

**AGREEMENT**

**BETWEEN THE**

**CITY OF TULSA**

**AND**

**LOCAL NO. 176**

**OF THE**

**INTERNATIONAL ASSOCIATION**

**OF FIREFIGHTERS**

**JULY 1, 2025 - JUNE 30, 2026**

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## **PREAMBLE**

This Collective Bargaining Agreement (Agreement), entered into by and between the City of Tulsa, Oklahoma, hereinafter referred to as "Employer," and members of the bargaining unit of the City of Tulsa Fire Department acting by and through its duly authorized bargaining agent, Local No. 176, International Association of Firefighters, hereinafter referred to as "Union", has as its purposes the promotion of harmonious relations between the Employer and the Union and the establishment of an equitable and peaceful procedure for the resolution of differences; to ensure the well-being of said Employees, covered by this Agreement; and the efficient and economical operation of the Tulsa Fire Department; and the establishment of rates of pay, hours of work, and other conditions of employment.

## **ARTICLE 1 - RECOGNITION**

**Section 1.1** Employer recognizes Union as the exclusive bargaining agent for all employees "Employees" of the Tulsa Fire Department except:

1. Cadet Firefighters, Cadet shall be defined as any employee of the Tulsa Fire Department who has not satisfactorily completed his/her initial phase of training and is currently attending the Tulsa Fire Department Training Academy;
2. Civilian Employees;
3. The Fire Chief; and
4. One Designated Administrative Assistant.

**Section 1.2** A new hire to the Fire Department shall be "on probation" for the twelve (12) months from the time of his/her appointment, i.e. date of hire, per Section 3, Article XI of the 1989 Amended Charter of the City of Tulsa, during which time the new hire may be discharged pursuant to the provisions of Section 3, Article XI, of the 1989 Amended Charter of the City of Tulsa. If discharged, the new hire may appeal the discharge to the Mayor in writing within ten (10) days of the date of discharge. All discipline to a new hire other than discharge may be appealed according to Article 7 of this Agreement.

## **ARTICLE 2 - SAVINGS CLAUSE**

If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

## **ARTICLE 3 - DISCRIMINATION**

**Section 3.1** Employer and Union agree not to discriminate against any Employee because of his or her Union activities. Employer and Union also agree that there shall be no discrimination against any Employee in any manner which would violate any applicable law, or because of race, color, sex, religion, sexual orientation, gender identity, gender expression, age, national origin, disability, political beliefs, or status of Union membership. This article does not confer any rights to Employees that are not afforded by law.

**Section 3.2** Employer and Union and all its members agree to support and promote the objectives set forth in Employer's Affirmative Action Program established to ensure equal employment opportunity.

#### **ARTICLE 4 - PREVAILING RIGHTS**

All rules, regulations, fiscal procedures, working conditions, departmental practices, and manner of conducting the operation and administration of the Tulsa Fire Department currently in effect on the effective date of any negotiated agreement shall be deemed a part of this Agreement, unless and except as modified or changed by the specific terms of this Agreement.

#### **ARTICLE 5 - MANAGEMENT RIGHTS AND RESPONSIBILITIES**

Union recognizes the prerogative of Employer to operate and manage its affairs in all respects and in accordance with its responsibilities; and the powers or authority which Employer has not officially abridged, delegated, granted or modified by this Agreement are retained by Employer; and all rights, powers, and authority Employer had prior to the signing of this Agreement are retained by Employer and remain exclusively without limitation within the rights of Employer.

Except as may be limited herein, Employer retains the rights in accordance with the laws of the State of Oklahoma and the responsibilities and duties contained in the Charter of the City of Tulsa and the ordinances and regulations promulgated thereunder:

- A. The determination of Fire Department policy including the right to manage the affairs of the Fire Department in all respects;
- B. The right to assign working hours, including overtime;
- C. The right to establish, modify, or change work schedules, manning of apparatus, amount of apparatus in the fleet, etc.;
- D. The right to direct the members of the Fire Department, including the right to hire, promote, or transfer any Employee;
- E. The table of organization of the Fire Department, including the right to organize and reorganize the Fire Department in any manner it chooses, including the size of

the Fire Department and the determination of job classifications and ranks based upon duties assigned;

- F.** The determination of the safety, health, and property protection measures for the Fire Department;
- G.** The allocation and assignment of work to Employees within the Fire Department;
- H.** The sole judge of the qualifications of applicants and training of new employees;
- I.** The scheduling of operations and the determination of the number and duration of hours of assigned duty per week;
- J.** The establishment and enforcement of Fire Department rules, regulations, and orders;
- K.** The introduction of new, improved, or different methods and techniques of operation of the Fire Department or a change in existing methods and techniques;
- L.** The determination of the amount of supervision necessary;
- M.** The control of the departmental budget;
- N.** The right and responsibility to take whatever actions may be necessary to carry out the mission of the City in situations of emergency.

## **ARTICLE 6 - STRIKES AND LOCKOUTS**

**Section 6.1** No strikes of any kind shall be caused or sanctioned by Union or Employees. Union or Employees shall neither cause nor counsel any person to hinder, delay, limit, or suspend the continuity or efficiency of Employer's function, operation, or service for any reason; nor shall it in any manner coerce, intimidate, instigate, induce, sanction, suggest, conspire with, promote, support, sponsor, engage in, condone, or encourage any person to participate in any strike, slowdown, mass resignation, mass absenteeism, or any type of concentrated work stoppage.

## **ARTICLE 7 - GRIEVANCE PROCEDURE**

**Section 7.1** Union may file a grievance concerning the interpretation of any provision, including the prevailing rights, of this Agreement and/or disciplinary action taken against an Employee when a question of just cause exists. All grievances shall be processed through the Union. All references to submitting the grievances in writing shall include through the City's e-mail system. Removal, demotion, and discharge shall be subject to the grievance procedure or subject to the jurisdiction of the City Council as provided in Article 11 of the Charter of the City of Tulsa as the member shall elect, except for new hires as provided in Article 1, Section 1.2. The

member's election of remedies shall be binding and irrevocable. Grievances under this Agreement shall be processed in accordance with the following:

- Step 1.** The grievance shall be submitted in writing to the Fire Chief or his designee. By virtue of the supervisory capacity in which they serve, Employees holding the rank of District Chief and above may be required to investigate and provide necessary input and recommendations to the Fire Chief in his/her deliberation of first step grievances. The Fire Chief shall submit his/her answer to the Employee in writing, with a copy to be forwarded to the Union within ten (10) calendar days after receipt of the grievance.
- Step 2.** If the grievance remains unresolved, it may be submitted to the Personnel Director of the City in writing within ten (10) calendar days of receipt of the written answer from the Fire Chief. Within ten (10) calendar days after receipt of the grievance, the Personnel Director or his/her designee and appropriate supervisory representatives of the Fire Department shall meet with three (3) members of Union Grievance Committee in an attempt to resolve the grievance. The Personnel Director or his/her designee shall submit Employer's answer in writing to the Grievance Committee within ten (10) calendar days after such meeting.

**Section 7.2** If the grievance is unresolved after receipt of Employer's answer in Step 2, Union may request in writing within ten (10) calendar days that the grievance be submitted to impartial arbitration. Prior to arbitration, the parties may mutually agree to utilize mediation to attempt to resolve the grievance.

**Section 7.3** No matter shall be entertained as a grievance hereunder unless it is raised as such within twenty (20) calendar days after the occurrence of the event or after the Employee becomes aware of or reasonably should have been aware of the event giving rise to the grievance.

**Section 7.4** All time limits set forth in this Article may be extended by mutual consent, but if not so extended, they must be strictly observed. If a party fails to pursue any grievance within the time limits provided, he/she shall have no further right to continue the grievance. Likewise, failure to respond to a grievance by the appropriate Employer agent within the prescribed time limits shall allow Union or grieving member to automatically move the grievance to the next step.

**Section 7.5** Within ten (10) calendar days from receipt of the request for arbitration, the parties shall jointly request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service, unless the parties can mutually agree upon an arbitrator to hear the dispute. The parties agree to alternate, on a per case basis, the cost of requesting a panel.

**Section 7.6** Within ten (10) calendar days from receipt of such panel, a representative of Union and Employer shall meet and alternately strike names until one (1) arbitrator remains who shall be selected as the impartial arbitrator. Employer shall strike the list first in even years, Union shall strike the list first in odd years.

**Section 7.7** Within ten (10) calendar days the Federal Mediation and Conciliation Service and the arbitrator selected shall be notified. Prior to the docketing of the arbitration hearing, the City and the Union agree to meet, at the request of either party, in an attempt to reach a settlement of the grievance. The date for the arbitration hearing shall be determined within twenty (20) calendar days from the date of the settlement discussion.

**Section 7.8** The parties may mutually agree, or the arbitrator may allow briefs upon an oral motion of one party and the arbitrator determines that written briefs would be important to the disposition of the case.

**Section 7.9** With respect to the interpretation, enforcement, or application of the provisions of the Agreement, the decisions, findings, and recommendations of the arbitrator shall be final and binding on the parties to this Agreement; however, the authority and responsibility of Employer as provided by the Charter of the City of Tulsa shall not be usurped in any manner unless specifically amended or modified by this Agreement.

**Section 7.10** The arbitrator's authority is strictly limited to the interpretation and application of the terms of this Agreement. The arbitrator shall have no jurisdiction to establish a new agreement or any variation or modification of the present Agreement, nor to arbitrate away, in whole or part, any provision of this Agreement or any supplements thereto or amendments thereof; nor shall any wage structures or structure of job classifications covered by this Agreement be subject to arbitration. This shall not preclude individual wage grievances.

**Section 7.11** It is specifically and expressly understood that taking an appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the appealing party and all persons it represents to litigate or otherwise contest the appealed subject matter in any court or other forum. This Section shall not apply to the judicial enforcement of an arbitration award.

**Section 7.12** The cost and expenses incurred by the impartial arbitrators shall be shared equally by Union and Employer. If a transcript of the proceedings is requested, then the party so requesting shall pay for it.

**Section 7.13** Two (2) representatives from Union and the grieving Employee may be present at the arbitration hearing without loss of pay for time spent in arbitration if the hearing is scheduled during the Employee's normal work period.

**Section 7.14** All issues in a particular arbitration, including issues relating to arbitrability, shall be heard in a single hearing. If additional information becomes available that could affect the second step decision, the parties agree to meet and discuss such information prior to arbitration.

**Section 7.15** When an Employee receives written notification of disciplinary action that would result in a monetary loss to the Employee, or the Employee elects the grievance procedure in the instances of removal, demotion or discharge, the Employee or Union shall have twenty (20) calendar days to grieve the action and the grievance will be filed at Step 2 of this procedure. The Personnel Director or his/her designee shall conduct a hearing as set forth in Step 2 within ten (10)

calendar days of receipt of the grievance and shall issue a written answer within ten (10) calendar days of the hearing.

## **ARTICLE 8 - DUES DEDUCTION**

**Section 8.1** Employer agrees to make payroll deductions of Union dues from the paychecks of dues-paying members of Union who have signed and have on file with Employer a voluntary, effective, authorized, and approved Union dues payroll deduction card.

**Section 8.2** In the event Union dues (or special assessment fee) are increased in accordance with the Union constitution and bylaws, Union shall notify Employer of such increase thirty (30) days in advance of the effective date of said increases in dues.

**Section 8.3** The payroll deduction shall be revocable by the Employee notifying City Payroll in writing. Union shall be notified by City Payroll within five (5) business days of receipt of notification of any revocation.

**Section 8.4** The Employer agrees to make payroll deductions of an IAFF payroll assessment fee in addition to those provided in Section 8.1 from the paychecks of dues-paying members of the Union. The assessment shall be applicable to members who have signed and have on file with the Employer a voluntary, effective, authorized and approved payroll deduction card. The special assessment shall be revocable by the Employee notifying Employer in writing. The Union shall be notified of any revocation.

**Section 8.5** Union shall indemnify, defend, and hold Employer harmless against any claims made and against any suits instituted against Employer on account of payroll deduction of Union dues and payroll assessments per Section 8.4 above.

## **ARTICLE 9 – WAGES**

### **Section 9.1**

- A. An SPI is a one-step pay increase involving movement from one pay step to the next pay step. based on satisfactory performance. Satisfactory performance occurs when Employees receive an average rating of three (3) or better on the Employee's annual performance evaluation. SPI dates will be based upon the Employee's start date in the Training Academy. However, if due to injury or prehire status, the Employee begins one Training Academy but does not graduate, the Employee's SPI date will reflect the date the Employee entered and successfully completed a Training Academy. (MOU dated 2/20/2025)
- B. Effective July 13, 2025, all Employees shall be placed on Appendix A-1 pay chart at the same pay grade and step placement they had on July 12, 2025.

- C. For FY 2025-2026 Employees employed on July 1, 2025 shall be eligible for one (1) SPI increase the first day of the pay period after the Employee's hire date. Employees who were not employed on July 1, 2025 will not be eligible for an SPI in FY 2025-2026.
- D. In addition to SPI's, the Appendix A-1 pay chart includes a 3.6 percent increase to the top step across all ranks.

**Section 9.2** New FD-01 Employees shall be eligible for the minimum step of the applicable pay chart upon assignment to field operations. Thereafter, FD-01 minimum step Employees shall be eligible for an S.P.I. increase to the next highest pay step after a period of at least six (6) months within the minimum step or after attainment of any higher FD-01 pay step, if and only if they have gained Relief Driver Certification for the first time. FD-01 Employees failing to achieve Relief Driver Certification, shall top out within the FD-01 rank at Step 10 of the applicable pay chart. These Employees shall be ineligible for any further increases without obtaining Relief Driver Certification

**Section 9.3** Employees who are promoted to a higher pay grade shall be placed in the new pay grade at the same step as in the previous pay grade. If the new pay grade does not contain a corresponding step, the Employee shall be placed in the lowest step of the new pay grade. Such advancement will provide at least a five percent (5%) increase in their biweekly base pay unless at the top of the range. Employees assigned to an FD-04 position shall be paid at the lowest step which provides an increase of at least five percent (5%) per biweekly over their previous base pay. The parties agree a 5% differential shall be maintained between FD-03 Top-Step and FD-04 Top Step. The parties agree base pay shall be considered to include any step increase gained by Relief Driver Certification as an FD-01.

