following:
 - (a) **Authority.** Each party has the power to make, deliver and perform this Agreement, and has taken all necessary action to authorize the execution, delivery, and performance of this Agreement. This Agreement, when executed, will constitute the valid obligations of each respective party legally binding upon the same and enforceable in accordance with the terms hereof. No further consent or approval of any other party not specifically mentioned herein is required in connection with the execution, delivery, performance, validity, and enforcement of this Agreement.
 - (b) **No Violation of Law.** Neither party has any knowledge, and has received no notice, of any violation or claim of violation of any law, statute, rule, regulation, or ordinance, or other legal requirement of mandate relating to the performance of this Agreement.
 - (c) **No Conflicting Agreements.** The execution, delivery and performance of this Agreement will not violate or contravene any contract, undertaking, instrument or other agreement to which County or the Municipalities (as the case may be) is a party of which purports to be binding upon the same. Furthermore, the execution, delivery and performance of this Agreement does not violate the provisions of either party's charter, the Constitution of the State of Georgia, or any statutory or decisional laws of said State respecting the parties or the Services proposed to be undertaken hereunder.

(d) The representations contained in Section 3 of this Agreement shall be true and correct as of the date hereof and such representations and the obligation of the parties to perform under this Agreement shall be expressly conditioned upon said representations being true and correct on the date hereof.

4. **No Waiver of Sovereign Immunity.** By entering into and performing the terms of this Agreement, the County does not in any way waive or otherwise impair its sovereign immunity from suit (or the official immunity of its employees and officers) with respect to any third-party, and no actions taken by the County or the Municipalities now or hereafter (or which either party fails to take) shall be deemed to so waive or impair the County's sovereign immunity, and neither the County nor its officers or employees shall in any event be stopped from asserting their respective sovereign or official immunity to the fullest extent granted by the Constitution of and laws of the State of Georgia.
5. **Amendments, Etc.** No amendment, modification, termination, or waiver of any provision of this Agreement, nor consent to any departure by the parties, shall in any event be effective unless the same shall be in writing and signed by both the County and the Municipalities, and then such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.
6. **Assignment; Binding Effect.** The rights and obligations of the parties under this Agreement are personal and may not be assigned without the prior written consent of both parties hereto. Subject to the foregoing, this Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective successors and permitted assigns.
7. **No Third-Party Beneficiaries.** This Agreement is made between and limited to the County and Municipalities and is not intended and shall in no event be construed to be, for the benefit of any person or entity other than the County and Municipalities, and no other person or entity shall be considered a third-party beneficiary by virtue of this Agreement or otherwise entitled to enforce the terms of this Agreement for any reason whatsoever.
8. **Entire Agreement.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect.
9. **Relationship of Parties.** Notwithstanding anything in this Agreement to the contrary, the parties are not and shall not be considered as joint venturers, partners, or agents of the other and neither shall have the power to bind or obligate the other except as expressly set forth in this Agreement.

10. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall serve as an original for all purposes, but all copies shall constitute but the same Agreement, binding on all parties hereto, whether or not each counterpart is executed by all parties hereto, so long as each party hereto has executed one or more counterparts hereof. Further, the parties may rely upon electronic or facsimile signatures of all persons signing on behalf of each party hereto as if such signature or signatures are the original.
11. **Governing Law.** This Agreement and all rights and obligations of the parties hereto shall be construed under and according to the laws of the State of Georgia.
12. **Facsimile as Writing.** The parties hereto expressly acknowledge and agree that, notwithstanding and statutory or decisional law to the contrary, the printed product of a facsimile or electronic transmittal shall be deemed to be "written" and a "writing" for purposes of execution and delivery of this Agreement, and such transmittal shall otherwise constitute an original document, binding upon and enforceable against the parties in accordance with its terms.
13. **Method of Funding.** The County agrees to set aside, on an annual basis, \$120,000.00 of LOST funds to support the fire departments of the Municipalities. Such fund will be divided using the total amount of property value in each Fire District converted to percentages. The Fire District values were calculated by Sandra Spikes, employee of the Tattnall County Tax Assessor's Office, using the 2022 Tax Digest. (See Appendix A which is attached hereto and incorporated by reference)
14. **Allocation of Future Funding.** The County Shall fund the fire service and/or fire departments for each of the Municipalities by paying an annual payment to each of the Municipalities as follows: \$8,952.00 to City of Cobbtown; \$15,564.00 to City of Collins; \$43,188.00 to City of Reidsville; and \$52,296.00 to City of Glennville. The annual payments shall begin in January 2023 and continue each year thereafter until the expiration or termination of this Agreement. The annual payments to each of the Municipalities shall be made on a monthly basis, on or before the 30th day of each month, and continuing until the expiration or termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their respective names and with their respective official seals hereunto affixed and executed and attested to by their duly authorized officials, all as of the date first above written.

TATTNALL COUNTY, GEORGIA

By: Jackie C. Trim (L.S.)
Jackie C. Trim, Chairman

Attest: Sheila R. Mills (L.S.)
Sheila R. Mills, County Clerk



CITY OF COBBTOWN

By: James R. Collins (LS)

Name: James R Collins

Title: Mayor

Attest: Francine L Jarriel (LS)

Name: Francine L Jarriel

Title: City Clerk



CITY OF COLLINS

By: Sandra C Spikes (LS)

Name: Sandra C Spikes

Title: Mayor Pro tem

Attest: Deb J Stubbs (LS)

Name: Deb J. Stubbs

Title: City Clerk

[SEAL]

CITY OF GLENNVILLE

By: Bernie Weaver (LS)

Name: Bernie Weaver

Title: Mayor, City of Glennville

Attest: Delilah Bryant (LS)

Name: Delilah Bryant

Title: Account Specialist

[SEAL]



CITY OF REIDSVILLE

By: Curtis Colwell (LS)

Name: CURTIS Colwell

Title: Mayor

Attest: Nivea Jackson (LS)

Name: Nivea Jackson

Title: City Clerk



**Automatic Aid Agreement for Fire
And Emergency Services**

WHEREAS, the safety of the citizens of the State of Georgia is of the utmost importance to all levels of state and local government;

WHEREAS, The **Tattnall County Commissioners** and the **City of Cobbtown** seek to enter a ^{Automatic} Aid and Assistance Agreement in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS; the State of Georgia and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written ^{Automatic} aid agreements between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of Georgia, municipalities are allowed to enter into ^{Automatic} aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

**SECTION I.
DEFINITIONS**

- A. "Agreement" shall mean this document, the **"Automatic Aid Agreement for Fire and Emergency Services."**
- B. "Aid and Assistance" shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. "Authorized Representative" shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. "Fire, Disaster or other emergency" shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.
- E. "Provider" means a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").

- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.

**SECTION II.
OBLIGATIONS OF THE PARTIES**

- A. **Provision of Aid and Assistance** – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.
- B. **Procedures for Requesting Assistance** – Requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by telephone, to be followed as soon as practicable by a written confirmation of that request.
- C. **Designation of Authorized Representative** – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Office of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely notice.
- D. **Traveling Employees** – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs of the Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.
- E. **Supervision and Control** – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider's personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider's supervisory personnel and Recipient. Based upon such

assignments set forth by Recipient, Provider's supervisory personnel shall have the authority to:

1. Assign work and establish work schedules for Provider's personnel;
 2. Maintain daily personnel time records, material records, and a log of equipment hours;
 3. Report work progress to Recipient at regular intervals as specified by Recipient.
- F. **Period of Service; Renewability; Recall** – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider's intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III. REIMBURSEMENT

- A. Except as otherwise provided below, it is understood that Recipient shall reimburse Provider for the following documents costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient.
1. **Personnel** - During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements.
 2. **Equipment** – Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to established FEMA equipment rates.
 3. **Material and Supplies** – Provider shall be reimbursed for all materials and supplies furnished by it, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care at all times in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and Georgia State reimbursement policies. In the alternative, the parties may agree in writing that

Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

- B. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider’s personnel; Provider shall maintain records and invoices for reimbursement.
- C. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient shall pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date.
- D. Inspection of Records – Provider agrees that it shall make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient, State, and the federal government, and shall maintain such records for at least seven (7) years after the date of final payment under this Agreement.

**SECTION IV.
PROVIDER’S EMPLOYEES**

- A. Rights and Privileges – Whenever Provider’s employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.
- B. Workers’ Compensation – Recipient shall not be responsible reimbursing any amounts paid or due as benefits to Provider’s employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under the Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers’ compensation benefits only to their own respective employees.

**SECTION V.
NONDISCRIMINATION**

In accordance with Article 15 of the Executive Law (“Human Rights Law”) and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

**SECTION VI.
HOLD HARMLESS**

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

**SECTION VII.
AMENDMENTS**

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

**SECTION VIII.
DURATION OF AGREEMENT**

- A. Term – This Agreement shall be for a term of five (5) years from the date of execution by both parties, unless the Agreement is renewed or terminated as set forth in this section.
- B. Renewal – This Agreement may be extended for an additional five (5) year term by written agreement of the parties hereto.
- C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice. A termination shall not affect the obligation of any party to reimburse the other for the costs and expenses of rendering aid and assistance incurred prior to the effective date of termination.

**SECTION IX.
HEADINGS**

The headings of various sections and subsections of the Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

**SECTION X.
SEVERABILITY**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are super ceded by this Agreement.


**SECTION XI
EFFECTIVE DATE**

This Agreement shall take effect upon its execution by both parties.



Chairman, Tattnall County Commissioners

Date 01/20/21



Mayor, City of Cobbtown

Date 1-12-2021

**Automatic Aid Agreement for Fire
And Emergency Services**

WHEREAS, the safety of the citizens of the State of Georgia is of the utmost importance to all levels of state and local government;

WHEREAS, The **Tattnall County Commissioners** and the **City of Collins** seek to enter a **Automatic Aid and Assistance Agreement** in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS; the State of Georgia and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written **Automatic aid agreements** between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of Georgia, municipalities are allowed to enter into **Automatic aid and assistance agreements**, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

**SECTION I.
DEFINITIONS**

- A. **"Agreement"** shall mean this document, the **"Automatic Aid Agreement for Fire and Emergency Services."**
- B. **"Aid and Assistance"** shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. **"Authorized Representative"** shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. **"Fire, Disaster or other emergency"** shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.
- E. **"Provider"** means a party to this Agreement that has received a request to furnish aid and assistance to the party in need (**"Recipient"**).

- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.

**SECTION II.
OBLIGATIONS OF THE PARTIES**

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.
- B. Procedures for Requesting Assistance – Requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by telephone, to be followed as soon as practicable by a written confirmation of that request.
- C. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Office of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely notice.
- D. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs of the Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.
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assignments set forth by Recipient, Provider's supervisory personnel shall have the authority to:

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**SECTION V.
NONDISCRIMINATION**

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**SECTION VI.
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**SECTION IX.
HEADINGS**

The headings of various sections and subsections of the Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

**SECTION X.
SEVERABILITY**

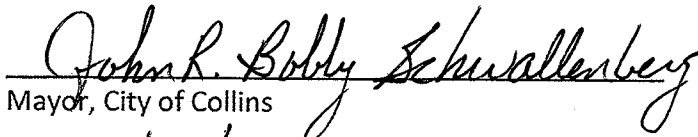
Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are super ceded by this Agreement.

**SECTION XI
EFFECTIVE DATE**

This Agreement shall take effect upon its execution by both parties.


Chairman, Tattnall County Commissioners

Date 01/20/21


Mayor, City of Collins

Date 1/12/2021

Automatic Aid Agreement for Fire
And Emergency Services

WHEREAS, the safety of the citizens of the State of Georgia is of the utmost importance to all levels of state and local government;

WHEREAS, The Tattnall County Commissioners and the City of Glennville seek to enter a Automatic Aid and Assistance Agreement in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS; the State of Georgia and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written Automatic aid agreements between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of Georgia, municipalities are allowed to enter into Automatic aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

SECTION I.
DEFINITIONS

- A. "Agreement" shall mean this document, the "Automatic Aid Agreement for Fire and Emergency Services."
- B. "Aid and Assistance" shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. "Authorized Representative" shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. "Fire, Disaster or other emergency" shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.
- E. "Provider" means a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").

- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.

SECTION II
OBLIGATIONS OF THE PARTIES

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.
- B. Procedures for Requesting Assistance – Requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by telephone, to be followed as soon as practicable by a written confirmation of that request.
- C. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Office of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely notice.
- D. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs of the Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.
- E. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider's personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider's supervisory personnel and Recipient. Based upon such

assignments set forth by Recipient, Provider's supervisory personnel shall have the authority to:

1. Assign work and establish work schedules for Provider's personnel;
 2. Maintain daily personnel time records, material records, and a log of equipment hours;
 3. Report work progress to Recipient at regular intervals as specified by Recipient.
- F. Period of Service; Renewability; Recall – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider's intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III. REIMBURSEMENT

- A. Except as otherwise provided below, it is understood that Recipient shall reimburse Provider for the following documents costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient.
1. Personnel - During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements.
 2. Equipment – Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to established FEMA equipment rates.
 3. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished by it, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care at all times in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and Georgia State reimbursement policies. In the alternative, the parties may agree in writing that

Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

- B. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider's personnel; Provider shall maintain records and invoices for reimbursement.
- C. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient shall pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date.
- D. Inspection of Records – Provider agrees that it shall make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient, State, and the federal government, and shall maintain such records for at least seven (7) years after the date of final payment under this Agreement.

SECTION IV. PROVIDER'S EMPLOYEES

- A. Rights and Privileges – Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.
- B. Workers' Compensation – Recipient shall not be responsible reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under the Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees.

SECTION V. NONDISCRIMINATION

In accordance with Article 15 of the Executive Law ("Human Rights Law") and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

**SECTION VI.
HOLD HARMLESS**

To the extent permitted by law, each party (as indemnitor) agrees to protect, defend, indemnify, and hold the other party (as indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

**SECTION VII.
AMENDMENTS**

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

**SECTION VIII.
DURATION OF AGREEMENT**

- A. Term – This Agreement shall be for a term of five (5) years from the date of execution by both parties, unless the Agreement is renewed or terminated as set forth in this section.
- B. Renewal – This Agreement may be extended for an additional five (5) year term by written agreement of the parties hereto.
- C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice. A termination shall not affect the obligation of any party to reimburse the other for the costs and expenses of rendering aid and assistance incurred prior to the effective date of termination.

**SECTION IX.
HEADINGS**

The headings of various sections and subsections of the Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION X.
SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgement shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are super ceded by this Agreement.

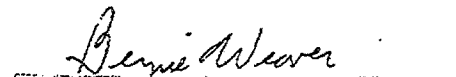
SECTION XI
EFFECTIVE DATE

This Agreement shall take effect upon its execution by both parties.



Chairman, Tattnall County Commissioners

Date 5/5/22



Mayor, City of Glennville

Date 5-3-2022

111

**Automatic Aid Agreement for Fire
And Emergency Services**

WHEREAS, the safety of the citizens of the State of Georgia is of the utmost importance to all levels of state and local government;

WHEREAS, The **Tattnall County Commissioners** and the **City of Reidsville** seek to enter a **Automatic Aid and Assistance Agreement** in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS; the State of Georgia and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written **Automatic aid agreements** between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of Georgia, municipalities are allowed to enter into **Automatic aid and assistance agreements**, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

**SECTION I.
DEFINITIONS**

- A. "Agreement" shall mean this document, the "Automatic Aid Agreement for Fire and Emergency Services."
- B. "Aid and Assistance" shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. "Authorized Representative" shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. "Fire, Disaster or other emergency" shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.
- E. "Provider" means a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").

- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.

**SECTION II.
OBLIGATIONS OF THE PARTIES**

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.
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assignments set forth by Recipient, Provider's supervisory personnel shall have the authority to:

1. Assign work and establish work schedules for Provider's personnel;
 2. Maintain daily personnel time records, material records, and a log of equipment hours;
 3. Report work progress to Recipient at regular intervals as specified by Recipient.
- F. **Period of Service; Renewability; Recall** – Unless agreed otherwise, the duration of the Provider's assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider's intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

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**SECTION V.
NONDISCRIMINATION**

In accordance with Article 15 of the Executive Law (“Human Rights Law”) and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

**SECTION VI.
HOLD HARMLESS**

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

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SEVERABILITY**

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**SECTION XI
EFFECTIVE DATE**

This Agreement shall take effect upon its execution by both parties.



Chairman, Tattnall County Commissioners

Date 1-22-21



Mayor, City of Reidsville

Date 1-19-2021

Automatic Aid Agreement

Tattnall County Fire/Rescue and
Smith State Prison Fire

This agreement, entered into by and between the Tattnall County Fire and the Smith State Prison Fire shall be in full force and effect and binding upon the parties hereto upon execution of this agreement and shall continue in full force and effect indefinitely. Any party desiring to terminate or modify this agreement shall notify the other party of this intent in writing ninety (90) days before the date upon which the party intends to withdraw or request changes in this agreement.

II. PURPOSE

The parties hereto, by their respective Chiefs hereby find and declare:

- 1) **WHEREAS**, the Tattnall County Fire Department and the Smith State Prison Fire, parties of this agreement desire to provide automatic aid and assistance to each other in times of disasters, including but not limited to fire, flood, tornadoes and other acts of God; and
- 2) **WHEREAS**, the parties, hereto, individually and collectively are in danger of and susceptible to disaster, including but not limited to fire, flood, tornadoes and other acts of God;
- 3) **WHEREAS**, it would be for the mutual benefit and advantage of all concerned to counter disaster, casualty or other calamities through greater cooperation, pooling of resources, and the exchange of expertise and manpower.
- 4) **WHEREAS**, each fire department shall provide automatic aid assistance to the requesting agency except when;
In the opinion of the Fire Chief or Ranking Officer, it is impossible to do so on account of other possible fire or situations within its own area, broken apparatus, manpower conditions, dangerous highways or other limiting conditions.
- 5) **WHEREAS**, it is understood and agreed by all parties of this agreement that the agency requesting assistance will be the agency

in command of the situation and that the ranking officer from the agency providing automatic aid assistance will remain in charge over that agency's manpower and equipment.

III. LIABILITY

It is agreed that each party of this agreement will provide and/or continue in full force its own workmen's compensation coverage and retirement benefits of that agency (if provided by the agency) while their employee's are providing automatic aid.

It is further agreed that nothing in this agreement shall be construed to impose civil liability on the requesting agency, who acts in good faith and without malice, for or on account of injury and/or damages resulting to personnel or equipment of the assisting agency.

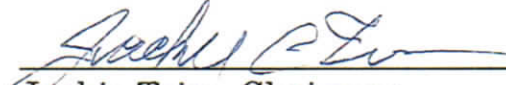
It is understood and agreed that the assisting agency or any of that agency's employees providing automatic aid assistance while acting in good faith and without malice, shall not render themselves liable and are hereby relieved of all liability for or on account of injury and/or damages resulting to personnel or equipment of the requesting agency.

THEREFORE, this agreement is entered in to and in full force on the date of the last signing authority.



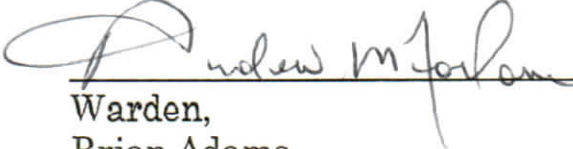
Walt Rogers, Chief
Tattnall County Fire

12-5-22
Date



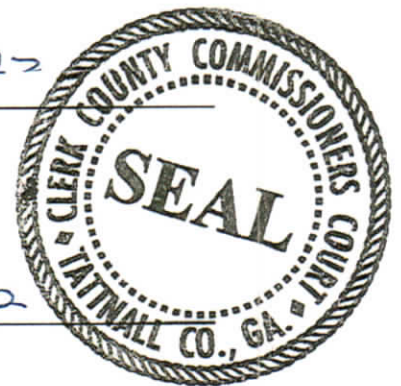
Jackie Trim, Chairman
Tattnall County

12-5-22
Date



Warden,
Brian Adams

12-5-22
Date



Automatic Aid Agreement
Tattnall County Fire/Rescue and
Rogers State Prison Fire

This agreement, entered into by and between the Tattnall County Fire and the Rogers State Prison Fire shall be in full force and effect and binding upon the parties hereto upon execution of this agreement and shall continue in full force and effect indefinitely. Any party desiring to terminate or modify this agreement shall notify the other party of this intent in writing ninety (90) days before the date upon which the party intends to withdraw or request changes in this agreement.

II. PURPOSE

The parties hereto, by their respective Chiefs hereby find and declare:

- 1) **WHEREAS**, the Tattnall County Fire Department and the Rogers State Prison Fire, parties of this agreement desire to provide automatic aid and assistance to each other in times of disasters, including but not limited to fire, flood, tornadoes and other acts of God; and
- 2) **WHEREAS**, the parties, hereto, individually and collectively are in danger of and susceptible to disaster, including but not limited to fire, flood, tornadoes and other acts of God;
- 3) **WHEREAS**, it would be for the mutual benefit and advantage of all concerned to counter disaster, casualty or other calamities through greater cooperation, pooling of resources, and the exchange of expertise and manpower.
- 4) **WHEREAS**, each fire department shall provide automatic aid assistance to the requesting agency except when;
In the opinion of the Fire Chief or Ranking Officer, it is impossible to do so on account of other possible fire or situations within its own area, broken apparatus, manpower conditions, dangerous highways or other limiting conditions.
- 5) **WHEREAS**, it is understood and agreed by all parties of this agreement that the agency requesting assistance will be the agency

in command of the situation and that the ranking officer from the agency providing automatic aid assistance will remain in charge over that agency's manpower and equipment.

III. LIABILITY

It is agreed that each party of this agreement will provide and/or continue in full force its own workmen's compensation coverage and retirement benefits of that agency (if provided by the agency) while their employee's are providing automatic aid.

It is further agreed that nothing in this agreement shall be construed to impose civil liability on the requesting agency, who acts in good faith and without malice, for or on account of injury and/or damages resulting to personnel or equipment of the assisting agency.

It is understood and agreed that the assisting agency or any of that agency's employees providing automatic aid assistance while acting in good faith and without malice, shall not render themselves liable and are hereby relieved of all liability for or on account of injury and/or damages resulting to personnel or equipment of the requesting agency.


THEREFORE, this agreement is entered in to and in full force on the date of the last signing authority.



Walt Rogers, Chief
Tattnall County Fire

12-5-22

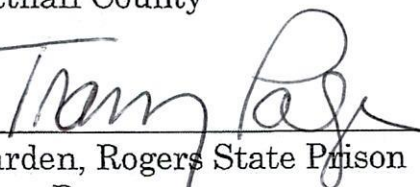
Date



Jackie Trim, Chairman
Tattnall County

12-5-22

Date



Warden, Rogers State Prison
Tracy Page

12/15/22

Date



Tattnall County Fire Rescue



Standard Operating Guidelines

**Developed by:
Tattnall County Fire Rescue**



Tattnall County Fire Rescue
Standard Operating Guideline

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Disclaimer:

These Standard Operating Guidelines (SOG's) were developed for the Tattnall County Fire Rescue.

The Tattnall County Fire Rescue cannot guarantee that adherence to these SOG's alone will result in a reduction of occupational injuries, illnesses, or exposures. However, the SOG's can help provide part of the framework for a fire service occupational safety and health program, which can be designed to achieve this goal.

This edition of the Standard Operating Guidelines supersedes all previous editions.

Preface:

These SOG's were developed to guide members of the Tattnall County Fire Service in the performance of their duties. They are based on the requirements in NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and on professional publications, as well as appropriate federal, state, and local regulations.

First, the SOG's remain to be a guide for which members should follow to make our service a success. Second, it allows the SOG's to be recognized as the basis of general rules of conduct expected from all members.

It is the policy of the Tattnall County Fire Rescue to provide and to operate with the highest possible levels of safety and health for all members. The prevention of accidents, injuries, exposures, and occupational illnesses are goals of the fire department and shall be primary considerations at all times. This concern for safety and health applies to all members when contemplating a standard type of operation, either emergency or non-emergency in nature.



Tattnall County Fire Rescue Standard Operating Guidelines Introduction

1. PURPOSE

To set forth and establish a standard, written source of departmental policies and guidelines that will promote the effective and efficient operation of the Fire Services of Tattnall County. The purpose of this content is to establish behavioral guidelines. This is to be used as a reference for questions concerning departmental guidelines and expected behavior as a member of the fire service.

2. POLICY

The Tattnall County Fire Rescue shall establish an Operations Manual containing written, standardized operational policies, procedures and regulations. Said manual shall be utilized by the Fire Services personnel as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine or emergency nature.

3. AUTHORITY

Pursuant to the authority vested in the Tattnall County Fire Rescue Coordinator by state law and local ordinance, the operations manual is hereby established as the standard, written reference source of Departmental Rules, Regulations, Policies, Procedures and Operations.

The contents of the operations manual shall supersede any conflicting information contained in any other departmental publication.

4. RESPONSIBILITIES

It shall be the responsibility of all staff members to familiarize themselves with and conform to the policies, regulations and procedures contained within the operations manual.

It shall be the responsibility of all Fire Department Officers to supervise and command their subordinates within the guidelines and philosophies contained within the operations manual.

5. PHILOSOPHY

Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a

workable, readable format, which is available to all levels of the organization.

Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.

These policies, procedures and regulations contained within this manual are intended to be reasonable and workable guidelines of a positive nature.

Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.

This Manual of Operations shall not be expected to provide a solution to every question or problem, which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities which involve the members of Tattnall County Fire Rescue.

The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

Any City fire department member that responds to a fire/emergency call outside the city limits and is a member of the Tattnall County Fire Dept, will be considered Tattnall county fire personnel; and therefore will be covered by Tattnall County Worker's comp and cancer policies.

ALL MEMBERS WILL RECEIVE A COPY OF THE SOP/SOG AND SIGN A RECEIPT OF ACCEPTANCE FOR THE SOP/SOG MANUAL. ALL MEMBERS ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE CONTENTS OF THIS MANUAL.

Mission Statement

The Tattnall County Fire Rescue is dedicated to safe guarding the lives, property, and environment of our communities through exceptional service in education, preparedness, prevention and response to emergency incidents.

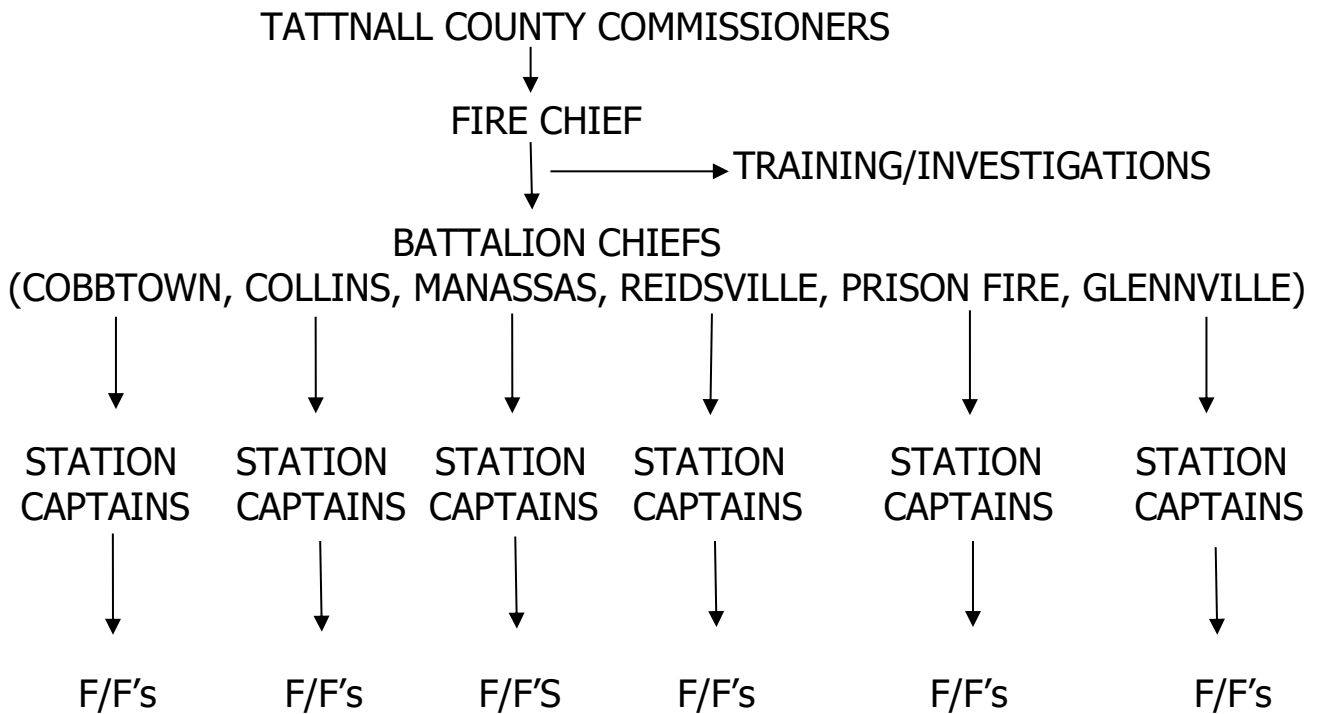
Vision

We are committed to present a superior emergency service organization that continually strives to improve the quality of service delivered to our customers, our citizens, visitors, and the businesses of our communities.

Training Mission

“To develop certified Officers and Firefighters who can deliver desired results rapidly and safely on the fire ground”

Tattnall County Fire Rescue Organizational Chart



(NOTE: CAPTAINS AND FIREFIGHTERS ARE PER STATION)

Tattnall County Fire Rescue Station Area Assignments

BATTALION CHIEFS

COBBTOWN
(STATIONS 4, 7, 8)

COLLINS
(STATIONS 3, 9, 10)

MANASSAS
(STATIONS 8, 11, 13)

REIDSVILLE
(STATIONS 1, 12, 14, 15, 17)

GLENNVILLE
(STATIONS 2, 18, 19, 21)

JAN POWELL (GSP FIRE)
(STATIONS 5, 16, 20)

ORGANIZATIONAL GOALS



Section 100



SOG 100.001
Issued 07/01/15

Tattnall County Fire Rescue Preparation of Guidelines

1. PURPOSE

- A. To establish a systematic procedure for the preparation or change and distribution of Fire Department guidelines.
- B. To insure the proper and regular systematic review of the Operations Manual.
- C. To insure the proper, timely, systematic and controlled revision and update of the Operations Manual.

2. POLICY

- A. A "guideline" shall be defined as: a declared intent or objective that shall be used as a basis for decision and action.
- B. A "policy" shall be defined as: a declared intent that cannot be deviated from without prior approval of the members.
- C. A "procedure" shall be defined as: a prescribed or acceptable routine or method of performing or implementing a desired course of action.
- D. The establishment of guidelines shall be by the Tattnall County Fire Rescue, except that participation may be sought from staff in the development of those guidelines/policies concerning conditions of employment and/or procedures and methods of an operational nature.
- E. It shall be the policy of this department, in so far as possible, to establish, in writing, the guiding principles and acceptable methods of action to be used by our personnel.
- F. These guidelines/policies are intended to provide internal consistency.

3. RESPONSIBILITY

- A. It is the responsibility of the Fire Services office to review and edit new and proposed policies.
- B. It is the responsibility of the Fire Services office to review or revise policies to follow the prescribed review process and to ensure continuity with existing policies.
- C. The Fire Chief shall be responsible for the distribution of all policies and procedures and shall maintain the master copy of the Operations Manual.
- D. The Fire Rescue Officers shall be responsible for communicating established policy to all employees in their command. Battalion Chiefs shall be responsible for the maintenance and updating of the copy or copies of the manual which are assigned to their station.

4. FORM

- A. The appropriate standard format and letterhead shall be used when composing the final draft of any given guideline, policy and procedure. All numbering and coding shall be consistent with existing policies.
- B. The standard typing format will be utilized when typing the final draft of any guideline, policy or procedure.
- C. Although not at all inclusive, the breakdown of a guideline/policy may include:
 - 1) **PURPOSE:** The general goal of the guideline/policy stated in such a manner so as to indicate why the guideline/policy is necessary.
 - 2) **POLICY:** Statements as to what the policy shall be.
 - 3) **ORGANIZATION AND STAFFING:** The guideline/policy may either change existing or create new organizational structure to accomplish its purpose. This may include the formation of a special committee to carry out some function. Staffing may be treated separately, with a delineation of the number of classifications required, and a description of duties and responsibilities.
 - 4) **AUTHORITY AND RESPONSIBILITY:** For purpose of implementing the policy and ensuring its effective operation, authority and responsibility must be clearly defined. Authority may be treated separately from responsibility if the nature of the policy requires it.
 - 5) **PROCEDURE:** Generally, the procedures shall be stated at the end of the policy.
 - 6) **OTHER HEADINGS:** Other functional sub headings that are appropriate to the subject matter may be used as necessary.

5. DISTRIBUTION

The Fire Chief shall coordinate the distribution of policies and memorandums within the parameters of the following process:

- A. The appropriate number of copies shall be made, and a cover memorandum, providing any necessary information and/or instructions, shall be attached to each one.
- B. The master copy of the Manual shall be updated by the Fire Chief.
- C. The policy review and revision schedule shall be updated accordingly by the Fire Services office.
- D. The copies of the policy with the attached memorandum will be sent to each Battalion Chief.
- E. Personnel receiving the copy of the new policy with its attached memorandum will follow any instructions pertaining to pen and ink corrections of the appropriate table of contents and/or index, which may be on that memorandum. They will insure that the copy of the Manual in their charge is promptly updated and that the cover memorandum is placed into the Memoranda Book. They will also inform all personnel in their command of the new policy. The copies of the old policies which are being replaced shall be removed or discarded.

6. PREPARATION PROCEDURE

In order to insure uniformity and continuity of departmental policy, the following procedure shall be followed when developing a new policy or when processing an unscheduled change in policy should be formulated into a rough draft.

- A. When a need for change is realized or a new policy is desired, the proposed policy should be formulated into a rough draft.
- B. After approval of a policy, the Fire Chief will prepare the policy for distribution and initiate the distribution process.
- C. The Fire Chief is the final review level in the policy preparation process. As such, it is the Fire Chief prerogative to establish policy directly or seek staff input as seen fit.

7. REVIEW AND REVISIONS

A regular periodic review has been built into the system in order to review and revise the existing policies. Policy reviews are scheduled on a yearly basis.



SOG 100.002
Issued 07/01/15

Tattnall County Fire Rescue Code of Conduct

1. PURPOSE

As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department's resources.

2. POLICY

To this end, all members have the responsibility to:

- A. Perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective, and meets the needs of the public.
- B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business.
- C. Ensure that personal interest do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the department.
- D. Ensure that all department resources, including funds, equipment, vehicles, and other property are used in strict compliance with department policies and solely for the benefit of the department.
- E. Conduct all dealings with the public, county employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department.
- F. Treat the public and other members fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the departments business.
- G. **NO** member, while wearing any type of apparel with a department's logo on it, shall visit an establishment that serves alcohol, **as in a bar or lounge**. Nor should any member wear such items while intoxicated. This is not the image we want the public to perceive of our profession.
- H. **Officers/Supervisors** shall set the example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the department's policies and practices.



SOG 100.003
Issued 07/01/15

Tattnall County Fire Rescue Counseling Statements/Discipline Levels

1. PURPOSE

To insure fair and proper disciplinary actions for members.

2. POLICY

- A. It is the policy of this department to counsel all members that have committed violations of guideline, policy and procedures during the course of the membership tenure.
- B. The department has adopted a four (4) level disciplinary procedure as follows:
- C. Officers may submit a disciplinary action request to the Chief at any time they feel is necessary for proper discipline in the department. This request must be in writing and should be forwarded to the Tattnall County Fire Rescue office.
- D. Only the Chief Officer is allowed to process and issue counseling statements.
- E. The Chief shall consult with the Battalion Chief, the Station Captain and other members as needed or required to validate the request.

3. PROCEDURES

- A. All requests will be reviewed by the Chief for accuracy, detail and validity.
- B. The staff member's permanent file will be examined for prior counseling statements and actions.
- C. The appropriate counseling statement will be completed by the Chief.
- D. A meeting (disciplinary hearing) will be arranged with the effected member, Battalion Chief and the Station Captain.
- E. The statement will be reviewed and completed by the Battalion Chief and member.
- F. A subsequent date will be set to follow up on the counseling statement.
- G. The original statement will be placed in the members file for the following time frames.
- H. Counseling statements will be removed by the Chief Officer only, according to the following schedule:
 - Level 1 – after six (6) months from the date of statement
 - Level 2 – after one (1) year from the date of statement

- Level 3 – after two (2) years from date of statement
- Level 4 – remains part of record, not to be removed

4. DEFINITIONS AND MINIMUM LEVELS

ALL DISCIPLINE WILL BE HANDLED BY THE FIRE CHIEF IN CO-OPERATION WITH THE DEPUTY CHIEF, AND BATTALION CHIEF.

A. Level One:

1. Problems of a minor nature. First Offense for violations of department policy or guideline.

B. Level Two:

Repeat or second warnings of infractions already counseled in a level one statement within six months of the Level 1 statement.

First violations of the following policies will result in a Level 2 statement in lieu of a Level 1 statement.

1. Disobeying a direct order from an officer during a call.
2. Disrespect, verbal or otherwise, of an officer that is determined to undermine the operations of the department.
3. Countermanding an order or instruction from an officer without proper cause.
4. Offenses or driving violations using department vehicles or failure to use due regard while operating department vehicles or POVs.

C. Level Three:

Repeat or third warning of infractions already counseled in a Level 2 statement within six months of a Level 2 statement.

First violations of the following policies will result in a Level 3 statement in lieu of a Level 2 statement.

1. Operating red lights and/or siren without a valid State Red Light Permit on each vehicle.
2. Disrespectful or improper conduct on the scene, verbal or otherwise, to the patient, family, other agencies, or bystanders.

D. Level Four:

Infractions that are of such nature that continued membership on the department would be detrimental to the overall operations of the department.

First violations of the following policies will result in a Level 4 statement in lieu of a Level 3 statement.

1. Possessing of an illegal drug while in/on station property.
2. Operating a department vehicle under the influence of alcohol or drugs.
3. Theft of department equipment or property, or theft of another staff member's property or equipment.

5. DEFINITION OF LEVELS

A. Level One:

- Probation for Period of Statement
- No suspension from department
- Handled by Chief Officer

B. Level Two:

- Suspension for Maximum of 30 days from department activities
- Handled by Chief

C. Level Three:

- Suspension for Maximum of 90 days from department activities
- Referred to the Tattnall County Fire Rescue office for review

D. Level Four:

- Dismissal from the department.
- Referred to Tattnall County Fire Rescue office for review

6. APPEAL

- A. Members may appeal any actions to the Fire Commission / Authority. An appeal must be submitted in writing within seven (7) days of the date the member was notified of the actions against them.
- B. This appeal will be reviewed by the Fire Chief and the Tattnall County Commissioners.
- C. The decision made by the above shall be final.



SOG 100.004
Issued 07/01/15

Tattnall County Fire Rescue
Inappropriate Behavior

1. SCOPE

The following applies to all members of the department.

2. POLICY

The following activities are prohibited by members on station premises:

- A. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
- B. Threats or acts of physical violence against members of the public or coworkers.
- C. Sexual activity to include the possession or use of printed or audio/visual material that is sexually offensive.
- D. Abusive behavior, hazing, or harassment of co-workers or members of the public.
- E. Alterations or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the Fire Chief's authorization (or his designee).
- F. Publicly criticizing the official actions or orders of a senior officer. Nor may a member publicly speak disrespectfully of the department or its members.
- G. Making a false statement in any official communication or in conversation with another member or citizen.
- H. Performing any act or making any statement, oral or written, about one's coworkers, intending to destroy morale, good order, or working relationships with coworkers.



SOG 100.005
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Tattnall County Fire Rescue Personal Appearance

1. SCOPE

This rule applies to all members while on duty or officially representing the department at a public meeting, training session, seminar, conference, or other similar event.

2. POLICY

- A. Members shall maintain proper personal hygiene while on duty.
- B. All members shall wear appropriate clothing/attire. This means:
When not in uniform, members who are participating in fire/rescue events or who are representing the department shall dress in an appropriate manner that is appropriate for the occasion. At no time while representing Tattnall Fire Rescue shall a member wear clothing or articles that will portray the department in a negative image to the public; i.e., a religious, political, or social viewpoint; or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.
- C. Hair shall be kept clean and well groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment.



SOG 100.006
Issued 07/01/15

Tattnall County Fire Rescue
Professional Relations

1. SCOPE

This procedure applies to all members of the department.