**Section 9.4**

- A. The parties agree that a "market comparison approach" with an agreed upon universe of cities shall be used as one of the primary factors to determine appropriate wage levels for Employees per the provisions of 11 O.S. 51-109. In conjunction with this market approach, the parties have agreed to utilize a City of Tulsa wage comparison with market City wages which shall include: a review of minimum and maximum pay step rates by rank, a review of the weighted average pay rates actually paid to market city's Fire personnel by rank, the number of pay steps and pay step movements utilized by market Cities, the cost of living within the other market cities as compared with the City of Tulsa, a review of any special pay practices such as non-utilized steps or unusual pay step movements which may appear in market pay schedules, and a review of any additional benefit dollars which may have been combined into and included within market city pay schedules.
- B. This "market approach" should not be prospectively applied so as to mechanically dictate a particular wage level; the unique characteristics of the City of Tulsa, including, but not limited to, available and projected revenues, must remain crucial

ingredients in the determination of a proper and reasonable level of wages and benefits for Firefighter personnel.

**Section 9.5** The universe of cities used to determine the market shall be: Austin, TX; Fort Worth, TX; Kansas City, MO; Tucson, AZ; Nashville, TN; Omaha, NE; St. Louis, MO; Oklahoma City, OK; Wichita, KS; and Dallas, TX. Upon mutual consent, the universe of cities may be expanded or modified. Implementation of wage scale adjustments based on the market review as well as other pertinent compensation factors is predicated on the City's ability to pay and appropriated revenues.

**Section 9.6** The parties agree that following a survey of the agreed to universe of cities to be conducted prior to March 1<sup>st</sup> by the City with the assistance of the Bargaining Agent, the parties will meet and confer to determine the relative standing of each job classification within the Bargaining Unit as reflected in the universe for the purpose of determining one of the guidelines for any (appropriate) adjustments in compensation and benefits.

**Section 9.7** Employees are paid bi-weekly (26 pay periods per year). All payments and deductions referred to in this Agreement shall be adjusted based upon this payment system and shall occur on the first and/or second paycheck of the month as applicable.

## **ARTICLE 10 - HOURS OF WORK AND OVERTIME**

### **Section 10.1** Work Schedules

- A. Fire Suppression Employees: Effective July 1, 1997, under the 207(k) exemption of the Fair Labor Standards Act, the work period for all Employees assigned to a 24-hour shift schedule is established as a twenty-seven (27) day work cycle. The work schedule for Employees whose primary duties involve fire suppression and the delivery of other emergency services shall be a twenty-four (24) hour tour of duty, followed by forty-eight (48) hours off-duty. Each fire suppression Employee shall receive an Hours Reduction Shift (HRS) in accordance with the current HRS Schedule and be off duty for one twenty-four (24) hour shift during each fourteen (14) shift HRS cycle which results in a fluctuating number of hours worked within a given work period.
- B. When a vacancy occurs in a FD-01 Employee's Hours Reduction Shift (HRS) position, the most senior time in service FD-01 Employee assigned to the apparatus shall have the option to select the open/vacant HRS position in his/her apparatus assignment. This option will not allow a less senior FD-01 Employee currently assigned to an apparatus to be moved from his/her existing HRS assignment.
- C. An Hours Reduction Shift (HRS) within the same HRS cycle may be temporarily moved for personal reasons at the Employee's option within the HRS cycle by mutual agreement of the Employee and his/her District Chief. The request shall be communicated through the Employee's chain of command.

- D. Administrative, Specialized and Other Employees: The work schedule for administrative, specialized and other non-fire suppression Employees shall consist of established and regularly recurring tours of duty normally constituting forty (40) hours of work within a seven (7) day work period.

**Section 10.2** Computation of Overtime

- A. Statutory Overtime: Time worked by any fire suppression Employee assigned to work a twenty-four (24) hour shift schedule in excess of one hundred ninety-two (192) hours when an “Hours Reduction” shift occurs or in excess of two hundred twelve (212) hours when no “Hours Reduction” shift occurs within a twenty-seven (27) day work period shall be compensated at time and one-half the Employee’s regular rate of pay. Time spent on paid leave except compensatory time shall count as hours worked for the purpose of computing overtime under this section 10.2.A.
- B. Shift Overtime: Time worked by any Employee in excess of a scheduled tour of duty shall be counted toward the total hours worked in a work period in computing overtime, except that work time expended for voluntary relief or voluntary holdover time at the end of a tour of duty (short term duty exchange), shall not be considered overtime. Time spent on paid leave except compensatory time shall count as hours worked for the purpose of computing overtime under this section 10.2.B.
- C. There shall be no pyramiding of overtime.

**Section 10.3** Compensation of Overtime

- A. Fire suppression Employees working a twenty-four (24) hour shift schedule shall be compensated in accordance with the requirements for overtime as established by the 207(k) provisions of the FLSA as amended and in accordance with Section 10.2 (A) and (B) above. Compensation for overtime hours worked shall be calculated on a half-time basis in accordance with 29 C.F.R. Sec 778.114, except as provided in Section 10.8 of this Article.
- B. The rate used for computing overtime compensation for twenty-four (24) hour shift Employees shall be based on Appendix A of this Agreement. The half time method is computed as follows:
  - 1. Work Period Salary = Annual Salary / Number of Work Periods
  - 2. Regular Rate = Work Period Salary / Number of Hours Worked
  - 3. Half-Time Premium = Regular Rate X 1/2
  - 4. Half-Time Pay = Half-Time Premium X number of hours worked between 204 and 212 hours inclusive.

- C. Administrative, specialized and other exempt salaried non-fire suppression Employees shall be compensated at a premium rate of time and one-half the Employee's straight time pay or by the accrual of compensatory time off at the rate of one and one-half (1 ½) hours of compensatory time for each one (1) hour of overtime worked. The hourly rate for computing overtime compensation for these employees shall be based on Appendix A of this Agreement.

**Section 10.4** Employees eligible to accrue compensatory time shall advise the Chief of the Fire Department or his/her designee, within seven (7) calendar days after overtime is worked of their desire to be compensated in cash or by accrual of compensatory time as described in Section 10.3.C of this Article.

**Section 10.5** Employees working a seven (7) day work period may accrue a maximum of forty (40) hours of compensatory time off. Employees working a twenty-seven (27) day work period may accrue a maximum of forty-eight (48) hours of compensatory time off. Upon reaching the maximum accrual, all subsequent overtime work shall be compensated in pay at the rate of time and one-half the Employee's straight-time pay. Upon expenditure of compensatory time which decreases the amount of accrued compensatory time off to an amount which is less than the forty (40) or forty-eight (48) hours maximum, as applicable, overtime work may be compensated by the accrual of compensatory time until the forty (40) or forty-eight (48) hour maximum limit, as applicable, is reached.

**Section 10.6** The granting of compensatory time off shall be made by the Chief of the Fire Department, or his/her designee, subject to the provision that the granting of compensatory time off shall be done at such a time which will not detrimentally affect the operation of the Fire Department.

**Section 10.7** Time spent on activities related to the Fire Department Personnel Committee shall be compensated. Employees shall suffer no loss in pay when Personnel Committee activities are scheduled during the Employees' regular work hours. Fire Department Personnel Committee members who are otherwise eligible for overtime, shall be compensated in pay or compensatory time at the rate of one and one-half (1 ½) hours for every one (1) hour worked while testing and performing related duties outside their regularly assigned work hours.

**Section 10.8** Employees assigned to a twenty-four (24) hour shift schedule who have been relieved from duty and have left the work premises and are subsequently called in for unscheduled overtime work shall be compensated for the number of hours actually worked at the work site, but in no event shall such time be less than three (3) hours to be paid at a rate of time and one-half the Employee's straight time hourly rate. Non-fire suppression Employees shall receive a minimum of two (2) hours of overtime when assigned to work overtime based on such recall, to be paid at a rate of time and one-half the Employee's straight time hourly rate. Overtime work shall be rounded to the nearest one-quarter (¼) hour, such that any time worked which cannot be evenly divided by 15 shall be dropped.

**Section 10.9** When possible, Employees will be required to expend compensatory time prior to termination. In the event that all compensatory time has not been expended at termination, Employees shall be paid for accrued compensatory time off to a maximum of forty (40) hours, at their final regular rate of pay at the time of termination.

**Section 10.10** Employees in the classification of District Chief, FD-05, are included in the overtime provisions of the FLSA 207K exemption and are entitled to overtime compensation as described in Section 10.3 A and 10.3 B. Employees in the classification of Assistant Chief, FD-06, and above shall be excluded from all the overtime provisions of this Article except when recalled to an emergency as determined by the Fire Chief. When recalled for emergency, those Employees shall receive overtime at a straight time rate.

**Section 10.11** Employees in the FD-06 pay grade and above shall not be eligible for overtime compensation. It is recognized that such Employees normally will devote more work time than their regularly scheduled hours and that their effectiveness is measured by attainment of established goals and objectives rather than by expenditure of time and effort. Due to this, necessary time off may be granted by the Fire Chief for personal business as the work situations permit, and upon consideration of the Employee's effectiveness in carrying out assigned responsibilities.

**Section 10.12** Employees within FD-04 Fire Investigator positions should refer to Appendix D which provides certain specific and controlling terms and conditions of employment related to those jobs.

### **ARTICLE 11 - EDUCATIONAL AND LANGUAGE INCENTIVE**

**Section 11.1** Educational Incentive Pay shall be paid to Employees certified as meeting the following requirements and in accordance with the following conditions:

<b><u>Education</u></b>	<b><u>Incentive Pay</u></b>
Associate's degree or at least sixty earned college hours	\$50 per month
Bachelor's degree or at least one hundred twenty-four earned college hours including at least forty (40) hours of upper division course work	\$100 per month

**Section 11.2** It is understood that the incentives provided in Section 11.1 above are not cumulative.

**Section 11.3** Requests for educational incentive shall be submitted to the Fire Chief or his/her designee following the completion of course work or after graduation from the Fire Academy. The effective date of the proposed increase shall be the beginning of the payroll period immediately following approval of the increase by the Fire Chief or his/her designee. To qualify for education incentive pay, Employees must have satisfactorily completed (C average, overall G.P.A. or equivalent) the prescribed hours or degree requirements as set forth within 11.1 herein, at an accredited college or university as recognized by the Oklahoma State Board of Regents.

**Section 11.4** Employees may be granted semester length educational leave with pay to attend courses at local accredited institutions provided the following conditions are met:

1. Such leave shall not require more than three (3) hours away from the job in any one day, nor more than six (6) hours in any one week.
2. The specific course work is not available at any other time or institution which would allow the Employee to participate outside normal working hours.
3. Such leave shall be subject to approval by the Fire Chief who may, at his discretion, require full or partial makeup of time spent away from the job. Education leave guidelines shall be established by the Fire Chief with input from the Union and shall be administered in a fair and consistent manner. It is understood granting of such leave shall not impede the operations of the Fire Department.

**Section 11.5** Employees who take and pass a language proficiency test as described in Personnel Policies and Procedures, Section 226 - Bilingual Pay Incentive as approved by the Mayor, shall be eligible for a monthly second language incentive of one hundred sixty dollars (\$160) per pay period.

**Section 11.6** Second language incentive pay shall be available for Employees who demonstrate knowledge and ability to communicate in Spanish, Vietnamese, Burmese/Zopau, Sign Language or any other language where a specific need has been consistently identified and approved in order to provide better service to the citizens of Tulsa. Second language incentive pay shall be cumulative. Employees shall receive the second language incentive effective the beginning of the pay period following the successful completion of the language proficiency process.

**Section 11.7** Education and language incentive pay shall be in addition to other pay received by the Employee. An Employee shall only receive the specific amount shown for the Employee's highest educational or language attainment which qualifies for incentive pay as defined in this article.

## **ARTICLE 12 - CERTIFICATION REQUIREMENTS**

**Section 12.1** In conjunction with the duties prescribed in the Rules and Regulations for the government of the Tulsa Fire Department the following provisions shall apply for certification of Employees to work outside their normal job classification:

1. Employees in pay grade FD-01 who successfully complete the criteria as prescribed by the Tulsa Fire Department Training Division for Relief Fire Equipment Operator and the requirements within Article 9 - Wages, shall receive a one-step pay increase up to the maximum of Step "11" and be issued a five (5) year certificate. Employees achieving such certification after reaching Step "11" shall not receive the one step increase and shall only advance to higher steps after completion of twelve (12)

months within any pay step. Qualification as Relief Fire Equipment Operator shall entitle Employee to participate in the Lieutenant promotion exam provided the prescribed longevity has been obtained.

2. A Relief Fire Equipment Operator who has not been promoted after a period of five (5) years will be retrained as a Relief Fire Equipment Operator on a five (5) year interval basis. Retraining shall include driving, and pumping/ladder evolutions for the apparatus to which the Employee is assigned.
3. A future Relief Fire Equipment Operator School shall be provided annually for instructional purposes for those Employees who have qualified as Relief Fire Equipment Operator during the previous year. After initial certification is accomplished, certification on additional apparatus shall be accomplished by Employees demonstrating their ability to handle the different apparatus.
4. Employees in the FD-02, FD-03, FD-04, and FD-05 pay grades shall successfully complete the training courses prescribed by the Tulsa Fire Department including the initial 40-hour course appropriate for their promoted rank in accordance with Administrative Operating Procedure 237, Guidelines for Management Skills Training.

**Section 12.2** All sworn Employees within the ranks of FD-01 through FD-05 of the Tulsa Fire Department shall receive training and be certified as First Responders - D under the Oklahoma State Department of Health's First Responder Agency program. Additionally, Employees shall be required to complete the two (2) year certification updates for FR-D and CPR. Employees shall be expected to render aid to citizens in line with all Emergency Medical training and certification requirements. The Fire Department shall provide training and re-certification fees for designated FR-D personnel. Effective November 16, 2014, Employees shall no longer be eligible to receive stipends for possession of the FR-D or EMT certifications.

**Section 12.3** The parties further agree that the City shall make every reasonable attempt to provide and/or make available the quality assurance, continuing support and training that will result in and is required for an efficient and effective EMT program as well as providing similar support to the ALS/Paramedic program. The parties also agree that to facilitate and encourage the efforts of Employees who wish to voluntarily gain EMT and Paramedic level certifications, the City and the Union shall cooperatively work to seek establishment, availability and continuation of such training through local accredited college or technical training programs.

**Section 12.4** Employees holding an E.M.T. level certification shall be required to maintain his/her EMT level certification through appropriate recertification processes. Employees who fail to maintain their EMT certification shall receive a temporary one step decrease in pay and be temporarily assigned to administrative duty until the Employee provides proof of reinstatement of the certification. The pay shall be restored at the next pay period following the providing of proof of reinstatement. The decrease in pay and assignment are not disciplinary in nature but are a result of a failure to maintain an essential requirement of the job. A failure to become reinstated within ninety (90) days may result in discipline up to and including termination. The Employer shall

provide for the payment of all levels of EMT certification (including paramedic certification) and re-certification fees for Employees required to possess the certification(s) as part of their job duties, including approved refresher courses as required to maintain certification and clinical privileges. Any paramedic who wishes to keep his/her EMT-P certification current but not participate in the ALS/Paramedic program shall be financially responsible for the difference in licensing fees.

**Section 12.5** The Fire Chief, acting upon the recommendations of the Labor Management Committee and with Mayoral approval shall determine and establish the ALS program requirements, the number and placement of ALS engine companies, and designate those numbers of Employees who are needed to provide staffing for department Advanced Life Support (ALS: EMT-A and Paramedic) emergency medical services. The parties agree that the minimum number of paramedics needed to provide staffing for five ALS Engine Companies is twenty-four (24) paramedics. Each additional ALS Engine will require increasing the minimum number of paramedics needed to provide staffing for the ALS/Paramedic program. Employees who volunteer and are accepted by the Fire Chief for such programs may be placed on a 40 hour work week while taking necessary ALS training and have associated certification program costs and training provided by or through the Tulsa Fire Department. It is understood by the parties that Employees working within the Fire Paramedic role shall be subject to station/company relocation by the Fire Chief or designee on a shift basis to various ALS Engine Companies as necessary to maintain coverage in each designated area. Factors (in order listed) which shall be included for selection decisions for this program shall be (1) the available number of openings determined by the Fire Chief, (2) rank selection ratio, (3) paramedic preference (over EMT-A), (4) shift assignment and (5) seniority. Employees will not be selected for this program if known to be within their last five years of employment. Additionally, Employees will only be selected within a rank selection ratio, which is not in excess of those personnel promotional rank ratios normally found in Tulsa Fire Department staffing.

**Section 12.6** Effective November 16, 2014, a paramedic stipend of seven percent (7%) of their biweekly base wage shall be provided to those Employees in the FD-01, FD-02, FD-03 ranks as well as Fire Department Training Academy personnel, Director of EMS, and EMS Officers who are selected to be within the ALS/Paramedic Program. Employees must hold a paramedic license and pass the paramedic protocol test for Tulsa as administered by the Medical Control Board physician to be eligible for this stipend. EMT-A and EMT-P certification shall be considered equivalent based on approval of the Chief and Medical Control Board physician and, contingent upon such approval, shall receive the same stipend which shall be effective the first pay period after the Employee becomes eligible. Employees shall continue to receive this stipend while actively participating in the ALS/Paramedic program and unless and until such time as the program is discontinued.

**Section 12.7** Employees who have entered the ALS/Paramedic program prior to July 1, 2004 may elect to cease participation in the program provided that their departure does not cause the number of program participants to drop below the program minimum(s) per Section 12.5. If more than one participant requests to leave the program and if minimum staffing issues should arise, seniority will be the factor used to determine which participant will be allowed to leave the program to ensure minimum staffing is maintained. Effective July 1, 2004, Employees who enter the ALS/Paramedic program shall be required to maintain their EMT-P or EMT-A certification

for a minimum of nine (9) years. Additionally, employees hired with EMT-P (or EMT-A) certification will be subject to the same nine (9) year program requirement if assigned to the ALS/Paramedic program by the Fire Chief. Employees who enter and then drop out of the ALS/Paramedic programs after initial certification or fail to re-certify after obtaining initial certification shall lose their EMT-A or EMT-P Pay stipend and be in violation of these job requirements. This job requirement violation does not apply to Employees who are determined to be medically or psychologically unable to perform Paramedic duties based on a qualified medical examination through the City Physician or through an appropriate medical referral, or those Employees who are removed from Paramedic duties by the Fire Chief due to promotion or reassignment by the Fire Chief to an FD-04 position.

### **Section 12.8**

- A. The Hazardous Materials Response Team (HMRT) shall consist of Employees assigned to the Hazardous Materials Unit and Employees assigned to the designated back-up company. All current and future members of HMRT and the HRMT Coordinator shall receive a HMRT pay stipend of five percent (5%) of their biweekly base wage. Said stipend shall be effective immediately upon the Employee's assignment and completion of the Hazardous Materials Technician training and certification.
  
- B. The HMRT resource pool shall consist of two (2) Captains, two (2) Lieutenants, and four (4) Firefighters on each of the three platoons for a total of twenty-four (24) members. HMRT pool members may be available for permanent or temporary assignment to the HMRT when necessary due to a particular incident that requires their presence, when vacancies occur or as absences arise involving Employees assigned to the HMRT. Employees in the HMRT resource pool shall receive a HMRT pay stipend of five percent (5%) of their biweekly base wage. Said stipend shall be effective immediately upon the Employee's assignment and completion of the Hazardous Materials Technician training and certification.
  
- C. Permanent vacancies that occur in the HMRT shall be filled in accordance with the following:
  - 1. Notice of a current or projected HMRT a opening shall be accomplished through transmission of an electronic Message from the Fire Chief's office.
  - 2. Employees desiring to fill the posted opening shall make written notice to the Fire Chief.
  - 3. If more than one Employee makes application to fill the assignment, the Fire Chief shall select from the three (3) most senior Employees meeting the criteria listed below and in the preference order as listed:
    - (a) Employee from the HMRT pool (who holds Hazardous Materials Certification).

(b) Employee from the department at large holding Hazardous Materials Certification.

(c) Employee from the department at large.

4. In the event no application is received within ten (10) business days after posting, assigning a member of the HMRT pool shall temporarily fill permanent vacancies that occur in the HMRT and this position shall be filled within three (3) shifts following the expiration of the ten (10) business day posting period. In the event that no Employee applies for the vacant position, permanent assignment to the HMRT shall be determined by the Fire Chief selecting from the three (3) least senior Employees (time in grade) of the Tulsa Fire Department holding the vacant rank. FD01 vacancies shall be filled with members having at least three (3) years of time in service. All members holding Paramedic certification and participating in the ALS/Paramedic program shall not be eligible to either temporarily or permanently transfer to the HMRT or HMRT pool company. That Employee shall temporarily be assigned to the HMRT pool until he/she receives Hazardous Materials Technician training, normally not longer than ninety (90) days.
5. Employees already assigned to stipend positions (ALS, FD-04, HMRT, HMRT pool, and Technical Response Team), shall not be included in the three (3) least senior Employees (time in grade) for the purposes of establishing the three (3) least senior Employees (time in grade).

**D.** Permanent vacancies that occur within the HMRT resource pool shall be filled in accordance with the following:

1. Notice of a current or projected pool opening shall be accomplished through transmission of an electronic Message from the Fire Chief's office.
2. Employees desiring to fill the posted opening shall make written application to the Fire Chief.
3. If more than one Employee makes application to fill the position, preference will be given to the Employees who are trained and hold Hazardous Materials Certification. With all other criteria being equal Fire Chief shall make his/her appointment from the three (3) most senior applicants.
4. In the event no bid is received within ten (10) business days after posting, the pool vacancy shall be filled by the Fire Chief assigning one of the three (3) least senior (time in grade) Employees at large that is equal in rank to the vacant position. FD01 vacancies shall be filled with members having at least three (3) years of time in service. All members holding Paramedic

certification and participating in the ALS/Paramedic program shall not be eligible to either temporarily or permanently transfer to the HMRT pool company. This position shall be filled within three shifts following the expiration of the ten (10) business day posting period.

5. Employees already assigned to stipend positions (ALS, FD-04, HMRT, HMRT pool, and Technical Response Team), shall not be included in the three (3) least senior Employees (time in grade) for the purposes of establishing the three (3) least senior Employees (time in grade).
- E. The parties agree that appropriate certification requirements of 29 CFR 1910.120 for working within the HMRT shall be the normal requirement of the Tulsa Fire Department. The International Fire Service Accreditation Congress (IFSAC) or an equal accreditation as jointly determined by the parties through the Labor Management Committee (LMC) shall be utilized for training and certification of all HMRT and HMRT pool members.

**Section 12.9** Employees in the rank of FD-03 who are assigned to an FD-04 position shall have additional lead/supervisory responsibilities after an initial sixty (60) day period within the new assignment. FD-03 Employees shall rotate with other FD-03 Employees in serving as lead officers of the assigned section and be responsible for Chief Officer duties as assigned during the absence of the section's Chief Officer. Said additional lead/supervisory duties shall be determined by the parties Labor Management Committee. Employees holding the rank of FD-03 assigned to an FD-04 position shall receive an additional pay stipend of seven and one-half percent (7.5%) based on the Employee's biweekly base wage in the new position.

**Section 12.10** FD-05 Employee's assigned to a seven (7) day work period shall receive an additional assignment stipend equal to seven and one-half percent (7.5%) of the Employee's biweekly base wage rate.

**Section 12.11**

- A. The Technical Rescue Team (TRT) shall consist of Employees permanently assigned to Engine 4, Ladder 4 and Engine 5. All current and future members of TRT and the TRT Coordinator shall receive a TRT pay stipend of five percent (5%) of their biweekly base wage. Said stipend shall be effective immediately upon the Employee's assignment and completion of the Technical Rescue training and certification.
- B. Permanent vacancies that occur in the TRT shall be filled in accordance with the following:
  1. Notice of a current or projected TRT opening shall be accomplished through transmission of an electronic Message from the Fire Chief's office.

2. Employees desiring to fill the posted opening shall make written notice to the Fire Chief.
  3. If more than one Employee makes application to fill the assignment, the Fire Chief shall select from the three (3) most senior Employees meeting the criteria listed below and in the preference order as listed:
    - (a) Employee from the department at large holding Technical Rescue Certification.
    - (b) Employee from the department at large.
  4. In the event that no application is received within ten (10) business days after posting, permanent assignment to the TRT shall be determined by the Fire Chief selecting from the three (3) least senior (time in grade) Employees of the Tulsa Fire Department holding the vacant rank, except when a Tulsa Fire Department Academy class is in training at the time the TRT vacancy occurs. If an Academy is in session, the vacant position will remain unfilled until the Academy class graduates, at which point a probationary firefighter will be assigned to fill the vacant position. Employees shall receive Technical Rescue training, normally to be completed within one hundred eighty (180) days of assignment to the TRT. All members holding Paramedic certification and participating in the ALS/Paramedic program shall not be eligible to permanently transfer to the TRT.
  5. Employees already assigned to stipend positions (ALS, FD-04, HMRT, HMRT pool, and Technical Response Team), shall not be included in the three (3) least senior Employees (time in grade) for the purposes of establishing the three (3) least senior Employees (time in grade).
- C. The parties agree that the certification requirements within the TRT shall be established by the Tulsa Fire Department. The TFD Rescue Technician Certification requirements shall be determined by the Fire Chief.

### **Section 12.12**

- A. Permanent vacancies that occur in the EMS Shift Supervisor (835) position shall be filled in accordance with the following:
1. Notice of the EMS Shift Supervisor current or projected opening shall be accomplished through transmission of an electronic message from the Fire Chief's office.
  2. Employees desiring to fill the posted opening shall make written notice to the Fire Chief via electronic message.

3. The sign-up period shall be for ten (10) business days from the date the opening is posted.
  4. If more than one Employee makes application to fill the assignment, the Fire Chief shall select from the three (3) most senior Employees meeting the qualification listed below:
    - (a) Possess and maintain current National and State EMT-P certification and clinical privileges within the Tulsa emergency medical system.
    - (b) The candidate will be a Captain/Paramedic with at least two (2) years of experience as a Paramedic in the Tulsa Fire Department Advance Life Support Program.
    - (c) The candidate must score 85% or higher on their most current Paramedic Protocol Exam per ordinance.
  5. In the event that no Employee applies for the vacant position, permanent assignment to the EMS Shift Supervisor for a period not less than twelve months shall be determined by the Fire Chief selecting from the three (3) least senior Employees of the Tulsa Fire Department meeting the qualifications in Section 12.12.4 of the CBA.
- B. Employees in the rank of FD-03 who are assigned to EMS Shift Supervisor have additional lead/supervisory responsibilities than other FD-03 personnel assigned to Field Operations, including acting as the EMS Director during the absence (off-duty hours, holidays, etc.) of the EMS Director. Employees in the assignment of EMS Shift Supervisor shall be paid as a Paramedic assigned to a FD-04 position (i.e., using the FD-04 pay schedule) within the EMS Division/Section in the same pay step as the Employee assigned to the EMS Shift Supervisor and shall receive an additional pay stipend of seven and one-half percent (7.5%) based on the Employee's biweekly base wage.

**Section 12.13** Employees regularly assigned as Canine handlers shall receive an allowance of thirty-four dollars and sixty-one cents (\$34.61) on a biweekly basis for the purchase of special clothing and equipment. In addition, an employee who is regularly assigned as a Canine handler shall receive forty-six dollars and fifteen cents (\$46.15) on a biweekly basis in addition to his base wage rate for care and job-based training given to his/her animal. Enrollment in a Canine program and receipt of the allowance will be upon the approval of the Fire Chief.

### **ARTICLE 13 - HEALTH AND WELFARE PROGRAMS**

During the term of this Agreement the Health and Welfare programs for all bargaining unit members shall be administered with a separate plan apart from other City of Tulsa plans under the jurisdiction of the Union and the Tulsa Fire Fighters Health and Welfare Trust. These programs

shall be defined to include medical health benefits programs, dependent dental health benefits programs, and dependent life insurance programs. The City's flex plan program shall be continued for Employees as part of this Agreement. The Union shall take full responsibility and all liability (including COBRA as applicable) connected to and regarding the Union providing Employees with substitute Health and Welfare programs. The Union shall hold the City of Tulsa harmless for the administration of these programs.

**Section 13.1** A Voluntary Employee's Beneficiary Association Trust (the Trust) will be maintained to ensure those dollars paid to the Bargaining Unit by the City for Health and Welfare Program benefits are preserved and protected and used only for the provision of Health and Welfare Program benefits for sworn Fire Department employees and eligible dependents.

**Section 13.2** The City Clerk shall maintain a copy of the initial Trust Indenture documents and shall be notified of and receive copies of all proposed amendments to the Trust Indenture.

**Section 13.3** The City shall pay the Bargaining Unit via the Trust those City Health and Welfare contribution dollars which would normally be paid for Firefighters and all eligible dependents had they remained within the City's Health and Welfare programs. During FY 2025-2026, the amount paid per Employee electing medical coverage shall be \$925.71 per month.

As the City's costs for clinic plan enrollment is \$72.78 per employee in the City's health insurance plan, beginning January 1, 2026, the City will pay the Trust an additional \$72.78 per member per month based on clinic plan enrollment to address clinic costs to the Trust.