2. POLICY

- A. Department members shall exhibit courtesy and respect to all officers and acting officers. All officers shall be referred to by their appropriate rank.
- B. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
- C. Members shall treat one another with due courtesy and respect.
- D. Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official duties.
- E. Members shall not make false reports concerning any department business or the personal character or conduct of any member.
- F. Members shall exhibit courtesy and respect to members of the public.
- G. Members are required to give their name and rank whenever requested by a member of the public.
- H. Should a member have a complaint against a member of the public, he shall forward the complaint **in writing** to the Battalion Chief, who in turn will forward it to the Fire Services Office.

ADMINISTRATIVE GUIDELINES



Section 200



SOG 200.001
Issued 07/01/15

Tattnall County Fire Rescue
Aerial Devices Testing

1. SCOPE

A. This policy applies to Department Aerial Devices Testing. It was promulgated to establish a uniform policy for annual Aerial Device testing.

2. GENERAL

A. All Aerial Device Testing shall be in accordance with NFPA 1914 *Testing Fire Department Aerial Devices*, ASNT (*American Society for Non-Destructive Testing*), AWS (*American Welding Society*)

B. Annual service testing of Aerial Devices shall be performed by a qualified, independent testing firm.

C. Annual test records shall be kept on said devices and a copy forwarded to the Fire Services Office.



SOG 200.002
Issued 07/01/15

Tattnall County Fire Rescue
Alcoholic Beverage Use

1. PURPOSE

To insure an alcoholic free workplace

2. POLICY

- A. **NO** alcoholic beverage, beer, wine, liquor, etc. shall be allowed or consumed on fire station property, or any apparatus, vehicle or equipment at any time.
- B. Personnel shall not respond to alarms, training events, or other fire department functions while under the influence of alcoholic beverages.
- C. There shall be a minimum wait time of eight (8) hours after the last alcoholic beverage is consumed until a member is allowed to resume normal duties.
- D. Any member who exhibits signs or odors of having consumed alcoholic beverages will be asked to leave, not to return until they are free from all signs of intoxication. This does not imply intoxication, but serves to protect the image of the department.
- E. Any member found to have operated any apparatus; vehicle or equipment shall be suspended immediately pending a disciplinary hearing.
- F. This department has adopted a zero tolerance for violations of this policy.

3. PROCEDURES

- A. Any member suspecting another of violating this policy shall report the violation immediately to an officer of the department.



SOG 200.003
Issued 07/01/15

Tattnall County Fire Rescue
Anti-Discrimination and Harassment Policy

1. PURPOSE

To insure a harassment and discrimination free workplace for all members.

2. POLICY

A. This department shall not discriminate against anyone, member or not, on the basis of:

- 1) Age
- 2) Race
- 3) Sex
- 4) Religious Preference
- 5) Marital Status
- 6) Sexual Preference

This list is not intended to be all-inclusive. Any discrimination as ruled under the US Code EEOA, as being illegal will not be tolerated.

B. Members must be able to perform strenuous duties and must meet physical standards customary to firefighting and firefighters, due to the nature of the job. Failing to meet these standard guidelines is not considered discrimination. Persons that do not meet these guidelines shall not be allowed to be an active member but can be a support member.

C. Harassment of any type will not be tolerated.

D. Members reported to be harassing, discriminating or causing shame to other members, or the general public, will be referred to the Fire Chief for action.

3. PROCEDURES

A. If you feel you have been harassed, a report must be made to the Captain for action. All information will be held in the strictest confidence.



SOG 200.004
Issued 07/01/15

Tattnall County Fire Rescue Apparatus Map Books

1. OBJECTIVE

- A. To provide for a uniform system of rapid identification of streets, roads, buildings and hydrants by responding apparatus.

2. PROCEDURE

- A. All apparatus shall carry standardized map books to enable an effective response.
 - 1) These map books will be in the same format department wide to allow for uniformity. These can be obtained from the 911 office.
- B. Each shall also have a copy of the map book in the common room of the station for members to use as a reference when apparatus has left the station prior to their arrival.



SOG 200.005
Issued 07/01/15

Tattnall County Fire Rescue Apparatus Usage/Response

1. PURPOSE

To establish guidelines and understanding of appropriate apparatus response.

2. GUIDELINES

The below shall be used as a general guideline for response:

A. STRUCTURE FIRES

At a minimum, there should be two engines deployed. If incident is in a rural area with no pressurized hydrants, the responding personnel should consider requesting a tanker to respond. The Incident Commander will then determine if additional equipment is needed to mitigate the incident.

B. WILDLAND FIRES

The Fire Departments' primary mission is to protect structures. Engines should be placed strategically to accomplish the above. Brush trucks should be used to attack the brush fire.

C. MOTOR VEHICLE CRASHES

As a minimum, stations should deploy a rescue truck and engine. Additional equipment and personnel may be needed depending on the complexity of the incident.

D. SMOKE REPORT/ODOR INVESTIGATION

This should be a non-emergency response with an engine company. If there is an actual problem additional units can be requested. If caller advises smoke inside of structure this would upgrade the response to emergency and should be upgraded to a structure fire response.

E. TRASH/DUMPSTER/UTILITY POLE FIRE

Stations should deploy an engine company to arrive on scene and then after size up is complete additional units can be requested by the Incident Commander.

F. FIRST RESPONDER

POV response is expected to this type of call. However, personnel should have proper equipment on board. For further guidance see first responder protocols.

G. MUTUAL AID CALLS

Battalion Chiefs or other officers responding should consider not deploying all resources from their district, to keep coverage in their response area for possible future calls.



SOG 200.007
Issued 07/01/15

Tattnall County Fire Rescue Fire Apparatus Driver Responsibility

1. PURPOSE

To provide for the safe and efficient operation of all Fire/Rescue apparatus and to help ensure the safety of the employees assigned to staff them.

2. RESPONSIBILITY

- A. Any person qualified to drive/respond to an emergency or use of fire apparatus is responsible for ensuring the use of safe driving practices.
- B. Any personnel operating Department apparatus shall use safe driving practices at all times and operate the apparatus in such a manner so as to maintain control of the vehicle at all times.
- C. All Fire Department members are responsible to operate all fire apparatus and other departmental vehicles in accordance with the Georgia State O.C.G. A. and the guidelines contained within the Operations Manual.
- D. All Fire Department members are responsible to drive in a defensive and safe manner.

3. QUALIFICATIONS

- A. Any employee wishing to operate a Department vehicle must obtain a Georgia Class A, B, E, or F license and must successfully complete department approved driver's training before being granted those privileges.
- B. All State of Georgia motor vehicle laws shall be adhered to when driving Departmental vehicles at any time.
- C. Must meet requirements set forth in Driving of Department vehicles (SOG 300.005).

4. PROCEDURES

- A. When available, Spotters will be utilized anytime a Department vehicle is to be backed up, maneuvered through close or tight spaces, around or through crowds, or at any other time the Driver deems necessary.
 - 1) All personnel, except the Driver shall dismount the apparatus and act as safety spotters.

- B. Spotters are responsible for remaining alert to conditions around the apparatus and take action to prevent injury to personnel or damage to the vehicle.
 - 1) Spotters will position themselves around the apparatus to cover the anticipated path of travel of the vehicle and prevent the apparatus from striking any object or person.
- C. The apparatus operator shall not move the apparatus until Spotters have signaled they are in position and ready for vehicle to move.
 - 1) Vehicle operators shall not proceed in moving the vehicle until all spotters are visible to them.
 - 2) Vehicle operators will stop the vehicle if a Spotter is not visible to him/her.
- D. The wheel chocks provided with various pieces of fire apparatus shall be utilized at all times when apparatus is staged.
- E. Members driving Fire Rescue vehicles shall observe the Basic Speed Rule (never exceed a speed which is safe, reasonable and proper for existing conditions). Drivers shall always operate with a due regard for other vehicles, pedestrians and other obstacles.
- F. Members driving Fire Rescue vehicles shall utilize defensive driving techniques.
- G. Fire Rescue members driving emergency vehicles shall use extreme caution when approaching and traversing street intersections. The driver will approach the intersection or traffic control device in such a manner that if the right-of-way is not clear or yielded by other vehicles or pedestrians, the apparatus can be stopped completely to prevent a crash.
- H. Fire Rescue members driving emergency vehicles shall use extreme caution on approach to the emergency scene.
- I. Fire Rescue members driving emergency vehicles shall utilize warning devices in accordance with those guidelines found in the Operations Manual.



SOG 200.008
Issued 07/01/15

Tattnall County Fire Rescue Firearms

1. PURPOSE

To insure proper and safe operation environment for all members and the public.

2. POLICY

- A. Firearms shall not be carried on your person while doing interior fire suppression.
- B. No weapon shall be openly displayed while on the scene of any alarm, call, meeting, training event, or function of the department.
- C. This policy does not apply to certified peace officers that may be members of the department.
- D. Weapons shall be secured as per O.C.G.A. in your POV while on a call as above.
- E. Any member that displays or otherwise attempts to circumvent this policy with intent to harm or threaten another person or member shall be dismissed from membership and law enforcement shall be notified in these events for appropriate action.

3. PROCEDURES

All members should report any violations of this policy to the Fire Chief. Any issues that arise regarding a weapons violation will be reviewed by the Fire Chief on a per incident basis and disciplined as deemed appropriate.



SOG 200.009
Issued 07/01/15

Tattnall County Fire Rescue
Fire Department Chaplain

1. PURPOSE

Develop a standard guideline for the position of a Volunteer Chaplain for Tattnall County Fire Rescue.

2. SCOPE

The Fire Rescue Chaplain serves in a volunteer capacity at the discretion of the Fire Chief. The Chaplain will maintain a crisis ministry to assist department members, member's families and civilians in coping with the physical, spiritual and emotional aspects of personal tragedy. The Chaplain will be a person of faith, ministering to all people regardless of the particular faith or value system.

3. REQUIREMENTS

Position requires minimal supervision and extensive independent judgment. Instruction will be in the form of oral or written direction from the Fire Chief as to the broad objectives to be accomplished. General directions from time to time may also be received from the Incident Command at a disaster scene.

4. PROCEDURE

- A. The Chaplain will be issued an identification card for access to fire scenes and such. The Chaplain responds as requested by Incident Command. The Chaplain will be under the authority of the Incident Command at a hazardous scene and will act as a liaison to the victim and victims' family in support of the Incident Commander. The Chaplain will maintain the utmost concern for both his own safety and the safety of any victim while fulfilling his duties. Only under authority of and with Incident Command's knowledge, may the Chaplain enter into the warm or hot zone at an incident scene.
- B. In order to carry out his function properly, the Chaplain will conduct periodic visits to each station as seen fit. The Chaplain will be permitted opportunities to ride with the Firefighters to gain firsthand knowledge of the role and lifestyle of a firefighter. The Chaplain may attend and participate in training exercises with the permission of the officer in charge of the exercise.

5. CONDITIONS

The Fire Department Chaplain position is a volunteer position and does not qualify for employment compensation or benefits of any kind. The Chaplain will assume all personal liability in the performance of his or her duties and not hold Tattnall County Fire Services liable in the event of any accident or mishap while performing the duties of his office.



SOG 200.010
Issued 07/01/15

Tattnall County Fire Rescue
Fire Hose Testing and Maintenance

1. PURPOSE

To establish policy and guidelines relating to care, maintenance, and testing of fire hose.

2. POLICY

- A. Fire hose shall be maintained according to manufacturer's recommendations and Departmental guidelines.
- B. All fire hose will be marked with a department number.
- C. Records shall be kept on each piece of hose used by the Department.
- D. All hoses shall be tested annually.
- E. Test shall be performed in accordance with NFPA (current addition).

3. RESPONSIBILITY

- A. It shall be the overall responsibility of the Battalion Chief/Station Captain to provide management of the testing and maintenance of fire hose.
- B. All members shall utilize the proper procedures and provide the proper care when maintaining, testing and utilizing fire hose.

4. PROCEDURE

A. Testing

- 1) Fire Department hose shall be tested annually.
- 2) Couplings will be marked, as determined by the Battalion Chief/Station Captain.
- 3) 1 ½", 1 ¾", and 3" double jacketed hose shall be tested at 300 psi for five (5) minutes. 4" and single jacket 1 ½" standpipe hose shall be tested at 300 psi for five (5) minutes.
- 4) Lay out hose and connect lengths into lines not more than three hundred (300) feet long.
- 5) Connect nozzles to open ends and tighten all couplings. Mark all couplings with marker at joint between coupling and jacket to check for slippage of jacket.
- 6) Connect lines to hose test manifolds supplied by hose testing machine or to appropriate discharge if using pumper for test.
- 7) Fill lines with water and bleed off all trapped air.
- 8) With all the air evacuated from the lines and all nozzles shut, turn on testing machine to achieve desired psi or engage pump. (see line 3).

- 10) Check for leaks and/or sweating around couplings.
- 11) Tag defective hose, indicating the problem and take appropriate action after the test is complete.
- 12) Make appropriate entries in Hose Records.
- 13) Hose records shall be maintained on each section of hose within the department and a master copy kept at Fire Rescue Office.

5. CARE OF FIRE HOSE

A. Cleaning Hose

- 1) Use plain water and a mild soap solution.
- 2) A stiff brush may be used to scrub hose.
- 3) Do not use oil products or harsh cleansers.

B. Drying Hose

- 1) Hang hose in hose tower after cleaning or in a hose dryer.
- 2) Hose shall be fully dried to avoid mildew.
- 3) Avoid loading wet hose on fire apparatus whenever possible.

C. Storing Hose

- 1) Hose shall be stored using the street roll.
- 2) Hose shall be fully dry before storing.
- 3) Hose shall be stored in the Fire Station, in the area designed for that purpose.

6. NEW HOSE

- A. A new hose received shall be visually checked for defects and damage.
- B. New hose shall be tested prior to placing in service.
- C. Each length of new hose shall be numbered and recorded prior to being placed in service.

7. DAMAGED HOSE

Tattnall County Fire Rescue does not have proper facilities to repair damaged hose. All hose that is deemed unserviceable shall have its ends painted red, and recorded as out-of-service. Hose that is to be discarded shall have the couplings cut off and saved, and the hose disposed of.



SOG 200.011
Issued 07/01/15

Tattnall County Fire Rescue ID Cards

1. PURPOSE

To insure a proper and safe operation environment for all members and the public.

2. POLICY

- A. All members will be issued a photo ID card.
- B. The ID card is property of the Tattnall County Fire Rescue office.
- C. This card will be returned to the Fire Services office immediately upon resignation or removal of member from the department.
- D. Cards will be replaced if needed due to wear and tear.
- E. This card will be needed to re-enter the county if evacuated due to a national disaster or emergency.

3. PROCEDURES

The need for a card may be made to your Battalion Chief or Station Captain. You may also see the administrative staff for issuance of your card during normal business operation hours only.



SOG 200.012
Issued 07/01/15

Tattnall County Fire Rescue Illegal Drug Use or Possession

1. PURPOSE

To insure a drug free workplace.

2. POLICY

- A. No illegal drugs, substances, or marijuana will be allowed or consumed on fire department property at any time. This applies to apparatus, vehicles, and equipment.
- B. No member will respond to alarms, training events or other fire department functions while under the influence of any illegal substances.
- C. Possession or use of such items will result in immediate dismissal from the department without a disciplinary hearing.
- D. Conviction of a drug offense by Local, State, or Federal Court will result in immediate dismissal from the department.
- E. Arrest for drug offenses by law enforcement authorities shall result in suspension from department activities until the case is resolved by the courts.
- F. Furthermore, possession or use will result in local law enforcement being contacted for possible prosecution under local and state laws.

3. PROCEDURES

Any member suspecting another of violating this policy shall report the violation immediately to an officer of the department.



SOG 200.013
Issued 07/01/15

Tattnall County Fire Rescue Incident Reports

1. PURPOSE

This standard was developed to create a permanent record of each incident to which the department responds, develop a database for the analysis of the community's demand for fire protection services and to provide uniform data to the Georgia State Fire Marshal's Office concerning the department's emergency response activity.

2. SCOPE

This standard establishes requirements for the preparation of reports for incidents that the department responds to.

3. RESPONSIBILITY

- A. It is the responsibility of the Battalion Chief to ensure that this policy is followed and that all calls for service that required a response, are documented through the use of a conscience written report.
- B. The driver of the first arriving engine shall be responsible for completion of the Basic Incident Report and all other reports that may be required.
- C. The incident commander shall be responsible for reviewing the completeness and accuracy of all incident reports generated by the members under their command.

4. PROCEDURE

Completing the Report

- A. The department uses the incident reporting system promulgated by the Tattnall County Fire Rescue Office.
- B. Basic Incident Report shall be completed for each incident to which the department was dispatched; the report shall be filed with the Tattnall County Fire Rescue office.
- C. The report shall be accurate and thorough, and it shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding a given incident.
- D. The 911 Center assigns a chronological number for each incident, and the member filing the report shall insure that the appropriate incident number is on the Basic Incident Report as well as any local incident number used.
- E. Blank Basic Incident Report forms shall be carried on all in-service apparatus so that information may be gathered at the incident scene.

- F. Whenever an incident is investigated by the Fire Services Office, a fire investigator shall be contacted by the Incident Commander and the member completing the Basic Incident Report to report the appropriate information concerning cause, area of origin, and estimated dollar loss.
- G. A narrative shall be written for each incident. The narrative shall include a brief description of the events that occurred and the actions that were taken during the mitigation of the incident. The narrative shall be thorough, concise, and accurate. Neatness and spelling count. The narrative shall be limited to the facts and not include superfluous or editorial comments.
- H. Reports shall be entered as soon as possible.
- I. A report shall be generated monthly from the database, of the department's reports and forwarded to the Battalion Chief for the purpose of reviewing for quality and completeness prior to being filed with the Georgia State Fire Marshal's Office
- J. The Fire Services Office will forward the reports to the State Fire Marshal's Office.



SOG 200.014
Issued 07/01/15

Tattnall County Fire Rescue Issuance of Fire Reports

1. PURPOSE

Is to define the process for the public to obtain a fire report related to an emergency incident that any department responded to and/or mitigated.

2. POLICY

It is the policy of the Tattnall County Fire Rescue to make available fire reports to the public under the guidelines contained in this procedure.

3. CANCELLATION

This standard operating procedure cancels and supersedes all other directives, practices and procedures in conflict.

4. SCOPE

This procedure applies to all stations under the Tattnall County Fire Rescue office.

5. PROCEDURE

A. All fire reports should be forwarded to the fire services office for review before being issued to anyone requesting a copy.

B. Copies of reports will be issued upon request, if possible the completion of a "Report Request Form" should be obtained but not required - Appendix C

C. These forms will only be issued upon the completion of the report and approval of the Fire Chief/Deputy Chief.

D. No report will be issued for a fire under investigation without the approval of the Fire Chief/ Deputy Chief, and Fire Investigator.



SOG 200.015
Issued 07/01/15

Tattnall County Fire Rescue Ladder Testing and Maintenance

1. PURPOSE

To provide proper care and maintenance for Fire Department ladders so as to insure their usability and full service life. To establish guidelines relative to the maintenance, testing, cleaning and inspection of Fire Department ladders.

2. POLICY

- A. Fire Department ladders shall be visually inspected and cleaned monthly.
- B. Fire Department ladders shall be visually inspected and cleaned after each use.
- C. Fire Department ladders which have been found to have defects shall be removed from service for repair and/or replacement.
- D. Halyards on Fire Department ladders shall be replaced as needed, or at least every two (2) years.
- E. Annual service testing shall be performed on all Fire Department ladders.
- F. Ladder testing shall be performed every 3 years or as needed in accordance with NFPA 1932 (current version).
- G. Records of all ladder testing shall be maintained in the Ladder Record Master Log Book using standardized fire service forms.

3. RESPONSIBILITY

- A. It is the responsibility of the Battalion Chief of the apparatus to provide overall management of the maintenance, repair and replacement of Fire Department ladders.
- B. It is the responsibility of the Station Captain to insure that proper care and maintenance procedures are followed by Fire Department members working with ladders.
- C. Members shall utilize the proper procedures and provide the proper care when maintaining and utilizing Fire Department ladders.

4. PROCEDURES

- A. The following procedure should be utilized when inspecting Fire Department ladders.
- B. Remove dirt from the ladder with a brush and running water. A dish detergent may be used to remove any oily or greasy residues.
- C. After rinsing or any time a ladder is wet, wipe it dry.
- D. Check for obvious defects (bends, tweaks, cracks, heat sensor damage, etc.)
- E. Check for broken or cracked welds.

- F. Check for cracked metal parts.
- G. Check for loose rungs and/or rivets.
- H. All braces, slides, stops, locks, rivets, pulleys and other movable parts should be examined.
- I. Movable parts should be lubricated at least every six months.
- J. Check the halyard for wear and decay.
- K. Check proper action of extension ladders.
- L. When defects are discovered, notify the Officer-in-Charge; mark "Equipment Out of Service" on equipment tag.



SOG 200.016
Issued 07/01/15

Tattnell County Fire Rescue
Media Relations

1. PURPOSE

To establish a guidelines for relations with media personnel.

2. SCOPE

This guideline applies to all Fire Department personnel.

3. PROCEDURE

- A. Statements to the media, news releases, and media campaigns must be approved by the Fire Chief or other *authorized* person prior to their release, except as provided below.
- B. An incident commander is authorized to provide the media with **general details** concerning an incident.
- C. Information pertaining to the cause and origin of an incident shall be released only by Fire Chief / Investigator or his specifically designated representative.
- D. Only the Fire Chief shall release information relating to personnel matters.



SOG 200.017
Issued 07/01/15

Tattnall County Fire Rescue Member Qualifications

1. PURPOSE

To establish guidelines and understanding of membership qualification and limitations.

2. SCOPE

All members of the fire department must meet the following requirements:

3. POLICY

- A. Must be at least 18 years of age
- B. High school graduate or GED equivalent
- C. Must have a drivers history release form cleared through the Tattnall County Fire Rescue office.
- D. Must have a criminal history release form cleared through the Tattnall County Fire Rescue office.
- E. Must live within a reasonable distance from the department they hold membership.

4. ACTIVE MEMBERS

- A. Must have completed his/her probationary period successfully.
- B. Shall be certified to the minimum requirements set forth by Georgia Firefighters Standards and Training Council.
- C. Must meet the continuing education hours for the above certifications as prescribed in the training requirements section of this manual.
- D. Must meet 25% of calls for service (based on North, Central, South) and 25% of county training per year. This will be reviewed annually by the Fire Chief and/or his designee.

5. SUPPORT MEMBERS

- A. Shall meet the training requirements set forth by Georgia Firefighters Standards and Training Council for this position.
- B. These members may not participate in active firefighting except for logistical support and operations of apparatus, if so trained.
- C. Members who have specific skills that could be an asset to the department shall be placed in this category: i.e. Pastors, Rehab Personnel.

6. PROBATIONARY MEMBER

- A. All members fall into this category for the first 180 days on the department.
- B. Must meet the quarterly training requirements described in training requirements section of this manual.

- D. Probationary members may be dismissed from the department without just cause by the Fire Chief.
- E. Probationary members must show initiative and the will to be a team player, in order to make it out of probation.
- F. A mentor should be designated by the Fire Chief to guide probationary members in the right direction.

All members shall meet the code of conduct – SOP 100.002



SOG 200.018
Issued 07/01/15

Tatttnall County Fire Rescue
Obedience to Orders

1. SCOPE

This procedure applies to all members of the department.

- A. Members shall read and become familiar with the department's Standard Operating Guidelines. No plea of ignorance of the SOG's will be accepted as an excuse for any violation.
- B. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed as insubordination.
- C. Members shall abide by federal and state law, local ordinances and rules, and the department's SOG's, and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the departments rules and SOGs.
- D. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
- E. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
- F. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.
- G. Any member who is given an order he believes to be unjust, improper, or contrary to the, SOG's, or a federal or state law, or city policy, should respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the supervisor of the person issuing the order be contacted for instructions if the person issuing the order does not rescind or alter the original order.



SOG 200.019
Issued 07/01/15

Tattnall County Fire Rescue Occupational Safety and Health Program

1. SCOPE

- A. This standard establishes an occupational safety and health program for the department. It was developed to:
- 1) Provide a safe working environment for the members of the department.
 - 2) Work towards satisfying the requirements of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

2. POLICY STATEMENT

- A. It shall be the policy of the department to operate at the highest possible level of safety and health for all its members. To this end, the department shall:
- 1) Make every reasonable effort to provide a safe and healthy work environment.
 - 2) Give primary consideration to the prevention and reduction of accidents, injuries, and occupational illnesses.
 - 3) Take the appropriate corrective action to avoid repetitive occurrences of accidents.
 - 4) Provide training, supervision, written procedures, program support, and review for all of its activities.

3. RESPONSIBILITIES

- A. Safety and health is the responsibility of every member. Therefore, each member shall:
- 1) Promptly report acts and conditions that are unsafe or unhealthy and that pose a threat either to members or to others.
 - 2) Maintain a level of mental and physical fitness that enables the member to safely perform his assigned tasks.

Supervisors shall be responsible for enforcing the requirements of the occupational safety and health program and for ensuring that each member under their command complies with the provisions of the occupational safety and health program.



SOG 200.020
Issued 07/01/1

Tattnall County Fire Rescue On-The-Job-Injuries

1. PURPOSE

To establish uniform procedures for documenting and reporting on-the-job-injuries.

2. REFERENCE

Workman's comp forms shall be kept at each station and available.

3. PROCEDURES

A. All job related injuries/illness and exposures

- 1) Employees shall report any job related injury/illness/exposure to their Fire Chief, Deputy Chief, or Battalion Chief as soon as possible.
- 2) The Battalion Chief shall notify the Fire Rescue office of all job related injuries/illness/exposures as soon as practical.
- 3) Infectious disease and/or hazardous material exposures which require follow-up testing and/or treatment shall be considered job-related injuries/illnesses.

B. Documentation

- 1) Regardless if the injury/illness/exposure requires medical attention, it is the employee's responsibility to complete an "Employee Injury or Illness Report" - Appendix E and/or "Infectious Exposure Report" – Appendix F and submit it to the Fire Chief, Deputy Chief, or Battalion Chief immediately following the incident.
- 2) If the employee's injury/illness/exposure does require medical attention, the employee is required to complete an "Employee Injury Report" – Appendix G per the requirements of the Workman's Comp Insurance Company and submit it to the Fire Chief, Deputy Chief, or Battalion Chief as soon as possible.
- 3) If the employee is so injured that he/she cannot complete an "Employee Injury Report", it will be the employee's Battalion Chief's responsibility to complete and submit the injury report immediately to the Fire Rescue Office.
- 4) A copy of all documentation shall be forwarded to the Fire Rescue office along with initial report.
- 5) It shall be the responsibility of the Fire Chief or designee to investigate and document all on-the-job injuries and forward all documentation to the Fire Services Office to include bills that may occur in accordance with the insurance company's requirements.

C. False Claims

- 1) Any employee who falsifies an injury claim or corroborates in making a false claim of job related injury/illness/exposure shall be subject to the full penalties provided by the law, as well as disciplinary action to include possible termination.

D. Alcohol / Drug Testing

- 1) **Anyone injured on the job, will be required to take a alcohol and/or drug test as required by Tattnall County Personnel Policy.**



SOG 200.021
Issued 07/01/15

Tattnall County Fire Rescue Owner Notification After a Fire

1. SCOPE

- A. The Fire Department shall notify owner(s) of any structure that has been involved in a fire in a timely manner. Notification shall be made as soon as possible after the incident has been mitigated.
- B. Officers shall make every attempt to notify the owners of structures that have been involved in a fire.
- C. In the event the owner(s) is not present while the department is on scene, written notification shall be placed in a prominent location at the structure advising the owner(s) to contact the department for information pertaining to the fire. Proper department contact information should be attached also.
- D. Information can be gathered from 911; Tattnall County Court House, Neighbors, etc.
- E. Contact will be made within 2 hours of the incident whenever possible. If contact cannot be made within 24 hours, the Fire Chief shall be immediately notified. Every possible attempt to notify the owner(s) shall be made prior to notifying the Fire Chief.



SOG 200.022
Issued 07/01/15

Tattnell County Fire Rescue Prescription Drug Abuse

1. PURPOSE

To ensure a prescription drug abuse free workplace.

2. POLICY

- A. Any member who exhibits signs or symptoms of having abused prescription medications will be asked to leave the station property or incident, immediately.
- B. Any member found to have operated any apparatus; vehicle or equipment shall be suspended immediately pending a disciplinary hearing.
- C. Members suspected of abuse of prescription medications shall be handled the same as illegal drug use.
- D. Prescription medication abuse applies to medications prescribed for the member as well as others.
- E. Appropriate law enforcement shall be called to investigate all cases.
- F. Violations of this policy shall result in dismissal from the department.
- G. This department has adopted a zero tolerance for violations of this policy.

3. PROCEDURES

Any member suspecting another of violating this policy shall report the violation immediately to an officer of the department.



SOG 200.023
Issued 07/01/15

Tattnall County Fire Rescue Prescription Medications

1. PURPOSE

To insure all members are competent to perform their duties while taking medications.

2. POLICY

- A. A member that has been prescribed medications for various illnesses and injuries that may impair his/her ability to drive, operate machinery, or perform firefighting/First Responder tasks shall report the name of the medication and duration to the Fire Chief as soon as practical.
- B. The Fire Chief will make a determination as to the amount of time if any a member must refrain from department functions and alarms as to insure a safe working environment.
- C. A "return to work" release form from the prescribing physician, may be required before a member can resume normal activities.

3. PROCEDURES

When a member receives a RX for medications, contact the Fire Chief, or in his absence, Deputy Chief, or the Battalion Chief for a determination.



SOG 200.024
Issued 07/01/15

Tattnall County Fire Rescue
Pressure Vessel (SCBA) Testing and Maintenance

1. PURPOSE

- A. To establish a step-by step procedure to receive, record and check all new and repaired pressurized vessels.
- B. To establish the criteria and procedures necessary to insure proper hydrostatic testing of Fire Department pressure vessels.

2. POLICY

- A. All pressurized vessels shall be numbered and recorded in a log book.
- B. All pressurized vessels owned or utilized by the Fire Department shall be scheduled for hydrostatic testing in accordance with the following:
 - 1) Steel air bottles – at five (5) year intervals.
 - 2) Composite air bottles – at three (3) year intervals.
- C. Fire Department members shall insure that all pressure vessel fittings are kept free of grease and/or oil.
- D. All Fire Department members shall utilize proper safety procedures during refilling and general bottle usage procedures.

3. SCOPE

These procedures are to cover all pressurized vessels including but not limited to oxygen and compressed air.

4. RESPONSIBILITY

The overall responsibility for maintenance and record keeping on all pressure vessels shall be with the Battalion Chief / Station Captain.

5. PROCEDURE

A. New Bottles

- 1) Receive bottle from distribution
- 2) Fill bottle (if empty) and check bottle for obvious leaks or defects
- 3) Check the pressurized vessel record. Note last number for specific type of vessel and assign the next number to the new bottle.
- 4) Fill out record completely
- 5) Label bottle with Fire Department equipment label and also number it with a number obtained from the record log.
- 6) Place bottle in service as directed.

B. Hydrostatic Test

- 1) On a monthly basis, check pressurized vessel records and check hydrostatic due dates.
- 2) When bottles are to be serviced (hydrostatic test), remove bottle from service and replace it with a spare bottle.
- 3) Send bottle to the appropriate testing agency for testing.
- 4) Upon receiving the bottle back from the testing agency, check bottle for air, leaks, and/or defects.
- 5) Update record file on specific bottle.
- 6) Place bottle back in service as directed.
- 7) If there is a problem such as a leak, notify the operations captain.

C. Filing Bottles

- 1) Bottles are to be filled by authorized persons only.



SOG 200.025
Issued 07/01/15

Tattnall County Fire Rescue

Pressurized and Dry Hydrant Testing and Maintenance

1. PURPOSE

To insure the proper maintenance and operation of the fire hydrants and to provide guidelines relative to hydrant maintenance.

2. POLICY

- A. Each fire hydrant shall be inspected once during the calendar year.
- B. In so far as possible, each hydrant shall be cleared of all weeds, brush, or other obstructions. In the event that hydrant is obstructed by shrubbery, etc. on private property, permission shall be obtained before making any alterations. If permission is not granted, inform the Officer-in-charge so that he may take appropriate measures.
- C. Each fire hydrant shall be visually inspected to determine any defects – (hydrant cracked, needs painting, etc.). Any defects will be reported. Water levels above the strainer shall be noted in the record.
- D. Pressurized hydrants shall be turned on enough to fill the hydrant (with caps on), then shut off. This will ensure that hydrants are draining properly.
- E. Dry hydrants will be back flowed to clear debris from strainer.
- F. Hydrants shall be checked to ensure that threads are in good working condition.
- G. Any defective or out of service hydrants shall be noted on the station board and in the Hydrant record log, along with marking the hydrant with out of service tags.
- H. Hydrant valves shall be opened and closed slowly to prevent damage caused by a “water hammer”.

3. RESPONSIBILITY

- A. The Battalion Chief is responsible for managing the overall hydrant maintenance program within the Fire Department.
- B. The Fire Chief, Deputy Chief, and/or Battalion Chief is responsible for maintaining an on-going liaison with the property owners and department.
- C. Officers-In-Charge are responsible for supervising and completing the hydrant maintenance assignments which they have been assigned.

4. PROCEDURE

- A. The Training Chief will schedule and allot time for hydrant maintenance activities.
- B. The results of the flow test shall be recorded on the appropriate form.

C. Completed forms are to be returned to the Battalion Chief who will forward to the Fire Rescue Office

D. Problems encountered such as a non-operational hydrants, damaged hydrants, etc., shall be properly reported to the Battalion Chief immediately.

5. HYDRANT PAINTING

A. The hydrant body shall be painted the proper color according to flow.

B. The hydrant and caps shall be marked with the proper number.



SOG 200.026
Issued 07/01/15

Tattnall County Fire Rescue Pump Service Testing

1. PURPOSE

- A. To provide policy and guidelines relative to testing Fire Department engines.
- B. To establish a standard procedure for the annual testing of fire apparatus pumps.

2. POLICY

All Fire Department apparatus pumps shall be tested once each year and after any major repairs. This testing of pumps shall be the "Annual Service Test".

3. RESPONSIBILITY

It shall be the responsibility of the Fire Chief, Deputy Chief, and/or Battalion Chief to insure that all apparatus pumps are tested on an annual basis.

4. PROCEDURES

- A. All tests shall be performed at a suitable drafting pit.
- B. All tests shall be performed in accordance to specifications and procedures set forth in N.F.P.A. standards.
- C. All main pumps on fire apparatus shall be tested.
- D. Minimum annual service test shall consist of:
 - 1) A vacuum drafting test
 - 2) A capacity test at 150 psi net pump pressure for twenty (20) minutes.
 - 3) A 70% capacity test at 200 psi net pump pressure for ten (10) minutes.
 - 4) A 50% capacity test at 250 psi net pump pressure for 10 (10) minutes.
 - 5) A spurt test at capacity at a maximum of 165 psi net pump pressure for five (5) minutes.
 - 6) Relief valves shall be tested during each test period.
- E. The entire Annual Service Test shall be reinstated should a failure occur on any one test resulting in repairs to the apparatus.
- F. A written record shall be maintained of all Annual Service Test on all pumping apparatus in a record book for each apparatus and a master copy of all pump test shall be maintained at the Fire Rescue Office.

Note: At the discretion of the Fire Chief and with funding available, a private contractor may be used to perform annual pump service testing.



SOG 200.027
Issued 07/01/15

Tattnall County Fire Rescue Purchase Request Procedure

1. PURPOSE

To standardize and simplify the procedures for purchase requests.

2. PROCEDURES

- A. All purchase must be approved by the Fire Chief and/or Fire Rescue office. A Purchase Request Form may be completed if chosen to do so. All information must be legibly printed with readable signatures. Refer to the "Purchase Request Form" – Appendix H
- B. Completed forms must be done by the Battalion Chiefs and forwarded to the Fire Rescue office.
- C. All purchases must have an assigned Purchase Order (P.O.) number.
- D. All bills shall be turned into the Fire Rescue office in a timely manner.

3. PURCHASE REQUEST FORM

- A. The following must be completed before request can be processed:
 - 1) Date of request
 - 2) Priority code of request
 - 3) High priority: Is urgent and requires immediate processing
 - 4) Regular: to be processed under usual processing
 - 5) Requested by:
 - 6) Station requesting purchase
 - 7) Item description: you must clearly state what the item is
 - 8) Unit of issue requested
 - 9) Quantity requested: amount desired
- B. Pricing will be calculated by the Fire Rescue office after receiving a minimum of 3 bids if possible.



SOG 200.028
Issued 07/01/15

Tattnall County Fire Rescue Red Light Permits/Operations

1. PURPOSE

To insure proper and safe operation of members privately owned vehicles.

2. POLICY

- A. Members who wish to operate red lights and sirens must have a valid Georgia State Patrol (GSP) red light permit affixed to each vehicle that lights will be operated on.
- B. The permit is issued at the leisure of the Fire Chief.
- C. The permit is the property of the Fire Department.
- D. Members shall have completed probation or have department approval for the permit. (Due Regard training must be completed prior to approval.)
- E. Permits must be surrendered when a member leaves the department.
- F. Permits may be revoked at any time by the Chief for cause.
- G. Members may only use working red lights and sirens when responding to calls for emergency assistance.

3. PROCEDURES

- A. Members must obtain an application from the Tattnall County Fire Rescue office.
- B. The member shall complete the application as instructed and return the completed application for processing.
- C. The Chief shall sign all applications and forward them for processing.
- D. The Chief Deputy Chief, or Battalion Chief will issue permits that are received from the state.

4. FIREFIGHTER TAGS

Members may apply to the state of Georgia for a Firefighter Prestige Tag for their vehicle(s). This is at the expense of the firefighter and requires a letter from the Fire Chief.



SOG 200.029
Issued 07/01/15

Tattnall County Fire Rescue Sexual Harassment

1. PURPOSE

To establish policy and understanding for all members regarding sexual harassment in the workplace.

- A. Unwanted or unsolicited verbal or physical harassment of members by supervisors or coworkers will not be tolerated. Supervisors shall promptly correct such behavior should it occur.
- B. If a member informs a supervisor or coworker that his language or behavior is offensive and such conduct continues, the member immediately should report the situation to his supervisor or the supervisor's supervisor.
- C. Appropriate disciplinary action shall be taken against a member found guilty of harassing a fellow member.



SOG 200.030
Issued 07/01/15

Tattnall County Fire Rescue Terminology and Glossary of Terms

1. PURPOSE

To provide members with a list of basic Fire Department terms and their working definitions in order to facilitate better written and verbal communication within the Tattnall County Fire Rescue.

2. POLICY

- A. A list of basic Fire Department terms and their working definitions shall be provided in the Operations Manual.
- B. Although not totally inclusive, those terms and definitions contained within said list shall be officially recognized by all members of the Fire Department.

3. DEFINITIONS

- A. As per Fire Department guidelines, the following list of terms and definitions is included in the Operations Manual.

A

- Acting: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.
- Active Duty: that period of time during which a member shall be at a designated place of assignment.
- Administrative Office: Office of the Fire Chief
- Aerial Apparatus: A piece of automotive fire equipment meeting NFPA #1901 standards and equipped with either an aerial ladder or an elevating platform.
- Alarm: A notification to Fire Department units to initiate a response.
- All clear: The primary search has been completed
- Apparatus: Any motorized vehicle carrying firefighting tools, equipment or personnel.
- Appeal: The right of a non-probationary member to apply for review from any order, dismissal, or suspension by the Fire Chief.

B

- Battalion Chief: The Chief Officer responsible for a district or division, example: North, Central, South District.

C

- Chain of Command: Relationship of responsibility and authority, as shown on organizational chart.

- Chief: The Fire Chief: The Chief administrative officer of the Fire Department.
- Command post: The location at which the primary command functions are executed. The incident commander and other support personnel as required, man the command post.
- Commanding Officer: “Members” immediate supervisor in the chain of command.
- Communications: Interchange of correspondence or message; verbal or written
- Company: Engine and/or Truck company members under the command of a Company Officer, assigned to a station with apparatus.
- Company Officer: Any Officer in command of a company and their assigned quarters,

D

- Department: Designated Fire Department
- Detail: One or more members given a routine or special assignment.
- Dismissal: The act of terminating the service of a member.
- Drill: A training session

E

- EMS: Emergency Medical Service
- Emergency Order: Order of a temporary nature pertaining to a particular emergency and valid until emergency no longer exists. May be written or oral.
- Emergency Vehicle: Any vehicle owned or operated by the Fire Department and defined as such by the OCGA.
- Equipment: All articles used by the department, other than apparatus, quarters and expendable supplies.
- Evolution: Practical drill simulating an actual firefighting situation

F

- False Alarm: An alarm given with malicious intent or without reasonable cause.
- Fire Apparatus: Automotive vehicles with a specific firefighting function, designed in accordance with NFPA #1901 Standards, used to carry firefighting personnel and equipment.
- Fire Code: Ordinance governing fire prevention as adopted by the City.
- Fire Captain: Classification of rank. May serve as Training Officer, Company Officer, Chief Officer or Operations Officer.
- Fire Chief: Classification of rank. Chief administrative officer of the department.
- Fire Company: A crew of members under the command of a Company Officer or acting officer assigned to a Fire Station with

apparatus.