The City will match the coverage and premiums paid on behalf of all City Employees for life insurance and AD&D. The City will not contribute towards dental insurance.

**Section 13.4** The City's contribution to the Union's health and welfare programs shall be direct wired monthly to the financial institution which holds the Trust's account. The Union shall limit requests for changing the Health and Welfare Trust's designated financial institution and resultant changes in the City's transfer of contributions to said account to no more than three (3) changes within any one year period. The Union shall provide the City with at least ten (10) working days advance notification of any such change of the financial institution along with the financial institution's name, address, the new assigned Health and Welfare Trust account number, and financial institution's wire transit number.

**Section 13.5** The parties agree no other funds shall be co-mingled with the City's dollar contributions to the "Trust" for sworn Fire personnel health and welfare monies except those sworn Fire Department employee contributions which the City shall deduct from employee paychecks and wire to the "Trust" account on a monthly basis. This shall not be considered to preclude eligible dependent monies for Health and Welfare benefits from being co-mingled with Fire employee and City contributions. Additionally, any full-time employee(s) of the Union may likewise be covered under the Trust.

**Section 13.6** The parties agree the City shall have an appointed designee of the Mayor, confirmed by the City Council, who will sit as a monitor and an advisor on all Trust Board

Meetings. The designee will not only vote on Trust Board matters, but will provide input and suggestions as relates to Health and Welfare Program decisions of the Trust Board including, but not limited to, program changes and options, provider selections, provider contract stipulations, employee information packets, etc.

**Section 13.7** The City Clerk will receive from the Bargaining Agent, on an annual basis, a financial accounting statement for purposes of review and audit of those City and employee, retiree and dependent contributions which have been paid into or dispersed out of the Trust account. Said statement shall include information as to where any disbursements have been made and for what purpose.

**Section 13.8** The parties agree Cadet Firefighters shall be included within the Union administered health and welfare programs. The City shall include Cadet Firefighters in calculations of the City's health and welfare contributions to the Union.

**Section 13.9** The parties agree that, based on these Health and Welfare Plan contributions being Employer provided and specifically for the purpose of providing sworn Fire personnel and dependents with such Health and Welfare benefits, employee deductions by the City shall be made in a manner so as to allow sworn Fire employees with all rights granted to other City employees under IRS 125 and its related provisions and regulations authorizing the City's Cafeteria plan. However, the City shall be indemnified by the Union from any tax liability arising from the administration of IRS 125 and its related contributions for sworn Fire personnel covered by this Agreement and the Union.

**Section 13.10** In view of all the facts, this Agreement, and the relationship between the City, the Union and the Trust, the City will provide payroll administrative support in the form of deduction of sworn Fire employee (and dependent) contributions for the Health and Welfare Programs to go into the Bargaining Unit's Trust. Said deductions and contributions amounts shall be based on rates provided by the Union.

**Section 13.11** Three (3) members of the Tulsa Fire Fighters Health and Welfare Trust Board shall normally be granted up to five (5) hours duty time off with pay to attend Board meetings to conduct the business of the Trust, provided such meetings occur during the members regularly assigned duty time. Notice of such leave shall be forwarded to the Fire Chief at least ten (10) days in advance when possible.

## **ARTICLE 14 - CLOTHING AND UNIFORMS**

**Section 14.1** The Employer shall provide each Employee with such items of protective clothing set out in Administrative Operating Procedures 308.11 of the Tulsa Fire Department.

**Section 14.2** Employees shall receive one hundred fifty dollars (\$150.00) per year for the purchase of fitness clothing and apparel and one hundred fifty dollars (\$150.00) per year for the purchase of required station specific t-shirts.

**Section 14.3** Beginning May 1, 2015, the Fire Department shall establish a Quartermaster exchange system for items not covered in Sections 14.1 and 14.2. The Quartermaster is an in-house one-to-one uniform exchange program for providing uniforms to Employees of the Fire Department, on an as-needed basis. Items are eligible for exchange, if damaged or worn out, as determined by the Fire Chief, or designee. In addition, upon promotion and/or reassignment all necessary uniform items required in AOP 700 will also be provided to each member.

- A. The required standard issue uniform items covered under the Quartermaster system and required by Fire Department are listed in Administrative Operating Procedure 703.
- B. All Employees are required to possess and maintain a Class A Dress Uniform at all times.
- C. Optional uniform items are not available through Quartermaster. Employees may use personal funds to purchase optional uniform items. If optional uniform items become available through the Quartermaster, the Fire Chief or designee will notify the Employees of the opportunity to exchange damaged or worn out optional uniform items. Employees are not entitled to reimbursement for any monies spent on optional uniform items.
- D. If an Employee places an order through the Quartermaster for an item provided by the Quartermaster and the Quartermaster is not able to produce the finished item to the Employee within forty-five (45) days of the order being placed, the Employee shall provide the Administrative Chief a written request for the item. Upon notification from the Employee, the Administrative Chief shall have fifteen (15) days to provide said item. If item is not delivered within the fifteen (15) day time frame, the Employee shall be able to purchase the same item outside the Quartermaster and produce a receipt for the total allowable cost to be reimbursed back to the Employee after the Administrative Chief's approval of equivalent item.

**Section 14.4** Employees who sustain irreparable damage to their personal prescription eye wear and/or watches while in the performance of their duties as Tulsa Firefighters may submit a written request form to the Fire Chief or designee for a replacement stipend. Such damage shall have been caused by the performance of the Employee's duties and does not arise from normal wear and tear or accidents caused by the Employee's own negligence or carelessness. Upon determination by the Fire Chief or designee that the request is justified, the Employee may submit an authorization request for payment not to exceed one hundred dollars (\$100.00) towards the purchase of eye wear and/or thirty dollars (\$30.00) for watches.

**Section 14.5** A Labor and Management Uniform Committee shall be established for the purpose of (1) selecting quality uniform and apparel items; (2) evaluate uniform vendors; and (3) annually review the current department uniform standards making recommendations to the Fire Chief or designee. The Uniform Committee will evaluate the Quartermaster purchasing process and vendor online ordering platforms to ensure accuracy with orders and timely delivery.

## ARTICLE 15 - LINEN AND STATION SUPPLIES

**Section 15.1** Employer shall contribute a specified amount of money to each 24-hour shift duty station in accordance with the following guidelines. The Fire Station applicable linen monies allowance shall be calculated by multiplying the number of Employees at each Fire Station by twelve dollars (\$12.00). Such money shall be paid within fifteen (15) days of the beginning of each quarter and used solely for the purpose of providing and maintaining linens and/or necessary cleaning supplies for that station. Further, each station shall receive an additional thirty dollars (\$30.00) per quarter for the purchase and maintenance of audio-visual equipment.

**Section 15.2** Such monies shall be maintained in an account with separate accounting procedures and will be subject to periodic audit by the Fire Chief or by Employer through an authorized representative.

**Section 15.3** Any additional fire stations which are put into operation during the term of this Agreement shall receive an equivalent amount of money for linens and cleaning supplies based upon the number of Employees to be assigned to such station. Any change in the number of Employees assigned to a fire station will cause the amount of money which is allocated to that station to be adjusted accordingly.

## ARTICLE 16 - ANNUAL LEAVE

**Section 16.1** Employer agrees that Employees of the bargaining unit shall earn paid annual leave as follows:

<u>No.Yrs. Service</u>	<u>7 Day Work Period 40 hour Employees Mo.Accrual/Annual</u>	<u>27 Day Work Period 24 hour shift Employees Mo.Accrual/Annual</u>
Less than 6	9.67 hrs/116.04 hrs	25 hrs/12.5 shifts
6 through 15	12.67 hrs/152.04 hrs	29 hrs/14.5 shifts
16 through 24	17.34 hrs/208.08 hrs	35 hrs/17.5 shifts
25 and over	19.00 hrs/228 hrs	37 hrs/18.5 shifts

**Section 16.2** For Employees who work a 27-day work period, 24-hour shift schedule, annual leave shall be granted in consideration of both vacation leave and for those holidays defined in Article 17 of this Agreement.

**Section 16.3** Employees who work the 27-day work period, 24-hour shift schedule, may accrue annual leave up to thirty-six (36) times their current monthly accrual rate at the time of scheduling annual leave for the following year and shall not have more than thirty-six (36) times their monthly accrual rate on December 31<sup>st</sup> each year. This shall be done in such a manner that it will be possible for an Employee to actually have forty-eight (48) times his/her monthly accrual rate unexpended until such time the scheduled leave is taken by the Employee during the current year. However, under no circumstances will more than twenty-four (24) times the monthly accrual rate be paid

upon separation from the Tulsa Fire Department as provided for in Section 16.10 of this Article. Annual leave shall be accrued on a completed calendar month basis.

**Section 16.4** Employees who work the 7-day work period, 40-hour work schedule, may accrue annual leave up to forty-six (46) times their current monthly accrual rate at the time of scheduling annual leave for the following year and shall not have more than forty-six (46) times their monthly accrual rate on December 31<sup>st</sup> each year. This shall be done in such a manner that it will be possible for an Employee to actually have fifty-eight (58) times his/her monthly accrual rate unexpended until such time the scheduled leave is taken by the Employee during the current year. However, under no circumstances will more than thirty-four (34) times the monthly accrual rate be paid upon separation from the Tulsa Fire Department as provided for in Section 16.10 of this Article. Annual Leave shall be accrued on a completed calendar month basis.

**Section 16.5** The parties agree that the maximum annual leave accrual amounts established herein shall apply to Employees while on Injury Leave. Employees who were unable to schedule and/or utilize annual leave due to Injury Leave timeframes shall be allowed to reschedule annual leave with their District Chief with final approval by the Fire Chief or his/her designee.

**Section 16.6** New Employees shall be eligible to expend annual leave after completion of six (6) months continuous service within the Tulsa Fire Department. Such Employees may schedule, by seniority, the amount of annual leave which they have accrued on the January 1st following their date of hire. Such Employees shall also be accredited with holidays that occur after their date of employment and before January 1st. These days may be scheduled prior to January 1st with the approval of their District Chief or may be added to their accrued annual leave and scheduled January 1st.

**Section 16.7** Scheduling of annual leave shall be by seniority and shall be approved by the District Chief with final approval by the Fire Chief; however, annual leave which is requested by the Employee which is in excess of the Employee's annual accrual rate as of January 1 of such year shall not be scheduled by seniority. Such excess leave shall be scheduled at least sixty-two (62) hours in advance at a time mutually agreed upon by the Employee and Employer. Employees may obtain split annual leave, provided that Fire Department operations are not impeded by the granting of such requests. If an Employee requests annual leave less than sixty-two (62) hours in advance and it is available, it shall be granted to the Employee unless it would cause additional callback overtime.

**Section 16.8** Employees may not schedule more annual leave than the total amount accrued per their yearly accruals in their initial scheduling.

**Section 16.9** In the event an Employee becomes ill and is confined to bed or hospital for three (3) consecutive calendar days or longer while on annual leave or holidays, he shall notify the Fire Chief, and upon returning to work shall be entitled to have his status changed from annual leave or holiday leave to sick leave for such time as he was confined to bed or hospital by his physician upon providing a letter from his physician certifying to his illness. Such Employee shall be entitled to reschedule such annual leave or holiday time in accordance with Fire Department regulations concerning vacations.

**Section 16.10** Upon separation from the Tulsa Fire Department, Employees shall be paid for unused annual leave credited to them on the first of the month which coincides with or immediately precedes the effective date of such separation, as provided for in Section 16.3 (27-day work period employees) or Section 16.4 (7-day work period employees) of this Article. Payment shall be at the hourly rate indicated in the Appendix which corresponds to the Employee's current pay grade and step. Employees must have completed one full year's service to be eligible for annual leave pay. Employees who are separated for proven theft, embezzlement, or deliberate destruction of property shall be ineligible for annual leave pay.

**Section 16.11** Employees who transfer from a position which has a 27-day work period, 24-hour shift schedule, to a position which has a 7-day work period, 40-hour shift schedule, shall have their accrued number of hours of annual leave decreased by dividing the total accrued by 1.3. Employees who transfer from a position which has a 7-day work period, 40-hour shift schedule, to a position which has a 27-day work period, 24-hour shift schedule, shall have their accrued number of hours of annual leave increased by multiplying the total accrued by 1.3.

**Section 16.12** Annual leave may be taken in one (1) hour increments for 7-day work period Employees and one half (1/2) shift increments for 27-day work period Employees. For day shift members assigned to a 24-hour shift, a half-shift of vacation leave will be scheduled from 0800-1800 hours and the member will be charged 10 hours of paid annual leave. For night shift members assigned to a 24-hour shift, a half-shift of vacation leave will be scheduled from 1800-0800 hours and the member will be charged 14 hours of paid annual leave.

## **ARTICLE 17 - HOLIDAYS**

**Section 17.1** Employees who are assigned to work a 7-day work period shall observe the following days as holidays and shall be granted time off with pay for such days unless required by the Employer to be on duty:

- A.** New Year's Day (January 1)
- B.** Martin Luther King, Jr.'s Birthday (3rd Monday in January)
- C.** Good Friday (Friday before Easter)
- D.** Memorial Day (Last Monday in May)
- E.** Tulsa Race Massacre Observance Day (June 1<sup>st</sup>)
- F.** Juneteenth (June 19)
- G.** Independence Day (July 4)
- H.** Labor Day (1st Monday in September)
- I.** Veteran's Day (November 11)
- J.** Thanksgiving Day (4th Thursday in November)
- K.** Friday after Thanksgiving
- L.** Christmas Eve (December 24)
- M.** Christmas Day (December 25)
- N.** Special holiday at the Employee's option subject to the approval of the Fire Chief.

**Section 17.2** Holidays which fall on Saturday shall be observed on the preceding Friday, and holidays which fall on Sunday shall be observed on the following Monday or next workday as designated by the City.

**Section 17.3** A 7-day work period Employee who is required to work on a designated holiday as specified in Sections 17.1 and 17.2 of this Article shall be compensated in accordance with his/her election pursuant to Article 10-Overtime in addition to his/her normal rate of pay for such holiday.

**Section 17.4** A 27-day work period Employee who is scheduled to work on a designated holiday and who fails to work such holiday due to illness or non-job-related injury may be required to provide a physician's statement pursuant to the rules and regulations and general orders governing the Tulsa Fire Department. In the event that a physician's statement is requested but cannot be provided, all leave taken for such illness or non-job-related injury shall be charged to leave without pay, and the Employee shall forfeit twelve (12) hours of annual leave accrual.

## **ARTICLE 18 - MILITARY LEAVE**

**Section 18.1** Military Leave shall be governed by the terms and conditions as negotiated in the Tulsa Fire Department Administrative Operating Procedures Section 238.

## **ARTICLE 19 - FUNERAL AND BEREAVEMENT LEAVE**

**Section 19.1** In the event of the death of the Employee's spouse, son, daughter, mother, father, sister or brother, the Employee will be granted a leave of absence with pay for two (2) consecutive twenty-four (24) hour shifts, or four (4) consecutive eight (8) hour shifts.

**Section 19.2** In the event of the death of the Employee's father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents of the spouse, grandchildren, or other relatives living in the Employee's household at the time of death, the Employee will be granted a leave of absence with pay for one (1) twenty-four (24) hour shift, or two (2) consecutive eight (8) hour shifts. Such leave may be extended by one (1) additional twenty-four (24) hour shift or up to two (2) additional eight (8) hour shifts upon recommendation from the Division Head to the Fire Chief for approval. The Employee may request extension of funeral leave through his/her appropriate supervisor who shall carry said request to the Division Head specifying the reasons for such extension. The supervisor shall evaluate the request and base his/her decision on the specific circumstances of the case. All funeral leave granted shall be consecutive work shifts.

**Section 19.3** In the event of the death of the Employee's aunt or uncle, the Employee will be granted a leave of absence with pay for four (4) hours; this includes spouse's aunt or uncle. When the aunt or uncle was the Employee's legal guardian and had responsibility for raising the Employee or the Employee's spouse, the Employee will be granted funeral leave in accordance with Section 19.1.

**Section 19.4** The above relationships referenced in Sections 19.1, 19.2, and 19.3 shall include foster and step situations.

**Section 19.5** Additional funeral leave in this section may be granted in the event of the death of a biological or adoptive parent of a child under eighteen (18) years of age, the surviving parent shall be allowed leave of absence with pay for two (2) consecutive twenty-four (24) hours shifts, or four (4) consecutive eight (8) hour shifts to provide support for their child. Additional funeral leave for use by a surviving parent will not be granted if covered under the employee relationships identified in Section 19.2 of this Article.

**Section 19.6** Verification of death and relationship shall be made to the Employer upon request if abuse of this leave benefit is suspected.

## **ARTICLE 20 - COURT AND JURY LEAVE**

**Section 20.1** Employees who are required to serve as court witnesses or jurors shall be granted time off with pay to serve in that capacity subject to the following rules:

- A.** An Employee subpoenaed to testify in his/her own case not arising out of the performance of his/her duty, involving the federal, state, or municipal government, shall not receive his/her regular salary but may use annual leave or be granted a leave of absence without pay for the length of such service.
- B.** An Employee serving such duty shall notify his/her supervisor immediately and present to his/her supervisor the original summons or subpoena from the court and, at the conclusion of the duty, a signed statement from the clerk of the court showing the actual dates of attendance at court.
- C.** An Employee serving Jury Duty shall not return to work while serving on a Jury or in the Jury Pool when released for the day. If the Employee is discharged from the Jury Pool during the members duty shift the member shall return to their normal duty.
- D.** Employees reporting for Jury Duty on Monday morning shall be relieved of duty at 2000 hours the Sunday before.
- E.** An Employee serving on jury duty shall surrender to the City those court monies received for days on which the Employee was on duty or on paid leave.

## **ARTICLE 21 - SICK LEAVE**

**Section 21.1** Employees shall be governed by the following provisions relating to the accrual and expenditure of sick leave.

**Section 21.2** Sick leave shall be accrued according to the following provisions:

- A.** On the first day of the month which coincides with or next follows completion of the initial phase of training twenty-seven (27) day work period, 24 hour shift schedule Employees shall be credited with three (3) twenty-four (24) hour shifts. Seven (7) day work period, 8-hour shift schedule Employees shall be credited with six and ninety-three hundredths (6.93) eight (8) hour shifts of sick leave.
- B.** Sick leave shall thereafter be accrued on a completed calendar month basis. Each Employee covered by this Agreement shall accrue paid sick leave at the rate of twelve (12) hours (24-hour shift Employees) or nine and twenty-three hundredths (9.23) hours (8-hour shift Employees).
- C.** The amount of sick leave credited to an Employee shall be reduced by one-half (1/2) of a twenty-four (24) hour shift (24-hour shift Employees), or one and sixteen hundredths (1.16) eight (8) hour shifts (8-hour shift Employees), for each full calendar month of service for which the Employee was on leave without pay or sick leave, during the preceding twelve (12) month period.
- D.** All crediting of sick leave shall be subject to a maximum of seventy (70) twenty-four (24) hour shifts, 1680 hours, or one hundred sixty-one and seven tenths (161.7) eight (8) hour shifts, 1293.6 hours, (as appropriate).

**Section 21.3** Employees who transfer from a position which has a twenty-seven (27) day work period, 24-hour shift schedule, to a position which has a 7 day work period, 8 hour shift schedule, shall have their accrued number of sick leave shifts increased by multiplying such accrued leave by the factor of 2.31. Employees working a seven (7) day work period, 8-hour shift schedule, who transfer to a position with a twenty-seven (27) day work period, 24 hour shift schedule, shall have their number of sick leave shifts decreased by dividing by the factor of 2.31.

**Section 21.4** Sick leave shall be used:

- A.** When Employees are incapacitated by sickness or non-job-related injury;
- B.** For medical, dental, or optical diagnosis or treatment;
- C.** After exposure to a contagious disease when the attendance at duty, in the opinion of the City Physician, jeopardizes the health of others;
- D.** In the event of sickness or injury to a member of an Employee's immediate family, defined as the Employee's spouse, son or daughter, which is serious enough to warrant the presence of the Employee as certified by the attending physician, Employee's shall be granted up to eight (8) twenty-four hour shifts, or nineteen (19) eight-hour shifts off with pay per contract year for purposes of caring for immediate family members. Additionally, if the family illness is a qualifying occurrence under

FMLA statutory provisions, an Employee may utilize annual leave after the use of available and appropriate sick leave benefits as provided above in this subsection.

- E. When sick leave is used for medical, dental or optical diagnosis or treatment where the Employee is not incapacitated, he/she shall return to duty upon completion of the diagnosis or treatment as determined by the Employee's attending physician.

**Section 21.5** Sick leave with pay shall be granted to Employees in accordance with the following provisions:

- A. Sick leave used shall not exceed the total amount accrued to the Employee at the time of his/her absence.
- B. Leave without pay may be granted for sickness extending beyond the amount of accrued sick leave.
- C. Sick leave shall be expended in no less than one (1) hour units.
- D. Holidays and other nonscheduled workdays shall not be included in computing sick leave expenditures.
- E. Sick leave shall not be used to extend an absence for an on-the-job injury after injury leave is exhausted.

**Section 21.6** Sick leave shall be governed by the following provisions:

- A. Accrued sick leave shall not be paid to an Employee upon separation, nor shall sick leave be converted to annual leave. Except that Employees whose service is terminated for reason of retirement or death shall be paid for any sick leave accrued in excess of fifty (50) twenty-four (24) hour shifts for twenty-seven (27) day work period Employees or one hundred fifteen and five one-hundredths (115.05) eight (8) hour shifts for seven (7) day work period Employees. In the event of the death of an Employee, the above-mentioned sick leave shall be paid to the beneficiary designated on life insurance policy provided by Employer.
- B. An Employee not in a reserve status who leaves his/her employment with the Tulsa Fire Department for military service and applies for reemployment within fifteen (15) days after rejection or ninety (90) days after honorable discharge from military service shall have his/her former unused sick leave credits reinstated if he/she is rehired within one (1) year from the date of reapplication.
- C. An Employee who is laid off and returns to City employment within one (1) year from the date of layoff shall also have his/her former unused accrued sick leave reinstated.

- D. Reporting of Sickness: An Employee who is absent from duty for reasons which entitle him/her to sick leave shall notify his/her Commanding Officer, or, if his/her Commanding Officer cannot be notified, his/her District Chief, prior to his/her usual reporting time, if physically able to do so. If an Employee knows he/she is going to be absent for more than one (1) day, he/she shall notify his/her Assistant Chief of such specified days. An Employee who continues to be physically unable to perform his/her normal duties shall be required to present each thirty (30) calendar days a physician's statement to his/her Assistant Chief confirming his/her continued inability to perform his/her normal duties. The Assistant Chief may at any time request a medical opinion from the City Physician regarding the Employee's ability to continue or return to work.
- E. Nothing herein shall prohibit the management of the Tulsa Fire Department from investigating alleged abuses of sick leave.
- F. Nothing herein shall supersede nor replace this Agreement and Regulations of the Tulsa Fire Department concerning sick leave administration.

**Section 21.7** Twenty-seven (27) day work period Employees who (1) have less than 960 hours (40 shifts) of accrued Sick Leave, and (2) who use no Sick Leave during the calendar year shall, at their option, receive either 48 hours (2 shifts) of additional Sick Leave or 24 hours (1 shift) of additional Sick Leave and 24 hours (1 shift) of additional Annual Leave (2 shifts total). Employees who use no more than 24 hours (1 shift) of Sick Leave shall receive 24 hours (1 shift) of additional Sick Leave accrual. Such additional accruals shall not allow an Employee's leave banks to exceed Sections 21.2D or 16.3 accrual maximums.

**Section 21.8** Seven (7) day work period Employees who (1) have less than 739.2 hours (92.4 shifts) of accrued Sick Leave, and (2) who use no Sick Leave during the calendar year shall, at their option, receive either 36.96 hours (4.62 shifts) of additional Sick Leave or 18.48 hours (2.31 shifts) of Sick Leave and 18.48 hours (2.31 shifts) of additional Annual Leave (4.62 shifts total). Employees who use no more than 18.48 hours (2.31 shifts) of Sick Leave shall receive 18.48 hours (2.31 shifts) of additional Sick Leave accrual. Such additional accruals shall not allow an Employee's leave banks to exceed Sections 21.2D or 16.4 accrual maximums.

**Section 21.9** Effective July 1, 2008, twenty-seven (27) day work period Employees who (1) have 960 hours (40 shifts) or more of accrued Sick Leave, and (2) who use no sick leave from November 1 of the previous fiscal year through October 31 of the current fiscal year shall be eligible to sell back 72 hours (3 shifts) of accrued Sick Leave. Employees who use no more than 24 hours (1 shift) of Sick Leave from November 1 of the previous fiscal year through October 31 of the current fiscal year shall be eligible to sell back 24 hours (1 shift) of accrued Sick Leave. Such additional accruals shall not allow an Employee's leave banks to exceed Sections 21.2D or 16.3 accrual maximums.

**Section 21.10** Effective July 1, 2008, seven (7) day work period Employees who (1) have 739.2 hours (92.4 shifts) or more of accrued Sick Leave, and (2) who use no sick leave from November 1 of the previous fiscal year through October 31 of the current fiscal year shall be eligible to sell

back 55.44 hours (6.93 shifts) of accrued Sick Leave. Employees who use no more than 18.48 hours (2.31 shifts) of Sick Leave from November 1 of the previous fiscal year through October 31 of the current fiscal year shall be eligible to sell back 18.48 hours (2.31 shifts) of accrued Sick Leave. Such additional accruals shall not allow an Employee's leave banks to exceed Sections 21.2D or 16.4 accrual maximums.

**Section 21.11** Sick Leave sell back shall be requested to the Fire Department payroll by the Employee through use of the appropriate Sick Leave sell back form by November 15<sup>th</sup> of each year. Payroll shall make payment to Employees on or by December 15<sup>th</sup> of each year. Sick leave sell back shall be calculated at the Employee's base wage rate.

## **ARTICLE 22 - INJURY LEAVE**

In recognition of the hazardous and physical nature of firefighting and in recognition of the value of trained and experienced Firefighters, the following provisions are adopted for the term of this Agreement:

### **Section 22.1** General Policy

- A.** It is the policy of Employer to provide compensation and leave time for Employees who incur disabilities in accordance with State Statute 49-110, 49-111 and/or Worker's Compensation Title 85A. Compensation and leave time shall be provided for Employees who incur disabilities and/or injuries arising in the course of employment with Employer. Injury Leave shall be the necessary absence from duty of an Employee because of an injury suffered while performing the duties of his/her position, on the scene of an emergency and/or at the Fire Station or any other designated job site.
  
- B.** In the event an Employee sustains a job-related, lost-time, accidental injury which is caused by the act of a third party not employed by the City of Tulsa, in order to be eligible to receive injury leave benefits the Employee must agree in writing, that, in exchange for the payment of injury leave benefits by the City, the Employee transfers and assigns to the City whatever right they have or may have against the third party to recover for any lost wages resulting from their accident to the extent injury leave benefits are actually paid.

### **Section 22.2** Definitions

- A.** "Injury" shall be defined as violence to the physical structure of the body and such disease or infection as may naturally result. "Injury" shall include the injuries established under State Statute 49-110 and 49-111. For the purpose of this provision, "Injury" shall also include diseases and/or injuries which qualify as compensable under the Workers' Compensation Laws of the State of Oklahoma.
  
- B.** An "accident" shall be defined as an unexpected or unforeseen event happening suddenly and violently and producing, at the time, objective symptoms of an injury.

- C. "Disability" shall be defined as the inability of an Employee to perform the usual and expected duties of his/her position due to an injury or injuries sustained in a service-connected accident. Successive disabilities resulting from any one accident will be considered one disability. A re-injury to a part or parts of the body resulting from a separate service-connected accident will be considered a separate disability.
- D. Aggravation or occurrence of any nervous condition or mental disorder, or any physiological abnormality resulting from such conditions, including, but not limited to, ulcers, shall not qualify as an accidental injury arising during the course of employment except as would be covered under the provisions of 49-110, 49-111 and/or Worker's Compensation Title 85A.
- E. Aggravation or occurrence of an arthritic condition, except where such condition is aggravated or caused by a medically diagnosed bone fracture or dislocation, shall not qualify as an accidental injury arising during the course of employment except as would be covered under the provisions of 49-110, 49-111 and/or Worker's Compensation Title 85A.