- Fire Department Staff: Fire Chief, Deputy Fire Chief, Battalion Chief, Fire Captain, Secretary of the Fire Department.
- Firefighter: Classification of rank. First level safety member who performs general Fire Department Duties under the supervision of a Company Officer.
- Fireground: Operational area at a fire under command of an incident commander; the place where firefighting operations are being conducted.
- First in District: The area in which a company is normally the first to arrive at the scene of an emergency.

G

- General Orders: Any order of permanent character which requires the attention of the entire department personnel.
- Gender: Within this manual, the words “he” and “his” shall be construed to refer to both genders.
- Goal: A general statement of aim and direction which establishes the overall mission for an organization.

I

- Immediately: The term “immediately” shall be construed to mean “as soon as possible and practicable.”
- Immediate Family: The Immediate family means spouse, parent(s), child(ren), brother(s), sister(s), grandparent(s), mother-in-law, father-in-law, foster parent(s), or blood relative(s) who serve as foster parent(s).
- Incident Commander: The member who is in charge and has the responsibilities of an emergency incident that the fire department is involved in.
- Incident Command System: The incident command system (ICS) has been developed and approved by the Tattnall County Fire Department. ICS is a standardized organization and management system utilized in the handling of emergency incidents.
- Inspection: The periodic exam of personnel, stations, or apparatus for appearance, readiness, fitness for duty, and attention to duty according to standards set out in the standard operating guides, policies and procedures, general orders, and rules and regulations.
- Insubordination: The willful disobedience of any order, lawfully issued by a superior officer, or any disrespect, insolent, or abusive language toward a superior officer.

L

- Ladder Company: A fire company staffing a piece of aerial apparatus specialty trained in ladder work ventilation, rescue, forcible entry and salvage operations. Same as Truck Company.
- Leave of Absence: A granted leave from the Fire Department within the guidelines of the department.

- Length of Service: The period of time starting from the date a member's employment begins until the present or until the date the member's employment ends.

M

- Manual of Operations: An administrative directive by the Fire Services Office, establishing the practices and procedures of the department. Same as the Operations Manual.
- May and Should: The word "may" is permissive: "Should" is advisory. Where used, the word "should" implies that while the procedure is not mandatory, it is in the best interest to everyone involved for the procedure to be followed.
- Member: Any person regularly or temporarily appointed to the Fire Department to perform the duties of a regular firefighter, the term "member" includes officers.
- Meritorious Act: One that is worthy of commendation or possesses merit and is deserving of reward or recognition.

N

- Neglect of Duty: Failure to give proper attention to the performance of one's duty.

O

- Objective: A specific statement of desired achievement and/or performance which is directly measurable in scope and time factor.
- Officer in Charge: An individual in charge of the fire suppression forces assigned to a particular fire station.
- Officers: Officers of the Fire Department. Order of rank, Fire Chief, Deputy Chief, Battalion Chief (s), Station Captain(s).
- On Duty: A condition wherein a member is actively engaged in a function of the department.
- Operations Manual: Same as Manual of Operations.
- Oral Reprimand: An official oral notification by the department manager to the employee that there is cause for dissatisfaction with his/her performance, and that further disciplinary measures may be taken, if not corrected.
- Order: An instruction or directive, written or oral, issued by a superior officer to a subordinate or group of subordinates in the course of duty.

P

- Personnel: Same as "Member".
- Plural Words: Within this manual, singular words include the plural and plural words include the singular.
- Pre Fire Plan: A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex.

- Pre Fire Plan Inspection: An inspection made by the Fire Department members to study potential firefighting and rescue problems at a given occupancy and to formulate a pre fire plan.
- Probationary period: The initial 90 days, beginning with the date of membership.

Q

- Quarters: Any department building or place wherein members or companies are assigned.

R

- Rank: A grade of official standing. Each class of members of the department constitutes a rank.
- Ranking officer: The officer having the highest rank in grade for the longest period of time, unless otherwise designated by competent authority.
- Resignation: The act of voluntary termination of a member's service
- Rural water supply – terminology
 - Drafting: Using a pump to lift water from a supply source, such as a pond, ditches, or dump tank.
 - Tanker: A fire truck used primarily to carry large quantities of water for rural firefighting. Also known as a water tender.
 - Tanker shuttle: Using several tank trucks to transport water from a supply source to the fire scene.

S

- Sector: A smaller, more manageable unit of command delegated by the INCIDENT COMMAND to provide management and command for specific functions or geographical areas. Sectors shall be designated as Sector 1, 2, 3, etc., and shall be assigned on a clockwise basis. *For high-rise operations*, the sector above the fire shall be designated before the sector below and be numbered according to the floor number. For example, if a fire were on the second floor of a four-story building, the sector above the fire would be sector three. Other sectors may be designated by location or function, such as roof, interior, rehab, etc.
- Sector commander: A person in charge at a given area of the fire ground. The sector commander shall be assigned by the INCIDENT COMMAND and coordinate operations through the command post.
- Seniority: Measured by continuous length of service in the department.
- Senior Officer: One who has served longer in the same office position than another, or one who has achieved a higher rank.
- Shall and will: The words "shall" and "will" as used herein indicate that the action referred to is mandatory.

- Special Notice: A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.
- Special Order: An administrative directive of temporary nature affecting practices and procedures of the department and shall be effective until cancelled or included in the Operations Manual.
- Staging area: That location where incident personnel, apparatus, and equipment are assigned in an available status. The staging officer shall coordinate activities through the command post.
- Station Journal: A legal record of daily events and activities (visitors, fire calls, etc.) kept in the Alarm Room.
- Subordinates: A member who stands in order of rank below another.
- Superior: A member who stands in rank above another.
- Suppression personnel: Members assigned to firefighting and emergency medical service response duties.
- Suspension: An action taken whereby a member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of regulations.

I

- Tanker: This is a water tender, not an aircraft.
- Tense: Words used in the present tense include the future tense.
- Truck: A piece of aerial apparatus equipped with ground ladders and standard ladders company equipment.

U

- Uniform Members: Those members of the department authorized by the Fire Chief to wear the Fire Department uniform.
- Unit: One piece of apparatus or one company.

W

- Working fire: A fire that will require considerable effort to extinguish and may require an additional response of apparatus, such as water tenders in rural operations.
- Written Reprimand: An official notification in writing by the Fire Chief to the employee that there is cause for dissatisfaction with his/her performance and that further disciplinary measures may be taken, if not corrected.



SOG 200.031
Issued 07/01/15

Tattnall County Fire Rescue Vehicle Accidents

1. PURPOSE

To establish a uniform reporting procedure for accidents involving County vehicles.

2. PREFACE

This SOG is derived from the Counties policy on reporting motor vehicle accidents.

3. POLICY

- A. This policy applies to all County owned Fire Department vehicles.
- B. By definition, a vehicle accident is any incident in which a vehicle comes in contact with another person or object which results in death, personal injury, or property damage, regardless of who is hurt; what property is damaged and to what extent; where it occurred; or who is responsible.
- C. In the event of an accident, personnel are required to follow the following procedures contained in this policy.
- D. All incidents shall be investigated by the Law Enforcement in the jurisdiction in which the accident occurred unless they choose to pass to another agency (GSP).
- E. All department members/drivers involved in any type of accident or investigation thereof shall cooperate to the fullest extent possible. In no case shall a member offer false or misleading statements to any officer or accident investigator. Members who engage in the giving of false or misleading information, refuse to participate in an investigation, or interfere with an investigation shall be subject to disciplinary action pursuant to Tattnall County personnel policies. See "Tattnall County Vehicle Operators Policy" - Appendix I.

4. PROCEDURE

Personnel involved in any accident shall:

- A. Report the incident immediately to dispatch by radio giving a brief description of the damage, injuries as well as any necessary equipment and personnel for assistance.
 - 1) Dispatch will then immediately notify the Tattnall County Fire Chief of the incident.
- B. If the unit is responding to a confirmed structure fire or life threatening emergency, the vehicle involved in the accident shall remain at the scene, Tattnall 911 will dispatch another unit to the dispatched location.

- C. Personnel shall not discuss the accident facts with anyone except Law Enforcement, Fire Department Supervisors, or Representatives of the County.
- D. The driver and/or the officer-in-charge shall attempt to obtain the full name, address, insurance company and policy number of the other driver as well as the name(s) and addresses of any witnesses.
- E. Upon returning to the station, the driver and/or supervisor shall complete the County's "1st Report of Motor Vehicle Accident Form" - Appendix J This form and any witness statements shall be immediately faxed to the Fire Rescue Office at 912-557-6937.
- F. The accident is to be recorded on the incident report, if applicable.

5. POST ACCIDENT PROCEDURES

- A. Any personnel involved in an accident at fault or not, will be tested for drugs/alcohol as soon as practical after the accident:
- B. All accident reports/forms will be submitted to the necessary personnel by the Chief, Battalion Chief or designee the same day as the accident.
- C. The Fire Chief shall initiate an investigation along with photographs of the accident and submit them to the Tattnall County Commissioners as soon as practical.

6. REPORTING PROCEDURES

- A. Initial Report: All accidents involving County vehicles must be reported to the appropriate agencies within 24 hours. This initial report shall contain:
 - 1) Statements from the driver and the officer-in-charge
 - 2) County 1st report of vehicle accident form
 - 3) Witness statements
 - 4) Pictures of the vehicle if necessary
 - 5) Police report, if available
 - 6) Any additional information available
- B. Review Process: All vehicle accidents shall be reviewed by the Fire Chief and designee's and recommendations made to prevent future accidents.
- C. The Fire Chief and designee's recommendations shall be forwarded to the Fire Services office and then they will be forwarded to the Battalion Chief of the members department.



SOG 200.032
Issued 07/01/15

Tattnall County Fire Rescue
Issuance of Fire Services Pagers and/or Radio's

1. PURPOSE

This SOG was promulgated to ensure notification of personnel during emergencies, calls for service, and accountability of pagers and/or radio's issued to personnel.

2. SCOPE

This SOG refers to all pagers and/or radio's issued by the Fire Rescue Office to personnel who are members of the department or are specialized units of the county.

3. RESPONSIBILITIES

- A. It shall be the responsibility of the Fire Rescue Office to supply each member with a pager and/or radio for notification of calls for service.
- B. It shall be the responsibility of the member to notify the Battalion Chief of any problems with the pager and/or radio. The Battalion Chief shall contact the Fire Rescue Office to notify them of the problem.
- C. It shall be the responsibility of each member issued a pager and/or radio to keep accountability of said device.

4. POLICY

- A. It shall be the policy of the Fire Rescue Office that **Only** Fire Rescue Office Personnel shall contact a company for any changes to services and/or repairs.
- B. The Fire Rescue Office shall issue the pagers and/or radio's and each member issued said pager shall sign a "Pager/Radio Request Form" – Appendix K
- C. Upon separation of member from the department the pager and/or radio shall be returned to the Fire Rescue Office. Failure to do so will result in the Fire Rescue Office taking legal action against said member for financial reimbursement.



SOG 200.033
Issued 07/01/15

Tattnall County Fire Rescue Equipment Issuance/Replacement

1. PURPOSE

This SOG was promulgated to ensure accountability for equipment and ensure its replacement if necessary.

2. SCOPE

This SOG covers all equipment issued to fire service personnel for their use in accomplishing the Fire Service Mission.

3. POLICY

It shall be the policy of Tattnall County Fire to have each member of the fire service complete and sign the "Hand Receipt Form" - Appendix L as receipt for all issued Fire Service equipment to include personal protective equipment.

- A. Whenever a member separates from the department the hand receipt shall be used to ensure equipment is returned to the department.
- B. The Battalion Chief and Member shall sign on the hand receipt stating the equipment was returned to the department.
- C. A copy of the hand receipt shall be forwarded to the Fire Rescue Office to keep in personnel files and update current inventory records.
- D. Whenever a piece of equipment is damaged or lost, the "Equipment Replacement Request Form" – Appendix M shall be completed and a copy forwarded to the Fire Services Office. This applies to personally issued equipment and station issued equipment.

4. RESPONSIBILITY

It shall be the responsibility of each member to maintain equipment issued to them and to the station in working order.

Ultimately it shall be the overall responsibility of the Battalion Chief to ensure compliance with this SOG and accountability of all Fire Services Equipment.



SOG 200.034
Issued 07/01/15

Tattnall County Fire Rescue Lost/Destroyed Equipment

1. SCOPE

This standard sets forth the requirements for reporting the loss or destruction of equipment owned or operated by the department.

2. REPORTING PROCEDURE

On discovery that a piece of equipment has been lost, damaged, or destroyed, an employee shall record his findings on the *Equipment Replacement Request Form* (Appendix M) and forward it through the chain of command to the Battalion Chief. Battalion Chief shall forward to the Fire Rescue office.

A. If the lost or damaged item is replaced from existing inventory, note it on the report.

3. RESPONSIBILITIES

A. It is the responsibility of each officer to maintain all equipment assigned to his station and apparatus in a constant state of readiness. To facilitate this process, each apparatus is to be inspected and inventoried at the beginning of training or meeting session and after each incident during the process of returning the apparatus to service.

1) It is the responsibility of every member of the department to properly use and maintain the equipment assigned to him.

4. ACCOUNTABILITY

A. The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department or other agency or private individual will result in appropriate disciplinary action.

1) As part of the disciplinary process, the individual(s) responsible for the loss or destruction may be required to reimburse the department for the costs to repair or replace the equipment.



SOG 200.035
Issued 07/01/15

Tattnall County Fire Rescue Officer Responsibilities

1. PURPOSE

- A. To list and define the duties and responsibilities of the various functional positions within the Tattnall County Fire Rescue office.
- B. To provide a description of the relationship each position has to the chain of command.

2. POLICY

- A. A list of all Fire Department positions and their duties and responsibilities shall be contained within the Operations Manual.
- B. The functional relationship of the various positions within the Fire Department shall be verbally illustrated within said list.

3. FIRE CHIEF / DEPUTY CHIEF

A. Position

The Fire Chief / Deputy Chief directly supervises those in the fire department.

B. Duties and Responsibilities

- 1) Overall administration of all Fire Department operations and functions, including fire control, public service, fire prevention, building inspections, fire investigation, and public education.
- 2) Overall administration of the Fire Department support activities, including department personnel functions, training, staffing, maintenance, supply, and budgeting.
- 3) Protection of lives and property of citizens due to fire, panic and related incidents.
- 4) The Fire Chief / Deputy Chief shall be notified of all alarms. The Fire Chief / Deputy Chief may assume command at all incidents operating within the unincorporated area of the county.
- 5) Coordinates with other Fire Chiefs within the State, County and local fire network.
- 6) Serves as a source of information to the County Fire Services office.
- 7) Responsible for planning and administering the department records, procurement, budget and property management, and the efficient operation of the entire department

5. Training Officer

A. Position

The Training Officer is directly responsible to the Fire Chief and supervises any assigned assisting personnel.

B. Duties and Responsibilities

- 1) Administration of all Training Activities and Related Functions.
- 2) Responds to all working or major fires when available. May assume command at a large scale emergency incident unless relieved by Battalion Chief (Operations), Deputy Chief, or the Fire Chief.
- 3) Participates directly in the fire protection planning and development
- 4) Coordinates with other departments within the County in relation to Fire Department Training matters.

6. BATTALION CHIEF (Operations)

C. Position

The Battalion Chief is directly responsible to the Fire Chief and directly supervises the Station Captains.

D. Duties and Responsibilities

- 1) Administration of all Firefighting Division functions and activities through subordinate officers and staff.
- 2) Administration of fire control activities and public service
- 3) Responds to all working or major fires when available. May assume command at a large scale emergency incident unless relieved by the Fire Chief / Deputy Chief.
- 4) Participates directly in the fire protection planning and development
- 5) Coordinates with other departments within the County in relation to Fire Department matters.
- 6) Coordinates with other Fire Departments and outside agencies in matters of area-wide planning and agreements.
- 7) In the absence of the Fire Chief / Deputy Chief, issues orders that must be obeyed as if issued by the Fire Chief.
- 8) Must notify Fire Chief / Deputy Chief when absence from the area will exceed more than 24 hours.
- 9) Reports all neglect of duty or violation of rules by any officer or member of the department that comes to the Deputy Fire Chief's attention.

7. STATION CAPTAINS

A. Position

The Station Captains are directly responsible to the Battalion Chief for reporting. The Station Captain(s) may report to the Fire Chief / Deputy Chief if time or availability of the Chief is a factor.

Duties and Responsibilities

- 1) Instructs company in-service training sessions if needed.
- 2) Performs such duties as the Battalion Chief if Battalion Chief is unavailable.

- 3) Maintenance of all vehicles, equipment and appliances of the department.
- 4) The Captain is responsible to see that sufficient gas and oil are kept on hand.
- 5) Compiles station duty roster and insures that all assignments are carried out in a timely manner.

8. FIREFIGHTER

A. Position

Firefighters are directly responsible to the Station Captain to whom they are assigned.

B. Duties and Responsibilities

- 1) Participates in the fire company activities including fire suppression, rescue, public assistance, fire prevention, pre-fire planning, Fire Company training, public education, routine maintenance of apparatus, equipment and fire department facilities.
- 2) Acquaints themselves with the duties as far as possible of the other personnel in their station, so as to be prepared to perform such duties as may be required by the officer in charge. If qualified, may serve as Acting Officer-In-Charge when directed to do so.
- 3) Recognizes and accepts that their profession is increasingly technical and involves at times the use of many talents and they shall study to improve their knowledge and skills.
- 4) Acquires the aptitudes and abilities for advancement through study and application.
- 5) Obeys orders, cooperates with fellow firefighters and officers, presents a neat appearance and maintains the conduct of a professional.



Fire Rescue

Tattnall
Mutual Aid

SOG 200.036
Issued 07/01/15

1. PURPOSE

To facilitate the understanding and utilization of mutual aid agreements in which the Tattnall County Fire Rescue are a participant.

2. POLICY

The Tattnall County Fire Rescue shall honor and participate in all automatic aid agreements to which it has become a party, on a formal basis, with other agencies or neighboring jurisdictions.

- A. The department shall maintain agreements with:
 - 1) All Departments within Tattnall County
 - 2) Ft. Stewart Fire Department
 - 3) Any other agencies or neighboring jurisdictions

3. PROCEDURES

- A. Assist in the manner requested.
- B. All Battalion Chief's should consider their deployments of equipment in concern of coverage for their respective areas.

OPERATIONAL GUIDELINES



Section 300



SOG 300.001
Issued 07/01/15

Tattnall County Fire Rescue Accountability

1. SCOPE

This standard applies to members operating at an emergency incident. It was promulgated to provide a structured approach for tracking all members operating at an emergency scene.

2. PURPOSE

This procedure identifies a system for firefighter accountability. The purpose is to account for all firefighters, at any given time, within a small geographic area, within the "hazard zone" of an incident. Use of the system provides enhanced safety for all individual firefighters, and provides the incident command organizational staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone is defined as an area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This includes, but is not limited to, a structure reported to be on fire and the area in close proximity to the structure during exterior operations.

3. PROCEDURES

- A. The provisions of this standard shall be followed whenever members are required to work in an environment that requires the use of SCBA or where a member may become lost, trapped, or injured by the environment.
- B. Members operating in a hazardous environment as defined above shall maintain company or crew integrity and shall use the buddy system. This requires that:
 - 1) Company or crewmembers enter and exit the environment together.
 - 2) Members remain within sight, voice, or tactile distance of each other while they are within the environment. No one shall ever be left alone.
 - 3) Incident commanders and sector officers shall not direct members to operate independently of their company or crews.
 - 4) Task assignments shall be made through the company officer or crew leader.
- C. A company or crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire company, provided that:
 - 1) Each team has a minimum of two members.
 - 2) Each team is equipped with a portable radio.
 - 3) The officer remains in contact with each team and is constantly aware of their locations.

- 4) A given team enters and exits the hazardous environment together.
 - 5) On completion of an assigned task, the team leader reports to the company officer or crew leader for another assignment.
- D. To enhance accountability and to improve tracking of firefighters in the danger area, a two (2) tag system will be used.
- 1) Tags will have as a minimum the firefighter's call sign and department.
 - 2) One tag shall be affixed to a collection ring on the apparatus prior to leaving the station if possible, otherwise immediately upon scene arrival.
 - 3) Upon arrival the collection ring shall be turned into command, an accountability officer or designated accountability location.
 - 4) The collection ring will identify the department and apparatus ID (Station 6 Engine 3) and contain the tags of all personnel presently assigned to that apparatus.
 - 5) The initial accountability location may be the first arriving apparatus.
 - 6) For example: "Dispatch this is Engine 3 on the scene 1422 East Oglethorpe Hwy smoke showing from an occupied 2 story private house. Engine3 will be Command". (Engine 3 will be initial accountability location).
 - 7) As additional equipment and crews arrive and prior to entering the danger zone, accountability collection rings will be turned in to Engine 3 (placed in a designated area on the apparatus i.e. cab or compartment).
 - 8) Chief Officers after assuming command will collect the accountability rings and as the incident escalates place the collection rings on a status board.
 - 9) The status board will contain **ALL** the tags of those crews on the incident scene. Crews/companies or individuals exiting the danger zone will retrieve their accountability tags or collection rings.
 - 10) The second tag must be turned in at the entry point to the building or danger zone to the accountability officer who will track the assignments of teams on a status board. When nobody is available to collect the tags, the tags will be placed at the designated entry point when entering the hazard area. Team members will retrieve their tags immediately upon exiting the danger zone so accountability is maintained.
 - 11) No member shall enter a danger zone without first responding to the IC or designated accountability officer. An accountability ID tag must be submitted prior to being assigned.

4. ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident.

- A. Command shall maintain an accurate tracking and awareness of where resources are committed at an incident.

- B. Command is responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- C. Sector Officers shall maintain an accurate tracking and awareness of crews assigned to them. This requires the Sector Officer to be in his/her assigned area and maintain close supervision of assigned crews.
- D. All crews will work for Command or Sectors – **FREELANCING IS NOT ALLOWED.**
- E. Crews arriving on scene should remain intact for all intents and purposes. A minimum crew size will be considered two (2) members; and radio communication is required for each crew.
- F. All crews will enter together, stay together, and come out together. Reduced visibility and increased risk will require *very tight togetherness*.

If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew. An attempt to secure a replacement radio should be made.

5. ACCOUNTABILITY EQUIPMENT

- A. The accountability equipment shall include;
 - 1) Two (2) ID tags
 - 2) The tags should be large enough to be handled with gloves and brightly colored to be easily recognized.
 - 3) Each apparatus shall have one (1) collection ring with apparatus/department ID tag affixed.

6. ACCOUNTABILITY OFFICERS

Accountability Officers may be Engineers, Sector Officers, or personnel specifically assigned to sectors to serve as Accountability Officers for the Sector Officer.

- A. The first Engine to each geographic side of the incident will serve as the initial accountability location. All crews entering the incident will deliver their tags to the accountability location closest to their “point of entry” prior to entering the hazard zone. Sector Officers will manage tags only if he/she is not entering the hazard zone. When the Sector Officer must enter the hazard zone, tags will remain on the first Engine (accountability location).

Accountability Officers will report to either Command or Logistics.

7. RULES OF THUMB

Passport implementation involves the following basic rules of thumb:

- A. Passports shall never be taken into the hazard zone.
- B. Passports must be maintained at the point of entry to the hazard zone.

C. Passports must reflect only those personnel presently in the hazard zone.

D. Each crew must turn in the passport upon entering and must retrieve the passports upon exiting from the hazard zone, Rehab or Staging.

8. TERMINATING THE PASSPORT SYSTEM

Passport accountability will be maintained through a report of “fire under control”, at which time a PAR (Personnel Accountability Report) for all crews shall be obtained. Command will determine at that time, based on the situation and risk, whether to continue with the passport system. If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the passport system.

Upon termination and release of the incident, Company Officers and crews will ensure that the passport is returned to the back of their helmet.

9. LOST/MISSING FIREFIGHTERS

An absent member of any crew will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Company Officers shall immediately report any absent members to Sector Officers or Command. Reports of missing firefighters require Command to request the next greater assignment or alarm. Command shall next initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone. Command shall also send the Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously with these actions, Command shall adjust on-scene strategies to a priority Search and Rescue effort.

10. ROLL CALL

A. A roll call is a systematic method for reporting to command that all members operating at an incident are accounted for. It should be conducted periodically throughout an incident to ensure that all members are safe and accounted for.

B. A roll call should be conducted:

- 1) When changing from an offensive to a defensive mode.
- 2) When an unexpected or catastrophic event occurs, for example in the case of flashover, back draft, or structural collapse.
- 3) After an emergency evacuation.
- 4) At the first report that a member is missing.
- 5) When a fire is declared to be under control.
- 6) At the discretion of command. A localized report may also be conducted by a sector officer.

C. On receipt of an order to conduct a roll call:

- 1) Company officers or crew leaders shall confirm that their personnel are accounted for and shall notify their sector officer.
- 2) Sector officers shall notify Command when all of the members under

their span of control have been accounted for.

- 3) The roll call is completed when everyone has been properly accounted for. This includes staff support assigned to a sector or to command.
- 4) *Dispatch (Central)* shall repeat the announcement and give the correct time. The Incident Command shall record the time on the incident worksheet.
- 5) Unless directed otherwise, operations will continue while the report is being taken.

11. LOST OR TRAPPED MEMBER

- A. In the event that one or more members cannot be accounted for, a roll call shall be requested immediately by the member or officer who believes that a member is missing.
- B. If a member cannot be accounted for during a roll call, he will be presumed lost until he can be accounted for.
- C. ***An attempted rescue will become the top priority at the incident and sufficient resources shall immediately be assigned to conduct the rescue effort.***
- D. As soon as all members have been positively accounted for, the rescue effort shall be suspended.

12. EMERGENCY COMMUNICATIONS

- A. The term **Emergency** shall be used by anyone on the scene who needs to communicate an urgent message.
- B. The term **Mayday** shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.

13. EMERGENCY EVACUATION

- A. When it is unsafe to continue emergency operations, Command shall order a rapid and complete evacuation from the hazardous environment.
- B. An evacuation may be initiated by anyone at the incident, but the order to evacuate must be transmitted through the established chain of command to ensure that everyone can be accounted for.
- C. The order to evacuate shall be transmitted as follows: ***“Interior Sector to Command, emergency! Evacuate the building immediately!”***
- D. Command shall immediately order everyone to evacuate the hazardous environment. Example: ***“Main Street Command, emergency! All units evacuate the building immediately! Repeat...all units evacuate the building immediately!”***
- E. All companies and each sector shall acknowledge the order to evacuate.
- F. Apparatus operators (all), upon hearing the order to evacuate, will sound air/electric horns continuously for a period of 15 seconds.
- G. Command shall conduct a roll call after everyone has acknowledged the order to evacuate.
- H. The order to evacuate can only be halted or reinitiated by Command.



SOG 300.002
Issued 07/01/15

Tattnall County Fire Rescue Adverse Weather Operations

1. SCOPE

This SOG provides guidance for companies encountering severe weather conditions during field operations. Company officers should use discretion to alter their functions should conditions change rapidly.

A. Heavy Rain:

Heavy rain should not have any effect on fire/rescue functions except that extra care should be taken while driving, and to protect patients/fire victims from the weather.

B. Lightning:

Lightning storms are common in our response area and are encountered frequently by fire/rescue units. Personnel not actively involved in emergency operations should remain inside apparatus or structures during periods of lightning. Aerial operations should be halted during lightning conditions, and the use of ladders should be limited to Life Safety purposes only.

C. Wind:

- 1) Sustained wind conditions can be very hazardous. At sustained wind speeds above 35 MPH, fire/rescue & aerial operations should be halted.
- 2) Sustained wind speeds above 35 MPH, only *critical* fire/rescue operations should be undertaken, and all vehicles with high profiles and lightweight should not be used.
- 3) At sustained wind speeds of 50 MPH or higher, all fire/rescue units should remain in shelter. Only fire/rescue operations directly authorized by command staff personnel under these conditions will be conducted on a per call of service basis.
- 4) Personnel operating outside in sustained wind conditions above 30 MPH will wear helmets and full turnout gear to protect from flying debris.

D. Hail:

When encountering hail conditions, all personnel will wear full protective clothing, and company officers shall use discretion to determine if personnel should seek shelter.

E. Tornadoes:

- 1) When a tornado or funnel cloud is observed in the field, companies should move away from it at right angles to its direction of travel, if possible. If proximity to the tornado prevents escape, the apparatus

apparatus and move away as indicated above, if it can be done safely, and time permitting.

F. Flooding:

- 1) Station officers must exercise considerable judgment and discretion relative to personnel safety when encountering flooded areas. In rapidly moving water more than two (2) feet deep, personnel shall use a lifeline and wear approved Personal Floatation Devices (PFDs). Particular care should be taken to avoid run-off areas, drains, open manholes, and ditches.
- 2) Also, extreme caution should be used when traversing flooded areas, or areas with rapidly moving water, in vehicles.

G. General:

- 1) Any severe weather conditions should be reported immediately to dispatch and the senior officer on duty. Safety of personnel and the general public must be the first priority of officers commanding units in the field.
- 2) Damage to equipment and/or apparatus due to weather must be reported immediately, and documented.

H. Hurricanes:

- 1) See Hurricane SOPs provided by the EMA office.



SOG 300.003
Issued 07/01/15

Tattnall County Fire Rescue Boat Crew Procedures

1. PURPOSE

To set forth and establish a standard procedure that promotes safe and efficient operations concerning water way emergencies.

2. RESPONSE PROCEDURES

- A. Response manning will be 2 persons when possible.
- B. Tattnall EMA will be notified of SAR call
- C. Dispatch will be notified of launch time, scene time, and return time.
- D. All rescue personnel in watercraft will wear approved personal floatation devices.

3. RESPONSE OBJECTIVES

- A. To assist Tattnall EMA, Law Enforcement, and Fire in operations requiring a vessel.
- B. To locate missing, injured, or stranded persons and render aid.
- C. It is NOT the objective of the department to engage in towing of private Vessels except in life safety situations.
- D. Persons who are stranded will be transported to shore and vessel will be secured as best as possible to await towing by others.
- E. No persons will be left in danger or exposed to the elements unless they request to be left while awaiting tow. Every effort will be made to follow up on any persons left behind.
- F. Georgia DNR will be notified of all vessels left and location.
- G. Georgia DNR will be notified of location and number of persons transported and number left with vessel if any.



SOG 300.004
Issued 07/01/15

Tattnall County Fire Rescue Communication / Radio Procedures

1. SCOPE

This standard establishes procedures for the use of two-way radio communications and associated equipment. It was promulgated to promote the most efficient and effective use of the radio communications system.

2. GENERAL

It is the responsibility of all personnel to remain in radio contact with dispatch (Central) and the Headquarters station while they are on duty/in-service. Central shall be notified whenever there is a change in your location or status.

3. RESTRICTED ACTIVITIES

- A. The radio system is designed for emergency communications and those activities that support the accomplishment of the departments' mission. Therefore, a number of subjects are inappropriate when using the system. Common sense and good judgment should always be the user's guide when deciding the appropriateness of a message.
- B. Personnel who use a two-way radio should realize that the radio does not afford the user the same level of privacy as when making a telephone call.
- C. The following items are inappropriate and should never be broadcast over a two-way radio:
 - 1) Any term that would be offensive to someone of another race or gender.
 - 2) Profanity.
 - 3) Any discussion of an athletic event or political contest.
 - 4) The name of an injured or deceased firefighter.
 - 5) Business of a personal nature.

4. TERMINOLOGY

- A. ***Use plain speech or clear text when transmitting over a two-way radio.*** The department **does not** use CB lingo. Although the department does use a combination of numerical codes (Ten Codes), and distinctive vocabulary of words, phrases, and terms has been developed for use in radio conversations. These terms simplify and clarify radio conversation as well as contribute to brevity. (See Clear Text, below.)
- B. The department also uses the 24-hour clock rather than the traditional 12-hour clock. The 24-hour clock is often referred to as the military clock. All references to time used in two-way radio communications will be expressed in the 24-hour format. For example, 9:00 A.M. is expressed, as 09:00 hrs (pronounced zero nine hundred hours).

5. SENDING AND RECEIVING MESSAGES

A. To ensure that a radio message will be clear and understandable, the user of a two-way radio should observe the following practices:

- 1) Always speak in a conversational tone and at a moderate speed.
- 2) Speak directly into the microphone. While speaking, keep your lips approximately 1 to 2 inches from the microphone.
- 3) **Remain calm.** Always speak distinctly and clearly, pronouncing each word carefully.
- 4) Avoid lengthy discussions; be clear and to the point.
- 5) Use ordinary conversation strength. If surrounding noise interferes, speak louder, **but do not shout.**

B. Message format:

- 1) Identify the unit or function sending the message, as well as the unit or function to whom the message is being directed.

Example: "Engine 3 to Command."

"Command to Engine 3, go ahead."

- 2) Use procedural words and phrases whenever possible.
- 3) Use phonetic spelling when using words or terms that might be difficult to understand or may be spelled a variety of ways.

C. Eliminating common errors:

- 1) **The most common error committed by a user of a two-way radio is short keying. This is caused when a radio operator attempts to transmit a message before the repeater has time to engage. This practice chops off the first part of the message.**
- 2) **To correct the problem, the user should press the transmit button and delay his message for 2 to 3 seconds. This delay allows the repeater time to engage. An experienced operator should be able to hear the repeater engage.**

6. CLEAR TEXT

Words & Phrases

Affirmative
Call by phone
Clear
Clear of the scene
Disregard
Emergency

Application

Yes
Self-explanatory
Understood
Assignment completed, returning, etc.
Cancel present assignment/message
Term used to gain control of the radio channel to report an emergency. All other radio users shall refrain from using that channel until the channel is cleared.

Emergency traffic	Radio users will confine all transmissions to an emergency in progress.
En route	Responding to a destination
In quarters	Indicates a unit is in a station
In service	Available for a call
Loud and clear	self-explanatory
Negative	No
On scene	Has arrived at the scene
Out of service	unit is unavailable to respond to a call
Received	Understood
Repeat	Self-explanatory
Report	Provide a status update of the incident
Resume normal traffic	Channel is cleared for normal use
Return to	Self-explanatory
Respond, responding	A unit should proceed to/is proceeding to
Stand by	Stop transmitting
Unreadable	Radio signal is unclear.



SOG 300.005
Issued 07/01/15

Tattnall County Fire Rescue Driving of Department Vehicles

1. SCOPE

This standard applies to all members who drive or operate a motorized vehicle owned or used by the department. It was promulgated to:

- A. Establish minimum standards for members who are allowed to drive or operate a motorized vehicle.
- B. Establish minimum safety regulations for the operation of a motorized vehicle.

2. GENERAL

A. Driver's license:

- 1) No personnel in this department under the age of 18 will drive a department vehicle.
 - 2) ALL members of the department shall have a valid driver's license that is appropriate for the types of vehicles (Class A, B, E, or F) that they are allowed to operate.
 - 3) All members shall furnish proof of their possession of a valid license anytime they are requested by a supervisor to do so.
 - 4) The Fire Chief or designee shall check the driver's license of each member under their command prior to membership and annually after that date to determine that each member possesses a valid license.
 - 5) Members shall report any change in the status of their license to Battalion Chief, Deputy Chief, or Fire Chief. The Battalion Chief, Deputy Chief shall forward this information to the Fire Chief through the normal chain of command and then a report is to be filed with the County Fire Rescue office.
 - 6) Any member who has his license suspended shall notify his supervisor immediately and shall not be allowed to drive or operate a vehicle until his license has been restored. Failure to possess a valid driver's license may be just cause for termination of that member.
 - 7) All new members shall be required to submit a copy of their driver's license and a completed copy of the "Criminal/Drivers History Release Form" - Appendix N.
 - 8) ALL new members shall be required to successfully complete a **40 Hour Driver Training Course** prior to driving department vehicles.
- B. No member shall be allowed to drive or operate a vehicle unless he has successfully completed the department's drivers training program or is a student driver under the supervision of a qualified driver or has successfully completed an equivalent driver's training program with

- C. All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws of the State of Georgia and the applicable rules and regulations of the department.
- D. No driver shall move a vehicle until all persons in it are in an approved riding position and are properly secured.
- E. Drivers responding to emergencies shall comply with the provisions of the **Emergency Response SOP** (400.008).
- F. A driver shall not back a vehicle unless his view is clear and unobstructed. Apparatus shall not be backed unless there is at least one spotter to the rear of the apparatus to assist in the operation.

3. RESPONSIBILITIES

- A. Drivers shall be directly responsible for the safe and prudent operation of their vehicle in all situations.
- B. When a driver is under the direct supervision of an officer, the officer shall be responsible for the actions of the driver.
- C. The fire department Training Officer(s) shall monitor the status of all the members of the department to ensure that all those who drive and operate vehicles have had the proper training, possess valid driver's licenses, and are insurable.
- D. Drivers shall be responsible for ensuring that all of their vehicles' safety equipment is functioning properly and that their vehicles are safe to drive prior to operating them.



SOG 300.006
Issued 07/01/15

Tattnall County Fire Rescue Equipment Storage in/on Fire Apparatus

1. PURPOSE

To have uniform policy for equipment carried inside of fire apparatus crew cabs

2. SCOPE

This procedure applies *to all emergency fire vehicles*

3. POLICY

A. SCBA

- 1) Will be stored in an approved SCBA bracket inside crew cab
- 2) Will not be allowed to by-pass any safety devices on SCBA bracket in crew cab
- 3) If no approved bracket available in crew cab, will be stored in closed compartment in an approved bracket.

B. Axes, pikes, poles, forcible tools

- 1) Will be stored in an approved bracket or closed compartment away from inside of crew cab
- 2) Will not be allowed to by-pass any safety devices for storage

C. Miscellaneous Items

- 1) Will be stored in approved holders or secured in closed area away from crew cab
- 2) Will not be allowed to by-pass any safety devices for storage
- 3) Bunker gear will be the only items to be stored in crew cab not secured

4. RESPONSIBILITIES

- A. It shall be the responsibility of all personnel to comply with this policy and procedures outlined in this document.



SOG 300.007
Issued 07/01/15

Tattnell County Fire Rescue Fire Station Safety

1. SCOPE

This standard establishes safety regulations to be followed by members assigned to a fire station.

2. GENERAL

- A. Fire stations shall comply with all applicable health, building, and fire code requirements.
- B. Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as practical.
- C. All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper places immediately after use.
- D. All apparatus within the department shall be maintained in a clean and serviceable condition.
- E. All flammable and combustible liquids and gases shall be stored in the station's flammable liquid cabinet. The cabinet shall be maintained in a clean and orderly manner and shall be kept free of obstructions.
- F. Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of shock or electrocution.
- G. Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
- H. Caution shall be exercised when using a ladder for cleaning, painting, etc.
- I. All smoke detectors, extinguishers, exit signs, and other safety equipment shall be maintained in proper working order.
- J. Running inside the station is prohibited.
- K. Fire stations shall be locked and secured whenever the station is unattended, if possible, without causing delay in response to emergency calls.
- L. Apparatus will not be left running in the engine bays. Move the apparatus outside to let them run, due to the engine exhaust.

3. RESPONSIBILITIES

- A. Members shall strictly adhere to all safety regulations.
- B. Officers shall be responsible for maintaining their stations in a safe and healthy manner and shall promptly correct any deficiencies.

- C. The Deputy Chief(s) shall inspect each fire station at least once during each six-month period. The inspector(s) shall check the stations for compliance with all applicable codes and safety standards. The inspection shall be conducted using the department's Inspection Report Form. A copy of the form shall be forwarded to the fire chief.
- 1) If possible, corrections should be made immediately.
 - 2) If necessary, a re-inspection shall be scheduled prior to concluding the inspection.



SOG 300.008
Issued 07/01/15

Tattnall County Fire Rescue Incident Command

1. PURPOSE

Tattnall County Fire Rescue responds to a wide range of emergency incidents. This procedure identifies standard operating procedures that can be employed in establishing command. The system provides for the effective management of personnel and resources providing for safety and welfare of personnel. Establishes procedures for the implementation of all components of the Incident Management System for all incidents.

2. RESPONSIBILITIES OF COMMAND

The Incident Commander is responsible for the completion of the tactical priorities. The Tactical Priorities are:

- A. Remove endangered occupants and treat the injured.
- B. Stabilize the incident and provide for life safety.
- C. Conserve property
- D. Provide for the safety, accountability, and welfare of personnel. This priority is ongoing throughout the entire incident.

3. FUNCTIONS OF COMMAND

The functions of Command include:

- A. Assume and announce Command and establish an effective operating position (Command Post)
 - B. Rapidly evaluate the situation (size up).
 - C. Initiate, maintain, and control the communication process
 - D. Identify the overall strategy, develop an incident action plan, and assign personnel as needed.
 - E. Review, evaluate, and revise (as needed) the incident plan
 - F. Provide for the continuity, transfer, and termination of Command
- The Incident Commander is responsible for all of these functions. As command is transferred, so is the responsibility for these functions.

4. ESTABLISHING COMMAND

The first fire department unit to arrive at the scene shall assume command of the incident. The initial Incident Commander shall remain in command until command is transferred or the incident is stabilized and terminated.

- A. The first unit or member on the scene must initiate whatever parts of the Incident Management System are needed to effectively manage the incident scene.
- B. A single unit incident (trash, fire, single patient EMS incident, etc.) only requires that unit to acknowledge their arrival on the scene.

- C. For incidents that require the commitment of multiple units, the first unit on the scene must announce "Command" and develop an Incident Command Structure appropriate for the incident. If a department officer is not responding, the most competent person will take command.
- D. The first arriving fire department unit activates the command process by giving an initial radio report. The Radio Report should include:
 - 1) Unit designation of the unit arriving on the scene. We will use plain text language and/or 10 codes. (Example: Chief 101 is in route, Chief 101 has arrived on scene, Chief 101 is returning, and Chief 101 is back in quarters)
 - 2) Transmit identity of command (example: Airport Road command) this will be the Incident Command's radio call sign until command is terminated.
 - 3) A brief description of the incident situation, (i.e., building size, occupancy, multiple vehicle accident, etc.)
 - 4) Obvious conditions (working fire, multiple patients, etc.). If the incident is a structure fire let dispatch know that everyone is out of the structure – do that by announcing on radio that "structure is clear", if MVA announce by radio that extrication is completed and all victims are being attended to by EMS.
 - 5) Brief description of action taken
 - 6) Assumption, identification, and location of command
 - 7) Request or release resources as required

5. TRANSFER OF COMMAND

Command is transferred to improve the quality of the command organization. The following guidelines outline the transfer of command.

- A. The first fire department unit on the scene will automatically assume command. This will normally be an Officer, but could be any fire department member up to and including the Chief.
- B. The first Officer arriving on the scene will assume command after the transfer of command procedures have been completed (assuming an equal or higher ranking officer has not already assumed command).
- C. The first arriving Officer should assume command of the incident following transfer of command procedures.
- D. The second arriving Officer should report to the Command Post for assignment.
- E. Later arriving, higher-ranking Officers may choose to assume Command, or assume advisor positions.
- F. Assumption of command is discretionary.

Within the chain of command, the actual transfer of command will be regulated by the following procedure:

- 1) The Officer assuming command will communicate with the person being relieved face-to-face. No transfer of command by radio is permitted.

The person being relieved will brief the officer assuming command indicating at least the following:

- 1) Incident conditions (fire location, and extent, number of patients, etc.).
- 2) Progress towards completion of the tactical objectives.
- 3) Deployment and assignment of operating units and personnel.
- 4) Appraisals of need for additional resources.

6. GENERAL CONSIDERATIONS

The response and arrival of additional officers on the incident scene strengthens the overall command function. As the incident escalates, the Incident Commander should use these Officers as needed.

The arrival of a ranking officer on the incident scene does not mean that the command has been transferred to that officer. Command is only transferred when the transfer-of-command process has been completed.

Officers should report directly to a designated location for assignment by the Incident Commander.

The Incident Commander has the overall responsibility for managing an incident. Simply stated the Incident Commander has complete authority and responsibility for the incident. If a higher-ranking officer wants to effect a change in the management of an incident, they must first be on the scene of the incident, and then utilize the transfer-of-command procedure.



SOG 300.009
Issued 07/01/15

Tattnall County Fire Rescue Incident Safety

1. SCOPE

This standard sets forth the minimum requirements for operations at emergency incidents as related to the safety and health of responding personnel.

2. GENERAL INCIDENT SAFETY REQUIREMENTS

- A. The INCIDENT COMMAND shall ensure an adequate number of responding personnel to safely conduct the incident operations.
Operations shall be limited to those that can be safely performed by personnel available at the scene.
- B. The Fire Department shall assign personnel for the rescue of members operating at emergency incidents. The composition and structure of Rapid Intervention Teams (RIT) shall be permitted to be flexible based on the type of incident and the size and complexity of operations.
- C. When probationary (or non-certified) personnel are working at an incident, more experienced officers or members shall provide direct supervision.
- D. ***Personnel operating in hazardous areas, shall work in teams of two (2) or more and shall maintain contact through visual, audible, physical contact, safety guide ropes, electronic or other means to coordinate activities, and shall remain in close proximity of each other to provide assistance in the event of an emergency.*** Personnel shall maintain communications with supervisory/safety personnel who are not operating in the hazardous areas.
- E. At least one (1) individual shall be assigned to remain outside the hazardous area and maintain an awareness of operations inside the hazardous area. This person does not necessarily need to be totally committed to this function only (i.e. pump operator).
- F. When personnel are operating in positions or performing functions that involve an immediate risk of injury, qualified ALS personnel shall be standing by with medical equipment and transport capability readily available.

3. SPECIFIC INCIDENT SAFETY REQUIREMENTS

- A. When personnel are operating in an area that places them in potential conflict with motor vehicle traffic, the following procedures shall be followed:
 - 1) Apparatus shall be positioned to protect personnel from oncoming traffic while directing exhaust missions away from the incident area.

- 2) Vehicle warning lights shall remain activated until leaving the scene.
 - 3) Personnel shall wear protective clothing with reflective material while on scene.
- B. Drivers shall utilize at least one (1) spotter; positioned at the rear of the apparatus **anytime** the vehicle is backing up.
 - C. De-energizing electrical hazards shall be limited to the operation of breakers. Fire department personnel shall not remove electrical meters, either residential or commercial.
 - D. Emergency incidents involving machinery or elevators shall require the posting of an individual to prevent the unexpected activation or energizing of equipment or machinery.
 - E. Areas or zones identified as hazardous to either civilians or emergency response personnel should be conspicuously marked. Yellow tape with black lettering that reads FIRE LINE DO NOT CROSS shall be utilized to identify non-accessible areas. Place the tape around the incident perimeter as directed by the INCIDENT COMMAND or the Investigator.

4. EMERGENCY RETREAT PROCEDURE

The emergency retreat procedure has been established to enable personnel to be quickly withdrawn in the event of a potentially dangerous or rapidly deteriorating situation, such as building collapse, cave in, explosion, a plume cloud shift, BLEVE, or hostile actions (snipers etc.).

A. Procedure:

- 1) Any officer or fire rescue personnel who become aware of a life-threatening situation may initiate the Retreat by use of the following radio transmission:
“EMERGENCY RETREAT” - “ALL PERSONNEL RETREAT” - “ALL PERSONNEL RETREAT”
- 2) Following this transmission, the person initiating the retreat will report directly to “Command” as soon as possible, to detail the situation deemed to be life threatening.
- 3) Apparatus operators (ALL), upon hearing the emergency retreat transmission, will sound air/electronic horns for fifteen (15) seconds.
- 4) Upon hearing the emergency retreat transmission, alert tone, or air horn signal, ALL personnel at the scene of an emergency will, without delay, report to a safe area designated by “Command” or other designated safe area (such as the area of the command post) for Personal Accountability Report (PAR). Command Officers will return to the command post. Immediately following the procedure, “Command” will have control over the radio channel, to confirm PAR. All units will refrain from radio traffic unless contacted by “Command”.

The emergency retreat can be halted or reinitiated only by “Command”.



SOG 300.010
Issued 07/01/15

Tattnall County Fire Rescue On-Site Firefighting Equipment

1. PURPOSE

To establish a procedure for identifying the type, condition and possible use of on-site auxiliary fire equipment in a given situation.

2. POLICY

In the event a fire is reported in, or in the event a building or property is threatened by fire the following guidelines have been established pertaining to the use of on-site fire equipment.

3. PROCEDURE

- A. Determine if the involved occupancy has on-site auxiliary fire equipment; if so, identify the type or types of auxiliary equipment provided.
- B. If the occupancy is so equipped, determine if the auxiliary fire equipment is in operation.
- C. If currently in operation, determine the effectiveness of such equipment.
- D. If auxiliary equipment is non-operational, determine how to activate such equipment and place it into service if it will aid in control of the fire.
- E. Provide support to on-site auxiliary fire equipment in accordance with the type of equipment involved and the nature of the fire situation.

4. SCOPE

For the purpose of this policy, on-site auxiliary fire equipment shall include the following:

- A. Sprinkler systems
- B. Standpipe systems
- C. Wall lines
- D. Dry chemical systems
- E. Halon systems
- F. Carbon dioxide systems
- G. Foam systems

1) *SPRINKLER SYSTEMS*

The following guidelines apply to all types of sprinkler systems including: wet pipe and dry pipe systems, deluge systems, pre-action systems, combined dry pipe and pre-action systems and outside sprinklers for exposure protection.

- a. Be guided by fire services policy concerning fires in sprinklered buildings.

- b. At fires where sprinkler systems are operating, support the system by pumping to the Fire Department Connection (FDC) at a pressure of 150 psi through a minimum of two (2) 2 ½" hose lines.
- c. Check the effectiveness of the sprinkler system and take appropriate action to insure proper control and extinguishment.
- d. Insure that the water supply valve to the system is open. Detail a fire fighter with a hand radio to stand by at the valve.
- e. Sprinkler systems in buildings which are severely exposed to a fire from another building or outside source such as a storage area should be supplied at the FDC to insure proper exposure protection.
- f. The pumper supplying the FDC should be utilized solely for that purpose, and additional hose lines should not be taken from that engine unless absolutely necessary.

2) *STANDPIPE SYSTEMS*

Where occupancy is equipped with a standpipe system, Fire Department personnel should utilize the system to best advantage to eliminate the need for excessively long hose lays.

- a. Where the standpipe system is also equipped with a Fire Department Connection (FDC), support of the system through the Fire Department Connection (FDC) shall be with a minimum of two (2) 2 ½" hose lines.
- b. Those members who are assigned to the interior attack utilizing the standpipe outlet must be able to communicate with the pump operator supplying the system.
- c. When a line is connected to a standpipe outlet in a stairwell on the fire floor, the excess hose should be pulled down the stairway toward the next floor before it is charged. The hose will easily come up the stairs as the advance is made.
- d. It is obvious that the stairwell at the fire area is important for advancing lines to the fire floor. It is just as important to occupants of the building who may be using it for evacuation. Fire fighters must be careful not to impede their progress and not to allow great volumes of smoke to get into the stairway. If another stairway farther from the fire is available, evacuees should be directed to it.
- e. If the outlets are in the corridors, the attack should begin from an outlet on the floor below the fire floor. The first line (or lines) should be advanced up a stairway to the fire floor. Most of the line should be taken up the stairs, so that it can easily be advanced through the corridor on the fire floor. If required, additional lines may be taken up the stairs from still lower floors. This may also be necessary if the floor below the fire is untenable.

- f. If the fire is located some distance down the corridor from the stairway, the initial hook-up may be made on the fire floor. However, this should not be attempted unless Firefighters are certain that the fire is confined to a unit off the corridor or at least is some distance from their point of entry to the fire floor.

3) *DRY CHEMICAL SYSTEMS*

Dry chemical systems may be found in a variety of occupancies and installations. Some of these include restaurants, spray booths, and dip tanks.

- a. In the case of local application systems inside a building, such as for a dip tank, do not turn hose streams on the fire, since this is likely to splash the burning liquid out of the tank and cause it to spread on the water to the rest of the building.
- b. If a total flooding system is operating, do not open up the enclosure until the powder has fully extinguished the fire and any hot objects which can act as sources of re-ignition have cooled off. The chemical must be permitted to build up sufficient concentration inside the enclosure to do the job – any premature “opening up” would nullify its operation.
- c. If it is necessary to enter an enclosure in a heavy concentration of dry chemical to close up openings or effect a rescue, wear self-contained breathing apparatus and go in pairs.
- d. Before leaving the scene of an incident where a system has operated and after you have completed your overhaul and salvage work, be sure that steps are taken by the plant’s management to restore the system to a condition of readiness.
- e. Before leaving the scene the Health Department should be notified of the problem so that they may investigate for contamination of food products.
- f. Always check out the possibility of fire on upper floors or in the attic whenever a grease duct fire occurs.

4) *HALON SYSTEMS*

It is vitally important for all members to have an understanding of Halon extinguishing systems.

- a. When responding to a fire where a total flooding system has operated in a room or a vault, do not open the door until you are satisfied that the fire is out; do not open the door until sufficient time has elapsed to allow the gas to “soak” in and the material to cool so that re-ignition will not occur when the inert atmosphere is dissipated.
- b. When you decide to “open up”, wear self-contained breathing apparatus and overhaul the fire right away to make certain that extinguishment is complete and to ensure against a rekindle.

- c. It is always well to “back up” any system, whether local application or total flooding and regardless of the agent, with suitable extinguishing capability, just in case the system fails to function as intended.
- d. Be sure that steps are taken by the plant’s management to restore the system.

5) *CARBON DIOXIDE SYSTEMS*

- a. Be prepared to operate the system manually just in case automatic activation has not occurred.
- b. If, upon arrival, the warning alarm has already sounded, the occupants of the room have withdrawn, the doors have closed, and the CO₂ has already discharged into the area, do not open the door to “see for yourself.”
- c. Where response is to a fire being attacked by a local application system, you may be able to assist in the extinguishment by using a carbon dioxide hand hose line system if one is available.
- d. Be prepared to handle flashback that may occur after the gas has been dispersed, by having your supplementary extinguishing equipment ready for immediate use. But, be sure that it is suitable for the type of fire, or you can make things worse.
- e. If it becomes necessary to enter a flooded room to affect a rescue or manually close some opening to seal up the enclosure; in such circumstances, not less than two men, equipped with breathing apparatus and life line should carry out the task.
- f. When ventilating a room which has been flooded with CO₂, portable fans can sometimes be used to assist in removing the gas, especially where the vault or room has no exhaust system of its own. In this initial opening up, be sure to wear self-contained breathing apparatus.
- g. Be sure that steps are taken by the occupancy’s management to restore the system.

6) *FOAM SYSTEMS*

- a. If the fire has not yet been extinguished, make sure that the system has not had any valves closed which would prevent the water from flowing, or electricity cut off, which would prevent the foam concentrate or water pumps from functioning.
- b. If the fire is still so small that the detectors have not yet operated, it may be possible to stop it with portable extinguishers before the system is activated.
- c. However, if there is a serious fire progressing beyond the capabilities of hand extinguishers, the system should be quickly tripped by hand (if not already operating) and backed up with additional protection in the form of hand hose foam steams.

- d. If a large spill has occurred, but not yet signed, any system designed to protect this area could be manually operated to provide a protective foam blanket as an interim precaution while the leak is being stopped and the spill removed.
- e. Do not nullify the effectiveness of the foam by turning water streams into a tank or diked area, for not only will this break up the continuity of the surface blanket, but can cause the foam to overflow the container and may even wash flammable liquid over the sides and spread the fire.
- f. Remember that some systems are designed to provide insulation and exposure protection, as well as extinguishment of spill fires; such is the case where foam spray nozzles are located over the vessel to be protected, so be careful not to wash away this foam protection with your hose lines. The use of high velocity fog nozzles may be helpful, however in shielding other tanks, reactor towers, stills, or processing equipment in the vicinity.
- g. On very extensive fires, the setting up of portable monitor nozzles, ladder pipes and elevating platform nozzles, in locations where they can provide good exposure protection with minimum risk to firefighters, may be a good course of action.
- h. After the fire is extinguished, and before returning to your quarters, see that the plant management restores the foam system to service.



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Tattnall County Fire Rescue Operations in Sprinklered Buildings

1. PURPOSE

To establish a standard procedure for operations in sprinklered and standpipe buildings.

2. POLICY

In the event that a structure equipped with a sprinkler or standpipe system is reported to be on fire (either by verbal or alarm system notification) the following operations have been established.

3. UPON ARRIVAL

- A. Give a conditions report
- B. Continue size-up
- C. Determine exact location of the fire
 - 1) Check with occupants
 - 2) Check annunciator panel (if available)
 - 3) Check for alarm bells ringing, which may indicate the involved zone
 - 4) Check for water flowing from exterior drains, which may indicate the general area
- D. Second engine to arrive at the scene of a building equipped with a sprinkler and/or standpipe system shall connect to a fire hydrant and position the apparatus at the Fire Department Connection (F.D.C.) and connect to the system as to provide water supply if necessary. Awaiting orders from Incident Command to charge the lines.

4. SAFETY

- A. Utilize full protective clothing
- B. Maintain tight control over personnel during interior operations
- C. Utilize hose lines and/or life lines during interior search operations

5. PROCEDURES

- A. The second arriving engine shall be responsible for connection supply lines to the F.D.C.
- B. The minimum fire department hook up to the F.D.C. should not be less than two 2 ½" hose lines.
- C. If a fire is in progress and sprinkler heads have opened, one hundred fifty (150) pounds of pressure should be provided to the F.D.C. If long lines are required (over 100 feet) between the pumper and F.D.C., the friction loss in the hose must be considered in hydraulic calculations.

- D. Unless it is known for sure that private mains provide an adequate supply, pumpers should be connected to city hydrants, if available. A general rule is not to take suction from hydrants on a private system unless it is known that the system is adequate for the purpose.
- E. Send a fire fighter, equipped with a hand radio to inspect the shut-off valve to:
 - 1) Determine if the sprinklers are operating properly
 - 2) Open the valve if it is closed
 - 3) Shut off the valve promptly when the Incident Commander decides that sprinkler operations may be discontinued.
 - 4) Reopen the valve in the event that the fire rekindles and cannot be controlled by those hand lines which are already in place.
- F. Normally, 1 1/2" or 1 3/4" hand lines may be used for fire streams in sprinklered buildings. However, when fires involve unusual hazards, high piled stock or large areas, 2 1/2" hand lines should be considered.
- G. Observe the effect of the sprinkler system on the fire to determine:
 - 1) If the system is operating properly
 - 2) The size and number of hose lines which may be needed to effect complete control and extinguishment.
- H. Insure that evacuation, search and other life safety measures are promptly completed at fires in sprinklered buildings.
- I. Effective control of fires in sprinklered buildings requires proper ventilation. Whether such ventilation is accomplished by conventional means or by utilizing on site built-in automatic systems, the following steps must be accomplished:
 - 1) A firefighter equipped with a hand radio must be sent to the shut-off valve to stand by.
 - 2) Hose lines must be ready, charged and in position for confinement and control before the sprinklers are shut off.
 - 3) Truck Company personnel must be in position and should have affected the necessary conventional opening(s) or be prepared to initiate available on site automatic systems before the sprinklers are shut off.
 - 4) The Incident Commander or the Operations Officer must insure proper communications and coordination.
 - 5) When all of the above have been accomplished, the sprinkler system should be shut down (slowly) to allow proper ventilation to occur and those members manning hand lines to move in and fully extinguish the fire.
 - 6) In the event that the hand lines are unable to affect control, the system should be turned on again until additional streams can be brought into position.
- J. Initiate prompt salvage and water removal operations to protect records, machinery, storage, stock and furnishings from water damage.

- K. After fire operations are complete:
- 7) Contact owner, occupant, or agent about the sprinkler system being out of order and that they should contact the service representative to put the system back in operation.
 - 8) Explain to the owner, occupant, or agent that the property will not be protected or if connected to a central signaling station and alarm will not be transmitted.
 - 9) Notify central dispatch that the system is out of service and that the owner/manager has been notified.

6. THE "BUTTON-UP" APPROACH

- A. Although not considered a standard method of handling fires in sprinklered buildings, the "button-up" approach offers an alternative operational procedure where unusual hazardous conditions may exist. In those situations where the involved sprinklered occupancy presents an extreme life safety hazard for fire personnel (such as high piled stocks of plastics or flammable liquids, etc.) the Incident Commander may, at his discretion, utilize the option of the "button-up" approach.
- 1) Evacuate the building of all personnel
 - 2) Close up the building as tightly as possible to limit the air supply available to the fire
 - 3) Connect a pumper engine to the fire department sprinkler connection and pump into the system.
 - 4) Keep sprinkler control valves wide open and sprinklers operating at all times, for an hour or more as necessary, until the fire has essentially been extinguished and can be manually attacked.
 - 5) During the final stages of sprinkler operation, but before manual attack is begun, attempt to mechanically remove smoke from the building if the equipment is available. This will help to prevent the chance that combustible gases built up inside the building from fire in an oxygen-starved atmosphere could flash or explode when the building is opened.
 - 6) Before shutting off sprinklers, attempt to evaluate fire severity. This can be done either by reconnaissance using lines and air packs or by breaking through the roof or a wall if the location of the seat of the fire can be fixed from questioning employees.
 - 7) Then, shut off sprinklers, open up the building to vent smoke and attack with hose streams, but keep a person posted at the sprinkler control valve at all times (with two way radio, if available), ready to turn sprinklers back on if the fire threatens to flare up.



SOG 300.012
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Tattnall County Fire Rescue Personal Protective Equipment and Use

1. PURPOSE

To provide policy and guidelines relative to the proper personal protection, in the form of protective clothing, to all Fire Department members exposed to dangerous situations and hazardous atmospheres and/or environments.

2. SCOPE

This standard applies to all members required to work in hazardous environments. It was promulgated to establish procedures for the use of protective clothing and equipment to reduce the risk of illness, injury, or death that might result from a member's exposure to a hazardous environment.

3. POLICY

- A. Fire Department members shall utilize and wear protective clothing and safety gear as prescribed by those policies and procedures contained herein.
- B. PPE shall be worn whenever the chance or risk of personal injury to Fire Department members may exist. This includes but not limited to; structure fires, wildland fires, motor vehicle crashes, and vehicle fires.
- C. The Fire Department shall provide its members with the proper type of approved protective clothing which is currently available in the safety clothing market which meets current NFPA standards.
- D. All equipment issued to members requires a completed "Personal Protective Equipment Form" – Appendix O.
- E. All protective clothing shall be inspected every three (3) months and anytime it is contaminated.
- F. Any equipment or protective clothing that is found to be unsafe or inoperable shall be removed from service immediately, and forwarded for repair.

4. RESPONSIBILITY

- A. Officers have the overall responsibility to insure that the members of their charge abide by Fire Department policies regarding the use of protective clothing.
- B. All Fire Department members are directly responsible for their personal safety and shall utilize proper protective clothing as prescribed within this policy.
- C. The incident safety officer shall be responsible for ensuring that all members operating within the hazardous perimeter of an incident are properly attired and using the appropriate protective clothing and

equipment. Any member who is in violation of this procedure shall be ordered to promptly leave the hazardous area.

5. REQUIREMENTS

- A. All Fire Department personnel shall wear and utilize the following PPE on all calls except wildland fires.
- B. No alterations shall be made to protective clothing without the approval of the Fire Chief.
 - 1) Full protective clothing
 - a. Helmet/Goggles NFFPA 1972
 - b. Gloves NFFPA 1973
 - c. Turnout coat NFFPA 1971
 - d. Hood NFFPA 1971
 - e. Turnout pants (with suspenders) NFFPA 1971
 - f. Turnout boots NFFPA 1974
- C. All Fire Department personnel shall wear and utilize the following PPE on wildland fires (When available)
 - 1) Wildland gear
 - a. Wildland pants
 - b. Wildland shirts
 - c. Hard hat
 - d. Goggles
 - e. Leather gloves
 - f. Leather boots
- D. To assist members with identifying rank at the incident scene, helmets are color-coded as follows:
 - 1) White: Chief Officers
 - 2) Red: Captains
 - 3) Black: Firefighters

6. SCBA

- A. All self-contained breathing apparatus used by the department shall comply with NFFPA 1981 *Standard on Open Circuit Self Contained Breathing Apparatus for the Fire Service*.
- B. All personnel shall use SCBA while working in areas where:
 - 1) The atmosphere is hazardous.
 - 2) The atmosphere is suspected of being hazardous.
 - 3) The atmosphere may rapidly become hazardous.
- C. Members wearing SCBA shall always work in teams of at least two members each.
- D. SCBA and spare cylinders shall be kept on each apparatus and be available for immediate use.
- E. SCBA shall not be removed until the incident commander or the incident safety officer has determined that the atmosphere is no longer hazardous and that CO levels are less than 50 ppm.
- F. A personal alert safety system (PASS) device that complies with NFFPA

1982 shall be assigned on each SCBA and shall be activated whenever the SCBA is in use.

- G. Everyone shall receive periodic training on proper use of SCBA. Training shall be based on NFPA 1404 - *Standard on Fire Department Self-Contained Breathing Apparatus Program*.

7. GENERAL PROCEDURES

A. Emergency operations:

- 1) Personnel actively engaged in firefighting shall wear full protective gear. Any person without proper gear shall not enter the fire building, approach a vehicle, and alternatively engage themselves in activities in the immediate area. One hundred (100) feet is considered the minimum safe distance. This includes areas around the apparatus. If the fire or adjoining buildings are deemed safe by the officer in charge, individuals (firefighters and civilians) may be permitted to enter.
- 2) All members shall wear and utilize appropriate clothing during emergency operations.
- 3) Members shall not remove their protective clothing until such time as their Company Officer or the officer-in-charge determines that such protective is no longer necessary or that a reduced level of protective clothing will be sufficient.
- 4) If, in their opinion, operating conditions warrant a change, Company Officers may increase or decrease the level of protective clothing, which is required for themselves and their personnel, but the responsibility to protect their personnel from injury remains with that officer.
- 5) If, during multiple company operations, the Incident Commander specifies a certain level of protective clothing, then Company Officers shall not decrease that level for themselves or their personnel unless they are given permission to do so by the Incident Commander.

B. During alarm response:

- 1) Members responding in or on fire apparatus shall wear their protective clothing.
- 2) Operators are not required to wear their protective clothing while driving. After arriving on the fire ground and after performing all essential emergency operations, operators must put on their protective clothing.
- 3) Those members responding to alarms in enclosed vehicles, or partially enclosed apparatus, are not required to wear helmets during response but must have all their assigned protective clothing available once they reach the scene.
- 4) If, during a response to an alarm, an unusual condition or hazard presents itself, the Officer may, at his/her discretion, order all personnel, including drivers, into any level of protective clothing which may be necessary to protect said personnel from injury or death.

C. During training:

- 1) Members engaged in training sessions shall wear full protective clothing.
- 2) Officers or members conducting training sessions are responsible to insure that adequate protective clothing is utilized properly by all personnel involved. Full protective clothing shall be worn during simulated hazardous environments.

D. Routine operations:

- 1) Members involved shall use appropriate safety gear and/or protective clothing when engaged in routine activities which may present a personal safety hazard. If members have questions regarding the need for safety gear for such routine activities or if they wish to obtain said gear, they shall contact their immediate supervisor prior to beginning said activities.
- 2) Members involved in fire company inspections or pre-planning activities or tours shall when necessary, wear proper and adequate protective clothing during such inspections, activities, or tours, so as to provide protection from any hazard which may be present in the area.
- 3) Members involved in fire company inspections, tours, or pre-planning activities shall, when not wearing it, have full protective clothing available should the need for it arise.
- 4) When working around the hose tower or around a charged hose that is being tested, all members shall wear protective helmets.

E. Maintenance:

- 1) All safety gear such as goggles, breathing apparatus, etc. shall be cleaned and maintained in accordance with the manufacturer's instructions and departmental policy.
- 2) All protective clothing such as turnout clothing, helmets, safety boots, work shirts, jackets and pants shall be maintained in accordance with the manufacturer's instructions and departmental policy.
- 3) All protective clothing will be cleaned on a regular basis as determined by the Chief.
- 4) Protective clothing with small holes or rips is not to be considered needing replacement unless there are a considerable number of them.
- 5) All helmets are required to have all designations and safety stripes as required by the department.



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Tattnall County Fire Rescue Post Incident Analysis

1. OBJECTIVE

- A. To have a process that allows for the systematic review of all significant emergency incidents.
- B. To reinforce effective operations, correct mistakes and to identify methods to improve incident operations.

2. PROCEDURE

- A. A Post Incident Analysis will be conducted within one week of the date a significant incident occurred. Events where a PIA will be completed are:
 - 1) Significant fire/incident loss (\$50,000 or more)
 - 2) Major Hazardous Materials Incidents (one where Haz-Mat command was established)
 - 3) Where there was a firefighter death or serious injury.
 - 4) Civilian death or injury
 - 5) At the discretion of an Incident Commander, Deputy Chief or Fire Chief.



SOG 300.015
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Tattnall County Fire Rescue POV Operations

1. PURPOSE

To insure proper and safe operation of members privately owned vehicles.

2. POLICY

- A. Members may respond to calls in their POV, provided that the following policies are followed.
- B. Members shall attempt to utilize department vehicles when at all possible.
- C. Members shall not pass the area of the stations, without checking the availability of a department vehicle, by visualization or radio communications.
- D. Members shall obey all traffic codes while responding.
- E. Members shall yield the right of way to all marked emergency vehicles, no matter who they belong to or how fast the vehicle is traveling.
- F. Members shall not park near or on the roadway at any time. Park away from the scene and walk. Every attempt to avoid the "debris field" at a MVC must be taken. No member shall park as to block or otherwise shield the warning lights of another emergency vehicle.
- G. Members that receive citations while responding to calls shall report them to the Chief as soon as possible.
- H. The Chief has the option to suspend a member from the department, based on the nature of the citation.
- I. The disposition of the citation in court will determine the actions of the Chief.
- J. The Chief, Deputy Chief and Battalion Chief's reserve the right to respond to the scene directly using POV as needed.
- K. Members shall exercise good judgement when responding to an incident in the county, the incident should be within a reasonable distance of the member. If the distance is beyond a reasonable amount, the response should be made under normal driving conditions if so desired to participate in the event.

3. PROCEDURES

Members shall report all citations immediately to the Chief or designee verbally, no matter the time of day.



SOG 300.016
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Tattnall County Fire Rescue Rapid
Intervention Team (RIT) 2 in/2 out

1. SCOPE

To establish procedures for rapid rescue of firefighters who are lost/missing, trapped, or injured while working in a hazardous environment, in accordance with NFPA 1500.

***NOTHING IN THIS SECTION IS INTENDED TO PRECLUDE
FIREFIGHTERS FROM PERFORMING EMERGENCY RESCUE
ACTIVITIES BEFORE AN ENTIRE TEAM IS ASSEMBLED ON THE
FIRE GROUND.***

Firefighters operating in hazardous areas shall operate in teams of two (2) or more. Team members operating in hazardous areas shall be in communication with each other through visual, audible, or physical means, or by use of a safety guide rope, in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of an emergency.

2. GENERAL PROCEDURES

- A. When incident operations involve interior structural firefighting, any IDLH (immediately dangerous to life or health) atmosphere, or any other hazardous operation, a Rapid Intervention Team (RIT) shall be assigned.
- B. The INCIDENT COMMAND shall assign a RIT from units dispatched on the initial alarm, or request an additional unit to respond and perform RIT functions. The INCIDENT COMMAND shall ensure that sufficient equipment/personnel are en-route/on-scene to properly staff a RIT.

3. STAFFING

- A. A RIT shall consist of a minimum of two (2) personnel and shall be available for rescue of personnel if the need arises.
- B. The composition and structure of a RIT shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The INCIDENT COMMAND shall evaluate the situation and the risks to operating teams and shall provide one or more RIT's commensurate with the needs of the situation.

4. RIT'S – FUNCTION AND RESPONSIBILITIES

- A. When assigned to a RIT, the team leader (ranking FF/officer) shall report to the INCIDENT COMMAND. The group leader will coordinate a staging location with the I.C.

1) RIT members shall be in full PPE

5. RIT EQUIPMENT

A. As a minimum, shall consist of:

- 1) Portable radio
- 2) Forcible entry tools
- 3) Hand lights

B. The RIT should also consider:

- 1) Assorted ropes
- 2) Spare SCBA and masks (for rescue of downed firefighters)
- 3) Preplans or access plans
- 4) Other equipment deemed necessary by the INCIDENT COMMAND, or the group leader.

6. RIT GROUP LEADER RESPONSIBILITIES

A. The person designated as the RIT group leader shall obtain a briefing from the INCIDENT COMMAND and maintain radio contact at all times.

B. Recon the building as a group:

- 1) Where is the fire? Where is it going? How is it going to get there?
- 2) Secondary means of ingress/egress?
- 3) Are there any types of security bars, gates, etc.?
- 4) Roof type?
- 5) Number of doors and windows? Locations?

C. Recon nearby apparatus:

- 1) Location and availability of closest Engine Company to be used for additional hose lines, if necessary.
- 2) Location of nearby vehicles with specialized equipment if necessary.

D. Develop a plan and ensure all members of the group understand it.

E. Maintain control of the group. Do NOT allow freelancing.

F. Monitor progress of working companies' on-scene and their locations.

7. RIT GROUP MEMBER RESPONSIBILITIES

A. Maintain contact with the group leader. NO FREELANCING

B. Recon the situation/building with the group leader or as directed by the RIT leader.

C. Stay alert. Look, listen, and try to envision what is going to happen.

D. Have assigned tools/equipment in a ready state. Be prepared to get involved.

E. Be mentally prepared. Fight the urge to get involved in firefighting or incident mitigation. You are the firefighter's safety net.

F. Know the plan. Understand the plan explained by the RIT leader. Know your part.

G. Stay focused on rescue!

8. SECONDARY FUNCTIONS OF THE RIT (prior to deployment)
 - A. Any function on the outside of the structure, that may enhance rescue:
 - 1) Placement/positioning of ventilation fans.
 - 2) Secondary egress ladder
 - 3) Opening doors, etc.
 - B. No action may be taken to distract from the groups primary responsibility – RESCUE
 - C. SCBA must not be used to accomplish secondary tasks.
9. RIT DEPLOYMENT PHASE
 - A. The INCIDENT COMMAND or Operations will activate the RIT when it is determined that a firefighter is lost/missing, trapped, or injured. The INCIDENT COMMAND or Operations will use the term “URGENT” to announce pertinent radio information.
 - B. Consideration will be given to the assignment of a separate radio channel two (2) for the RIT dependent on the situation and radio traffic.
 - C. The INCIDENT COMMAND will immediately initiate a Personnel Accountability Report for all on-scene units.
 - D. Additional resources will be considered. A stand-by-medical unit (ALS) will be required for each missing firefighter.
 - E. The Safety Officer, Operations Officer, and Command shall continually assess the structural stability of the building.
 - F. Anticipate media attention when radio traffic announces lost/missing, trapped, or injured firefighter(s). Ensure a PIO is in place and has the facts.
 - G. When the RIT is deployed, a replacement group will need to be staffed and staged for deployment.
10. RIT RESPONSIBILITY
 - A. The RIT shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazard area, their location and function, and time of entry. The RIT shall remain in radio, visual, voice or signal line communication with the entry team. Any RIT group member shall be located near the point of entry of the interior team. The RIT shall be wearing full PPE. RIT group members shall be permitted to perform other duties outside of the hazard area, such as apparatus operator or INCIDENT COMMAND, provided that:
 - 1) Constant communication is maintained between the RIT member(s) and the entry team.
 - 2) These other duties of the RIT member(s) will not inhibit the ability to provide rapid intervention to the entry team.
 - 3) Abandoning the other duties will not jeopardize the safety and health of any firefighter.

B. The assignment of any personnel to the RIT shall not be permitted if, by abandoning their critical task(s) to provide emergency intervention, they clearly jeopardize the safety and/or health of ANY firefighter working at the incident.

If, upon arrival at the emergency scene, the initial responding personnel find an imminent life-threatening situation, the officer (or FF) in charge shall evaluate the situation to determine the level of risk involved in attempting the rescue. Risk factors to be evaluated include:

- 1) The location, stages and size of the fire.
- 2) The capabilities of on-scene resources.
- 3) The ability to affect a rescue, given the previous two factors.

If the officer (FF) in charge determines that the rescue attempt involves an **acceptable level of risk**, such rescue shall be permitted with less than four personnel assembled on the scene. The officer (FF) in charge SHALL notify incoming companies **PRIOR** to making entry under this exception.

11. DEFINITIONS

- **Structural Firefighting:** The physical activity of fire suppression, rescue, or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.
- **Imminently Dangerous to Life or Health (IDLH):** An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- **Life-Threatening Situation:** A situation involving conditions that could reasonably be determined to cause serious injury or loss of human life, where immediate action by responders could prevent serious injury or loss of life.



SOG 300.017
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Tattall County Fire Rescue Rehabilitation

1. SCOPE

- A. This standard applies to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold creates the need for the rehabilitation of personnel. It was promulgated to:
- 1) Prevent injuries, illnesses, and deaths that may result from excessive fatigue.
 - 2) Establish procedures for medical evaluation and treatment, food and fluid replenishment, and relief from extreme climactic conditions during emergency operations and prolonged training exercises.

2. DEFINITIONS

- A. Level 1 rehabilitation: Situations of short duration. The incident commander may elect to use rehabilitation supplies from an apparatus on the scene or may call a rehab unit to the scene. Typically in Level 1 rehab, the crews are not rotated and the incident or training exercise has a limited duration.
- B. Level 2 rehabilitation: Situations that require a major time and personnel commitment. Examples include a major fire or a lengthy training exercise in which the firefighter's health and safety must be addressed.

3. GENERAL

- A. The Incident Command shall evaluate the circumstances at each incident and shall make early, adequate provisions for the rest and rehab of all members working at the scene. These provisions include:
- 1) Medical evaluation
 - 2) Treatment and monitoring
 - 3) Food and fluid replenishment
 - 4) Mental rest
 - 5) Relief from extreme climactic conditions and other environmental factors present at the incident.
 - 6) Incident Command shall send personnel to rehab as required.
- B. During prolonged incidents, strenuous training sessions, and periods of extreme heat or cold, the INCIDENT COMMAND shall request that a rehab unit be assigned to the scene and shall appoint a rehab officer to manage the rehabilitation of the firefighters.

C. The Rehab Log shall be completed by the rehab officer at all Level 2 incidents. The log shall be submitted to the INCIDENT COMMAND to be attached to the incident report, and it shall be included in the incident critique. Level - 2 rehab shall include the provisions of EMS at the ALS level in the rehab sector.

4. REHABILITATION SECTOR

- A. The rehab sector should be placed in a location that allows members to physically and mentally rest and recuperate from the stress, pressure, and demands of the emergency operation or training evolution.
- B. The rehab location should also be located far enough away from the incident scene to allow members to safely remove their protective clothing and SCBA.
- C. The rehab sector should be located in an area that provides suitable protection from prevailing environmental conditions. If possible, the sector should be in a cool, shaded area during hot weather and in a warm, dry area during cold weather.
- D. Members in the rehab sector should not be exposed to exhaust fumes from apparatus, vehicles, and motorized equipment, including those involved in the rehabilitation sector operations.

5. PROCEDURES

- A. The establishment of a rehab sector shall be considered during the initial planning stages of an emergency response. The climactic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab sector. Any activity or incident whether emergency or non-emergency, that is large in size, long in duration, and labor intensive will rapidly deplete the energy and strength of personnel.
- B. Climactic or environmental conditions that indicate the need to establish a rehab sector include a *heat index* above 95 degrees F or a wind-chill index below 20 degrees F.
- C. Forty-five minutes of work time is generally recommended as an acceptable level of work prior to mandatory rehabilitation.
 - 1) Members having worked through two full 30 minute rated SCBA cylinders, or for 45 minutes, shall be rotated to the rehab sector for rest and evaluation.
 - 2) In all cases, an objective evaluation of a members fatigue level is the appropriate criterion for determining if rest is required. Rest periods for members in the rehab sector shall be at least 10 minutes or longer.
 - 3) Crews sent to rehab should be replaced by fresh crews from the staging sector. Crews released from the rehab sector should be rotated to the staging sector prior to returning to work. This procedure ensures that fatigued individuals do not return to work before they are rehabilitated.

- D. Members should not be removed from a hot environment and placed directly into an air-conditioned environment because the body's cooling system may shut down in response to the external cooling. An air-conditioned environment is acceptable only after a cool down period at ambient temperature with sufficient air movement.
- E. EMS personnel at the advanced life support level will be provided at each incident. EMS personnel (paramedics) will evaluate the vital signs and physical condition of members as they are rotated through the rehab sector.
 - 1) EMS personnel will determine whether a member will be allowed to return to work, remain in rehab, or receive further medical treatment and be transported to a medical facility for further evaluation.
 - 2) Continued rehabilitation consists of the ongoing monitoring of vital signs, rest, and fluid intake. Medical treatment for a member whose signs and symptoms indicate potential problems will be provided in accordance with local medical control procedures. EMS personnel will be aggressive in determining that potential medical problems exist.