**Section 22.3** Compensation for Injury Leave

- A. Injury leave may be granted by the Employer for such time as the injured Employee is unable to return to work due to a service-connected injury, but in no event shall this be in excess of six (6) months for each disability, unless and except the City exercises its option to extend such coverage up to a maximum of twelve (12) months as provided under 49-111. Any requests for consideration of such extensions shall be presented to the Mayor in writing by the Union and/or Fire Chief. The Mayor or the Mayor's designee shall be responsible to provide an answer to the requested extension in writing within twenty (20) calendar days of receipt of the original written request for such an extension. While on injury leave, the Employee shall be paid at his/her normal base salary plus service pay, if applicable, but exclusive of overtime compensation, gasoline allowance, out-of-classification pay, and other such allowances. Any temporary disability compensation payments from the Workers' Compensation Act resulting from such injury shall be deducted from the injury leave payment.
- B. Injury leave shall be in effect on the day after the injury is sustained. The Employee shall receive their normal pay for the day of the actual injury. Fraudulent application for injury leave benefits shall be grounds for disciplinary action.
- C. Employees who are unable to return to work after all injury leave has been expended may be placed on leave without pay or retired for "disability" at the discretion of the appointing authority. The decision to terminate an Employee at the end of the injury leave period shall be made after consideration of such factors as the extent of the injury, supportive medical information, prognosis of condition, work record of the Employee, and other relevant information. Accrued sick leave

shall not be used to continue an absence after all injury leave is expended. Accrued annual leave and compensatory time may be used at the end of injury leave if requested in writing by the Employee. An Employee who is terminated for "disability" shall be paid for unused annual leave in accordance with Article 16.3 or Article 16.4 as applicable.

- D. In cases involving disability separation, the disabled Employee shall be entitled to receive monetary payment for the remainder of their injury leave to the separation date from the Tulsa Fire Department if the injury has been determined to be job related by the City Claims Administrator, or shall be entitled to receive monetary payment for all accrued sick leave for non-job related disabling conditions.

#### **Section 22.4** Claims Administrator

- A. The Personnel Director through his/her designated Claims Administrators shall administer the provision of this policy. The City Physician shall provide the City's Claims Administrators with all available medical information concerning the Employee's injury and/or medical opinions as requested. Medical information and opinions shall be based upon the Employee's medical records and/or physical examination. Questions of Employee eligibility shall be determined by the provisions established under State Statute 49-110, 49-111 and Oklahoma Worker's Compensation Title 85A. Prior to any denial of injury leave benefits where lost time actually occurred, the administrator shall notify Union and allow a Union representative the opportunity to review the application pending denial and provide any additional information relating to same as may be necessary. Should the City change designated Claims Administrators Local 176 will be notified in writing.
- B. Appeals of decisions of the administrator shall be through the grievance procedure. An Employee may submit his grievance through Union directly to Step 2 of the procedure. Such grievance must be submitted within twenty (20) calendar days of receipt of notification of the decision of the administrator.
- C. The parties agree that for the purposes of administering Injury Leave as it applies to members of this bargaining unit, Employees awaiting a final decision of the Claims Administrator shall be eligible to use all accumulated sick, vacation, or compensatory leave accruals available to them. Employees without such accruals may have their salary continued at the discretion of the Fire Chief or his/her designee until such time as a final decision from the Claims Administrator is rendered. The parties agree that the City may correct any inappropriate compensation provided under such a continuation (based on a decision involving Injury Leave denial) through means which may include either payroll or other leave correction.

#### **Section 22.5** Reporting of Injuries

- A.** When an Employee has been injured in the course of employment with Employer, regardless of the extent, he/she shall immediately report the injury to the immediate supervisor. The Employee shall also call the Injury Reporting Hotline (596-9622 or 1-877-461-7671) and report the injury telephonically as soon as possible until such time that the Hotline is replaced by the web-based injury reporting system. The supervisor will receive an Injury Report/Investigation form a few days following the Hotline call prepared for investigation completion and signatures. District Chief level supervisors shall have the responsibility for completion and filing of Injury Reports and also Injury Leave Application forms in the event lost time results from the injury with appropriate administrative personnel who in turn shall submit same to the City Workers' Compensation Section within fifteen (15) days of the original injury date and first day of lost time as applicable. The Workers' Compensation Section shall assure that all injury reports and injury leave applications are procedurally correct. Procedural errors shall not be used as a basis for the denial of injury leave benefits.
- B.** District Chief level supervisors shall insure that the injured Employee receives the needed medical attention from the City Physician. In instances where the City Physician is not available, when the injury occurs after regular business hours, when the injury occurs on a weekend or holiday, the Employee shall utilize and/or be taken to the City's designated Emergency Room facility. When the injury is considered serious, injured Employees should be referred to or taken to the nearest emergency room of any hospital in the City of Tulsa. In the event an on-shift Employee is transported by supervision to the hospital via ambulance, the entire cost for such transportation will be paid by the Employer. At the earliest opportunity the Employee will report to the City Physician.
- C.** The Safety Officer of the TFD shall receive a copy of all Injury Reports.
- D.** Off-duty Employees who become aware of a service-connected injury which did not become symptomatic during the previous on-duty shift will report such injury immediately to the District Chief on duty within the Employee's normal fire district. The District Chief shall be responsible for completion and timely filing of the Injury Report and shall refer the injured Employee to the City Physician.
- E.** Every Employee obtaining emergency medical treatment which does not result in hospitalization shall report to the City Physician for examination on the first working day after the injury is sustained. In the event the Employee's physical condition will not permit an appearance in the City Physician's Office, a telephone report of the Employee's medical condition shall be given to the City Physician by the Employee or his/her representative. Prior to returning to work from a job connected injury each Employee must first obtain a release to work from the City Medical Section.
- F.** All referrals for medical treatment and/or consultation shall be made by the City Physician or his/her designee. It is understood, the Employee may request a referral

to a physician of his/her own choosing. The approval of such referral shall be set at the discretion of the City Physician.

- G.** When an Employee's work disposition is determined by the City Physician to be "Unable to Work", the Employee shall report immediately to the District Chief on duty within the Employee's normal fire district and complete an Injury Leave Request.

**Section 22.6** Miscellaneous Provisions

- A.** Benefits under this provision shall be concurrent with and not in addition to nor duplicating any similar benefits established under State law. Accrued sick leave shall not be used to extend the absence from duty for a service-connected injury.
- B.** Employees who are injured due to their own gross negligence or misconduct or who fail to comply with established requirements of Employer in reporting and processing of injury reports or who fail to report to and cooperate with the City Physician or other designated physician as determined by the Employer shall be considered to be in violation of the provisions of the injury leave benefit and this article.
- C.** Employees on injury leave with pay shall be returned to duty at the earliest practical date. Employees on injury leave may be assigned to light or limited duty by Employer, as recommended by the City Physician and approved by the administrator, when the Employee's physical condition permits such assignment. Duty assignments of this type may be made without reference to the Employee's job classification or normal assignment. Such duty shall be within the Tulsa Fire Department.
- D.** Injury leave will not be approved for a disability which occurs after twelve (12) months from the last medical care rendered for the original injury, provided that no new injury or accident, as defined in Section 22.2 of this Article, has occurred.
- E.** While on injury leave an Employee shall be entitled to all benefits that he/she would normally accrue under the terms of this Agreement.
- F.** Prior to engaging in any occupation for financial gain while receiving injury leave benefits, each Employee shall request approval from the administrator. The administrator will approve such requests only if it is determined that the requested work will not aggravate nor worsen the original injury and will not prolong nor impede the Employee's recovery. Violation of this paragraph will subject the Employee to immediate dismissal.
- G.** It shall be the responsibility of Employer to inform all Employees of the proper reporting and administrative procedures for obtaining injury leave.

- H. If an Employee continues to be physically unable to perform his/her normal duties after being taken off work, the Employee shall be required to present each thirty (30) calendar days a physician's statement to the Fire Chief or his/her designee confirming his/her continued inability to perform normal job duties. The Fire Chief or his/her designee may at any time request a medical opinion from the City Physician regarding the Employee's need to continue on Injury Leave status or ability to return to work.
- I. Any Employee desiring to travel while on injury leave must have approval of the City Physician.
- J. When an Employee's work disposition is changed by the City Physician (ex. Full Duty to Injury Leave, Full Duty to Light Duty, Injury Leave to Light Duty), the Employee shall notify their District Chief of such change.

### **ARTICLE 23 - EXCHANGE OF DUTY**

**Section 23.1** Duty exchange is defined as a voluntary exchange between two Employees due to an Employee's desire or need to attend to personal matters; duty exchange shall not be required by the Employer; duty exchange shall be between Employees of like job skills and knowledge.

**Section 23.2** Duty exchange shall first be approved by the Employee's commanding officer and/or District Fire Chief. Duty exchange will only be denied for cause which may include unlike job skills and knowledge, when there is indication that job skills or knowledge is deteriorating due to frequent and/or repeated absence during scheduled training sessions, apparatus, yard or station days, etc. Cause for denial of duty exchange shall, when possible, be discussed with the Employee prior to denial. The parties agree that an Employee shall not work in excess of three (3) consecutive shifts, except under circumstances of emergency callback.

**Section 23.3** An Employee who arranges for another Employee to work for him/her (laying off), may not do so in excess of two hundred eighty-eight (288) hours per calendar year. Increments of time must be reciprocated when the two hundred eighty-eight (288) hours are maximized, before the Employee may exchange duty again. The maximum duty exchange may be exceeded at the discretion of the Fire Chief or his/her designee.

### **ARTICLE 24 - UNION BUSINESS**

**Section 24.1** A period of leave with pay shall be granted for the purpose of a single member to attend three (3) seminars or three (3) members to attend a single seminar each or any variation derived therefrom provided the number of such leaves does not exceed three (3) in the contract year. Two (2) members of Union shall be granted a leave with pay to attend the bi-annual International Convention. Above leaves shall be granted provided that Fire Department operations are not impaired by the granting of such leaves. Such period of leave shall be for the actual number of calendar days of the seminar and convention, up to a maximum of five (5) calendar days for

each event, plus necessary travel time not to exceed two (2) days for each event. Notice of such leave shall be forwarded to the Fire Chief's office at least ten (10) days in advance.

**Section 24.2** The Executive Board members shall be granted time off without loss of pay to attend the monthly and special local meetings of Union (not to exceed two (2) such meetings per month) provided that Fire Department operations are not impaired by the granting of such time off.

**Section 24.3** The members of the negotiating team, not to exceed four (4), shall be allowed time off without loss of pay for all meetings which shall be mutually set by Employer and Union for the purpose of negotiations.

**Section 24.4** The President of the International Association of Firefighters Local 176 shall be assigned to a special forty (40) hour administrative position for the purpose of conducting necessary business relating to furthering Union/Management relations. The specific conditions of this administrative position assignment are further clarified within the MOU agreed to by the parties and dated May 12, 1994, attached as Appendix "C". Pay for the Union President shall be equal to the amount of his/her normal assignment.

**Section 24.5** The duly elected Trustees, not to exceed three (3), of the Union shall be granted time off without loss of pay to carry ballot box(es) from station to station in the conducting of elections for Employee representatives to the Firefighters Pension Board and Union officers.

**Section 24.6** Any two (2) members of the Union Executive Board may be granted time off up to a maximum of three (3) hours without loss of pay to attend the monthly Executive Board Meeting provided that Fire Department operations are not impaired by the granting of such time off.

**Section 24.7** Additional time off may be granted to Union Executive Board members by the Fire Chief and at his/her option, provided requests for such leave are submitted to the Fire Chief at least ten (10) calendar days in advance.

## **ARTICLE 25 - BULLETIN BOARDS**

**Section 25.1** Employer will allow and provide space in each station for the purpose of bulletin board space for posting of information of importance to the membership of the Union and pertaining to Union business.

**Section 25.2** Union agrees that information posted will be strictly Union nature, not containing any obscene or abusive language or material and not containing any support or opposition toward any candidate for any political office.

**Section 25.3** The Chief of the Fire Department or his/her designated representative shall have the authority to remove material from the bulletin boards containing information not in compliance with Sections 25.1 and 25.2 of this Article.

## **ARTICLE 26 - PERSONNEL REDUCTION**

**Section 26.1** In the case of a personnel reduction, the Employee with the least seniority shall be laid off first. Seniority within the same graduating class shall be determined by the ROIC number. Time with the Tulsa Fire Department shall be given the utmost consideration.

**Section 26.2** No new Employees shall be hired until the Employee or Employees laid off and Union have been notified that an opening exists by registered mail. Within fifteen (15) days after receipt of such notification, Employee or Employees on layoff will notify the Chief of the Fire Department of their intention. The Employee's failure to respond within the fifteen (15) days provided shall be considered as indication that the Employee does not intend to continue his employment with the Tulsa Fire Department.

## **ARTICLE 27 - LABOR-MANAGEMENT MEETINGS**

**Section 27.1** The Chief of the Fire Department, the Administrative Chief, the Deputy Chiefs and the Assistant Chief on duty, the Personnel Director or his/her designee, and the seven members of the Union Executive Board shall meet no less than quarterly and no more than monthly at a mutually agreeable time. Such meetings shall be scheduled at the request of either party. These Fire Department members shall normally be required to attend these meetings unless on authorized leave or if such attendance will impede the operation of the Tulsa Fire Department.

**Section 27.2** The purpose of such meetings shall be to encourage and facilitate communication between the parties and to discuss matters of mutual concern including, but not limited to, pending and potential grievances; procedures for avoiding future grievances; programs for improved efficiency, effectiveness, and productivity; and other issues which would improve the relationship between the parties.

**Section 27.3** Meetings will be held during regular working hours. Meetings will be held on an alternating basis on Employer's and Union's premises without loss of pay.

## **ARTICLE 28 - DISCIPLINE AND RECORDS**

**Section 28.1** Employer reserves the right to discipline or discharge any Employee for just cause. Any such discipline shall be subject to the grievance procedure, except as provided in Article 7, Section 7.1, of this Agreement. In the administration of this Article, a basic principle shall be that discipline shall be progressive and corrective rather than punitive. This principle shall not apply to deliberate and serious offenses such as, but not limited to, intoxication (drugs or alcohol), theft, gross insubordination, etc., which may lead to immediate suspension, demotion or discharge.

**Section 28.2** Commanding officers have the responsibility to discuss with an Employee the Employee's conduct which may potentially lead to future disciplinary action. Discussions of this type shall be held in private between the Employee and his/her commanding officer(s). Such discussions are not considered discipline and are not subject to the grievance procedure. A written

Record of Discussion may be completed to document such discussion with a copy provided to the Employee. It is understood discussions between an Employee and his/her supervisor(s) occur from time to time which may not be documented in any manner. Supervisory copies of the Record of Discussion shall not be placed in the Employee's personnel file or the departmental file but should instead be maintained in private files by his/her supervisor(s). When an Employee begins reporting to a new commanding officer, the previous commanding officer shall be responsible for providing the Employee's new commanding officer any Record of Discussion. Commanding officers shall have the authority and responsibility to hold above-mentioned discussions with Employees under his/her supervision.

**Section 28.3** Discipline under this Agreement shall be limited to reprimand, suspension, demotion, and/or fine.

**Section 28.4** The Human Resources Department shall retain each Employee's official personnel file. The Fire Department shall retain each Employee's departmental file. All Employees shall be able to view their personnel file or their departmental file in the Fire Chief's office during normal office hours (in the presence of an administrative staff member).