6. RESPONSIBILITIES

- A. All officers shall monitor the condition of each member working under their command and shall ensure that adequate steps are taken to provide for each member's safety and health. The incident command system is to be used to request that a crew be relieved and for the reassignment of fatigued crews.
- B. During periods of hot weather, crewmembers are encouraged to drink water or Gatorade ® throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe their level of fatigue or exposure to heat or cold is approaching a point that could affect them, their crew, or the operation in which they are involved. Each member shall also monitor the health and safety of the other members of his crew.



SOG 300.018
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Tattnall County Fire Rescue
Scene Operations for Infectious Control Procedures

1. PURPOSE

To provide guidelines for the decontamination of incident scene personnel.

2. GENERAL PROCEDURES

- A. Universal bio-hazard precautions will be implemented for all occasion's required direct victim or patient contact.
- B. All personnel will assume and accept that all blood and body fluids are to be considered infectious.
- C. While complete control of an emergency scene is not possible, scene operations will attempt to limit splashing or spraying of body fluids as much as possible.
- D. To help minimize unnecessary exposures, only the minimum number of personnel required to safely complete the assignment(s) are to be used for all bio-hazard operations. All other members will remain at a safe distance from the operation.
- E. Disposable resuscitation equipment will be used whenever possible. Mouth-to-mouth resuscitation will be performed only as a last resource, if no other equipment is available.
- F. Since hand washing is the most important infection control procedure. All personnel who may have come in contact with any amount of body fluid will thoroughly wash hands after;
 - 1) Removing personal protective equipment;
 - 2) Each victim or patient contact
 - 3) Handling potentially infectious materials; and
 - 4) Cleaning or decontaminating equipment.
- G. Personal protective equipment will be removed after leaving the work area, and as soon as possible, if contaminated.
 - 1) After use, all personal protective equipment will be placed in leak proof bags, color coded and marked as bio-hazard.
- H. At the conclusion of on-scene operations, all potentially contaminated victim care equipment will be removed for appropriate disposal or decontamination in order to prepare them for reuse.

3. POST RESPONSE PROCEDURE

- A. Upon returning to quarters, contaminated equipment will be removed and replaced with clean equipment.
- B. Decontamination will be performed as soon as practical. Bio-hazard waste and contaminated disposable equipment will be stored in the designated area in the appropriate leak proof container.

- C. Disinfection will be performed using department approved cleaning solutions.
- D. Contaminated work uniforms and structural firefighting gear will be cleaned according to manufacturers' recommendations.
 - 1) Normally, this will consist of a wash with hot soapy water, followed by a rinse with clean water. Turnout gear will be air dried.
 - 2) Grossly contaminated structural firefighting gear should be placed in a labeled bio-hazard plastic bag and container for laundering.
- E. Under no circumstances should contaminated clothing be taken home and laundered by any member.

4. POST EXPOSURE PROCEDURES

- A. Any member exposed to potentially infectious material will immediately wash the affected area.
- B. The exposure should be reported to the member's Battalion Chief or designee which will include submitting an "*Infectious Exposure Form*" - Appendix F as soon as possible.
 - 1) This report will include details of the task being performed, the means of transmission, the portal of entry, and the type of personal protective equipment in use as this time.
- C. The Battalion Chief will review the exposure report and forward it to the Fire Services office for filing purposes.
- D. The member will be referred to a physician as needed for post exposure protocols.
- E. Properly reported exposures will be treated as an on-the-job injury or illness.

5. POTENTIALLY INFECTIOUS VICTIMS/PATIENTS

- A. When an exposure is reported, the Battalion Chief will attempt to obtain information from the medical facility receiving a patient.
- B. This information will be conveyed to the member's physician for consideration on appropriate treatment.



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Issued 07/01/15

Tattnall County Fire Rescue Self Contained Breathing Apparatus

1. PURPOSE

To ensure firefighting personnel are trained and qualified in the use of all Tattnall County Fire Rescue issued Self Contained Breathing Apparatus (SCBA), and to ensure all SCBA is maintained in the highest working order possible.

2. PROCEDURE

A. Training

- 1) All personnel will be trained and qualified in the use of breathing apparatus before operating this equipment under any circumstance.
- 2) Training will be conducted and/or approved by the State Firefighters Standards and Training Council.

B. SCBA Inspections

- 1) Each SCBA will be checked at least bi-weekly in accordance with the manufacturers "Pre-Use Checks and Inspections."

C. Defective Units

- 1) Any defective SCBA shall be removed from service immediately, marked or tagged in such a manner that the unit shall not be mistakenly placed back into service.
- 2) A detailed description of the deficiency shall be forwarded to the Battalion Chief. A copy of the deficiency will also be affixed to the SCBA.

D. SCBA air cylinders will be refilled whenever the pressure is 10 percent or more below the unit's capacity.

- 1) 2216 psi cylinders shall be refilled when pressure is at or below 1995 psi.
- 2) 4500 psi cylinders shall be refilled when pressure is at or below 4050 psi.



SOG 300.020
Issued 07/01/15

Tattnall County Fire Rescue
Critical Incident Stress Management Program (CISM)

1. REFERENCES

- Critical Incident (CISM): Individual Crisis Intervention and Peer Support, 2nd edition Jeffery Mitchell, Ph.D., C.T.S.; and George S. Everly, Jr., Ph.D., C.T.S.
- The Basic Critical Incident Stress Management Course, "Basic Group Crisis Intervention," 3rd edition Jeffery Mitchell, Ph.D., and George S. Everly, Jr., Ph.D.
- Critical Incident Stress Debriefing: An Operations Manual for CISM, Defusing and other Group Crisis Intervention Services, 3rd edition, Jeffery Mitchell, Ph.D., and George S. Everly, Jr., Ph.D.

2. POLICY

It is the policy of the Tattnall County Fire Rescue to support all personnel's health by offering timely and constructive incident stress debriefing services when required or requested under conditions described in this procedural document.

3. SCOPE

This procedure applies to all Tattnall County Fire Rescue personnel.

4. DEFINITIONS

Critical Incident Stress Management (CISM) consists of a wide range of programs and interventions designed to be comprehensive for emergency responders. The CISM system is designed to assist responders with managing and recovering from significant stress should they encounter it in their work. CISM is much broader than Critical Incident Stress Debriefings. It is a support system for fire service employees suffering from personal conflict or stress.

Critical Incident Stress Debriefings (CISD) includes special programs and strategies, pre-incident education, significant other support programs, community outreach programs, disaster preparedness and assistance, etc.

Critical Incident (Trauma) is any sudden, unexpected event outside the usual realm of human experience that is markedly distressing (e.g. evokes reactions of intense fear, helplessness, horror, etc.). For this reason, these events can have a strong emotional effect even on trained, experienced individuals. Incidents of an extreme nature have the potential to cause post-traumatic

stress disorder (PTSD). Examples include:

- Line of duty death
- Suicide
- Any life threatening experience
- Serious physical injury or abuse
- Injury or death to a child in a fire or other event
- Observation of a severe trauma to another
- Sexual abuse or assault
- Loss of life incident

5. RESPONSIBILITIES

- A. It shall be the responsibility of all supervisory personnel to insure uniformity in adhering and complying with this procedure.
- B. It shall be the responsibility of all personnel to comply with the policy and procedures outlined in the document.
- C. It will be the responsibility of Department Officers to:
 - 1) Be sensitive to others and be able to keep confidences
 - 2) Make post-debriefing contacts as requested
 - 3) Have the ability to learn about psycho-social processes
 - 4) Initiate contact with emergency service personnel after a critical incident
 - 5) Be aware of your personal limitations and to seek guidance and assistance from other team members when appropriate
 - 6) Request professional assistance for members in need of guidance

6. OPERATIONAL GUIDELINES

- A. Crisis Management Briefings are to be initiated by the EOC in large disaster situation.
- B. An Officer will call for an AUTOMATIC activation of the CISM Program for the following incidents:
 - 1) Line of duty death
 - 2) Severe duty related injuries
 - 3) Suicide of any fire department personnel
 - 4) Perceived of actual threats to personal well-being
 - 5) Mass casualty incidents

Other events to be considered as critical incidents:

 - 6) Traumatic death of children
 - 7) Serious injuries to children
 - 8) Events with excessive media interest
 - 9) Victims known by department members
 - 10) A prolonged rescue, especially with a negative outcome.

7. SUPERVISORY CONSIDERATIONS REGARDING CISM ACTIVITIES
 - A. The only effective way CISM defusing and debriefing of personnel can be successful is if participants be allowed to remain “out of service”. This is a critical requirement during this important process. The goal is to offer the important service as soon as it is practical which, if withheld, could be detrimental to the welfare of affected personnel.
 - B. Tattnall County Fire Administration has endorsed the need for any action to take place supporting CISM. This can include adjusting personnel staffing and/or temporarily reassigning fire companies as needed.

8. CISM ASSISTANCE FOR VICTIMS, SURVIVORS, FAMILIES:
 - A. While assisting victims, survivors, and families is not the primary function of the CISM program, it may be necessary to provide interim support services to these individual so that emergency service crews may perform their duties without being hampered.
 - B. All Battalion Chiefs will maintain a list of victim referral resources for on scene operations and will contact these services if warranted and approved by the Incident Commander.
 - C. It may be necessary for Fire Department members to set up a staging area for families to convene away from the emergency scene and operating emergency service workers.
 - D. Management of these persons should be turned over to the appropriate victim support agency once they arrive on scene.
 - E. Primary local resource to be contacted for family/victim assistance include, but are not limited to:
 - 1) American Red Cross: 912-557-8802 (Ask 911 to contact)



SOG 300.021
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Tattnell County Fire Rescue Size-up

1. SCOPE

In order to initiate the evaluation of an incident, the first arriving company will transmit a size-up as soon as possible after arrival. Size-up serves to advise other responding units of the expected situation, and to advise command officers and central dispatch of the nature of the incident.

2. GENERAL PROCEDURES

A. Structure Fire/Automatic Alarms:

- 1) Unit designation (unit arriving on scene)
- 2) A brief description of the incident situation (i.e., building type, occupancy)
- 3) Obvious conditions (working fire, location of fire, fire conditions (room and contents, fully involved) any evacuation in progress, exposure potential)
- 4) Declaration of initial strategy (offensive, defensive, rescue, etc.)
- 5) Any obvious safety concerns
- 6) Assumption, identification, and location of Command
- 7) Initial action planned
- 8) Requesting of, release of, resources as required

B. Medical Emergencies:

- 1) No size-up is necessary unless multiple patients are involved.

C. Vehicle Fires:

- 1) Type and /or size of the vehicle, portion of the vehicle involved in fire, and any exposure problems

D. Brush/Woods/Trash fires:

- 1) Size of the fire, specific location (if possible), direction of spread and exposures

E. Motor Vehicle Collisions:

- 1) Number of vehicles involved, degree of damage (light, moderate, heavy), road blockage, number of injuries

F. Extrication:

- 1) Describe the scene, number of patients, and degree of the entrapment

G. Aircraft:

- 1) Size and type of aircraft, fire conditions, evacuation, entrapment, planned actions

H. Miscellaneous:

- 1) Describe the situation – any special hazards (Hazmat, wires down, structural failure, gas leaks, etc.), any information that would assist Command and/or dispatch



SOG 300.022
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Tattnall County Fire Rescue Vehicles and Equipment

1. GENERAL REQUIREMENTS

- A. Vehicles and equipment shall be maintained in a constant state of readiness and available for complete and immediate use.
- B. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
- C. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member's supervisor. Supervisor will provide written documentation to the vehicle maintenance officer on department forms. Damage, destruction, or loss due to the member's negligence may result in his being required to make restitution. Disciplinary action also may be taken as appropriate.
- D. Members shall return vehicles and equipment issued to them or entrusted to their care immediately on separation from service.
- E. A member required to drive a vehicle owned or operated by the department shall possess an appropriate and valid driver's license.
- F. Members shall drive in a safe and prudent manner and shall obey all applicable federal, state, and local traffic regulations when driving or operating department owned or operated vehicles.
- G. Members shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by the department.
- H. Members shall not use tobacco products while driving vehicles owned or operated by the department.

2. USE OF DEPARTMENT VEHICLES

- A. Vehicles owned or operated by the department shall be used for department business only. Department business means any authorized work or activity performed by a member on behalf of the department.
- B. An Officer may authorize a brief stop at a convenience store or other similar establishment for a break while his company(s) is within its district performing authorized activity. The company must maintain radio contact and remain available for calls.



SOG 300.023
Issued 07/01/15

Tattnall County Fire Rescue Warning Device Usage

1. PURPOSE

To establish the procedures and criteria for use of warning devices on Fire Department vehicles.

2. POLICY

The Fire Department shall utilize warning devices on emergency vehicles in accordance with those criteria established under O.C.G. A.

3. AUTHORITY

- A. Georgia O.C.G.A. 40-8-94 and 40-8-92 authorizes the use of warning lights and sirens on Fire Department vehicles during response to emergency situations.
- B. Emergency situations are defined as those situations where life and/or property are directly endangered or an unknown situation exists.

4. EMERGENCY OPERATIONS

- A. Emergency Vehicles: shall be operated on an emergency basis only when all warning devices are in continuous operation.
- B. Warning Lights: all warning lights on Fire Department apparatus shall be kept in operation while responding to alarms or when necessary while working at emergencies.
- C. Siren: the siren shall be operated through its full range of sounds during emergency responses. Discretion may be used while on final approach to an emergency scene where other emergency vehicles are converging.
- D. Headlights: apparatus headlights shall be kept in operation during all emergency responses day or night and when necessary, while working at emergencies
- E. Air Horn: May be used in connection with the siren being sure that siren is operated continuously during response. (The air horn is not to be used in a manner which will exclude the siren.)
- F. In MVC's and other incidents that require positioning of the apparatus on the highway right-of-way, warning cones shall be deployed in such a manner to channel traffic away from the apparatus and obstruction in the road. NHTSA recommendations shall be followed for traffic control and warning.

G. In the event that obstruction or other hazard is present in the roadway, and there is reasonable danger to the firefighters, or other emergency workers or the victims, the apparatus shall be positioned in the roadway to act as a barrier. This positioning shall be according to NHSTA recommendations. The apparatus shall be moved to a safe location as soon as the hazard no longer exists. Safety is the #1 concern, not traffic flow.

5. NON-EMERGENCY OPERATIONS

- A. Vehicles responding to non-emergency type incidents, such as public assists, shall not use warning lights and siren.
- B. During station tours, pumper demonstrations, etc. warning lights and sirens can be used as part of the demonstrations as long as it is determined to be safe and not confusing to adjacent motorists and citizens.
- C. Members should use discretion (in order to avoid public confusion) when discontinuing the use of warning devices after being cancelled from an emergency response.
- D. When the apparatus is parked on a public street, the four-way amber flashers may be utilized to warn passing motorists of its presence.
- E. Warning lights and/or siren will not be used when returning to the station from emergency incidents.



SOG 300.024
Issued 07/01/15

Tattnall County Fire Rescue High Rise Operations

1. PURPOSE

This SOG was promulgated to ensure safe and efficient operations in High Rise Fires.

2. SCOPE

A high rise structure is defined as any multi-story building that exceeds 30 feet or more.

3. POLICY

The first in engine company, will give initial size up, establish / name command and announce intended action(s).

- A. Investigate, extinguish or control incident using appropriate equipment and manpower.
- B. Engine companies should leave the front of the structure accessible for ladder operations.
- C. The first in unit, if so equipped, should take high rise packs and forcible entry tools when personnel enter the building to investigate the source of alarm.
- D. If upon arrival there is smoke or fire showing, then an additional alarm should be called for at once.
- E. The first in engine may elect to lay its own line if there is heavy smoke or fire showing, thus freeing up the second in engine upon their arrival to begin firefighting operations.
- F. Second in engine may stand by hydrant or elect to reverse lay from the first in engine.
- G. In the event the second in engine needs to lay its own line, then they will proceed to a hydrant and lay in to the area of operation.
- H. Second in engine company responsibilities are to establish and maintain a constant water supply.
- I. A LDH supply line will be the line used on all high rise fires when available. This is because of the larger amount of water flowed using a LDH supply line.
- J. Third in engine company will stand by hydrant and be prepared to connect to sprinkler and/or standpipe system. If the building does not have a sprinkler or standpipe system, then they will stand by hydrant and await assignment from Incident Commander.

Note:

- 1) When pumping into a sprinkler system, you should pump at 150 psi.
 - 2) When pumping into a standpipe system, you should pump nozzle pressure plus elevation.
(Example: 100 psi for fog nozzle plus 5 psi for every floor above ground level) When operating around a high-rise building where the potential hazards of falling glass and debris exist, a fire ground safety perimeter shall be established approximately 200' from the building, and shall be observed by all fire personnel as a high hazard area.
- K. Ladder companies should stand by a hydrant and be prepared to lay a line in the event an Elevated Master Stream is needed.
- L. Ladder companies should also be prepared to put ladder into operation for rescue or ventilation operations.
- M. Ladder / Service company duties are:
- 1) Rescue
 - 2) Ventilation
 - 3) RIT Team
 - 4) Relieve first in attack crew
 - 5) Mobile Standpipe System
 - 6) Any other duties which they may be assigned
- N. Evacuation Priority
When an incident requires the evacuation or partial evacuation of a high rise building, then the evacuation priority should be:
- 1) The fire floor
 - 2) Two floors above the fire floor
 - 3) Two floors below the fire floor
- While the floors above are a priority, the Incident Commander must be assured that the occupants on remaining floors are not in immediate danger and should make provisions to evacuate them from the building or to another part of the building as soon as possible.
- O. Resource Area
On high rise incidents a resource sector should be established two floors below the fire floor, if possible.
- P. A Sector Officer should be assigned by the Incident Commander. The Sector Officer or their aid should keep and maintain a log of personnel as they are assigned to a task.
- 1) The Sector Officer will coordinate with the officer on the fire floor on needed resources.
- Q. As firefighters are assigned to the resource area, they should carry various types of equipment, such as spare air bottles, high rise packs, forcible entry tools and salvage equipment.
- 1) Firefighters will remain in the resource area until assigned a task.
 - 2) As firefighters are rotated out of the fire area, they should be sent to Rehab which, if possible, should be set up in the resource area.

R. Stairways/Elevators

If a working fire is suspected in a high-rise building, the following procedures should be adhered to:

- 1) Utilize stairways to upper floors if possible.
- 2) Elevators may be used to go aloft, provided the following measures have been taken:
 - a. The elevator shaft must be checked to insure that heat/fire have not damaged the hoist mechanism, etc. This can be done by checking the space between the door frame and the Elevator Car, and shining a light up on the shaft. If smoke, fire, or water are visible in the shaft, **DO NOT USE THE ELEVATOR**. It may be used for equipment only.
 - b. Before using an elevator, the nearest enclosed stairway should be identified; if the Elevator should stop at a floor with heavy smoke or intense heat. Firefighters can head directly for the stairs without losing time searching for them.
 - c. You must verify that the floor you are going to arrive at is uninvolved. This can be done by utilizing the following measures:
 - i. Elevators with Firefighter Service Feature, **Elevators without the emergency operations features shall not be used if a working fire is indicated.**
 - aa. Engage the emergency operations.
 - bb. Take elevator to the floor two floors below the suspected fire floor.
 - cc. Be prepared to close elevator door immediately, if fire/smoke is visible on the floor.
 - dd. Have a dry chemical fire extinguisher in the elevator, in the event of an emergency.
 - ee. If elevators are used to transport personnel and equipment, beware of exceeding the maximum load capacity of the elevator.

INCIDENT OPERATIONS



Section 400



SOG 400.001
Issued 07/01/15

Tattnall County Fire Rescue Air Medical Landing Procedures

1. PURPOSE

- A. To establish a standard procedure for the landing of Medical aircraft and establishing a safe landing zone.

2. SCOPE

- A. This standard shall be adhered to by all firefighting personnel, who are responsible for the establishment of a safe landing zone regarding medical aircraft landings.

3. PROCEDURE

- A. Upon EMS personnel advising Incident Command that an aircraft will be responding, department personnel shall establish a safe landing zone.
- B. Personnel will establish a safe position for apparatus awaiting arrival. No hand line shall be deployed.
- C. Once safe landing zone is established, the senior officer or member at the landing zone shall advise central that they will be "L.Z. Command".
- D. All radio traffic concerning the L.Z. will be directed through the L.Z. Commander.
- E. The L.Z. Commander shall provide central dispatch with GPS coordinates and request that the aircraft contact the L.Z. Commander via radio.
- F. Once radio contact is made with aircraft the L.Z. Command shall provide the aircraft with the following information:
 - 1) Wind direction – if available
 - 2) Wind speed – if available
 - 3) GPS coordinates
 - 4) Description of any hazards present, (i.e., trees, power lines, vehicles, etc.)
- G. During night operations, Incident Command shall have hazards illuminated when necessary without directing light at the aircraft.
- H. Once aircraft is in sight, personnel manning the hand line shall go on air with their S.C.B.A.'s. After aircraft has landed, those personnel can go off air until further instructed by L.Z. Command.
- I. No personnel shall approach the aircraft unless directed by the pilot to do so.
- J. If directed by the pilot to approach the aircraft, **DO NOT RAISE ARMS** above your head due to rotor blades.

4. DESCRIPTION

A. The following describes the requirements for a safe landing zone:

- 1) Landing zone should be 80' x 80' or larger if possible
- 2) Area should be reasonably level with less than a 10 degree slope
- 3) Area should be free of loose debris, litter, or other loose objects

B. Personnel should attempt to establish the L.Z. on the following types of surfaces in the following priority order when possible:

- 1) Concrete
- 2) Asphalt
- 3) Grass
- 4) Gravel
- 5) Dirt



SOG 400.002
Issued 07/01/15

Tattnell County Fire Rescue Bomb Threats and Explosive Devices

1. PURPOSE

This policy was promulgated to establish a policy of dealing with bomb threats and explosive device emergencies.

This policy shall be followed when the department receives bomb threat for another location, explosives brought to the station, and for explosives encountered during routine operations.

2. RESPONSIBILITY

The Fire Department's responsibility in handling these situations are that of standing by at a safe location and be prepared to act if a detonation were to occur. Law Enforcement is responsible for the handling of evacuation, investigation and the removal of explosive devices.

3. POLICY

A. Bomb Threats

- 1) Dispatch shall notify the fire department by radio and/or pager.
- 2) Initial Responses - respond *Code-1*, 1-engine Company.
- 3) The engine company will spot the apparatus well clear of the scene. (Do Not drive up to the suspected location)
- 4) Make contact with law enforcement officers and coordinate with the same.
- 5) Do not become involved in law enforcement functions of search and evacuation or bomb disposal operations.
- 6) Coordinate with law enforcement personnel concerning the establishment of an operational perimeter.
- 7) Standby and await instructions.
- 8) If an explosion and/or fire occur, be aware of secondary explosive devices.
- 9) In bomb threat situations, normally the decision to search for the bomb or to evacuate the building rests with the law enforcement agency involved.
- 10) Radio transmissions may initiate detonation of some types of explosive devices.
- 11) During emergency operations and overhaul, be alert for additional explosive devices (this could be anything that may seem out of place).
- 12) **Do Not** touch an object suspected of being an explosive device, Notify in person (not by radio or cell phone) the Incident Commander immediately.

13) Utilize radios only from a distance of at least two hundred (200) feet away to avoid possible detonation.

B. Explosives Brought to the Fire Station

In the event that a person brings a suspected bomb, explosive device, or any amount of explosives into a Fire Station, members shall be guided by the following:

- 1) Secure the area around the device.
- 2) Notify Law Enforcement by telephone, not by radio, only after you are a safe distance away from the station.
- 3) Evacuate personnel and apparatus from the station.
- 4) Obtain identification and information from the caller or person at the scene.
- 5) Do not use radios in the immediate area as they could possibly initiate detonation of the suspected device.

C. Explosives Encountered During Routine Activities

Whenever explosives, suspected bombs or explosive devices are encountered during the course of routine operations:

- 1) **Do Not** touch or move the suspected device.
- 2) Evacuate the immediate area and establish an operational perimeter.
- 3) Allow no unauthorized personnel within an operational perimeter.
- 4) Request the response of the Law Enforcement.

Note: Utilize radios only from a distance of at least two hundred (200) feet away to avoid possible detonation.



SOG 400.003
Issued 07/01/15

Tattall County Fire Rescue Carbon Monoxide Emergencies

1. PURPOSE

To provide an operational action plan for responders at Carbon Monoxide (CO) incidents.

2. GENERAL

A. Carbon Monoxide (CO) is a byproduct of combustion and is an odorless, colorless, and tasteless gas that can be deadly.

B. CO is produced by appliances or equipment that is powered by the burning of fossil fuels.

- 1) Examples include but are not limited to all natural gas appliances, kerosene, or natural gas space heaters, automobiles, lawn mowers, portable generators.
- 2) Improperly vented appliances, strong winds or improperly operating devices can vent CO into occupied spaces and place occupants at risk.

3. PROCEDURE

A. Fire Department units will respond to and investigate all reports of possible CO incidents occurring in occupied spaces.

B. All Emergency responses to incidents involving CO will require the use of full protective clothing and SCBA

C. All non-emergency responses will require the use of full protective clothing with activation of SCBA's at the discretion of the Incident Commander.

4. DISPATCHING

A. Emergency Response

- 1) Indications of possible CO poisoning or signs or symptoms of exposure:
- 2) The Dispatcher, when taking the call, will advise the occupants to evacuate the building and await the arrival of the Fire Department.

B. Non-Emergency A Code 2 Response

- 1) A CO detector/alarm activation or suspected presence of CO in the building.
- 2) The on-duty Dispatcher will send the first due or closest Engine Company and an EMS unit.

5. SCENE OPERATIONS

- A. Refer to Appendix P - Chart A-OPS23 for "Scene Operating Guidelines."
- B. Refer to Appendix Q - Chart B-OPS23 for "Exposure Levels Symptoms."
- C. It will always be the occupant's decision to reoccupy the structure after responders confirm elevated CO levels and after responders have reduced them to safe levels.
- D. All occupant interviews should be conducted outside the building
 - 1) Identify if any occupants have any exposure symptoms. Refer to Chart B
 - 2) The number and location of any CO detectors which have been activated.
 - 3) The location and type of all equipment/appliances powered by fossil fuels.
- E. Atmospheric and CO Exposure Monitoring Equipment
 - 1) Reset equipment outside using fresh air
 - 2) Take an initial CO reading inside the entrance door of the occupied space and survey structure starting at the upper levels and ending at lower levels.



SOG 400.004
Issued 07/01/15

Tattnall County Fire Rescue Civil Disturbance

1. SCOPE

Upon initiation of any moderate to large scale civil disturbance, the following procedures are to be considered in the decision making process when responding to fire and rescue related emergencies.

A. Philosophy:

- 1) ***Fire department personnel and/or equipment are not to be used for disturbance control, or combative intervention against any perpetrators.***
- 2) At all times, decisions are to be made in the interest of reasonable degrees of safety for responding personnel and equipment, balanced against the department's responsibility to the public for emergency fire response.

B. Operations:

1) Response/Staging

Warning lights, sirens, and horns are not to be used normally in responding within impacted areas.

The staging of fire/rescue units is anticipated in order to provide Command with an opportunity to evaluate the safety and security considerations for fire/rescue personnel.

All fire/rescue mutual aid units assigned to the incident(s) or in the staging area(s) are to be fully informed of situations as they develop. The safety of mutual aid units will receive the same priority as Tattnall County Fire Rescue units.

Responding units shall not knowingly travel through high-risk areas while en-route to emergency/non-emergency calls.

Request to use a fire station for law enforcement staging and/or command post, or the use of fire department apparatus, must be approved by the Battalion Chief or Fire Service Coordinator.

C. Tactical

- 1) Where appropriate, a heavy stream application followed by a rapid withdrawal may be used for fire suppression. This should be based on reasonable judgment and evaluation of the relative loss/risk factors which shall be used in determining if a fire should be fought or not.
- 2) As attaching supply lines to a hydrant would impede the immediate withdrawal of units, the use of hydrants will be with the expressed permission of the I.C.

D. Equipment

- 1) Where practical, backup equipment may be used to prevent damage to first line fire apparatus
- 2) Tools and devices that could be used as weapons against fire/rescue personnel shall be kept inside the vehicle compartments for safety.
- 3) At all times, full protective equipment shall be worn.



SOG 400.005
Issued 04/29/14

Tattnell County Fire Rescue Clandestine Drug Laboratories

1. PURPOSE

To establish procedures for responding to and providing assistance to incidents involving *Clandestine Drug Laboratories*.

2. SCOPE

The number of *Clandestine Drug Laboratories* has increased dramatically in recent years. The number of seizures, "busts" or "raids" made by law enforcement agencies has also increased. *Clandestine Drug Laboratory* investigations, seizures, and arrests or suspects are all police departments and law enforcement agency matters. However, local law enforcement agencies are calling upon Fire Departments for assistance during raids and for advice on safety matters.

3. CONCERNS

Substitution of proper equipment with unsafe items is prevalent in low budget and mobile clandestine drug lab operations. For example, pressure cookers have been substituted for three-neck flasks in the initial cooking stage of methamphetamine. Without ventilation, this type of operation can quickly and easily generate toxic levels of phosphine gas.

Clandestine Drug Laboratories are very common place. Labs have been discovered in hotel rooms, apartment complexes, residential kitchens, caves, garages, automobiles, trucks and vans, just about anywhere conceivable.

Booby traps have been left in place and armed when a lab is abandoned. Opening or moving doors, windows, refrigerator doors, chemical containers, or furniture may be a triggering mechanism for an explosive device or chemical reaction that is lethal. Trip wires made from monofilament fishing line may be strung across doorways, hallways, or rooms to activate different types of devices. It is imperative that nothing is moved, shut off, turned on or touched at a lab, whether it is operational or abandoned. Electric switches, vacuum pumps, glassware, chemical containers, or anything that is plugged into a wall outlet should not be touched. Water sources, especially to reflux or condensing towers, should not be shut off. Shutting off the water supply to a cooking process can result in an explosion.

4. LAB INDICATORS

Personnel should be aware of the indications of potential clandestine drug laboratories when responding to incidents involving fires, odor investigations, first responder calls or other service request. Common indicators are:

- A. Unusual odors like ether, acetate, solvents, and odors of urea.
- B. Glassware that is normally associated with school or industrial laboratories, such as flasks, beakers, flasks with vacuum ports, glass cooling/condensing towers, and funnels.
- C. Heating elements, hot plates or heating mantels.
- D. Vacuum pumps, plastic or rubber tubing.
- E. Marked and unmarked chemical containers of various sizes.

5. SUSPECTED DRUG LABORATORY OPERATION – NOTIFICATION PROCESS

Personnel that encounter a suspected laboratory should withdraw to a safe location as soon as possible, using discretion on actions and radio conversations. Local law enforcement should be notified of the situation. If the situation warrants additional immediate actions, such as: evacuation of surrounding areas, rescues of victims not in the spill or material, chemical spill or releases, Fire Dispatch should be requested to send the appropriate level of response, i.e., EMS, Haz-Mat etc.

6. TACTICAL CONSIDERATIONS

The recognition of the presence of a Clandestine Drug Laboratory that is involved in a fire may not occur until after fire control has been achieved. The initial indications of the presence of a laboratory may be subtle or very apparent. Depending on the products involved, a fire in a lab can spread faster and burn with more intensity than what might be expected. The color of the flames may appear to be an unusually bright or dark orange, or the flames may be of several different colors. An unusual color of smoke or odor may also be present.

A laboratory that is involved in a fire situation should be viewed cynically by the Incident Commander. Command should request enough resources to address a worst-case incident. A defensive mode may be appropriate for personnel safety. Standard protective clothing and SCBA may not provide adequate protection. An acceptable alternative is to protect any exposures and allow the fire to burn, providing the products of combustion being generated are not complicating the problem further. Run off may also create a problem, diking and recovery may be necessary.

7. HEALTH AND SAFETY

Personnel showing any signs of symptoms of exposure during or after any incident involving a laboratory or suspected laboratory, should seek medical attention immediately. Critical life threatening injuries or exposures require transport to the nearest hospital. All potentially exposed personnel and

equipment must be decontaminated on site, if possible, before transport to the hospital or termination of the incident. All exposed personnel will complete a "Hazardous Material Exposure Form" – Appendix R
Exposed equipment, especially protective clothing may have to be properly disposed of. Notification of the Battalion Chief, Training Chief, Fire Chief and health department will be made in the event of exposure.

8. ENTRY

Fire Department personnel will not participate in any law enforcement agency operation into a suspected and unsecured clandestine drug laboratory. Personnel will only provide fire protection assistance for these types of calls.

9. COMMAND

A multi-company response will trigger the activation of the Incident Command System. A representative of fire command will report to the law enforcement incident command post and become Fire Command. If the law enforcement agency has not established command, a representative of the law enforcement agency will be asked to join fire command for incident coordination.

10. ADDITIONAL RESOURCES

Additional resource requirements needed at the site will be determined by the Incident Commander in coordination with Police Command.

11. DISPOSAL

Proper disposal of the hazardous material(s) encountered in a Clandestine Drug Laboratory incident is the responsibility of the law enforcement agency that is making the seizure. The law enforcement agency on-scene must arrange clean-up with the proper disposal contractor. At no time will the Fire Department accept responsibility for disposal of the hazardous materials encountered.



SOG 400.006
Issued 07/01/15

Tattnall County Fire Rescue Dumpster Fires

1. PURPOSE

To provide a safe and effective method of handling fires in industrial dumpsters.

2. POLICY

In the event of an industrial dumpster fire, the following procedure shall be followed.

3. PROCEDURE

Attempt to determine what is burning

A. Safety

- 1) All members involved in operation shall be in full protective clothing, including self-contained breathing apparatus.
- 2) Operate with wind at your back, if possible
- 3) Contents in dumpster may be water reactive, explosive or oxidizing agent
- 4) Should be especially aware of personnel safety during overhaul procedures
- 5) May have to decontaminate clothing, equipment and apparatus

B. Fire Control

- 1) Remove bystanders from the area.
- 2) Attack fire from upwind.
- 3) If dumpster is up against a building you may want to move it into an open area if possible.
- 4) Consider water supply problems.
- 5) Consider contacting the waste management service to dump the container to assist in extinguishment.

C. Containment

- 1) It may be necessary to control run-off if substance is hazardous material.
- 2) Dike building material may be necessary, such as sand.



SOG 400.007
Issued 07/01/15

Tattnall County Fire Rescue Electrical Fire and Problems

1. PURPOSE

To provide safe guidelines for the handling of electrical emergency operations.

2. POLICY

When it has been determined that an electrical emergency exists these guidelines have been established.

3. GENERAL

- A. Determine the type of electrical problem and request the appropriate power company to respond, if needed.
- B. Give dispatcher proper location of incident (pole number, etc.)
- C. Set up operational perimeter. Request law enforcement assistance when necessary. (The rule of thumb for establishing electrical incident operational perimeter is to maintain distance of one complete span of wires on either side of fallen wires.
- D. Park apparatus outside of operational perimeter.

4. SAFETY

- A. Do not fight electrical fires unless de-energized or life is in danger. Protect exposures.
- B. Be careful when spotting equipment and hose lines. Electrical lines may fall on apparatus, personnel or hose lines.
- C. Do not walk under transformers as they may contain P.C.B.s or burning oil. (Remember transformers can and do explode).
- D. Wear protective clothing
- E. Keep bystanders clear of hazardous area.
- F. Stay clear of manhole covers over electrical vaults – they have been known to blow off and fly as far as one hundred fifty (150) feet.
- G. No personnel shall enter underground electrical vaults except to rescue and then only when advised by power company personnel on the scene that the vault has been de-energized. These personnel shall be confined space trained.
- H. Toxic gas may be formed from electrical fires in vaults; take necessary precautions.
- I. Do not open pole mounted switches – they are for power company personnel only.

- J. Do not assume that telephone wires are not hot – they may be in contact with hot wires.
- K. Do not use water to control pole top fires unless de-energized by the power company. Protect exposures.
- L. Avoid standing in puddles of run-off water during firefighting operations when energized electrical equipment may be involved or nearby.
- M. Assume that all wires down are HOT and act accordingly.
- N. Do not use non-rated equipment such as pike poles, non-rated cutters and non-rated ropes to handle downed wires.
- O. Do not handle downed wires AT ALL.**

5. WIRES DOWN

- A. Members should not move wires unless necessary to rescue victims, and then only after all safety precautions have been observed.
- B. Be careful when spotting hose lines and apparatus, additional lines may fall.
- C. Establish a secure area (operational perimeter); include fences, vehicles, guard rails, railroad tracks and puddles of water which may be electrically energized.
- D. Standby and keep the public away from the scene until wires are de-energized by power company personnel.

6. ELECTRICAL FIRE CONTROL

- A. Power pole fire – do not extinguish with water unless life is threatened or major structural component of power pole is threatened or directed to by power company personnel.
- B. Electrical fires are best handled by shutting down power source.
- C. CO₂ and dry chemical is the best extinguishing agent for electrical fires.
- D. If structure fire involves electrical service or wiring, the power to the building should be shut off.
- E. Electrical vault fires should be extinguished only after they have been de-energized.
- F. Power Company personnel shall be notified anytime electrical service is shut off by fire department personnel.

7. VEHICLE RESCUE

- A. Uninjured or mildly injured victims should stay in vehicle until power to downed lines can be secured by power company personnel.
- B. Do not use pike poles, non-rated ropes and/or non-rated equipment to handle downed lines during vehicle rescues.



SOG 400.008
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Tattnall County Fire Rescue Emergency Operations/Glossary of Terms

1. SCOPE

This standard lists and defines common terms used by operations personnel to manage fire control and rescue incidents.

2. DEFINITIONS

- A. **All clear:** The primary search has been completed.
- B. **Command post:** The location at which the primary command functions are executed. The incident commander and other support personnel as required, man the command post.
- C. **Incident commander:** (IC) The person with overall responsibility for a particular incident. The person will use the radio term *Command* and may use a geographical identifier when multiple operations occur – e.g., “Main Street Command.”
- D. Rural water supply – terminology
 - 1) **Drafting:** Using a pump to lift water from a supply source, such as a pond, ditches, or dump tank.
 - 2) **Tanker:** *A fire truck used primarily to carry large quantities of water for rural firefighting. Also known as a water tender.*
 - 3) **Tanker shuttle:** Using several tank trucks to transport water from a supply source to the fire scene.
- E. **Working fire:** A fire that will require considerable effort to extinguish and may require an additional response of apparatus, such as water tenders in rural operations.
- F. **Sector:** A smaller, more manageable unit of command delegated by the INCIDENT COMMAND to provide management and command for specific functions or geographical areas. Sectors shall be designated as Sector 1, 2, 3, etc., and shall be assigned on a clockwise basis. *For high-rise operations*, the sector above the fire shall be designated before the sector below and be numbered according to the floor number. For example, if a fire were on the second floor of a four-story building, the sector above the fire would be sector three. Other sectors may be designated by location or function, such as roof, interior, rehab, etc.
- G. **Sector commander:** A person in charge at a given area of the fire ground. The sector commander shall be assigned by the INCIDENT COMMAND and coordinate operations through the command post.
- H. **Staging area:** That location where incident personnel, apparatus, and equipment are assigned in an available status. The staging officer shall coordinate activities through the command post.



SOG 400.009
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Tattnall County Fire Rescue
Emergency/Non-Emergency Response

1. SCOPE

This standard applies to the driver of an emergency vehicle owned or operated by the department while responding to an incident. It was promulgated to establish safety procedures during emergency/non-emergency responses.

2. CATEGORIES OF RESPONSE

A. Emergency: Those incidents that pose a significant risk to life or property. Emergency response requires the use of all audio (siren and air horn) and visual (lights) warning devices. These devices must be in use during the entire duration of the response unless the response is downgraded to a non-emergency by a competent authority. The initial response to the following types of incidents shall be considered emergencies:

- 1) A reported fire in a structure
- 2) A reported fire outside a structure that involves the potential destruction of property or poses a risk to human or animal life.
- 3) All categories of emergency medical incidents except non-life threatening incidents.
- 4) Responses to a man-made or natural disaster involving the destruction of property and the potential for injury and death.

B. Non-Emergency: Those incidents that do not pose a significant risk to life or property. Audio and visual warning devices shall not be used during non-emergency response unless ordered by a competent authority to upgrade the response to emergency status. The initial response to the following types of incidents shall not be considered to be emergencies:

- 1) Medical incidents where a patient does not have a life-threatening condition.
- 2) Public service calls to assist the public when there is no immediate threat to life or property.
- 3) Shift Supervisors have the authority to authorize emergency response to locations as they deem necessary.
- 4) Smoke reports until found to be an actual emergency.

3. RESPONSE PROCEDURES

A. Apparatus and vehicles engaged in non-emergency response shall obey all applicable traffic safety rules and regulations and shall not exceed the posted speed limit.

- B. Apparatus and vehicles engaged in emergency response shall at all times govern their response by the traffic, the weather, and road conditions present at the time of response.
- C. The maximum speed of travel shall *not* exceed posted speed limits by more than **10 mph** and what is safe and prudent, if conditions allow.
- D. During an emergency response, drivers shall bring their vehicles to a complete stop for any of the following:
 - 1) When directed by a law enforcement officer.
 - 2) Stop signs.
 - 3) Red traffic signals.
 - 4) Negative right-of-way intersections.
 - 5) Blind intersections.
 - 6) When the driver cannot account for all lanes of traffic in an intersection.
 - 7) When other intersection hazards are present.
 - 8) When encountering a stopped school bus with flashing warning lights.
- E. Drivers shall proceed through an intersection only when the driver can account for all lanes of traffic in the intersection.
- F. Drivers shall bring their vehicles to a complete stop at all unguarded railroad crossings and shall not cross the tracks until determining that it is safe to do so.

4. RESPONSIBILITIES

- A. Drivers shall be directly responsible for the safe and prudent operation of their vehicle in all situations.
- B. When a driver is under the direct supervision of an officer, the officer shall assume responsibility for the actions of the driver and shall be responsible for immediately correcting any unsafe condition.



SOG 400.010
Issued 07/01/15

Tattnall County Fire Rescue Emergency Operations/Tactical Procedures

1. SCOPE

This standard shall regulate the management of all emergency incidents to which the department responds. It was promulgated to:

- A. Establish rules and procedures to manage fire control and rescue activities.
- B. Produce standard and predictable fire control and rescue results.

2. GOALS AND OBJECTIVES

- A. It shall be the goal of this department to prevent fires through public safety education and to save lives and property.
- B. In pursuit of this goal, it shall be the policy of this department to:
 - 1) **Do no harm!** Take no action that will cause further injury to a person or intentionally damage property.
 - 2) **Be safe!** Always obey all the safety rules and procedures promulgated by the department.
 - 3) **Be nice!** Always treat each other and members of the public with respect.

3. OPERATIONAL PRIORITIES

Three priorities **must** be addressed at every incident to which the department responds. These priorities are discussed below in order of importance.

A. **Life safety/rescue:**

- 1) Primary search: It shall be standard procedure to extend a primary search in *all* involved and exposed occupancies that can be entered safely. The completion of the primary search process is reported using the standard radio reporting term "*All clear*".
- 2) Rescue efforts: Extend rescue efforts in the following order:
 - a. The most severely threatened.
 - b. The largest number of people.
 - c. The remainder of the fire area.
 - d. The exposed areas.
- 3) Firefighter safety: Due to the hazardous nature of firefighting, the safety of firefighters is of primary importance. Therefore, the following safety rules are to be observed:
 - a. All persons involved in firefighting or other hazardous situations shall wear **full** protective clothing and SCBA. **No one**, regardless of rank, shall enter a hazardous atmosphere without SCBA.

b. The **INCIDENT COMMAND** and sector commanders shall be responsible for persons operating in hazardous locations and shall make sure that all personnel are accounted for.

- 4) Victim recovery: The fire department shall conduct a secondary search after the fire is out and shall assist in the recovery of all fire victims. On recovery, the appropriate authorities will be notified, and at no time shall the names of injured or deceased persons be mentioned on the radio (to include radio call signs if victim is a firefighter).
- 5) Safety officer: At least one member will be assigned as safety officer (if needed) by the INCIDENT COMMAND at a working incident. The safety officer shall have the authority to correct any violations of established safety SOG's. Following the incident, *all* violations shall be reported to the INCIDENT COMMAND in writing.

B. Fire control:

- 1) It is standard procedure to attempt to stabilize fire conditions by extending, wherever possible, an aggressive, well-placed, and adequate interior (offensive) fire attack effort and to support that aggressive attack with whatever resources and action that may be required to reduce extension and to bring the fire under control.
- 2) Initial attack efforts must be directed toward supporting primary search and rescue operations.
- 3) Fire streams are to be operated only on fires, not into smoke.
- 4) The following operations are to be initiated at every incident:
 - a. Size-up.
 - b. Rescue/life safety.
 - c. Exposure protection.
 - d. Confinement.
 - e. Extinguishment.
 - f. Property conservation.
- 5) Write off property that is lost and protect exposed property based on the most dangerous direction of spread. Always attack structure fires from the **unburned** side! Do not continue operations in positions that are essentially lost.
- 6) Fire stream management:
 - a. It is the responsibility of each engine company to provide its own uninterrupted, adequate supply of water. "Provide" does not necessarily mean to lay a supply line, but rather to get an adequate, reliable supply of water into the pump by whatever means available.
 - b. Upon arrival at any structure fire where smoke is showing. If the call is within our response area where hydrants are not available, a water tanker shall be requested through central dispatch.
 - c. When in doubt, lay hose. Remember that it is better to pick up a dry line that wasn't used than to need a line that wasn't laid out.

- d. Factors relating to the type of line pulled:
 - i. Size.
 - ii. Placement.
 - iii. Speed.
 - iv. Mobility.
 - v. Supply.
- e. Booster lines shall not be pulled as the first line on working structure fires or automobile fires. Hose lines of 1-½ inches shall be the minimum size pulled.
- f. Operate heavy streams, if necessary, but *not* when an interior attack is taking place. Do not combine interior and exterior attacks. Before heavy exterior streams are operated, the **INCIDENT COMMAND** shall notify all personnel via the radio.
- g. Shut nozzles down when necessary. Do *not* operate into ventilation holes! Also, do not apply water to the roof in a mistaken effort to extinguish fire.

C. Property conservation:

- 1) After rescue and fire control considerations, it shall be standard procedure to commit whatever fire ground resources are required to reduce loss to an absolute minimum. All members are expected to perform in a manner that consistently reduces loss during fire operations.
- 2) Property conservation activities shall include but are not limited to:
 - a. Prompt interior and exterior fire ground lighting.
 - b. Proper ventilation. (mechanical & natural)
 - c. Salvage.
 - d. Overhaul.
 - e. Proper fire stream management.
- 3) If necessary, the **INCIDENT COMMAND** shall call for fresh or additional personnel to complete property conservation activities.



SOG 400.011
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Tattnall County Fire Rescue
Fires in US Mail Boxes/Equipment

1. PURPOSE

To provide an effective method of handling fires in United States mailboxes and postal installations.

2. POLICY

It shall be the policy of this department to follow this procedure as outlined in the event of fires in United States mailboxes and postal installations.

3. PROCEDURE

- A. Have the dispatcher contact the postal authority and request that a representative respond to the scene.
- B. Have dispatcher notify the Local Law Enforcement and a Fire Investigator.

4. CONTROL

- A. Control mailbox fires if possible without breaking open the boxes, or using excess extinguishing agents.

5. EXTINGUISHMENT

- A. Use CO2 or dry chemical to extinguish fires in mailboxes. Avoid the use of water if possible.

6. EXPOSED CONTENTS

- A. If the contents of a mailbox are exposed, a member shall remain at the scene until the arrival of a postal authority representative or the Fire Investigator.



SOG 400.012
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Tattnall County Fire Rescue Natural Gas Emergencies

1. PURPOSE

To address safety measures or concerns for responding to all types of natural gas emergencies which can come in a variety of incident types with each presenting a different set of hazards and problems.

2. SCOPE

Natural gas emergencies are *Hazardous Materials Incidents* and will be handled and documented as such. These type incidents **are not** Public Service events.

3. RESPONSE CONCERNS

Natural gas is itself non-toxic but will displace oxygen and could result in asphyxiation in enclosed spaces.

Natural gas is much lighter than air and its rate of dissipation will hinge upon atmospheric conditions but will usually dissipate rapidly in the outside environment. However, natural gas releases inside structures present more unpredictable situations. Primarily, natural gas tends to “pocket” in areas such as attics, basements, or other concealed or confined spaces.

The flammable limits of natural gas are approximately >3% to <16% in ambient air. Flammable ranges and relative oxygen content can only be determined by air monitoring equipment.

Burning natural gas should not normally be extinguished. This would change conditions from a visible hazard to an uncontrolled invisible hazard. Natural gas emergencies should be controlled by stopping the flow at the source or discharge point.

4. PROCEDURES

Dispatch will, when units are en route, notify them of the wind speed and direction. This will enable units to make a safe, upwind approach to the incident location.

5. PERSONNEL SAFETY

A. The incident command system will be utilized at this and all types of emergency scenes. The number of exposed personnel will be kept to an absolute minimum at all times.

- B. Like other atmospheres containing Immediately Dangerous to Life and Health “IDLH” conditions, the “two-in and two-out rule” applies.
- C. All personnel working in the vicinity of a known or unknown suspected gas leak shall wear full protective clothing and SCBA.
- D. A “HOT” zone will be established and maintained around the monitored area, with barricade tape used to identify the exclusion zone.

6. SCENE OPERATIONAL GUIDELINES

- A. Incidents at which an explosion has occurred.
 - 1) Units arriving on the scene of a structural explosion must consider natural gas as a possible cause of the explosion as well as the possibility of domestic violence or terrorism.
 - 2) Remember that building explosions can be caused from vapors entering from the exterior of the building even though the structure is not supplied by natural gas. Natural gas may enter through foundations, pipe chases, and any other means thus making the cause of the explosion difficult to determine.
- B. Establish Command and create a safe perimeter or “exclusion zone” around the site. Also, initiate the evacuation of civilians and any injured victims from the area. Until the cause of the explosion is determined keep the area clear and keep levels of emergency responders in the area at a minimum.
- C. Contain and control any gas fed fires and establish exposure protection, if necessary.
- D. Use air monitoring devices to confirm the presence of gas. Do not rely on your sense of smell. Check the areas systematically starting from the outside and working inward to detect the presence of natural gas.
- E. Secure all sources of natural gas releases and ignition sources.
- F. Ventilate the structure by opening windows and doors. Mechanical ventilation may be necessary but must be used with caution.
- G. Confined space rules apply for all entries/rescues into the following type spaces: structural collapse, trench rescue and cave-ins.

7. INCIDENTS INVOLVING A REPORTED GAS LEAK – NO FIRE OR EXPLOSION

- A. Incident reports of “odor of natural gas, gas leak, broken gas line,” or just plain “odor in the area,” may range from minor to potentially major incidents.
- B. In the event the Fire Department arrives first on the scene before Gas Company Representatives, the following will occur:
 - 1) Establish command and provide for rescue of civilians or workers.
 - 2) Do air monitoring and determine evacuation needs. Use a minimum number of personnel to do size-up and monitoring. Do not enter a structure to locate the source of the leak if no life-safety emergency

exists. (two-in and two-out rule applies)

- 3) Take whatever steps deemed necessary to provide for firefighter and civilian safety.
 - 4) Attempt to determine the source of the leak and control if possible by shutting off the source, this is located more often than not, at the meter.
- C. In the event the Gas Company Representatives are on site first, the following will occur:
- 1) Establish command and establish public safety procedures.
 - 2) Gas Company will be responsible for locating and eliminating leak sources.
 - 3) Fire Department personnel will assist Gas Company personnel in area air monitoring to evaluate the hazard and determine the need for evacuation.
 - 4) Fire Department personnel will provide fire protection if the gas company needs to excavate to mitigate the leak. Fire protection crews will be in full protective clothing w/ SCBA and standby with a minimum of one 1 ½" or 1 ¾" hand line.
 - 5) At no time will the fire personnel abandon or terminate an incident involving the explosion or release of natural gas until the situation has been stabilized and/or the Gas Company is firmly in control of the situation.
 - 6) The Incident Commander will make the call as to whether residents or occupants are allowed back into the affected areas. This will be done by environmental monitoring and upon the recommendation of the Gas Company Representative.
 - 7) Once the leak or area has been declared under control by the Gas Company and before occupants are allowed to re-enter the area or affected structures, the area and/or structure will be swept with air monitors to ensure a safe environment exists.



SOG 400.013
Issued 07/01/15

Tattnall County Fire Rescue Operating at Emergency Incidents

1. SCOPE

This standard applies to members operating at an emergency incident. It was promulgated to:

- A. Prevent accidents, injuries, and deaths that might result from an unsafe act while members are operating at an emergency incident.
- B. Define the minimum personnel requirements for the safe conduct of emergency scene operations.

2. PROCEDURES

- A. No member shall commence or perform any firefighting or rescue function or evolution that is not within the established safety criteria of the department.
 - 1) Activities that present a significant risk to the safety of a member shall be limited to situations where there is a potential to save endangered lives.
 - 2) It is unacceptable to risk the safety of a member when there is no chance of saving lives or property.
 - 3) In situations where the risk to a member is significant, activities shall be limited to defensive operations.
- B. Members operating in hazardous areas at emergency incidents shall operate in teams of two or more. Team members operating in hazardous areas shall be in constant communication with each other through visual, auditory, or physical means or through the use of a safety guide rope so as to coordinate their activities. Team members shall remain in close proximity to each other so as to provide assistance in case of emergency.
- C. An interior firefighting effort at a working structural fire shall not take place until a minimum of *four (4) firefighters* are present.
 - 1) When only four (4) firefighters are present, two (2) members shall work, as a team in the hazardous area and two (2) members shall remain outside the hazardous area and be available for entry into the hazardous area if assistance or rescue is required.
 - 2) A working fire is described as a fire that requires the use of a 1-½ inch or larger attack line and the use of SCBA.
- D. The standby members shall be responsible for maintaining a constant awareness of the number and identity of the members operating in the hazardous area, their location and function, and their time of entry. The standby members shall remain in radio, visual, voice, or signal line communication with the team.

- E. One standby member shall be permitted to perform other duties outside of the hazardous area, such as serving as an apparatus operator or incident commander, provided that constant communication is maintained between the standby member and the members of the team in the hazardous area.
 - 1) The assignment of personnel to other duties shall not be permitted if the abandonment of their assignment would jeopardize the safety and health of any firefighter working at the incident.
 - 2) The assignment of personnel to other duties shall not be permitted if their assignment inhibits their ability to assist in or perform a rescue.
 - 3) Standby members shall have full protective clothing and SCBA on and awaiting assignment.
- F. **Exception:** Rescue operations may be undertaken prior to the assembly of four firefighters if there is an imminent life-threatening situation and immediate action could prevent the loss of life or serious injury. No exception shall be permitted when there is no chance of saving lives.
- G. When a team is assigned to or begins operating in the hazardous area, the Incident Command shall designate at least one rapid intervention team (RIT) to stand by in the event that a rescue becomes necessary.
 - 1) The RIT shall consist of at least two members. The team shall have full protective clothing and SCBA available to them as defined by department SOG on Protective Clothing and Equipment.
 - 2) During the initial stages of an incident, the RIT may be used to perform other functions provided that the team is immediately available to perform a rescue if so required.
 - 3) As an incident grows in complexity, the number of RIT's shall be increased proportionately and shall be dedicated solely to this responsibility.
- H. At least one ambulance shall be requested to standby and be available to treat injuries and to provide transport if necessary.
- I. Members operating from aerial devices shall be secured to the device by an approved safety harness.
- J. Apparatus shall be used as a shield against oncoming traffic whenever possible.

3. EMERGENCY COMMUNICATIONS

- A. RIT's shall be provided with portable radios and shall monitor the *fire ground frequency*.
- B. The term *Mayday* shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.
- C. The term *emergency* shall be used by anyone on the scene who needs to communicate an urgent message.
- D. During Mayday or emergency traffic conditions, all other incident radio traffic shall immediately stop.

4. RESPONSIBILITIES

- A. It shall be the responsibility of each member to fully comply with the provisions of this standard.
- B. Officers shall be responsible for keeping their crews together and for ensuring that they do not expose their crews to unnecessary risks.
- C. The INCIDENT COMMAND shall be responsible for ordering sufficient resources to ensure that all emergency incident functions are performed as safely as possible.



SOG 400.014
Issued 07/01/15

Tattnall County Fire Rescue Scene Security

1. PURPOSE

This SOG was promulgated to ensure safety of personnel, safety of the public and preservation of possible evidence.

2. SCOPE

This policy applies to all fire services personnel.

3. RESPONSIBILITY

It is the responsibility of all personnel to make sure this policy is adhered to. Ultimately the officer in charge shall assure this policy is followed.

4. POLICY

- A. At the scene of an incident, engine companies will use traffic cones for immediate scene security for the roadway until the responding law enforcement department arrives. Once law enforcement arrives, they will provide scene safety at and around the scene. (i.e. blocking roads, protection of hoses and equipment, maintaining access for other responding vehicles).
- B. Scene tape will be used at the fire ground to keep bystanders away from the hazard area.
- C. Scene tape will also be used to preserve evidence in the event of a fire investigation (i.e. fire death, arson).



SOG 400.015
Issued 07/01/15

Tattnell County Fire Rescue Small Spill and Bio Hazard Clean Up

1. PURPOSE

To provide safe and prompt control of minor hydrocarbon and bio-hazard releases that occur in public areas and may have an adverse effect on public safety if not mitigated.

2. GOALS

- A. The primary goal of spill response is the **confinement** of any released or potentially released material into the environment while providing for responder and public safety.
- B. The primary goal of a Hazardous Material Technician's response is to provide **containment** methods to limit the amounts of hazardous materials released into the environment.

3. DEFINITIONS

Confinement means "methods used to limit the physical size of the area of the spill once released." Hazardous materials may be released (directly or indirectly) to air, surface water and ground water or land surfaces. Confinement techniques include: diking, damming or retention.

Containment means "methods used to restrict the material to its original container." Containment techniques include plugging, patching, crimping, over-packing, etc.

4. OVERVIEW

- A. Officers are responsible for ensuring an adequate supply of absorbent pads, oil dry and disposal bags are available on their apparatus at all times.
- B. All efforts will be made to confine all spills to limit its threat to the public and environment.
- C. Responders will utilize adequate protective gear to insulate themselves from potential exposure and/or contamination.
 - 1) Responders will operate in a manner to avoid direct contact with any spilled product on their protective equipment or clothing.
 - 2) Any significant exposure or contamination by bureau personnel must be reported and handled in accordance with current Bureau policy on blood borne pathogens.

D. In no case shall Fire Department personnel authorize or enter into an agreement with a private contractor to initiate cleanup procedures without proper authorization. Use the EMA Director and make these types of arrangements.

5. GENERAL PROCEDURES

- A. Minor hydrocarbon spills or releases (approximately 10 gallons or less):
 - 1) May be absorbed into available materials by first responder personnel and then placed into a dumpster for disposal in a subtitle "D" landfill.
- B. Bio-hazard materials:
 - 1) Due to potential risk to initial first responders, these incidents, depending on the volume of materials, may require additional protective equipment and clothing **only available on Haz-Mat units.**
 - 2) Minimal protective clothing and equipment for cleanup will include latex gloves and face mask with eye protection.
 - 3) If deemed necessary, disposable gowns or Tyvek coveralls may be used in addition to the above.
 - 4) Residual blood or other organic material should be wetted with a 10% bleach solution and absorbed into universal absorbent pads.
 - 5) Final treatment of the surface area can be accomplished with a mild (2 – 3%) hydrogen peroxide solution until a reaction is no longer observed.
 - 6) Absorbent material should also be placed in proper disposal containers.

6. LARGER SPILLS OR RELEASES

- A. Containment or confinement of larger releases or spills will necessitate response by the Hazardous Material Team for leak control or product transfer.
- B. Confinement will usually require diking, damming or other means of retention when possible by First Responders.
- C. The cleanup and removal of large amounts of spilled materials should be done by the owner or private contract, arranged by the EMA representative.
- D. It is the obligation of the responsible party to select, contact and contract with said contractors.

7. BULK BIO-HAZARD MATERIAL

- A. All spilled materials collected as well as protective gear worn by responders will be placed into an appropriate container (red bags with bio-hazard labels or markings), then placed into a proper disposal container.
- B. If the bio-hazard spill was the result of patient injury/treatment, the bio-hazard collection container should be immediately transported to the same receiving medical facility as the patient and responders should request that the facility dispose of the same.

8. GENERAL DISPOSAL PROCEDURES

- A. Absorb small amounts of released materials with the absorbent materials provided (oil dry, absorbent pads, dirt, etc.)
- B. Place absorbed materials inside collection bags. Then “double bag” and secure the openings.
- C. If the releasing vehicle is present and will be towed or otherwise removed from the incident location, turnover absorbed products to the wrecker operator or vehicle owner for proper disposal.
- D. Wrecker operators will generally take control of release up to 10 gallons of absorbed materials.
- E. If this is not possible, the bagged absorbed material may be placed in a dumpster bound for a subtitle D landfill.



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Tattnall County Fire Rescue Structure Fire

1. PURPOSE

- A. To provide a means of suppressing fires, when they occur within a structure.
- B. To establish guidelines so that all personnel shall have a clear understanding of their responsibilities at the scene of a structure fire.

2. POLICY

- A. These guidelines shall be followed whenever a fire occurs within a structure.

3. PROCEDURE

Upon Arrival:

- A. The first in unit shall give a brief condition report.
 - 1) Number of stories
 - 2) Type of structure
 - 3) What is showing?
 - 4) From what side is the problem showing?
 - 5) Report of exposures
 - 6) Who is in command?
- B. Conduct an on-the-spot size-up.
 - 1) What have I got?
 - 2) What is burning?
 - 3) Where is it going?
 - 4) What (and who) is in its way?
 - 5) Do I need additional help?

The first arriving unit shall take command, until a higher ranking officer arrives.

4. COMMUNICATIONS AND COORDINATION

- A. Good communications and proper coordination are essential at structure fires.
 - 1) The Incident Commander must provide the necessary coordination of the various fire ground activities.
 - 2) The Incident Commander must communicate all instructions and vital information clearly, to those who he/she is supervising.

5. TACTICAL CONSIDERATIONS

A. The tactical objectives in fighting a structure fire shall be in order of priority as follows:

1) Rescue

- i. Human life is the most important consideration at a fire or other emergency.
- ii. Rescue of humans override all other strategic considerations at a fire.
- iii. A primary and secondary search shall be conducted at all structure fires.

2) Exposure protection

- i. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in uninvolved parts of the fire building.

3) Confinement

- i. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- ii. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- iii. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside.
- iv. All avenues of fire spread must be considered (example: shafts, openings, utility raceways, ducts, etc.).
- v. Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that engine companies operate fire streams into such areas.

4) Extinguishment

- i. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- ii. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

5) Overhaul

- i. The purpose of overhaul is to make sure the fire is completely out.
- ii. Overhaul operations must be properly coordinated with **fire investigative efforts**.
- iii. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- iv. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- v. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.

- vi. When available, a fresh crew should perform overhaul.
- vii. Particular attention should be given to hidden areas during overhaul.
- viii. During overhaul, care should be given to protect personnel from exposure to carbon monoxide and other byproducts of combustion.

6) Salvage

- i. Salvage may need to begin at various points during a fire operation.
- ii. 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.
- iii. Salvage shall include:
 - aa. The use of salvage covers
 - bb. Removing water from the structure
 - cc. Removing furniture and personal belongings to a safe location
 - dd. Debris removal
 - ee. Removal of valuables from debris
 - ff. Covering openings to keep weather out and to secure the building
- iv. All members are expected to perform in a manner that continually reduces loss during fire operations.

7) Ventilation

- i. Based upon the situation, ventilation may need to occur anytime during the operation.
- ii. The second due unit will assume initial responsibility for ventilation.
- iii. Ventilation shall be employed to:
 - aa. Channel heat, smoke and flames from potential victims.
 - bb. To prevent backdraft and flashover.
 - cc. To remove heat and smoke from the buildings so to reduce property damage.
 - dd. To allow the interior of the structure to be more tenable and safer for firefighting operations.

6. UTILITY CONTROL

- A. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- B. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
- C. If the electric company is not available in time, fire personnel may shutdown the power at the main breaker only. Under no circumstance is a firefighter to remove the meter from the can. Only Power Company staff is to perform this action.

- D. If necessary, shut down gas lines at the meter and have the Gas Company notified.
- E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

7. SAFETY

- A. Safety is an important aspect of all fire ground operations. Accomplishing fire ground objectives in a safe manner helps reduce firefighter injuries and deaths.
- B. Members involved at structure fires shall wear appropriate protective clothing and self-contained breathing apparatus.
- C. Fire ground operations should not be carried out in a rush, but rather they should be accomplished at a reasonable pace which allows for operations to be completed in a safe and efficient manner.
- D. Fire Officers must constantly be aware of both fire and structural conditions which may deteriorate at a point which places the firefighters in jeopardy.
- E. Indications of the possibility of structural collapse and/or other life threatening occurrences shall be communicated to all personnel within the incidents perimeter and appropriate actions taken.

8. LIFE SAFETY TO THE OCCUPANTS

- A. This is the number one priority.
- B. Fire ground operations shall be coordinated and conducted in such a manner as to support life safety operations which may be currently underway.
- C. Hose line placement and ventilation shall be coordinated, to ensure safe and efficient rescue operations.
- D. Use normal means of egress first e.g. halls, stairs.
- E. Aerial ladders, hand ladders, fire escapes are considered to be secondary means of egress.
- F. Provide for the care and medical needs of victims who have been removed from the fire building.

9. ON-SITE FIRE EQUIPMENT AND SYSTEMS

- A. Utilize on-site fire protection equipment and systems in accordance with the type of system and the fire situations.



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Tattnall County Fire Rescue Vehicle Fire

1. PURPOSE

- A. To provide a means of extinguishing fires in vehicles.
- B. To protect suppression personnel when fighting vehicle fires.

2. POLICY

These guidelines shall be followed whenever a vehicle fire occurs.

3. PROCEDURE

- A. Park apparatus uphill, upwind if possible. If not possible, park one hundred (100) feet from fire.
- B. Transmit report on conditions.
- C. Continue size up.
- D. Determine if additional assistance is needed.
- E. Obtain police assistance for traffic control.
- F. If involved vehicle is a common carrier, determine type of cargo, prior to approach.

4. SAFETY

- A. Wear protective clothing as per Protective Clothing Policy.
- B. Consider traffic conditions and be conscious of traffic hazardous to personnel.
- C. Consider the flow of spilled fuel (burning or non-burning).
- D. Use two hundred (200) feet of 1 ½" or 1 ¾" attack line, appropriate portable extinguishers, and/or appropriate type foam, as needed. No booster (reel lines) will be used.
- E. Be alert for possible explosion of fuel system.
- F. Be on guard for explosion of pressurized "energy absorbing" bumpers and shock absorbers. Be aware of stereo amplifiers that may be mounted in the trunk or rear of vehicle. These devices may contain magnesium and will erupt with the application of water.
- G. Be mindful that batteries may serve as an ignition source, produce electrical shock or explode.
- H. Remember that the suspension systems on many buses may collapse to within four (4) inches of ground level when exposed to fire.
- I. Remember that most motor homes, campers and mobile canteens have built in LPG tanks on board.
- J. Vehicles that have air bags and the air bags have not deployed should be approached with caution. Personnel should not position themselves between the bags and seat while the air bag system is armed.

K. Vehicles with armed, un-deployed air bags should not have any tools or other objects placed in their vicinity due to those objects becoming flying objects.

5. OPERATIONS

A. Consider life safety.

B. Consider water supply availability.

C. Consider slope of terrain.

D. Determine type of fuel which may be involved.

1) Gasoline

2) Diesel

3) Propane

4) Electrical

5) Other

E. Consider fuel system – newer vehicles have pressurized fuel systems.

F. Coordinate with law enforcement personnel at the scene.

G. Breathing apparatus shall be necessary for operations on all vehicle fires, inside and outside the vehicle.

H. Be prepared for tire fires to re-ignite.

6. POST EMERGENCY

A. Notify Law Enforcement and Fire investigator if suspicious in nature.

B. Insure that vehicle is in a fire safe condition prior to towing service removal of same.



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Tattnell County Fire Rescue Wildland Fires

1. PURPOSE

To establish guidelines that will provide the fire ground commander and personnel with a safe and effective way of handling fires involving forest, brush and/or ground cover.

2. POLICY

In the event of a forest, brush and/or ground cover fire the following guidelines have been established.

3. PROCEDURE

A. Report on conditions.

- 1) Determine actual location of fire (including size). Use topographic maps for precise location.
- 2) Direction and characteristic of fire travel.
- 3) Type of fuel burning (light grass, heavy brush).
- 4) Exposures
- 5) Action being taken by first arriving unit.

B. Request additional equipment. All offensive fire attacks shall be coordinated with Forestry units.

C. Determine plan of action based on priorities and resources available. Keep in mind our primary mission is to protect structures and life safety.

4. SAFETY

A. All members shall wear necessary protective clothing in accordance with the hazard.

B. Safety rules for operating vehicles "off road".

- 1) Have a means of escape should your position be over run.
- 2) Avoid commitment of units on narrow roads in heavy brush areas.
- 3) It is not uncommon for heavy vehicles to become stuck off road.
- 4) Before taking a unit "off road", you must know location and direction of fire travel.

C. Post guard when advancing and maintaining lines in brush areas. Some things to be especially cautious of are:

- 1) Spot fires below your crew and frequent spot fires.
- 2) Aircraft making retardant drops.
- 3) Heavy equipment working around your crew.
- 4) Changes in wind velocity and direction.

- D. A means for escape shall be made known to all fire personnel working in brush areas. Stay close to burned area.
- E. All personnel should know location and direction of travel of fire head(s).
- F. Do not allow fire personnel to become exhausted. Provide rest periods. Frequency will be dependent upon topography and weather conditions.
- G. Be alert to the possibility of downed electrical wires; there may be energized fences as a result.
- H. Do not go downhill to attack a fire.

5. CONTROL

- A. Base all actions and strategy on current and expected behavior of fire.
- B. Structural protection and life safety take priority over extinguishments of brush.
- C. If offensive attack (direct attack) is indicated, choose an anchor point and hit the head of the fire, if possible. If that is not possible, establish an anchor point and start on the flanks and work toward the head.
- D. If the fire is a large, hot, fast moving one, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by cutting a fire line a distance ahead of the fire (or utilizing natural fire breaks, such as highways) to halt the progress of the fire.
 - 1) This may require writing off losses (structures, etc.) in the path of the fire.
 - 2) Indirect attack is commonly used in conjunction with fire retardant drops and back-firing techniques.
- E. Different methods of attack may be used simultaneously according to the situation.
- F. If assigned structural protection, keep hose lays flexible enough to be able to quickly break away in the event of being overrun.
- G. If additional resources are needed, the Georgia Forestry should be contacted. They have added supplies of hand tools, back pack pumps, tractors, and call list for additional personnel.
- H. Other specialized equipment may be obtained through the Fire Department Resource Manual.

6. COMMAND

- A. A large fire should involve establishing a unified command with other agencies involved.
- B. Establish a Command Post. Coordinate with arriving Forestry units.
- C. The Incident Commander has responsibility for the entire operation.
- D. If an area evacuation is warranted, coordinate with law enforcement.
- E. Radio communications should conform to ICS guidelines.



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Tattnall County Fire Service
Aircraft Emergencies

1. PURPOSE

This SOG was promulgated to ensure safe and efficient operations during aircraft emergencies. Included are specific procedures for the effective utilization of vehicles, equipment and personnel necessary to successfully mitigate most aircraft emergencies. Areas and levels of staging, equipment, procedures, protective clothing and command functions are covered.

2. SCOPE

The following procedures are not intended to answer every possible situation which may arise, but are intended to provide a basis or starting point to handle all situations.

3. POLICY

- A. Specialized equipment along with specialized tactics and strategies are required when dealing with aviation hazards.
- B. Proper application and use of foam and foam producing equipment is paramount.
- C. Protective clothing will be the same as for all structure fires; full turnouts with complete self-contained breathing apparatus. Full turnouts are described as helmet, hood, bunker coat and pants, boots, gloves and personal pass alarm.

4. INITIAL ON SCENE REPORT

- A. The first fire department officer or member to arrive at the scene shall assume command and remain in command until relieved by a higher ranking officer or until the incident is terminated.
 - 1) Establish command and relay initial size-up.
 - 2) Incident Command should contact FAA
- B. Obtain the following information from FAA:
 - 1) Type of aircraft.
 - 2) Number of people on board. (If unable to determine at scene)
 - 3) Any dangerous cargo on board.
 - 4) Fuel on board.
 - 5) Any other pertinent information.
- C. Relay this information to dispatch and responding units on fire department radio.
- D. Stage at designated area and prepare equipment.

5. GENERAL RESPONSE PROCEDURES

- A. When responding, equipment must pay particular attention while traveling toward the aircraft for possible fuel leaks, sparks or other electrical problems along with debris or even victims.
- B. Take advantage of any natural conditions to protect your crew and equipment. Park up hill; do not park in spilled fuel; attack the fire from the unburned portion of the aircraft; push the fire away from the victims, not at them; park your equipment out of the smoke; etc.
 - 1) First arriving engine will be primary engine for fire suppression and rescue.
 - 2) Upon arrival to crash scene, second engine will hook a 2 ½ line from its discharge to an intake into first arriving engine for water support. The personnel from second arriving engine will man lines from first engine, and help with any rescue attempts.
 - 3) Rescue personnel will help with any rescue attempts.
 - 4) Tanker - will supply water and set up a water shuttle to crash site if needed.

C. Tactical Benchmarks

Below listed are tactical benchmarks to consider for any type of aircraft accident.

- 1) The first engine company should assume Command and assist escaping passengers and/or provide an escape path for the escaping passengers by using foam to cut a path through the burning flammable liquid from the escape exit door to a safe area. If foam is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement since fire can burn through fuselage within 60 seconds.
- 2) Get an interior attack line inside the aircraft as soon as possible without interfering with the escape of passengers.
- 3) Provide interior ventilation as fast as possible inside the aircraft. Use PPV fans or fog hose streams to ventilate. Pressurize from unburned area and provide ventilation exit in fire area.
- 4) Use ladders at the aircraft wings or other accessible points.
- 5) Never assume that there are no survivors of an aircraft crash. Get a primary and secondary search all clear.
- 6) Request that law enforcement secure the scene and assist in the control of the ambulatory passengers.
- 7) Have law enforcement provide a holding area for them until sectors can be assigned.
- 8) Establish sectors for both sides of the aircraft to protect the escape routes and manage the evacuated passengers. Establish sectors to address scene lighting, extrication, treatment, transportation and site safety.
- 9) Keep all flammable liquids covered with a foam blanket to prevent ignition.
- 10) If saws are used for extrication or ventilation, arcing and sparking

will need to be suppressed with water/foam from hand lines. A good blanket of foam must be maintained on the flammable liquids area. Be aware that aircraft have numerous high pressure hydraulic lines that can cause serious injury if cut or broken.

- 11) Always have a safety back-up crew with charged hose lines in place to protect all personnel who will be working inside the spilled flammable liquid areas. All personnel working in these areas shall be fully turned out with protective gear, and S.C.B.A.
- 12) Be aware that large aircraft have oxygen cylinders on board that can explode, and/or accelerate the spread of fire.
- 13) Do not allow any overhaul operations to take place until all investigative agencies are through, unless needed to suppress fire.
- 14) The scene must be secured until turned over to the FFA & NTSB

6. OFF-SITE EMERGENCIES

- A. Emergencies off-site may be an unannounced crash or pre-announced where the plane doesn't make it to the airport. The location of the crash site will dictate equipment sent. Command will be established by first arriving company and will be transferred to the shift officer if deemed necessary by the officer.
- B. Considerations in terrain, wind direction and exposures are critical in an off-site crash.
- C. Additional equipment such as brush trucks, or ATV's may be needed to transport personnel and equipment to crash site, if occurrence has been in a field or wooded area. Additional structural firefighting equipment may be needed if buildings are involved.
- D. Downed power lines and broken gas lines may also present immediate problems.
- E. Special considerations must also be made for the possibility of mass injuries. Hospitals will need to be notified as soon as possible by command so that they may put their emergency plans into effect.
- F. Basic aircraft firefighting techniques are still very much valid for the aircraft and the spilled fuel.
- G. Companies shall be designated exclusively by command for the aircraft fire control and other companies shall be designated for any structural fire control.
- H. Remember, foam works best on aviation fuel. The structural firefighting crew must not cross over and direct a water stream at the aircraft or spilled fuel. This will only disrupt any foam blanketing attempt by the aircraft firefighting crew.

7. FOAM APPLICATION

- A. This section is intended as a short guide in proper foam application techniques and is not meant to be a formal training module on foam application.

B. Foam must be applied in a gentle application which may be obtained by employing the fully dispersed foam stream as a fog patterned at 15 degrees for reach. The fog pattern should be lobbed onto the fuel allowing it to settle down gently. Other methods of application would be to direct the fog pattern off of the aircraft's fuselage and allow it to run down to the spill or direct the pattern at the ground in front of you allowing the foam to roll forward onto the spill. Do not apply a straight stream directly onto the fuel as this will only disrupt the foam blanket and spread the fuel.



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Tattnall County Fire Rescue Commercial Vehicle Incidents

1. PURPOSE

The purpose of this procedure is to provide a standard system of initial responses to Commercial Vehicle Incidents.

2. POLICY

When responding to calls involving commercial cargo vehicles exercise caution. The possibility of hazardous materials may be present.

- A. When smoke or fire is in the cab or forward area of the vehicle, then normal firefighting strategies and tactics for vehicle fires should be used.
- B. Exposure of the cargo area is a primary concern on this type of incident.
- C. First in unit should approach from upwind, if at all possible, using binoculars to assess the scene before putting yourself, other firefighters and the apparatus in harm's way.
- D. First in personnel will give initial size up, establish and name command and announce intended actions. (Investigate, extinguish or control incident using appropriate equipment and manpower.)
- E. When smoke or fire is encountered coming from the cargo area of a commercial vehicle, it shall be considered a Hazardous Materials Incident. If the hazardous materials team is not responding, it should be requested to respond to the scene to assist in mitigating the incident.

Consider the following:

- 1) Look for placard(s) located on cargo area or trailer of a tractor trailer truck. Placards should be located on all sides of the vehicle.
 - 2) You shall follow D.O.T. Emergency Response Guide Book procedures.
 - 3) You should request shipping papers from the truck driver.
 - 4) You should request weather information from dispatch.
- F. Other agencies that should be notified or that may be of assistance are:
- Tattnall County Emergency Management Agency
 - Local Police, Sheriff's Department and State Patrol
 - Georgia Department of Transportation
 - Shipper / Manufacturer
 - Chemtrec 1-800-424-9300

The above is only a brief description and guideline to follow and at this point the Hazardous Materials SOG's shall be followed.

FIRE INVESTIGATIONS



Section 500



SOG 500.001
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Tattnall County Fire Rescue Fire Investigations

1. PURPOSE

To establish operational guidelines for the investigation of fire within Tattnall County

2. SCOPE

- A. All fires occurring in Tattnall County, coming to the attention of any department shall be investigated by the Tattnall County Sheriff's Office and the Tattnall County Fire Rescue office.
- B. Fires excluded from this procedure are those that occur within the city limits of municipalities, those legally maintained for cooking, heating, or industrial processes. All woodland fires shall be investigated by the Georgia Forestry Commission.

3. AUTHORITY

- A. The Tattnall County Fire Rescue office shall have the authority to investigate the origin, cause and circumstances of any fire, explosion, or other hazardous condition occurring within the jurisdiction. In accordance with the state of Georgia Law, Title 25. Information that could be related to trade secrets or processes or juvenile offenders shall not be made part of the public record except as directed by a court of law.
- B. If a fire is of incendiary or undetermined origin, the Fire Services Office Investigator (s) along with law enforcement investigator (s) shall collect evidence and pursue the investigation to its conclusion. Fire investigations shall be conducted in accordance with nationally recognized standards. Personnel may use the most current edition of the National Fire Protection Association (NFPA) 921, guide for Fire and Explosion Investigations as a reference.
- C. Under Georgia Law, Title 25, the Fire Authority having jurisdiction is required to determine the cause and origin of every fire to prevent future occurrences. The authority having jurisdiction also has the authority to request the State Fire Marshal to dispatch an investigator to represent his/her office: under Title 25; it is required that the State Fire Marshal be notified of all fire deaths.
- D. As delegated by the Tattnall County Board of Commissioners, and the Tattnall County Fire Rescue Office is responsible for the investigation of all fires within Tattnall County.

4. RESPONSIBILITIES

- A. The Incident Commander is responsible for insuring that appropriate investigation procedures are implemented at all fire incidents.
- B. Any member of the Tattnall County Fire Rescue obtaining knowledge of an unreported fire within the jurisdiction of Tattnall County shall contact the Fire Services office to initiate an investigation.
- C. The Incident Commander may pursue an investigation when all the following exist:
 - 1) A clear cause and origin can be determined.
 - 2) The cause is accidental.
 - 3) No serious injuries or deaths occurred as a result of the fire.
 - 4) The Incident Commander or designee enters detailed information on the origin, cause and circumstances of the fire by making all required entries onto the Tattnall County Fire Rescue office "Investigation Information Worksheet" - Appendix S and by completing a "Narrative Sheet" – Appendix T in accordance with the information required by the Tattnall County Fire Rescue office.
 - a. The Incident Commander collects any and all evidence to substantiate findings.
 - b. The Incident Commander shall notify the Fire Services Office Investigator of the fire before leaving the fire scene and shall forward a copy of the required documents to the Fire Services office within 72 hours of the incident.
- D. The Tattnall County Sheriff's Office Investigator and the Fire Services Office Investigator shall have authority having jurisdiction and be called to the scene under any of the following conditions:
 - 1) All undetermined fire causes or origins, including vehicles.
 - 2) All incendiary fires.
 - 3) Fires involving serious injury or death (public or fire service member). It shall be the responsibility of the Fire Services Investigator to notify the State Fire Marshall's office of the above.
 - 4) Any substantial structural loss or damage by fire (working fires)
 - 5) Any fire that may bring adverse public comment or have the possibility of legal action or subrogation.
 - 6) Fires caused by equipment malfunction or failure that may involve the department in product liability litigation.

5. PROCEDURES

- A. It shall be the responsibility of the incident commander to insure that all fires occurring under his/her command are investigated within the guidelines of this procedure.
- B. If required, the Fire Services Office Investigator shall be notified as early as possible in the fire operation.
- C. It shall be the responsibility of the Incident Commander to secure the fire

scene as follows:

- 1) Place fire line tape around the scene as soon as possible.
 - 2) All civilians must be denied entry to the scene, to include property owner due to safety and evidence presentation. A record of all personnel on the scene shall be maintained by the Incident Commander. Only necessary personnel will be allowed within the restricted area.
 - 3) If the Incident Command deems it necessary to secure evidence, the item(s) shall be photographed in place before being taken into custody.
 - 4) If needed, the Incident Command shall request a Fire Investigator through central dispatch to ensure official documentation of the request.
- D. All non-essential over-haul shall be delayed until the investigator (s) has completed an initial survey and taken photographs.
- 1) First-in firefighters shall report, in writing, all observations made upon arrival to the investigator.
 - 2) The responding Fire Investigator will report to the Incident Commander. The investigator will establish an investigation team as needed.
 - 3) Cooperation between the investigative team and other teams are essential.
 - 4) The Incident Commander will transfer legal jurisdiction of the fire area to the Fire Investigator as soon as possible after the fire is stabilized.
 - 5) The Fire Investigator shall retain legal jurisdiction until released to another agency for assistance in the investigation.
 - 6) Upon being aware of a fire death at a fire scene, the Incident Commander shall contact the Fire Investigator, Tattnall County Sheriff's Office Investigator and the Tattnall County Coroner through central dispatch to request them. Fire death remains shall not be moved or destroyed by personnel on the scene. The Tattnall County Coroner has all jurisdictions regarding all fatalities.
 - 7) Any fire scene under investigation shall not be left unattended for any reason.
 - 8) The Incident Commander shall attempt to keep witnesses at the scene to be interviewed. If the witnesses cannot remain, the Incident Commander will obtain contact information (name, address, phone number).
 - 9) The Investigator shall obtain legal permission to enter the scene, whether it is in regards to exigent circumstances, property owner permission to search, an administration search warrant, or a criminal search warrant. All circumstances shall be properly documented.
 - 10) The Incident Commander shall insure all appropriate documentation is completed as outlined in this procedure and forwarded to the Fire Services office in a timely manner.

- 11) The Fire Services office will maintain and file all reports of all fires investigated.
- 12) Copies of all fire reports for all fires investigated shall be forwarded to the Fire Services office.

TRAINING



Section 600



SOG 600.001
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Tattnall County Fire Rescue Training

1. PURPOSE

To establish policy and procedures for initial and on-going training in the department.

2. POLICY

Tattnall County Fire Rescue shall always have an aggressive and up-to-date training program. This is to insure appropriate, adequate and safe training opportunities are provided to the members of Fire Services.

3. PROCEDURE

A. Task Assignments

- 1) The Chief Officer shall designate a Training Officer that shall be responsible for identifying training needs and supervising the creation of training programs to fill those needs. The Training Officer shall make sure the members attend the minimum required training of 10 hours per quarter, three (3) of those hours being first responder training if applicable.

B. Training Materials

- 1) The Fire Services office shall maintain a current set of training aids available to be signed out for use in each station, see Appendix U.
- 2) A total of 5 selections may be checked out at a time from the Fire Services Office Library using the "Training Video Library Check-Out Form" – Appendix V. (When available)
- 3) The department shall maintain agreements with neighboring departments for use of training aids and props that we do not currently use i.e. pump cutaway, etc.
- 4) Each station should have available, a designated classroom environment to use for training purposes or the ability to convert bay area to a training room (tables, chairs, etc)
- 5) The department shall utilize as many training aids and methods as practical. This includes PowerPoint presentations, LCD projector, Laptop Computer, White Marker Boards, Chalk Boards, Charts, and hands on demonstrations.
- 6) All visual aids shall be appropriate for the program being presented.

C. Session Guidelines

- 1) All training events shall be conducted with safety being the highest priority.
- 2) The Training Officer shall insure that an on-going training calendar is

posted on the training information board.

- 3) These blocks shall include classroom, practical and fire ground drills.
- 4) The training calendar shall list the topic, who should attend, date and time.
- 5) All training reports shall include the objective code, the description and the SOP number if applicable. See Appendix W for list of objectives.
- 6) Training shall be conducted by a person who is trained to the level being taught, and/or a certified training officer.
- 7) Training staff shall at times work to improve their subject knowledge and skills by attending various seminars, conferences, train-the-trainer events as needed to stay up-to-date on their subject matter.
- 8) All training events shall be documented using a standard training report that has the subject description, objective number if applicable, students printed name, students signature, instructors signature, date, time, length of session, and Fire Chief, Deputy Chief, or Battalion Chief's signature of approval.
- 9) Training records will be maintained by the Tattnall County Fire Rescue office. These records will be updated monthly using the supplied information from each station.
- 10) Training record updates shall be submitted on the "Firefighter Training Report" – Appendix X to the Fire Services office monthly via e-mail or fax. It shall be the responsibility of the Battalion Chief to ensure this task is completed.



SOG 600.002
Issued 07/01/15

Tattnall County Fire Rescue Training Requirements of Active Firefighters

1. PURPOSE

To establish policy and procedure for compliance with Georgia State Training Requirements for Firefighters – Appendix D

2. SCOPE

All active firefighters and officers.

3. REQUIREMENTS

First responders shall meet minimum requirement as designated in first responder protocols approved by Tattnall County EMS Administration.

4. POLICY

- A. All firefighters shall complete a minimum of forty hours (40) of training each year.
- B. This means an average of ten (10) hours per quarter minimum.
- C. Hours will be calculated and reported to the Tattnall County Fire Rescue office monthly.
- D. This date starts when the member joins the department.
- E. Only members that are meeting this standard shall be allowed to retain active status.
- F. Members not meeting this standard shall be suspended for thirty days (30) from responding to any calls.
- G. Please refer to all training requirement SOG's in this manual for specific training requirements for members under this policy.



SOG 600.003
Issued 07/01/15

Tattnall County Fire Rescue Drivers Training

1. SCOPE

This policy applies to Department in Service Driver Training. It was promulgated to establish a uniform policy for recording training hours, personnel and instructors.

2. GENERAL

All in-service training shall be recorded on a Department Training Log.

3. RESPONSIBILITIES

It is the responsibility of the Station Captain to oversee and ensure that all personnel receive the required Drivers/Operators Training. A minimum of 40 hours initial training and a minimum of 4 hours of continuing education hours yearly.

4. OBJECTIVES

All training will be objective based. It will be recorded, including date, credit hours, name of instructor, and an objective number listed from the Georgia NPQ Student Manual and/or the appropriate NFPA Manual and/or Essentials of Firefighting Manual (4th Edition) and/or VFIS Emergency Driver/Operator Course.

5. GENERAL REQUIREMENTS

- A. It is required that all new members shall receive **40 hours of Drivers Training**. These firefighters **will not be allowed to operate a fire vehicle solo, until all 40 hours of drivers training is completed.** Training will cover **all** Vehicle Operation Skills and Driving, Pump Operations, Emergency Equipment Familiarization, and a written and driving test will be administered covering all required DOT equipment, resource information, DOT Hazardous Chemical Handbook, and local and state laws that apply, as outlined in the VFIS program.
- B. Members who successfully complete the Georgia Fire Academy Emergency Vehicle Operators Course may use those training hours towards the completion of the required initial **40 hours**. Although each new member needs to also become familiar with the apparatus within his/her department. Additionally, members may use Emergency Vehicle Operators Course as a portion of their annual continuing driver's education. However, all new members shall still be required to successfully complete the written and skill sections mentioned in part one above.

- C. It is required that all members shall receive **four (4) hours yearly** of continuing Drivers Training. Training Classes will cover **all** Vehicle Operation Skills and Driving, Pump Operations, Emergency Equipment Familiarization, and a written test will be administered covering all required DOT equipment, resource information, DOT Hazardous Chemical Handbook, and local and state laws that apply, as outlined in the VFIS program.
- D. Members who successfully complete the Georgia Fire Academy Emergency Vehicle Operators Course may use those training hours towards the completion of the required continuing Drivers Training.

Dispatch Procedures



Section 700



SOG 700.001
Issued 07/01/15

Tattnall County Fire Rescue General Dispatch Procedures

6. SCOPE

This policy applies to department dispatch procedures. It was promulgated to establish a uniform policy for dispatching personnel and equipment.

7. GENERAL

Tattnall County 911 shall dispatch all calls for service for TCFR.

8. RESPONSIBILITIES

It is the responsibility of the 911 Director / Coordinator to oversee and ensure that all personnel and equipment are dispatched in accordance with these procedures as adopted by Tattnall County Fire Rescue and approved by the Fire Commission / Authority

9. OBJECTIVES

To dispatch appropriate personnel and equipment in a timely manner in accordance with established procedures and protocols.

10. GENERAL REQUIREMENTS

A. All calls for services in the unincorporated areas of Tattnall County and the City of Manassas which require the response of fire apparatus and personnel shall be dispatched in the following manner.

1. Tones for the county station / battalion will be activated.
2. Dispatcher will announce the battalion and primary station
(*Example: Central Dispatch to Station 14-Rod Strickland Station*)
3. Announce the location and nature of the call.
4. Once units go en-route, repeat the location and nature of the call.

B. Calls within the incorporated city limits of municipalities will not be affected by this policy and will be dispatched as normal.

APPENDIX





Tattnall County Fire Rescue Personnel Action Form

Please complete and fax or e-mail upon transfer or termination of a volunteer from a department.

Volunteers Name: _____

Department Name: _____

Date: _____ **Transfer To Department:** _____

Reason for Transfer: _____

Reason for Dismissal: _____

Radio Transferred: _____ **Gear Transferred:** _____

Volunteer Signature: _____

Battalion Chief: _____

Approved By Fire Coordinator: _____

Remarks: _____

Witness By: _____



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

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Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: *Housing Revitalization*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	Grant Funds
City of Cobbtown	Grant Funds
City of Collins	Grant Funds
City of Glennville	Grant Funds
City of Manassas	Grant Funds
City of Reidsville	Grant Funds

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Housing Revitalization will continued to be funded through grant awards.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

NONE

7. Person completing form: **Dustin Price**

Phone number: **(912) 367- 3648** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

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COUNTY: TATTNALL COUNTY

Service: Indigent Defense

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Collins, City of Glennville, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, Special Revenues, & State
City of Collins	General Fund
City of Glennville	General Fund
City of Reidsville	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The County provides the service for Juvenile, State, and Superior courts. The cities of Collins, Glennville, and Reidsville provide the service for their respective municipal courts. (Agreement name/contract added to Form 2, Question 5; agreement information attached. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates
AJC Public Defender FY23	Atlantic Judicial Circuit /Tattnall County	11/08/2004 - (annually)

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

Tattnall County Manager Frank H. Murphy (912) 557- 4335

EMS Director Dasher shared the meeting allowed each to share their respective concerns and issues, while gaining the other's perspective. Adding, the importance of a good continuing partnership is essential.

There was a motion by Commissioner Kicklighter and a 2nd by Commissioner Tatum to accept the MOU of service between Smith State Prison and Tattnall Community Emergency Medical Service (EMS). Motion carried unanimously.

5. Approval of FY 2023 AJC Circuit Public Defender Budget, July 2022-June 2023:

County Manager Frank H. Murphy presented the FY 2023 Circuit Public Defender Budget, of which Tattnall County's portion is \$160,632.00 annually, \$13,386.00 monthly. This represents a decrease of \$4,260.00 from the previous year.

There was a motion by Commissioner Kennedy and a 2nd by Commissioner Jarriel to approve the FY 2023 Circuit Public Defender Budget for Tattnall County's portion in the amount of \$160,632.00 annually, \$13,386.00 monthly. Motion carried unanimously.

6. Approval of FY 2023 AJC Superior Court Judges Budget, July 2022-June 2023:

County Manager Frank H. Murphy next presented the FY 2023 AJC Superior Court Judges Budget, of which Tattnall County's portion is \$15,911.00 annually, \$1,325.92 monthly.

There was a motion by Commissioner Kicklighter and a 2nd by Commissioner Thompson to approve Tattnall County's portion of the FY 2023 AJC Superior Court Judges Budget in the amount of \$15,911.00 annually, \$1,325.92 monthly. Motion carried unanimously.

7. Approval of FY 2023 AJC Superior Court Staff Attorney Budget, July 2022-June 2023:

County Manager Frank H. Murphy also presented the FY 2023 AJC Superior Court Staff Attorney Budget, of which Tattnall County's portion is \$11,867.40 annually, \$988.95 monthly.

There was a motion by Commissioner Kicklighter and a 2nd by Commissioner Tatum to approve the FY 2023 AJC Superior Court Staff Attorney Budget for Tattnall County's portion in the amount of \$11,867.40 annually, \$988.95 monthly. Motion carried unanimously.

He noted the Superior Court Judges' and Staff Attorneys' combined supplements of \$27,778.40 represent an increase of \$2,282.40 from the previous year.

****Motion to Amend the Agenda:**

At this time there was a motion by Commissioner Kennedy and a 2nd by Commissioner Thompson to amend the Agenda to include the following and the motion carried unanimously:

Approval of FY 2023 AJC Law Clerks' Budget, July 2022-June 2023:

County Manager Frank H. Murphy presented the FY 2023 AJC Law Clerks Budget, of which Tattnall County's portion is \$10,995.40 annually, \$912.95 monthly. This represents an increase of \$4,653.40 from the previous year.

July 1, 2022 - June 30, 2023 Circuit Wide Public Defender Program Expenses

County	Superior Court	State Court	Total Personnel Expense	Total Operating Expenses	Office Credit	Operating Expense Billed	Total FY 2023 Billing	FY 2023 Monthly Charge
Bryan	229,223	38,346	267,569	37,298	(4,125)	33,173	300,742	25,062
Evans	55,119	6,799	61,918	8,969	0	8,969	70,886	5,907
Liberty	334,211	168,165	502,377	54,381	(67,170)	(12,789)	489,587	40,799
Long	83,115	29,207	112,322	13,524	0	13,524	125,846	10,487
McIntosh	55,993	0	55,993	9,111	(4,125)	4,986	60,979	5,082
Tattnall	117,236	32,758	149,994	19,076	(8,438)	10,638	160,632	13,386
	874,898	275,275	1,150,173	142,358	(83,858)	58,500	1,208,673	100,723

FY-22 164,892.0
Decrease = \$4,260.0

Personnel Expenses:

	FY 2023	Total
State Court	275,275	
Superior Court	874,898	1,150,173

Total Personnel	1,150,173
Total Operating	142,358
Total Program	1,292,531

Operating Expenses

	FY 2023	Total
R&M - Equip	3,500	
Communications	13,000	
Other Purchased Services	12,000	
Material & Supplies	30,000	58,500
Building Expenditures		
Hiresville (Liberty)	67,170	
Pembroke (Bryan)	4,125	
Reidsville (Tattnall)	8,438	
Darien (McIntosh)	4,125	83,858
Total Operating Expenditures	142,358	

6-20-22

Income release
587.00 monthly
7044 yearly

July 1, 2022 - June 30, 2023 Circuit Wide Public Defender Program Expenses

County	Superior Court	State Court	Total Personnel Expense	Total Operating Expenses	Office Credit	Operating Expense Billed	Total FY 2023 Billing	FY 2023 Monthly Charge
Bryan	242,988	38,346	281,334	37,298	(4,125)	33,173	514,507	26,209
Evans	58,428	6,799	65,228	8,969	0	8,969	74,196	6,183
Liberty	354,280	168,165	522,446	54,381	(67,170)	(12,789)	509,656	42,474
Long	88,106	29,207	117,313	13,524	0	13,524	130,837	10,903
McIntosh	59,356	0	59,356	9,111	(4,125)	4,986	64,342	5,362
Tattnall	124,276	32,758	157,034	19,076	(8,438)	10,638	167,672	13,973
	927,435	275,275	1,202,710	142,358	(83,858)	58,500	1,261,210	105,101

Personnel Expenses:

	FY 2023 Total
State Court	275,275
Superior Court	927,435
	1,202,710

Operating Expenses

R&M - Equip	3,500
Communications	13,000
Other Purchased Services	12,000
Material & Supplies	30,000
	58,500

Total Personnel	1,202,710
Total Operating	142,358
Total Program	1,345,068

Building Expenditures

Hinesville (Liberty)	67,170
Pembroke (Bryan)	4,125
Reidsville (Tattnall)	8,438
Darien (McIntosh)	4,125
Total Operating Expenditures	83,858
	142,358

There was a motion by Commissioner Jarriel and a 2nd by Commissioner Kennedy to adopt the Noise Ordinance Chapter 50 Amendment. Motion carried unanimously.

10. FY 2023 AJC Circuit Public Defender Budget Amendment (Attached)

County Manager Frank H. Murphy presented a request for an increase in the FY 23 AJC Public Defender Budget.

There was a motion by Commissioner Kennedy and a 2nd by Commissioner Jarriel to approve the budget increase of \$587.00 monthly, \$7,044.00 annually. Motion carried unanimously.

11. City of Collins Request for Aid

County Manager Frank H. Murphy stated the City of Collins has requested County Engineer Dennis Odom aid them in coordinating with all organizations to address areas of flooding.

There was a motion by Commissioner Jarriel and a 2nd by Commissioner Kennedy to approve the request. Motion carried unanimously.

12. Request to Solicit Motor Grader Bids

Road Superintendent Lynn Cribbs requested permission to solicit bids to replace a 2017 motor grader in District 3. He stated availability and delivery are currently projected to be twelve (12) months or more and he is being proactive.

There was a motion by Commissioner Thompson and a 2nd by Commissioner Jarriel to approve the request to solicit bids. Motion carried unanimously.

13. Fire Truck Bids

EMA Director Walt Rogers presented the following bids received for a new fire truck:

Fouts Bros.	\$330,281.00
Ten-8	\$335,254.00
Midwest Fire	\$346,486.00
FireLine Inc.	No Bid

EMA Director Rogers shared that currently a used fire truck is running close in cost to a new one in the current Market. He shared the new 3,000-gallon fire truck will help our ISO rating, which relates to savings on insurance premiums for citizens. Director Rogers recommended accepting the Fouts Bros. bid.

Funding for the purchase will come from the following:

- \$101,577.21 from the 2014 Special Purpose Local Option Sales Tax (SPLOST)
- \$157,717.50 CARES Fund
- Remaining balance to be paid from the American Rescue Plan Act (ARPA)

There was a motion by Commissioner Kicklighter and a 2nd by Commissioner Tatum to accept the low bid from Fouts Bros. in the amount of \$330,281.00. Motion carried unanimously.



SERVICE DELIVERY STRATEGY

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COUNTY: TATTNALL COUNTY

Service: Jail

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, SPLOST, Fees & Fines, ARPA, Grants
City of Collins	General Fund & Fees
City of Glennville	General Fund & Fees
City of Reidsville	General Fund & Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The County will provide the service countywide, with the municipalities of Collins, Glennville, and Reidsville contributing fees for housing of inmates from their jurisdiction. ("Fines, ARPA, Grants" added to funding source for Tattnall County; SDS Form 2, Question 3. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

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COUNTY: TATTNALL COUNTY

Service: Law Enforcement

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Tattnall County, City of Glennville, City of Reidsville**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, Fees, & Grants
City of Glennville	General Fund, SPLOST, Fees, & Grants
City of Reidsville	General Fund, Fees, & Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The Tattnall County Sheriff will provide service in the unincorporated areas, as well as for the cities of Cobbtown, Collins, and Manassas. The cities of Glennville and Reidsville will continue to provide service within their municipal boundaries. (City of Collins removed as a service provider; verbiage of arrangements modified in Form 2 Question 4 for clarification; maps updated. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

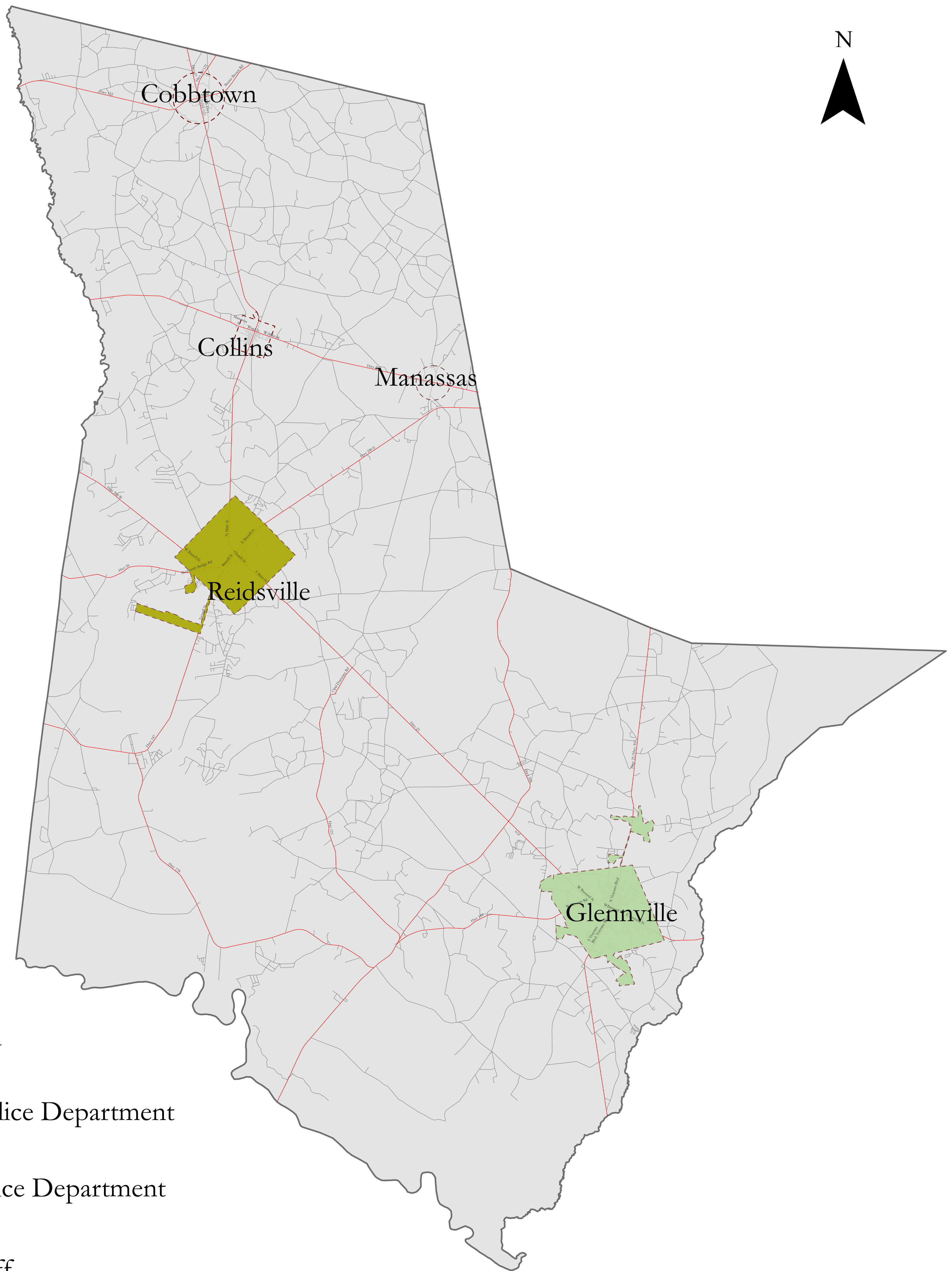
Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No








If not, provide designated contact person(s) and phone number(s) below:

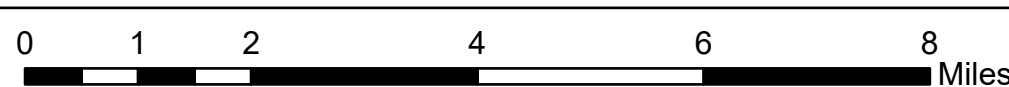
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Law Enforcement Tattnall County



Legend

-  City Street
-  County Road
-  State Highway
-  Glennville Police Department
-  Reidsville Police Department
-  Tattnall Sheriff
-  City Limits





SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Libraries

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Ochoopee Regional Library Board (Tattnall County Library Board)**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, State, ARPA, Grants, Splost
City of Glennville	General Fund, SPLOST, & User Fees
City of Reidsville	General Fund
Tattnall County BOE	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The service will continue to be provided countywide by the Ohoopie Regional Library through the Tattnall County Library Board. The cities of Glennville and Reidsville, as well as the Tattnall County Board of Education, will continue to contribute funding. ("State, ARPA, Grants, SPLOST" added as funding sources- SDS Form 2, Question 3. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367-3648 ext. 208**

Date completed: 04/06/23

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

COUNTY MANAGER FRANK H. MURPHY (912)-557-4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: *Mapping/Geography*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Glennville, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, Grants, SPLOST, ARPA
City of Glennville	Proprietary Account & General Fund
City of Reidsville	Enterprise Fund & General Funds

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Changing name of service from "Mapping" in previous update; Grants, SPLOST, ARPA" added to Tattnall County and "General Fund" added to Cities of Glennville and Reidsville. No further change anticipated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

Tattnall County Manager Frank H. Murphy (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Parks & Recreation

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, SPLOST, LOST, & Grants
City of Cobbtown	General Fund, SPLOST, Grants, Intergov. Revenue, & User Fees
City of Collins	General Fund, SPLOST, Grants, Intergov. Revenue, & User Fees
City of Glennville	General Fund, SPLOST, Grants, User Fees, & Intergov. Revenue
City of Manassas	General Fund, SPLOST, & Grants
City of Reidsville	General Fund, SPLOST, Grants, User Fees, & Intergov. Revenue

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Recreation Services are provided through the County and Municipalities. Manassas provides a Community Center that is available to the public for rent, and Collins provides Community Center and public parks. Cobbtown provides a Community Center, public parks, two ball fields, and provides a church softball program. Reidsville provides a sports complex, numerous sport leagues, tennis courts, and a play area for children. Glennville maintains an auditorium, ball fields, basketball courts, tennis courts, pickle ball courts, children's play areas, a sport complex, and numerous sports leagues. Tattnall County assists the municipalities with program funding under an IGA, and Capital Improvement Funding through the current SPLOST Resolution. Tattnall County provides and maintains five public boat landings on the Ohoopsee River. ("LOST" added as a funding source for Tattnall County Form 2, Question 3; agreement dates updated Form 2, Question 5; documentation attached. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates
Intergovernmental Agreement	Tattnall County and the cities of Cobbtown, Collins, Glennville, and Reidsville	08/1/2022 - 12/31/2032
SPLOST Resolution	Tattnall County and the cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville	11/07/2017 - 03/31/2026

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Mandy Britt**
 Phone number: **(912) 367-3640** Date completed: 08/04/23

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
COUNTY MANAGER FRANK H. MURPHY (912) 557-4335

TATTNALL COUNTY, GEORGIA

INTERGOVERNMENTAL AGREEMENT FOR FUNDING RECREATION SERVICES

THIS INTERGOVERNMENTAL AGREEMENT FOR FUNDING RECREATION SERVICES (hereinafter referred to as "Agreement") is made and entered into as of the 1st day of August, 2022, by and between **TATTNALL COUNTY, GEORGIA**, a political subdivision of the State of Georgia (hereinafter referred to as the "County"), and the **CITY OF COBBTOWN, CITY OF COLLINS, CITY OF GLENNVILLE and CITY OF REIDSVILLE**, all of whom are Georgia municipal corporations within Tattall County, Georgia (hereinafter referred to as the "Municipalities").

WITNESSETH:

WHEREAS, the County and the Municipalities, each of whom is eligible to receive Local Option Sales Tax ("LOST") funds, must agree to a distribution of LOST funds between and among themselves and send proof same to the Commissioner of the Georgia Department of Revenue in the form of a Certificate of Distribution ("COD") by December 30, 2022, and in connection with the completion and execution of the COD, the County and Municipalities have agreed that a portion of the LOST distribution to the County will be set aside and paid to the Municipalities pursuant to this Agreement.

WHEREAS, in connection with prior LOST CODs between the County and Municipalities, the County has voluntarily made payments to the Municipalities for the recreation services that the Municipalities have provided to residents who live in the unincorporated area of the County, and the County and Municipalities desire to continue doing so with the County providing an annual, aggregate payment of \$70,000.00 to the Municipalities for such services, as set forth with more particularity herein;

WHEREAS, the County and Municipalities desire to enter into an Intergovernmental Agreement allowing the County and Municipalities to budget and allocate for these payments.

WHEREAS, the County and the Municipalities agree that the provision of these services are essential to the health and well-being of residents of the incorporated and unincorporated areas of the County; and

WHEREAS, this Agreement was duly presented and approved by the Board of Commissioners of the County at an open meeting pursuant to due notice as required by O.C.G.A. § 50-14-1 et seq. as amended, and this Agreement was duly presented and approved by each of the governing authorities of all Municipalities at open meetings pursuant to due notice as required by O.C.G.A. § 50-14-1 et seq. as amended.

NOW, THEREFORE incorporating the forgoing recitals, and in consideration of the mutual promises, covenants and undertakings of the parties hereinafter set forth, and for the public purposes herein contained and provided for, the County and the Municipalities agree and bind themselves as follows:

1. **Term.** Unless sooner terminated or renewed as provided herein, this Agreement shall commence on the date as set forth above in the initial paragraph of this Agreement and expire at midnight on December 31, 2032. Notwithstanding the foregoing, either party hereto may voluntarily renegotiate this Agreement at any time after a period of five (5) years has expired. Upon termination, unless otherwise specifically provided for herein, the County and the Municipalities shall have no further rights, duties, obligations, or liabilities hereunder, except for the performance of any and all terms and conditions of this Agreement accruing prior to the date of said termination.
2. **Continuation of Recreation Services.** The Municipalities shall continue to provide recreation services to County residents as the Municipalities have in the past without alteration or interruption. During the term of this Agreement, it is further agreed that the Municipalities, at their sole cost and expense, shall keep and maintain their parks and recreation facilities for recreation services as the Municipalities have in the past.
3. **Representations and Warranties of the Parties.** In order to induce one another to enter into this Agreement and to perform the undertakings set forth herein, the County and Municipalities represent to the other (which representations shall be deemed independently material notwithstanding any prior inquiries or examinations) the following:
 - (a) **Authority.** Each party has the power to make, deliver and perform this Agreement, and has taken all necessary action to authorize the execution, delivery, and performance of this Agreement. This Agreement, when executed, will constitute the valid obligations of each respective party legally binding upon the same and enforceable in accordance with the terms hereof. No further consent or approval of any other party not specifically mentioned herein is required in connection with the execution, delivery, performance, validity, and enforcement of this Agreement.
 - (b) **No Violation of Law.** Neither party has any knowledge, and has received no notice, of any violation or claim of violation of any law, statute, rule, regulation, or ordinance, or other legal requirement of mandate relating to the performance of this Agreement.
 - (c) **No Conflicting Agreements.** The execution, delivery and performance of this Agreement will not violate or contravene any contract, undertaking, instrument or other agreement to which County or the Municipalities (as the case may be) is a party of which purports to be binding upon the same. Furthermore, the execution, delivery and performance of this Agreement does not violate the provisions of either party's charter, the Constitution of the State

of Georgia, or any statutory or decisional laws of said State respecting the parties or the Services proposed to be undertaken hereunder.

(d) The representations contained in Section 3 of this Agreement shall be true and correct as of the date hereof and such representations and the obligation of the parties to perform under this Agreement shall be expressly conditioned upon said representations being true and correct on the date hereof.

4. **No Waiver of Sovereign Immunity.** By entering into and performing the terms of this Agreement, the County does not in any way waive or otherwise impair its sovereign immunity from suit (or the official immunity of its employees and officers) with respect to any third-party, and no actions taken by the County or the Municipalities now or hereafter (or which either party fails to take) shall be deemed to so waive or impair the County's sovereign immunity, and neither the County nor its officers or employees shall in any event be stopped from asserting their respective sovereign or official immunity to the fullest extent granted by the Constitution of and laws of the State of Georgia.
5. **Amendments, Etc.** No amendment, modification, termination, or waiver of any provision of this Agreement, nor consent to any departure by the parties, shall in any event be effective unless the same shall be in writing and signed by both the County and the Municipalities, and then such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.
6. **Assignment; Binding Effect.** The rights and obligations of the parties under this Agreement are personal and may not be assigned without the prior written consent of both parties hereto. Subject to the foregoing, this Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective successors and permitted assigns.
7. **No Third-Party Beneficiaries.** This Agreement is made between and limited to the County and Municipalities and is not intended and shall in no event be construed to be, for the benefit of any person or entity other than the County and Municipalities, and no other person or entity shall be considered a third-party beneficiary by virtue of this Agreement or otherwise entitled to enforce the terms of this Agreement for any reason whatsoever.
8. **Entire Agreement.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect.
9. **Relationship of Parties.** Notwithstanding anything in this Agreement to the contrary, the parties are not and shall not be considered as joint venturers, partners, or agents

of the other and neither shall have the power to bind or obligate the other except as expressly set forth in this Agreement.

10. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement, binding on all parties hereto, whether or not each counterpart is executed by all parties hereto, so long as each party hereto has executed one or more counterparts hereof. Further, the parties may rely upon electronic or facsimile signatures of all persons signing on behalf of each party hereto as if such signature or signatures are the original.
11. **Governing Law; Venue.** This Agreement and all rights and obligations of the parties hereunder shall be construed under and according to the laws of the State of Georgia.
12. **Facsimile as Writing.** The parties hereto expressly acknowledge and agree that, notwithstanding and statutory or decisional law to the contrary, the printed product of a facsimile or electronic transmittal shall be deemed to be "written" and a "writing" for purposes of execution and delivery of this Agreement, and such transmittal shall otherwise constitute an original document, binding upon and enforceable against the parties in accordance with its terms.
13. **Allocation of Future Funding.**
 - The County shall fund the recreation services for each of the following Municipalities by paying an annual payment of \$20,000.00, to be provided as follows: \$10,000.00 to City of Cobbtown and \$10,000.00 to City of Collins.
 - The County shall fund the recreation services for each of the following Municipalities by paying an annual payment of \$50,000.00, to be provided as follows: \$50,000.00 to City of Glennville and City of Reidsville, which shall be divided between them based on the previous year's recreation participation figures of each such Municipality. On a yearly basis, the City of Glennville and City of Reidsville shall each prepare and submit a written report to each other and to the County outlining their respective recreation participation figures, based on the previous year, and each such Municipality shall provide such reports no later than January 1, 2023 for the 2023 payment and no later than the 15th day of January in each year thereafter until the termination or expiration of this Agreement. Notwithstanding anything in this Agreement to the contrary, if the City of Glennville and City of Reidsville cannot agree on the division of any annual payment, then the County shall have the sole discretion to decide how to divide any such annual payment between them.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their respective names and with their respective official seals hereunto affixed and executed and attested to by their duly authorized officials, all as of the date first above written.

TATTNALL COUNTY, GEORGIA

By: Jackie C. Trim (L.S.)
Jackie C. Trim, Chairman

Attest: Sheila R. Mills (L.S.)
Sheila R. Mills, County Clerk



CITY OF COBBTOWN

By: James R. Collins (LS)

Name: James R. Collins

Title: Mayor

Attest: Francine L. Jarriel (LS)

Name: Francine L. Jarriel

Title: City Clerk



CITY OF COLLINS

By: Sandra C Spikes (LS)

Name: Sandra C Spikes

Title: Mayor Pro tem

Attest: Deb J Stubbs (LS)

Name: Deb J. Stubbs

Title: City Clerk

[SEAL]

CITY OF GLENNVILLE

By: Bernie Weaver (LS)

Name: Bernie Weaver

Title: Mayor, City of Glennville

Attest: Delilah Bryant (LS)

Name: Delilah Bryant

Title: Account Specialist

[SEAL]



CITY OF REIDSVILLE

By: Curtis Colwell (LS)

Name: CURTIS Colwell

Title: Mayor

Attest: Nivea Jackson (LS)

Name: Nivea Jackson

Title: City Clerk





SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: *Planning and Zoning*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Type Name of Government, Authority or Organization Here**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	General Fund
City of Cobbtown	General Fund
City of Collins	General Fund
City of Glennville	General Fund
City of Manassass	General Fund
City of Reidsville	General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Planning and Zoning is currently provided by the cities of Cobbtown, Collins, Glennville, and Reidsville within their respective jurisdictions. The County currently has a Solid Waste Ordinance, Mobile Home Ordinance, and a Subdivision Ordinance. The County and the City of Manassas will continue to examine the possible need for the adoption of additional land use and zoning ordinances. (Verbiage modified/updated in Form 2 Question 4 for clarification. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

Tattnall County Manager Frank H. Murphy (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

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COUNTY: TATTNALL COUNTY

Service: Public Health

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, State, User Fees, SPLOST, & Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

No change is anticipated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Public Housing

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service: **City of Collins (Claxton Housing Authority), Glennville Housing Authority, Reidsville Housing Authority**)

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
City of Collins (Claxton Hous. Auth.)	Federal Funds & User Fees
City of Glennville	Federal Funds & User Fees
City of Reidsville	Federal Funds & User Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

No change is anticipated. The City of Collins provides the service in its jurisdiction through the Claxton Housing Authority. The cities of Glennville and Reidsville will continue to provide the service within their respective jurisdictions.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form:

Dustin C. Price

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Public Works

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, SPLOST, T-SPLOST, & LMIG
City of Cobbtown	General Fund, SPLOST, T-SPLOST, & LMIG
City of Collins	General Fund, SPLOST, T-SPLOST, & LMIG
City of Glennville	General Fund, Grants, SPLOST, T-SPLOST, & LMIG
City of Manassas	General Fund, SPLOST, T-SPLOST, & LMIG
City of Reidsville	General Fund, Grants, SPLOST, T-SPLOST, & LMIG

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government provides the service within its own respective jurisdiction. with the County assisting the municipalities as needed with the maintenance and paving of dirt roads. ("LMIG" added as a funding source to Tattnall County and the Cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville; "SPLOST" added as a funding source for Cobbtown, Collins, and Manassas Form 2, Question 3. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Road/Street Construction

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Cobbtown	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Collins	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Glennville	General Fund, State, Federal, Grants, SPLOST, T-SPLOST & LMIG
City of Manassas	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Reidsville	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government provides the service within its own respective jurisdiction. ("LMIG" added as a funding source for City of Glennville Form 2, Question 3. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Mandy Britt**

Phone number: **(912) 367- 3648** Date completed: 08/04/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Road/Street Maintenance

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, State, Federal, Grants, SPLOST, T-SPLOST, & LMIG
City of Cobbtown	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Collins	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Glennville	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Manassas	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST
City of Reidsville	General Fund, State, Federal, Grants, SPLOST, & T-SPLOST

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government provides the service within its own respective jurisdiction. ("Federal, Grants" added as a funding source for Tattnall County and the Cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville; "LMIG added as a funding source for Tattnall County; verbiage changed in Form 2 Question 4 for clarity. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Sewer

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **City of Collins, City of Glennville, City of Reidsville**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
City of Collins	Water and Sewer Fund, Grants, State, Federal & User Fees
City of Glennville	Proprietary Account, Grants, State, Federal, User Fees, & SPLOST
City of Reidsville	Enterprise Fund, Grants, State, Federal, & User Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government provides the service within its own respective jurisdiction and areas of the unincorporated Tattnall County. (Form 2, Question 3 - "State, Federal" has been added as funding sources for the Cities of Collins, Glennville, and Reidsville; maps updated. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

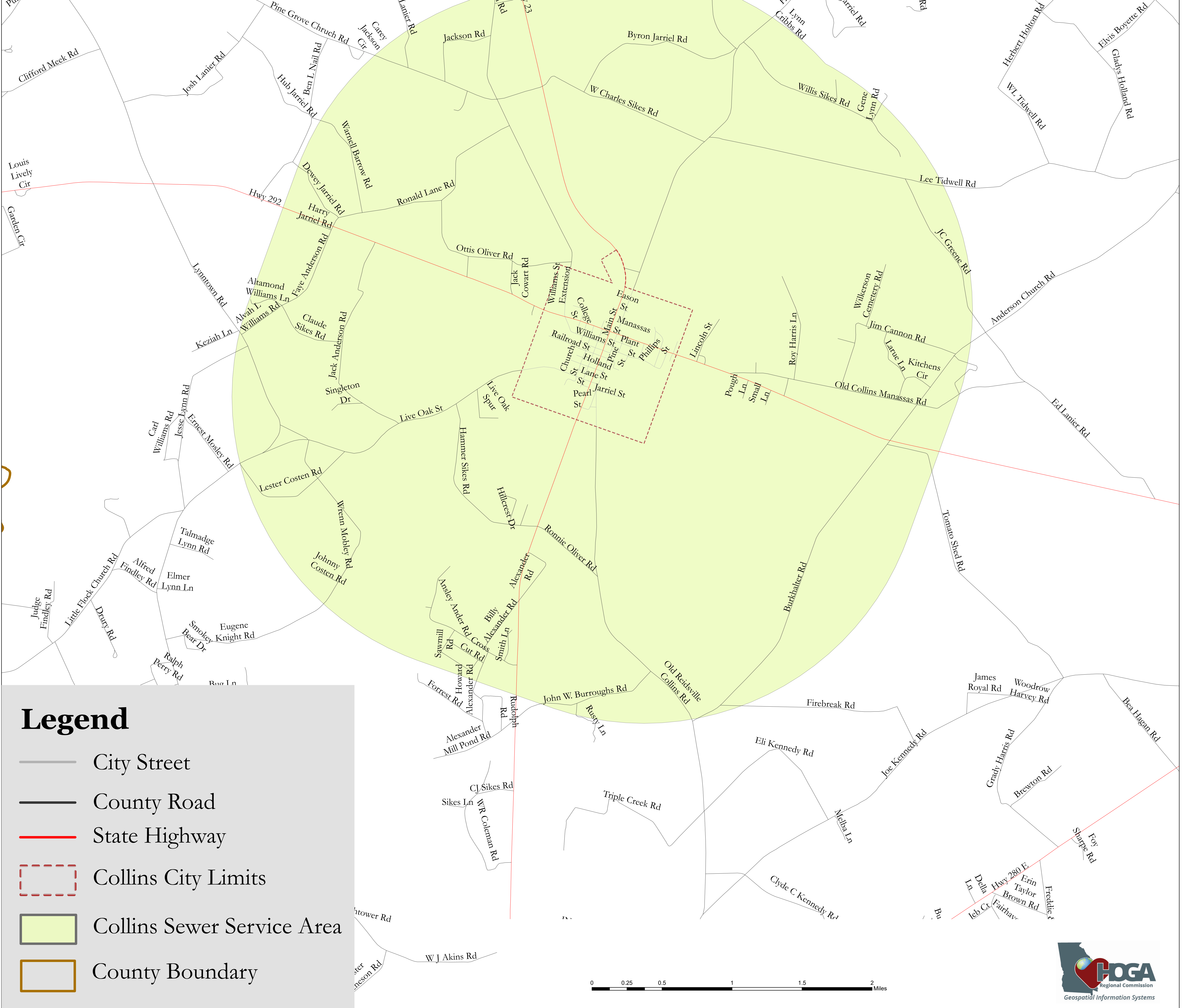
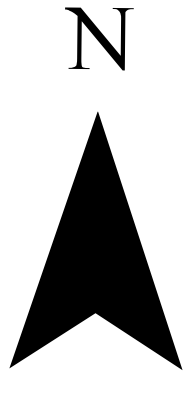
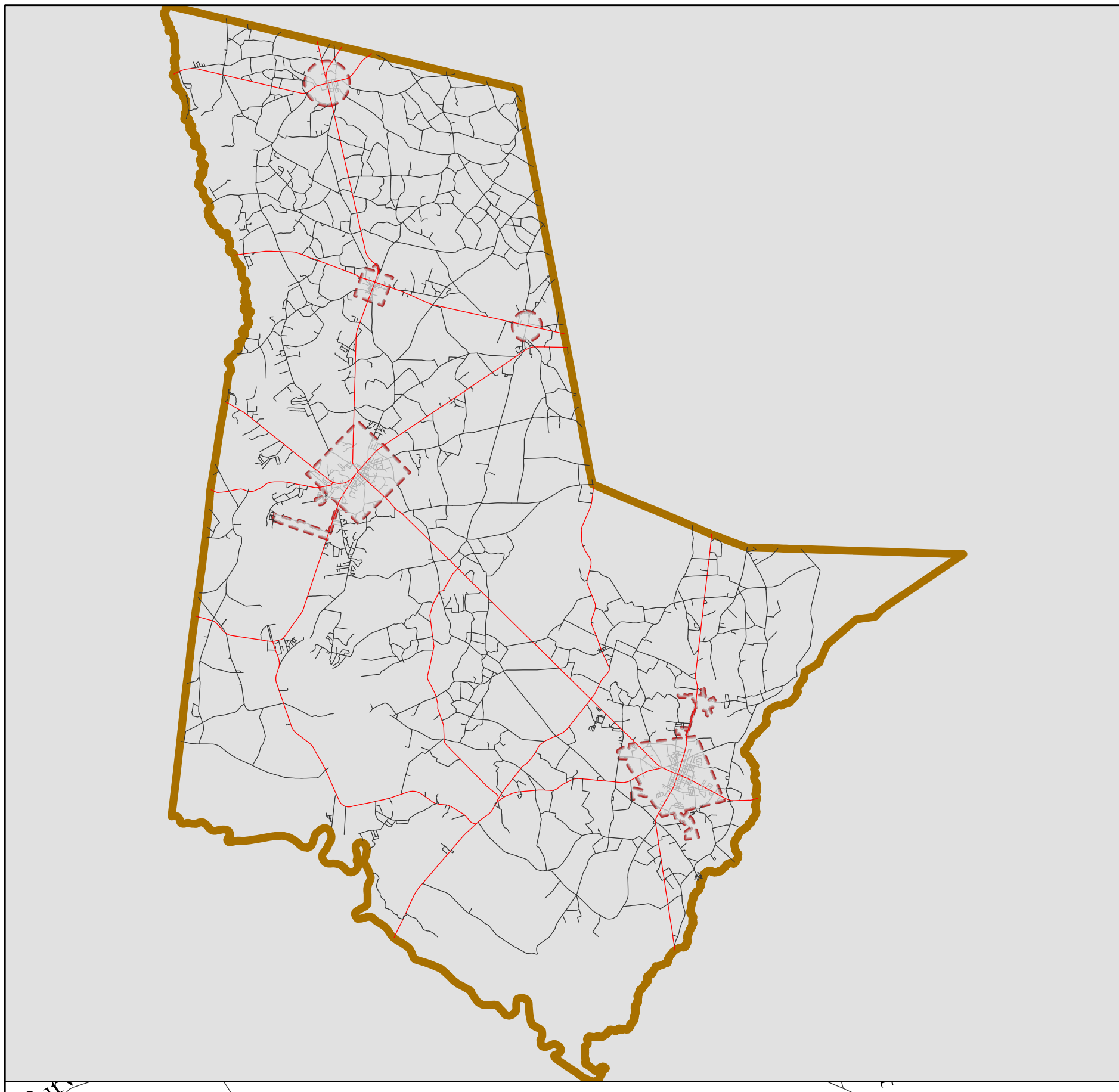
Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

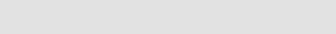
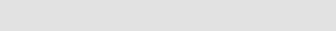
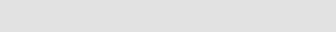


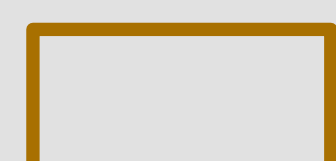
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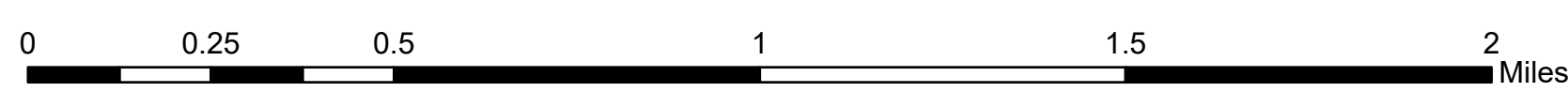
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Collins Sewer Map Tattnall County



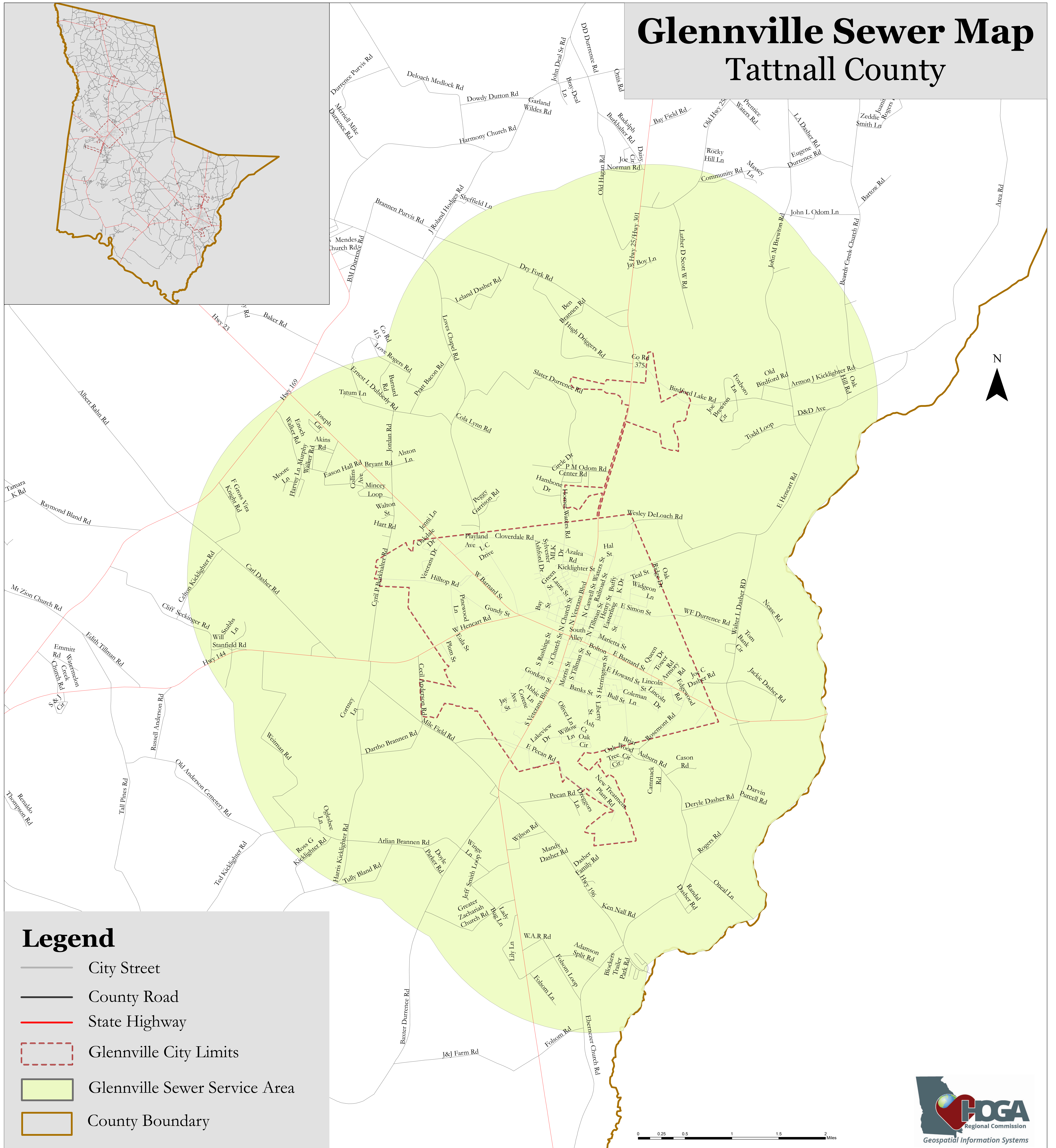
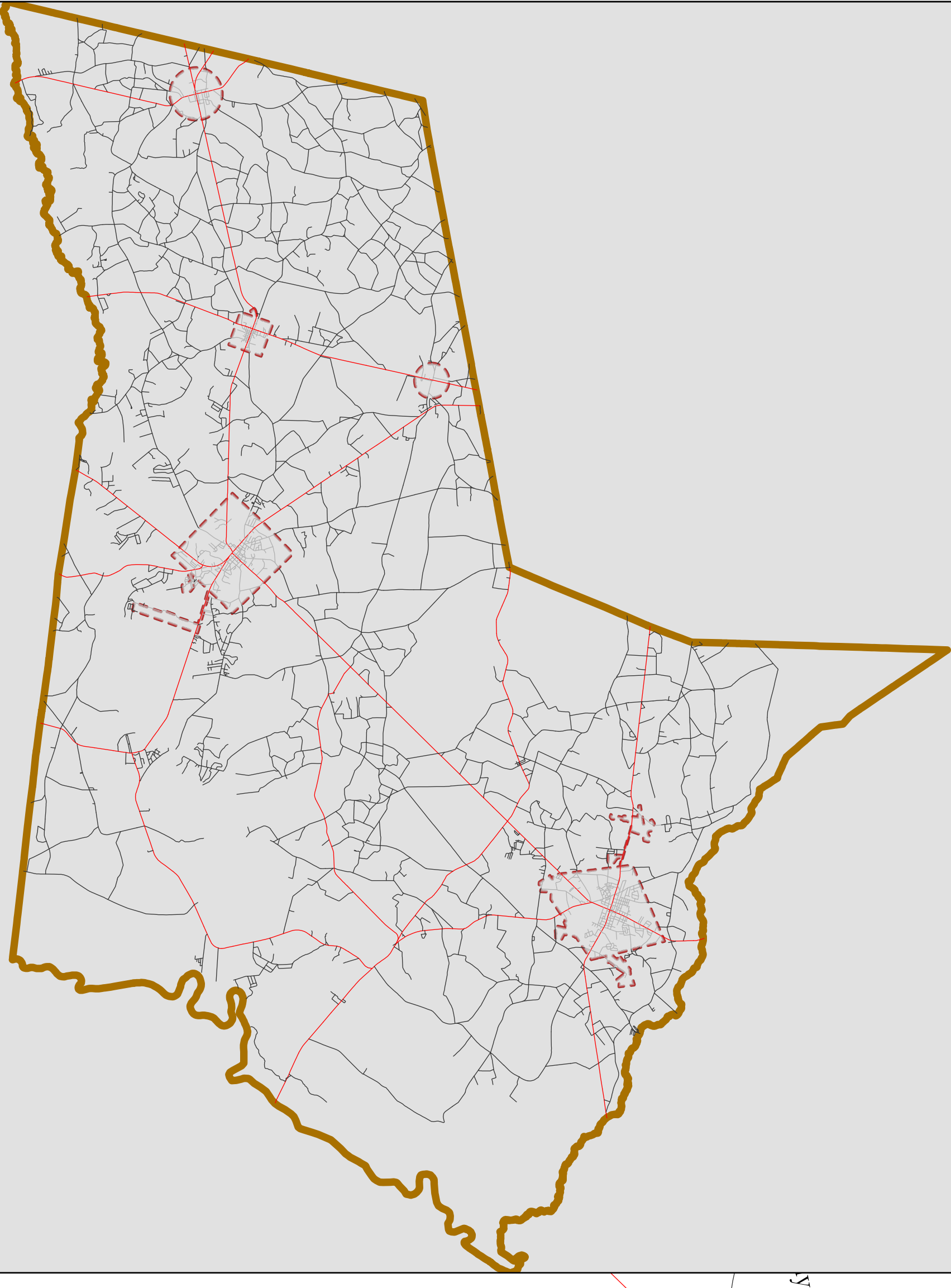
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-  City Street
-  County Road
-  State Highway
-  Collins City Limits
-  Collins Sewer Service Area
-  County Boundary



Glennville Sewer Map

Tattnall County



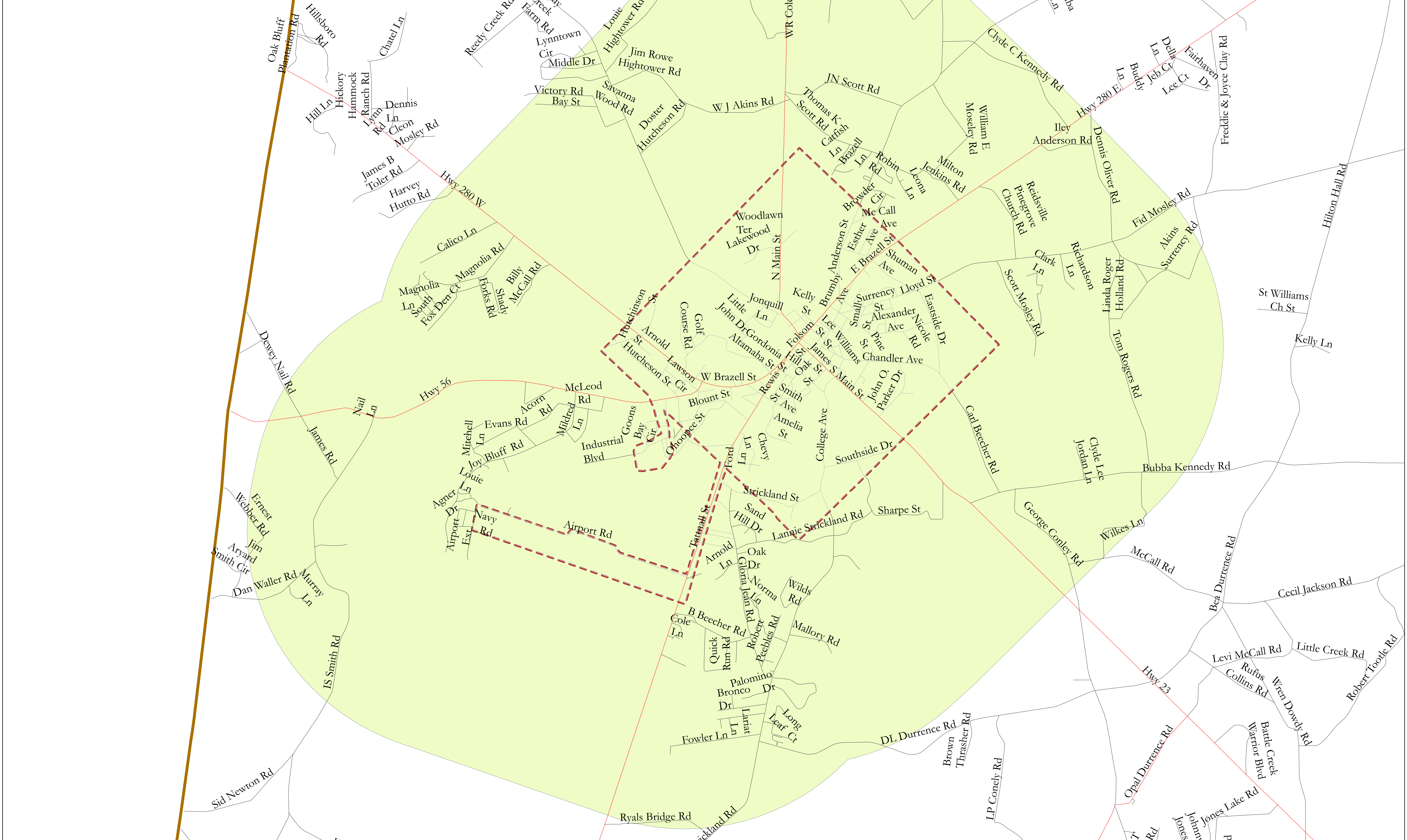
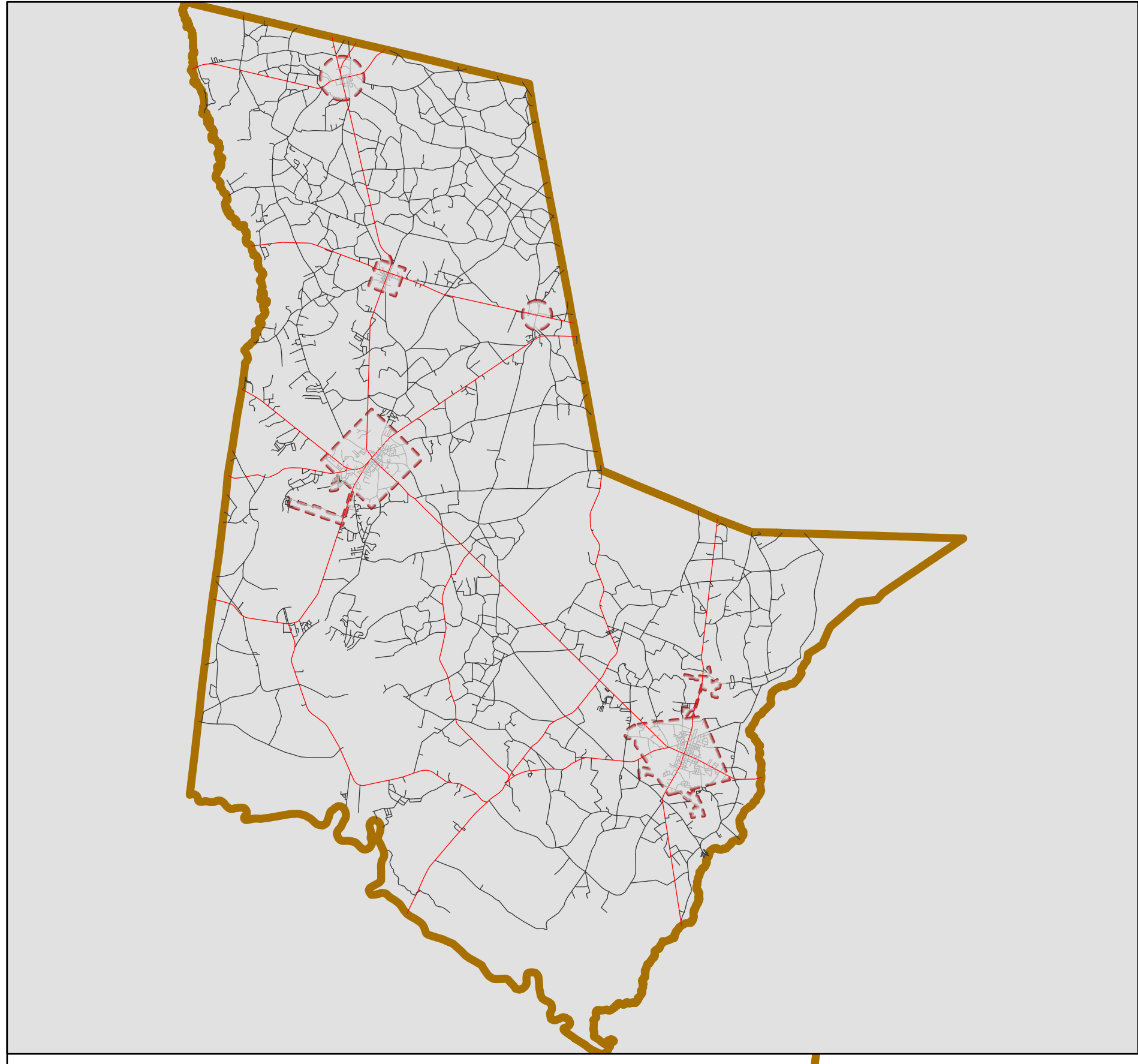
Legend

-  City Street
-  County Road
-  State Highway
-  Glennville City Limits
-  Glennville Sewer Service Area
-  County Boundary



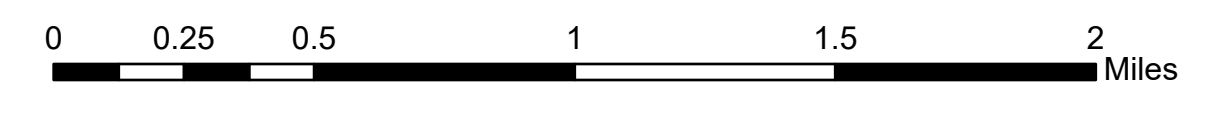
Reidsville Sewer Map

Tattnall County



Legend

-  City Street
-  County Road
-  State Highway
-  Reidsville City Limits
-  Reidsville Sewer Service Area
-  County Boundary





SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Social Services

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Tattall County**
- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	General Fund, State, Federal, Grants, ARPA, & SPLOST

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Tattnall County will assist, when possible, with capital improvements to the Pineland Mental Health facilities in Reidsville and Glennville, DFCS (Division of Family & Children Services), and the Tattnall County Senior Center/Action Pact. ("Grants, ARPA, SPLOST" added as funding sources for Tattnall County; Form 2, Question 3. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Solid Waste

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
Tattnall County	User Fees
City of Cobbtown	Enterprise Fund & User Fees
City of Collins	General Fund & User Fees
City of Glennville	General Fund & User Fees
City of Manassas	Contract with County
City of Reidsville	User Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government will continue to provide for solid waste collection and disposal within its own respective jurisdiction, with the exception of Manassas, who is included in the County contract. Tattnall County will continue to maintain and operate convenience center locations near Glennville, Reidsville, and Collins available for use by all Tattnall County residents. (Verbiage in Form 2 Question 4 modified for clarity; mapping updated. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**
 Phone number: **(912) 367- 3648 ext. 208** Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

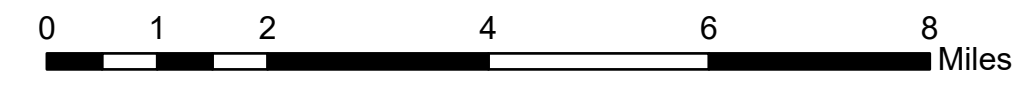
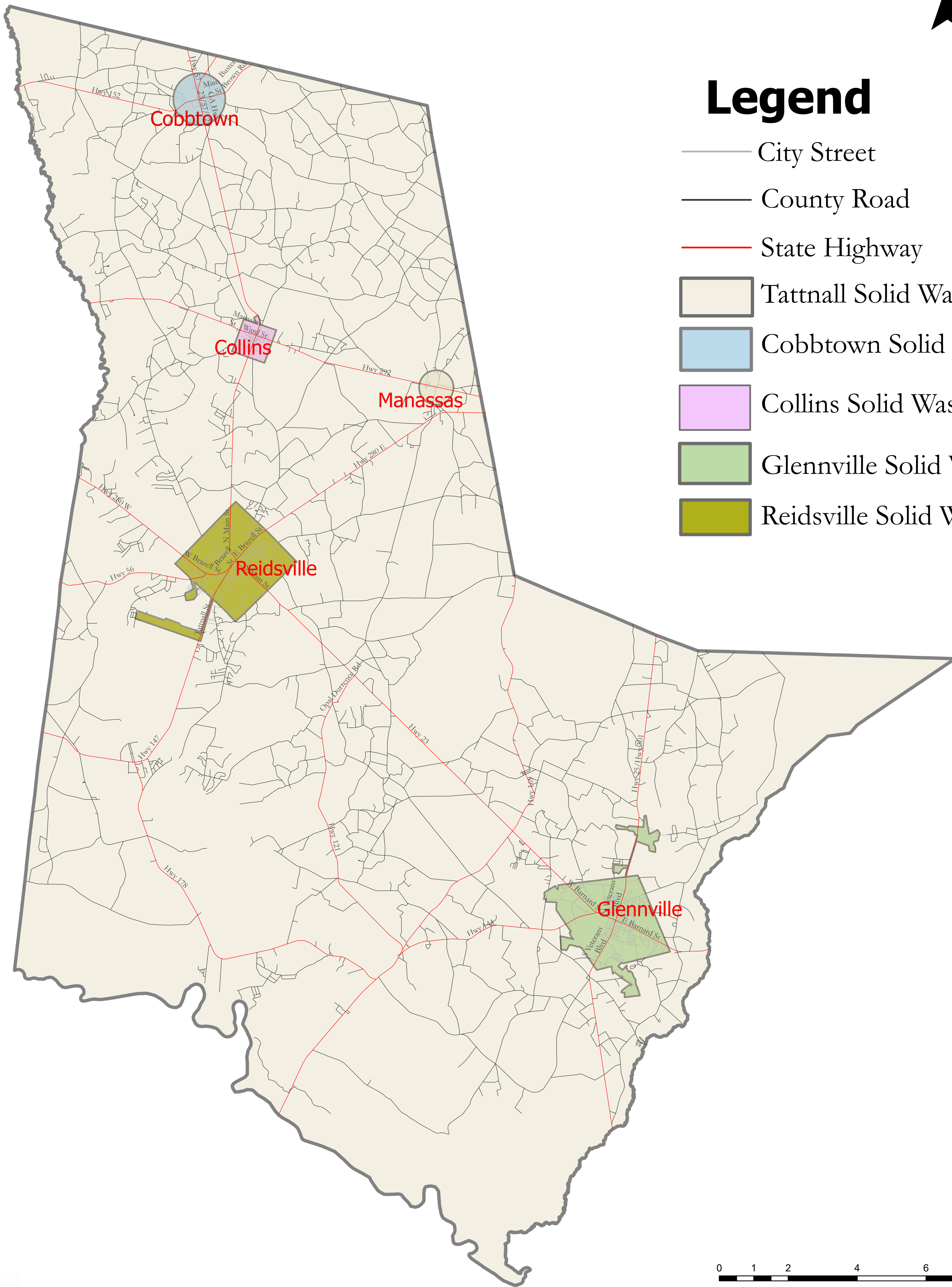
If not, provide designated contact person(s) and phone number(s) below:
TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Solid Waste Tattnall County



Legend

-  City Street
-  County Road
-  State Highway
-  Tattnall Solid Waste
-  Cobbtown Solid Waste
-  Collins Solid Waste
-  Glennville Solid Waste
-  Reidsville Solid Waste





SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: Stormwater Management

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Tattnall County, City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Tattnall County	General Fund, State, Federal, Grants, & SPLOST
City of Cobbtown	General Fund, State, Federal, Grants, & SPLOST
City of Collins	General Fund, State, Federal, Grants, & SPLOST
City of Glennville	General Fund, State, Federal, Grants, & SPLOST
City of Manassas	General Fund, State, Federal, Grants, & SPLOST
City of Reidsville	General Fund, State, Federal, Grants, & SPLOST

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each government will continue to provide the service within its own respective jurisdiction. ("Grants" added to funding source for Tattnall County and the Cities of Cobbtown, Collins, Glennville, and Manassas. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: *Tourism*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service: **City of Glennville, City of Reidsville**)

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
City of Glennville	Hotel/Motel Tax
City of Reidsville	Hotel/Motel Tax

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

The City of Reidsville is exploring the possibility of establishing a hotel/motel tax in the future. No further change anticipated. (Form 2, Question 4 - verbiage modified to "No further change anticipated.")

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

None

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section IV. Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL COUNTY

Service: *Water Supply/Distribution*

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.) Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- b.) Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- c.) One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):

- d.) One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- e.) Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **City of Cobbtown, City of Collins, City of Glennville, City of Manassas, City of Reidsville**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

Yes (if "Yes," you must attach additional documentation as described, below)

No

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

Local Government or Authority	Funding Method
City of Cobbtown	Enterprise Fund, Grants, State, Federal, & User Fees
City of Collins	Water and Sewer Fund, Grants, State, Federal, User Fees, & SPLOST
City of Glennville	Proprietary Account, Grants, State, Federal, User Fees, & SPLOST
City of Manassas	General Fund, Grants, State, Federal, & User Fees
City of Reidsville	Enterprise Fund, Grants, State, Federal & User Fees

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Each municipality will continue to provide water service within its own respective jurisdiction, as well as to residential areas adjacent to the municipalities as appropriate. (Form 2, Question 3 - "State, Federal" added as funding sources for the Cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville; mapping updated. No further change anticipated.)

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

Agreement Name	Contracting Parties	Effective and Ending Dates

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

No change is anticipated. Each municipality will continue to provide water service within its own respective jurisdiction, as well as to residential areas adjacent to the municipalities as appropriate.

7. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

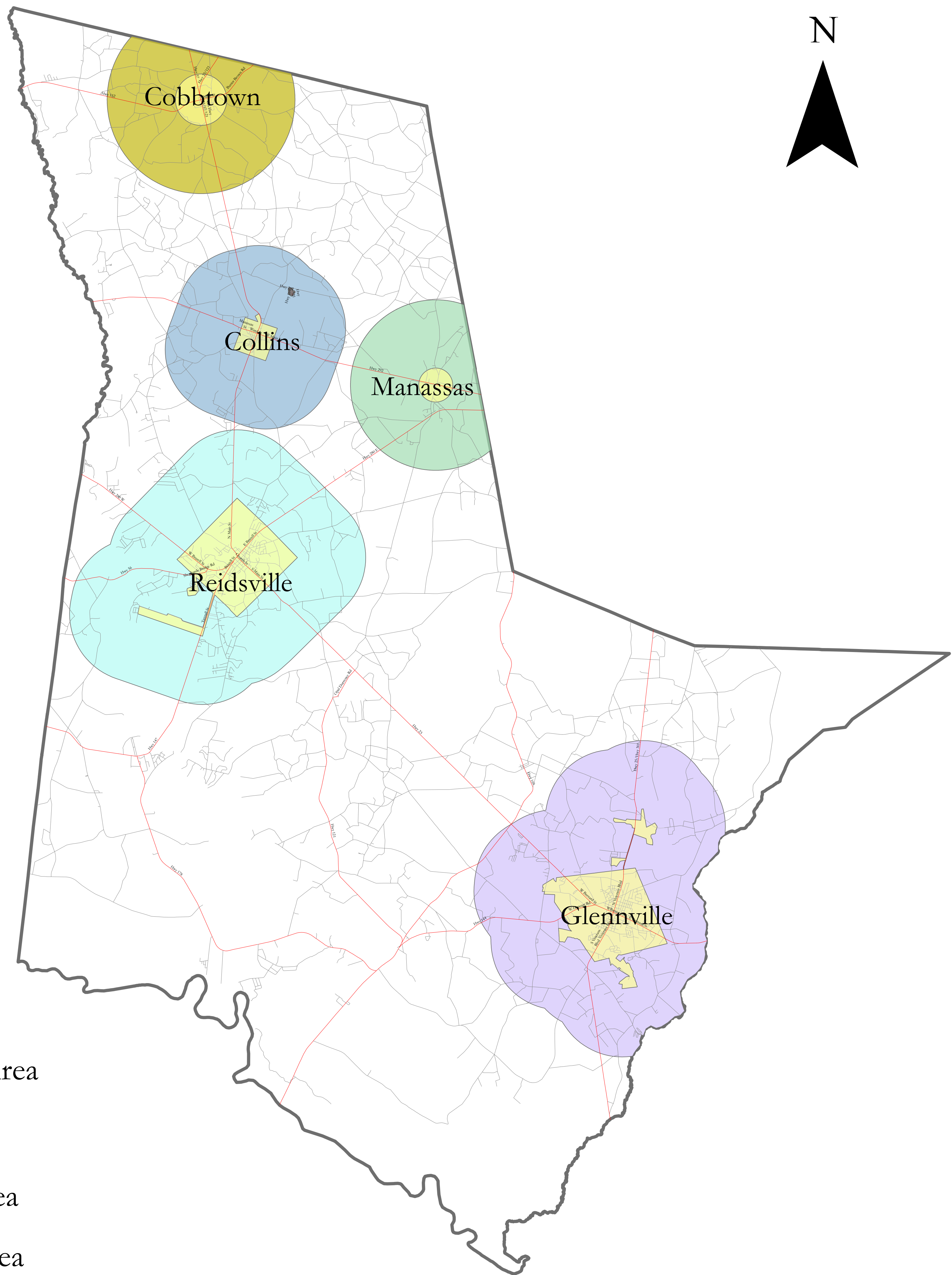
Date completed: 04/06/2023

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335

Water Supply/Distribution Tattnall County



Legend

- City Street
- County Road
- State Highway
- Cobbtown Water Service Area
- Collins Water Service Area
- Manassas Water Service Area
- Reidsville Water Service Area
- Glennville Water Service Area
- City Limits
- County Boundary

0 1 2 4 6 8 Miles



SERVICE DELIVERY STRATEGY

FORM 3: Summary of Land Use Agreements

Instructions:

Answer each question below, attaching additional pages as necessary. Please note that any changes to the answers provided will require an update of the service delivery strategy. If the contact person for this service (listed at the bottom of this page) changes, this should be reported to the Department of Community Affairs.

COUNTY: TATTNALL

1. What incompatibilities or conflicts between the land use plans of local governments were identified in the process of developing the service delivery strategy?

No incompatibilities or conflicts were identified between the land use plans of the local governments during the development of the service delivery strategy. Tattnall County and the cities of Cobbtown, Collins, Glennville, Manassas, and Reidsville first developed a Joint Comprehensive Plan in 1995, followed by a Full Plan Update in 2005, a Partial Update in 2010, a Full Plan Update in 2013, a Full Plan Update in 2018 and are in the process of preparing a joint new Full Plan Update in 2023.

2. Check the boxes indicating how these incompatibilities or conflicts were addressed:

- Amendments to existing comprehensive plans
- Adoption of a joint comprehensive plan
- Other measures (amend zoning ordinances, add environmental regulations, etc.)

If "other measures" was checked, describe these measures:

NOTE:

If the necessary plan amendments, regulations, ordinances, etc. have not yet been formally adopted, indicate when each of the affected local governments will adopt them.

3. What policies, procedures and/or processes have been established by local governments (and water and sewer authorities) to ensure that new extraterritorial water and sewer service will be consistent with all applicable land use plans and ordinances? Tattnall County and all its municipalities have adopted a joint resolution ensuring that proposed extraterritorial water and/or sewer service is compatible with contiguous land use plans and ordinances, and that a dispute resolution process is in place (see attached resolution).

4. Person completing form: **Dustin C. Price**

Phone number: **(912) 367- 3648 ext. 208**

Date completed: 04/06/2023

5. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:

TATTNALL COUNTY MANAGER FRANK H. MURPHY (912) 557- 4335



SERVICE DELIVERY STRATEGY
FORM 4: Certifications

Instructions:

This form must, at a minimum, be signed by an authorized representative of the following governments: 1) the county; 2) the city serving as the county seat; 3) all cities having a 2010 population of over 9,000 residing within the county; and 4) no less than 50% of all other cities with a 2010 population of between 500 and 9,000 residing within the county. Cities with a 2010 population below 500 and local authorities providing services under the strategy are not required to sign this form, but are encouraged to do so.

COUNTY: TATTNALL COUNTY

We, the undersigned authorized representatives of the jurisdictions listed below, certify that:

1. We have executed agreements for implementation of our service delivery strategy and the attached forms provide an accurate depiction of our agreed upon strategy (O.C.G.A 36-70-21);
2. Our service delivery strategy promotes the delivery of local government services in the most efficient, effective, and responsive manner (O.C.G.A. 36-70-24 (1));
3. Our service delivery strategy provides that water or sewer fees charged to customers located outside the geographic boundaries of a service provider are reasonable and are not arbitrarily higher than the fees charged to customers located within the geographic boundaries of the service provider (O.C.G.A. 36-70-24 (2)); and
4. Our service delivery strategy ensures that the cost of any services the county government provides (including those jointly funded by the county and one or more municipalities) primarily for the benefit of the unincorporated area of the county are borne by the unincorporated area residents, individuals, and property owners who receive such service (O.C.G.A. 36-70-24 (3)).

JURISDICTION	TITLE	NAME	SIGNATURE	DATE
<u>TATTNALL COUNTY</u>	Chairman	Jackie C. Trim	<i>Jackie C. Trim</i>	8/10/23
<u>CITY OF COBBTOWN</u>	Mayor	Buddy Collins	<i>Buddy Collins</i>	8/10/23
<u>CITY OF COLLINS</u>	Mayor Pro Tem	Sandra Spikes	<i>Sandra C. Spikes</i>	9/9/23
<u>CITY OF GLENNVILLE</u>	Mayor	Bernie Weaver	<i>Bernie Weaver</i>	8/10/23
<u>CITY OF MANASSAS</u>	Mayor	Tonya Edwards	<i>Tonya Edwards</i>	8/10/23
<u>CITY OF REIDSVILLE</u>	Mayor	Curtis Colwell	<i>Curtis Colwell</i>	8-9-23

Form 4 Certifications**County: Tattnall County****City of Collins- Mayor Pro Tem Signature Explanation**

Former Mayor, John Schwallenberg has resigned as Mayor of the City of Collins. As the City of Collins will not elect a new mayor until November, the Mayor Pro Tem, Sandra Spikes, has signed SDS Form 4 as an authorized representative and official of the City of Collins.