**Section 28.5** Employees shall be given a copy of any written discipline at the time such action is taken against him/her, or at least within seventy-two (72) hours of the action. Employees shall receive written notification when other disciplinary information is entered into his/her personnel file or departmental file kept in the Fire Chief's office. The parties agree no counseling or disciplinary informational references shall be included within Daily Log Books.

**Section 28.6** Any Employee disagreeing with a written criticism placed in his/her personnel file or departmental file shall be allowed to have his/her views regarding such criticism placed in such file.

**Section 28.7** A meeting between an Employee and his/her Assistant, Deputy or Fire Chief during which the principle topic of discussion is discipline or potential disciplinary action will entitle the Employee involved to request the presence of a Union representative during such meeting. If such request is made, it shall be honored. An Employee's Company Officer shall be in attendance at any meeting wherein the discussion or initiation of disciplinary action by a District Fire Chief is the principle topic, if such request is made by the Employee.

**Section 28.8** A statute of limitations of twenty-four (24) months shall exist for considering past suspensions when determining appropriate discipline for a new offense, and the statute of limitations for all other disciplinary actions shall be twelve (12) months. The above statutes of limitations shall apply provided there has been no further violation by the same Employee during that period of time.

## **ARTICLE 29 - PHYSICAL EXAMINATION**

**Section 29.1** Physical Examinations shall be governed by the terms and conditions as negotiated in the Tulsa Fire Department Administrative Operating Procedures Section 619.

## **ARTICLE 30 - HEALTH, WELLNESS, AND SAFETY**

**Section 30.1** The Union and the Employer recognize that the physical fitness of Employees is an area of mutual concern both as involves the health and safety of Employees and also in ensuring the proper ability of Employees to adequately perform the necessary public safety functions entrusted to him/her. The Parties also recognize that cooperative efforts in ensuring proper fitness, safety and wellness of Employees will result in the most beneficial and accepted approach to the matter of Firefighters physical fitness and related program criteria.

**Section 30.2** During the term of this Agreement, Employer and Union agree to appoint a Health, Wellness, and Safety Committee (Committee) with three (3) representatives each appointed by Employer and Union. In addition to the above representatives, a Committee Chairperson shall be appointed by the Fire Chief and the Chairperson will normally act as a non-voting committee member except in cases involving a tie vote on any given matter. In addition, the City Physician will act as an advisor to Committee as requested by the Chairperson.

**Section 30.3** The Committee shall be responsible for identifying and responding to safety and health needs of the Fire Department and to consider issues as submitted by the Union's Health and Safety Committee. The Committee shall meet at least quarterly at times and locations designated by the Chairperson and shall present its findings and recommendations in writing to the Labor/Management Committee.

**Section 30.4** The parties agree that the initial Physical Fitness Testing Program shall be mandatory for all Employees hired after July 1, 1999, and voluntary for those Employees hired prior to July 1, 1999. The purpose of the voluntary nature of the program for incumbent Employees hired prior to the effective date of this contract is to ensure no Employees are negatively impacted by employment conditions which they were unaware of at the time they became regular Employees of the City of Tulsa. Said initial program shall be subject to the grievance/arbitration procedure as set forth under Article 7 of this Agreement but only as concerns Employee issues which may arise as to any possible discriminatory effect of the program. Upon successful completion of the physical fitness portion of the program, the participants will have the opportunity to receive the traditional incentive of twenty-four (24) hours off or twenty-four (24) hours pay. To receive the incentive, program participants must take the Physical Ability Test (PAT) with a score of "incentive" (see Appendix B). Participants shall be allowed only one opportunity (initial test) each fiscal year to test for and receive the incentive.

- A. **Mandatory Participants:** If an Employee fails to meet the maintenance level of the PAT as designated in Appendix B, they will schedule a meeting with the Fitness Coordinator or Specialist to work on a new exercise prescription or a modification of the original prescription. The Employee will be allowed to retest, at least once, after working with the Fitness Coordinator or Specialist for a period of three months. If the Employee is still not able to meet the maintenance level, the Fire Chief will review the Employee's performance and expected improvement.

- B. Voluntary Participants: Employees hired prior to July 1, 1999, are encouraged to voluntarily take part in every phase of the Physical Fitness Program. However, the PAT is optional for voluntary participants.
- C. Assessment results for participants shall be confidential (restricted to City Physician, Fitness Coordinator or Specialist, and Fire Chief) and kept on file only with the Health and Fitness Coordinator. Program participants shall be provided workout equipment in accordance with the P.F.T. Program. Participants shall be provided time during normal working hours to perform their prescribed exercises and/or approved exercises and in a manner so as to not interfere with their emergency response duties. Employees will be afforded one (1) opportunity while on duty to practice the PAT prior to testing during the Employee's initial program year. Employees that desire the incentive must complete all phases of the program and must reach the incentive level on the PAT. However, all Employees shall remain subject to medical or other types of review at the discretion of management to ensure the Employee's fitness for duty within the Fire Department.

**Section 30.5** The Committee shall provide a forum for the review and consideration of problems, complaints, or needed program improvements and recommend solutions to the Fire Chief. The parties further agree that any future changes to the initial P.F.T. Program as implemented shall be subject to normal grievance/arbitration procedures or collective bargaining at the request of the Union or Employer as allowed under State law.

**Section 30.6** The Committee will also review and recommend policies, procedures, rules, regulations, manning requirements and programs to satisfy and correct safety and health needs. In addition, the Committee will be responsible for recommending cost reduction programs and loss prevention measures. The parties agree the Health, Wellness, and Safety Committee shall be expected to provide a semi-annual written recommendation, status report and any related finding as regards staffing standards for the Tulsa Fire Department. Findings of this committee or any subcommittee thereof shall be approved as to final content through the joint Labor/Management Committee with a copy provided to the Mayor.

### **ARTICLE 31 - DRUG TESTING**

**Section 31.1** The Union and the City recognize the necessity of ensuring the workplace is free from the hazards of drugs or alcohol for the safety of both Employees and the citizens we serve. Therefore, the parties agree that Drug Testing shall be addressed and administered per the Drug Testing Policy within Section 607 of the Administrative Operating Procedures of the Tulsa Fire Department and be considered a part of this collective bargaining agreement.

### **ARTICLE 32 - TRAVEL AND ASSOCIATION ALLOWANCE**

**Section 32.1** Employees who are required to use personal transportation to move from one fire station to another, to travel from their assigned station after retrieving their bunker gear to their assigned Callback

for Overtime station, or to perform Fire Department activities, shall be reimbursed at the IRS maximum mileage reimbursement rate. Such mileage reimbursement shall be paid for the round trip.

**Section 32.2** Travel expense will be calculated automatically or by payroll at the end of each pay period and shall be paid no later than the next pay period.

**Section 32.3** Effective January 1, 2024, Employer shall provide payment of eighty-eight dollars (\$88) to the Union for each member who also is an O.S.F.A. member by March 1 of each year. Union shall provide the City with appropriate membership statement from the O.S.F.A. at least 30 and not more than 90 days prior to January 1 each year. Union shall provide payment verification statements from the O.S.F.A. by March 1 of each year.

### **ARTICLE 33 - LONGEVITY PAY**

**Section 33.1** Employer shall pay each Employee covered by this Agreement, longevity pay of Thirty- eight Dollars and Twenty-eight Cents (\$38.28) per month for each year of service from the Employee's date of hire. Longevity pay shall begin after the Employee has completed three (3) years of service at the rate of One Hundred Fourteen Dollars and Eighty-four Cents (\$114.84) per month and shall increase by Thirty-eight Dollars and Twenty-eight Cents (\$38.28) per month each year thereafter. Upon completion of twenty (20) years of service and each year thereafter, the Employee will receive longevity pay of Seven Hundred Sixty-five and Sixty Cents (\$765.60) per month.

### **ARTICLE 34 - HONOR GUARD**

**Section 34.1** The Tulsa Fire Department shall establish at least an eight (8) person voluntary Honor Guard generally based on the guidelines provided from the Labor Management Committee with uniform standards set by the Fire Chief. Uniforms shall be provided by the Tulsa Fire Department and shall be retained as Department property.

**Section 34.2** All Honor Guard activities shall be approved by the Fire Chief or his/her designee. Employees shall be compensated for approved Honor Guard activities. If such activities fall outside of their normal shift, Employees shall be compensated at the Employee's option with either time and one-half compensatory leave or time and one-half overtime. It is understood the Chief shall give preference to the utilization of on-shift members for Honor Guard activities.

### **ARTICLE 35 - MATERNITY LEAVE**

**Section 35.1** The purpose of this Article is to establish a safe and equitable work assignment and leave procedure for female Firefighters who are pregnant.

**Section 35.2** The Fire Chief or his/her designee shall provide limited duty to a pregnant Firefighter assigned to suppression duties or who is assigned to other duties hazardous to the Employee and/or the unborn child as determined by the City Physician upon notification of such pregnancy. The Employee shall continue on such limited duty unless the Employee requests and is granted the use of vacation leave, compensatory leave or personal leave, or the Employee is eligible for sick leave benefits.

**Section 35.3** Paid Parental Leave will be available for an Employee with one (1) year or more of service who otherwise qualifies for benefits under the Family Medical Leave Act. Eligibility will be determined based upon City of Tulsa Policy and Procedure 319 – Paid Parental Leave and in accordance with provisions in Article 36 – Family and Medical Leave.

### **ARTICLE 36 - FAMILY AND MEDICAL LEAVE**

**Section 36.1** Employees shall be required to first utilize sick leave and vacation leave accruals as may apply to the twelve (12) week benefit under the Federal Family and Medical Leave Act. Any remaining Family and Medical Leave Act leave after expenditures of applicable paid leave benefits shall be administered as leave without pay.

**Section 36.2** Notwithstanding Section 36.1, an Employee with one year of service or more and who otherwise qualifies for FMLA shall be eligible for up to six (6) weeks of paid parental leave in accordance with City of Tulsa Policy and Procedure 319 – Paid Parental Leave.

### **ARTICLE 37 - DRIVER'S LICENSING AND ACCIDENT POLICY**

**Section 37.1** The Union and the City recognize the importance of providing consistent guidelines and rules related to Employees being authorized to operate City vehicles, the handling of accidents, and the reduction of vehicle damage losses. Therefore, the parties agree that these matters shall be addressed and administered per the Driver's License and Accident Policy within the A.O.P. Manual of the Fire Department and said policy shall be considered part of this agreement.

### **ARTICLE 38 - DEFERRED COMPENSATION**

**Section 38.1** The City and the Union mutually desire that Employees take part in savings opportunities allowed under the IRS 457 Deferred Compensation programs offered by the City. The parties agree such programs constitute an important step in an Employee's financial preparation for retirement and are especially valuable if an Employee participates from the earliest date possible during their employment.

**Section 38.2** The City will provide a monthly deferred compensation contribution only during the initial two (2) years the Employee participates in the deferred compensation program. These monies will be provided by a match at the rate of fifty cents (\$.50) for each dollar (\$1.00) on the first fifty dollars (\$50) of Employee contributions into the employee's deferred compensation

savings account up to a maximum of twenty-five dollars (\$25) per month for only the initial two (2) years of participation for each Employee participating in the deferred compensation program.

**Section 38.3** The parties also agree to mutually work towards Employee training and other programs which promote and provide incentives for not only initial employee participation but also the continuing participation of Fire personnel in deferred compensation programs.

### **ARTICLE 39 - DURATION OF AGREEMENT**

**Section 39.1** This Agreement shall become effective on July 1, 2025 and shall remain in full force and effect until Midnight, June 30, 2026; however, any economic provisions hereof, which are to become effective throughout the City's fiscal year beginning on July 1, 2025, are subject to the appropriation of adequate and sufficient funds by the City of Tulsa. In the event of failure of the City to appropriate said funds, said economic provisions set forth to become effective throughout FY 25-26 shall be deemed null and void without further action by either party to this Agreement. In such event the City shall waive the one hundred twenty (120) day notification requirement specified in this Article and the City and Union shall enter into negotiations for fiscal year 25-26 upon said economic increases. The remainder of this Collective Bargaining Agreement shall remain in full force and effect until Midnight, June 30, 2026.


**Section 39.2** The parties further agree that this Collective Bargaining Agreement may be extended after June 22nd of each fiscal year by Memorandum of Understanding through Affirmative Action of the parties, for successive periods of one (1) year each, beginning July 1, 2026, unless either party hereto furnishes written notice to the other of its desire and intention to open negotiations for a successor Agreement not less than thirty (30) days prior to any anniversary date of this Agreement (June 30), beginning with the year 2026.

**Section 39.3** Whenever wages, rates of pay, or any other matters requiring appropriation of monies by Employer are included as matters of collective bargaining, it shall be the obligation of Union to serve on Employer written notice of request for collective bargaining at least one hundred twenty (120) days prior to the last day on which monies can be appropriated by Employer to cover the Agreement period which is the subject of the collective bargaining procedure.

**Section 39.4** It shall be the obligation of Employer and Union to meet at a reasonable time and confer in good faith with representatives of Union and Employer. Within ten (10) days of receipt of written notice by the other party requesting a meeting for purposes of collective bargaining, a conference shall be scheduled.

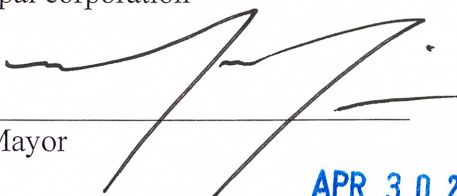
IN WITNESS WHEREOF, we have hereunto caused this instrument to be executed on this 30<sup>th</sup> day of April, 2026.

INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS, LOCAL NO. 176

By:   
President  
"UNION"

Bargaining Committee  
Eric Acosta  
Matt Lay  
Darren Thames  
Colby Wright  
Jeff Harper  
Josh Lamb  
Steve Rhodes  
Craig Deeringwater  
Jamie Goad

CITY OF TULSA, OKLAHOMA  
a municipal corporation

By:   
Mayor  
APR 30 2026

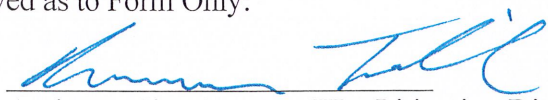
Bargaining Committee  
Tony Puckett  
Laurel Roberts  
Erica Felix-Warwick  
Michael Baker  
Brian Fields  
Mayo Baugher  
Russell Kidd

ATTEST:

  
City Clerk



Approved as to Form Only:

  
Assistant City Attorney III – Litigation Division

"EMPLOYER"

**APPENDIX A**  
**FIREFIGHTERS PAY SCHEDULE – BIWEEKLY**  
Effective July 14, 2024

Step	01	02	03	04	05	06	07	08	09	10	11
<b>FD01</b>											
A	\$54,296.32	\$56,459.52	\$58,730.88	\$61,083.36	\$63,516.96	\$66,058.72	\$68,924.96	\$71,683.04	\$74,549.28	\$77,523.68	\$80,633.28
B	\$2,088.32	\$2,171.52	\$2,258.88	\$2,349.36	\$2,442.96	\$2,540.72	\$2,650.96	\$2,757.04	\$2,867.28	\$2,981.68	\$3,101.28
H(40)	\$26.10	\$27.14	\$28.24	\$29.37	\$30.54	\$31.76	\$33.14	\$34.46	\$35.84	\$37.27	\$38.77
H(52)	\$20.08	\$20.88	\$21.72	\$22.59	\$23.49	\$24.43	\$25.49	\$26.51	\$27.57	\$28.67	\$29.82
<b>FD02</b>											
A				\$68,086.72	\$70,817.76	\$73,629.92	\$76,442.08	\$79,497.60	\$82,688.32	\$85,987.20	\$89,421.28
B				\$2,618.72	\$2,723.76	\$2,831.92	\$2,940.08	\$3,057.60	\$3,180.32	\$3,307.20	\$3,439.28
H(40)				\$32.73	\$34.05	\$35.40	\$36.75	\$38.22	\$39.75	\$41.34	\$42.99
H(52)				\$25.18	\$26.19	\$27.23	\$28.27	\$29.40	\$30.58	\$31.80	\$33.07
<b>FD03</b>											
A					\$81,255.20	\$84,472.96	\$88,150.40	\$91,665.60	\$95,343.04	\$99,155.68	\$103,130.56
B					\$3,125.20	\$3,248.96	\$3,390.40	\$3,525.60	\$3,667.04	\$3,813.68	\$3,966.56
H(40)					\$39.07	\$40.61	\$42.38	\$44.07	\$45.84	\$47.67	\$49.58
H(52)					\$30.05	\$31.24	\$32.60	\$33.90	\$35.26	\$36.67	\$38.14
<b>FD04</b>											
A	\$72,953.92	\$75,874.24	\$78,902.72	\$82,066.40	\$85,338.24	\$88,745.28	\$92,557.92	\$96,235.36	\$100,075.04	\$104,076.96	\$108,295.20
B	\$2,805.92	\$2,918.24	\$3,034.72	\$3,156.40	\$3,282.24	\$3,413.28	\$3,559.92	\$3,701.36	\$3,849.04	\$4,002.96	\$4,165.20
H(40)	\$35.07	\$36.48	\$37.93	\$39.46	\$41.03	\$42.67	\$44.50	\$46.27	\$48.11	\$50.04	\$52.07
H(52)	\$26.98	\$28.06	\$29.18	\$30.35	\$31.56	\$32.82	\$34.23	\$35.59	\$37.01	\$38.49	\$40.05
Fire Inv. (24 hr shift)	\$32.03	\$33.31	\$34.64	\$36.03	\$37.47	\$38.96	\$40.64	\$42.25	\$43.94	\$45.70	\$47.67
<b>FD05</b>											
A					\$93,693.60	\$97,479.20	\$101,616.32	\$105,672.32	\$109,890.56	\$114,298.08	\$118,867.84
B					\$3,603.60	\$3,749.20	\$3,908.32	\$4,064.32	\$4,226.56	\$4,396.08	\$4,571.84
H(40)					\$45.05	\$46.87	\$48.85	\$50.80	\$52.83	\$54.95	\$57.15
H(52)					\$34.65	\$36.05	\$37.58	\$39.08	\$40.64	\$42.27	\$43.96
<b>FD06</b>											
A					\$107,619.20	\$111,918.56	\$116,704.64	\$121,382.56	\$126,249.76	\$131,306.24	\$136,558.50
B					\$4,139.20	\$4,304.56	\$4,488.64	\$4,668.56	\$4,855.76	\$5,050.24	\$5,252.25
H(52) Call Back Rate					\$39.80	\$41.39	\$43.16	\$44.89	\$46.69	\$48.56	\$50.50
<b>FD07</b>											
A					\$122,734.56	\$127,628.80	\$133,063.84	\$138,390.72	\$143,933.92	\$149,693.44	\$155,681.24
B					\$4,720.56	\$4,908.80	\$5,117.84	\$5,322.72	\$5,535.92	\$5,757.44	\$5,987.74

Appendix A - 1  
**FIREFIGHTERS PAY SCHEDULE - BIWEEKLY**  
 Effective July 13, 2025

Step	01	02	03	04	05	06	07	08	09	10	11
<b>FD01</b>											
A	\$54,296.32	\$56,459.52	\$58,730.88	\$61,083.36	\$63,516.96	\$66,058.72	\$68,924.96	\$71,683.04	\$74,549.28	\$77,523.68	\$ 83,526.56
B	\$2,088.32	\$2,171.52	\$2,258.88	\$2,349.36	\$2,442.96	\$2,540.72	\$2,650.96	\$2,757.04	\$2,867.28	\$2,981.68	\$ 3,212.56
H(40)	\$26.10	\$27.14	\$28.24	\$29.37	\$30.54	\$31.76	\$33.14	\$34.46	\$35.84	\$37.27	\$ 40.16
H(52)	\$20.08	\$20.88	\$21.72	\$22.59	\$23.49	\$24.43	\$25.49	\$26.51	\$27.57	\$28.67	\$ 30.89
<b>FD02</b>											
A				\$68,086.72	\$70,817.76	\$73,629.92	\$76,442.08	\$79,497.60	\$82,688.32	\$85,987.20	\$92,639.04
B				\$2,618.72	\$2,723.76	\$2,831.92	\$2,940.08	\$3,057.60	\$3,180.32	\$3,307.20	\$3,563.04
H(40)				\$32.73	\$34.05	\$35.40	\$36.75	\$38.22	\$39.75	\$41.34	\$44.54
H(52)				\$25.18	\$26.19	\$27.23	\$28.27	\$29.40	\$30.58	\$31.80	\$34.26
<b>FD03</b>											
A					\$81,255.20	\$84,472.96	\$88,150.40	\$91,665.60	\$95,343.04	\$99,155.68	\$106,835.04
B					\$3,125.20	\$3,248.96	\$3,390.40	\$3,525.60	\$3,667.04	\$3,813.68	\$4,109.04
H(40)					\$39.07	\$40.61	\$42.38	\$44.07	\$45.84	\$47.67	\$51.36
H(52)					\$30.05	\$31.24	\$32.60	\$33.90	\$35.26	\$36.67	\$39.51
<b>FD04</b>											
A	\$72,953.92	\$75,874.24	\$78,902.72	\$82,066.40	\$85,338.24	\$88,745.28	\$92,557.92	\$96,235.36	\$100,075.04	\$104,076.96	\$112,195.20
B	\$2,805.92	\$2,918.24	\$3,034.72	\$3,156.40	\$3,282.24	\$3,413.28	\$3,559.92	\$3,701.36	\$3,849.04	\$4,002.96	\$4,315.20
H(40)	\$35.07	\$36.48	\$37.93	\$39.46	\$41.03	\$42.67	\$44.50	\$46.27	\$48.11	\$50.04	\$53.94
H(52)	\$26.98	\$28.06	\$29.18	\$30.35	\$31.56	\$32.82	\$34.23	\$35.59	\$37.01	\$38.49	\$41.49
Fire Inv. (24 h	\$32.03	\$33.31	\$34.64	\$36.03	\$37.47	\$38.96	\$40.64	\$42.25	\$43.94	\$45.70	\$49.40
<b>FD05</b>											
A					\$93,693.60	\$97,479.20	\$101,616.32	\$105,672.32	\$109,890.56	\$114,298.08	\$123,140.16
B					\$3,603.60	\$3,749.20	\$3,908.32	\$4,064.32	\$4,226.56	\$4,396.08	\$4,736.16
H(40)					\$45.05	\$46.87	\$48.85	\$50.80	\$52.83	\$54.95	\$59.20
H(52)					\$34.65	\$36.05	\$37.58	\$39.08	\$40.64	\$42.27	\$45.54
<b>FD06</b>											
A					\$107,619.20	\$111,918.56	\$116,704.64	\$121,382.56	\$126,249.76	\$131,306.24	\$141,474.58
B					\$4,139.20	\$4,304.56	\$4,488.64	\$4,668.56	\$4,855.76	\$5,050.24	\$5,441.33
H(52) Call Back Rate					\$39.80	\$41.39	\$43.16	\$44.89	\$46.69	\$48.56	\$52.32
<b>FD07</b>											
A					\$122,734.56	\$127,628.80	\$133,063.84	\$138,390.72	\$143,933.92	\$149,693.44	\$161,285.80
B					\$4,720.56	\$4,908.80	\$5,117.84	\$5,322.72	\$5,535.92	\$5,757.44	\$6,203.30

**APPENDIX B**  
**PHYSICAL ABILITY TEST LEVELS**

**Physical Ability Test – Maintenance Level**

<b>Event</b>	<b>Target Time</b>	<b>Maximum Time</b>
Step Mill	>2:59	N/A
Hose Drag	<0:22	<0:25
Search	<1:08	<1:22
Rescue	<0:21	<0:24
Forcible Entry	<0:10	<0:12
Ladder	<0:36	<0:41
Ceiling Hook	>23 reps	N/A

**Physical Ability Test – Incentive Level**

<b>Event</b>	<b>Target Time</b>	<b>Maximum Time</b>
Step Mill	≥5:49	N/A
Hose Drag	<0:18	<0:21
Search	<0:53	<1:07
Rescue	<0:18	<0:21
Forcible Entry	<0:08	<0:10
Ladder	<0:31	<0:36
Ceiling Hook	≥29 reps	N/A

**APPENDIX C**  
**PRESIDENT'S ASSIGNMENT**

5/12/94

**MEMORANDUM  
OF UNDERSTANDING BETWEEN  
CITY OF TULSA, OKLAHOMA  
AND  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 176  
AFL-CIO/CLC**

WHEREAS, the City and the IAFF (the parties) have agreed to certain conditions regarding the Union President's assignment under Article 24, Section 4; and

WHEREAS, the parties agree those conditions should be set forth in writing.

THEREFORE, BE IT RESOLVED, the following language shall be considered applicable to the Union President's assignment and the Collective Bargaining Agreement:

During the term of this Agreement, the Union President shall be assigned to a special forty (40) hour administrative position by the Fire Chief for purposes of furthering Union/Management relations.

The Union President's assignment shall be subject to the following conditions:

- (a) The Union President will normally be available during the day to discuss labor issues with the Fire Chief or his designee;
- (b) The Union President will be assigned to certain duties by the Fire Chief in support of the Fire Department's mission which may include:
  - review of labor/management issues
  - review of programs for efficiency and effectiveness
  - reporting on related findings or providing bargaining unit feedback and/or suggestions as involves the above items
- (c) The Union President shall submit a simple weekly time report (as attached) to the Fire Chief or his designee. A Leave Report (Tul-4717) shall be completed and must be approved prior to the Union President's use of Leave benefits;
- (d) The City shall only be responsible for potential FLSA overtime provisions if the President's special duty assignments require work in excess of a forty (40) hour week approved by the Fire Chief.

The Union shall be responsible for any expenses for travel, seminars, etc., which are approved by the Union Executive Board except and unless specific approval is granted by the Fire Chief;

- (e) When any employee of the Tulsa Fire Department assumes the position of President of Local 176 IAFF, regardless of his assignment at the time, he shall be reassigned pursuant to Section 24.1 of Article 24 and remain subject to emergency service responses in cases of unusual circumstances (natural disasters, major fires, civil disorders, etc.) which call for large scale responses as determined necessary by the Chief of The Department. Therefore, the President shall maintain all qualifications, skills and knowledge necessary to perform the duties of his/her rank.

M. Susan Swag  
Mayor

June 29, 1994  
Date

Wm. J. Drake  
Union

Hettie Green  
Deputy City Clerk

[Signature]  
Legal

**APPENDIX D**  
**FIRE INVESTIGATORS**

Fire Investigators are exempt under FLSA, 29 U.S.C. §207(k) applying the Law Enforcement exemption rather than Fire Protection exemption based on the current status of the law. The following provisions shall apply to Fire Investigators and shall supersede any provisions in the Collective Bargaining Agreement in which they may be in conflict. The remainder of the Collective Bargaining Agreement shall be in full force and effect for Fire Investigators as applicable.

- A. Fire Investigators shall normally be assigned to a twenty-seven (27) day work period consisting of twenty-four (24) hour tour of duty, followed by forty-eight (48) hours off-duty unless unusual circumstances require assignment to a seven (7) day work period consisting of forty (40) hours.
- B. The work schedule for Fire Investigators assigned to the 27-day work period will be a twenty-four (24) hour tour of duty followed by forty-eight (48) hours off-duty. The 27-day work period will include two (2) Hours Reduction Shifts, resulting in a work schedule of 168 hours in each work period. The HRS schedule shall be established by mutual agreement of the Fire Chief and Union.
- C. The 27-day Fire Investigators' salary is intended to compensate them for working 168 hours in a 27-day work period and they will be paid an overtime premium of one-half (1/2) the regular rate for all hours worked between 165 and 168 in a work period, and overtime at one and one-half (1½) times the regular rate for any hours worked over 168 in a work period.
- D. Fire Investigators working the 27-day work period shall earn paid annual leave at the following rates in lieu of rates provided in 16.1:

<u>Yrs of Service</u>	<u>Mo. Accrual/Annual</u>
Less than 6	21.2 hrs/254.4 hrs.
6 through 15	24.57 hrs/294.84 hrs.
16 through 24	29.62 hrs/355.44 hrs.
25 and over	31.31 hrs/375.72 hrs.

- E. Employees who transfer from a 27-day fire suppression position to a 27-day fire investigator position shall have their accrued annual leave hours adjusted by multiplying accrued leave hours by a factor of .842. Employees who transfer from a 27-day Fire Investigator position to a 27 day fire suppression position shall have the number of accrued annual leave hours adjusted by dividing accrued leave hours by a factor of .842.
- F. Employees who transfer from a 27-day Fire Investigator position to a 7 day work period position shall have their accrued number of annual leave hours adjusted by multiplying

such accrued leave hours by a factor of .913. Employees who transfer from a 7 day work period position to a 27 day Fire Investigator position shall have their accrued annual leave hours adjusted by dividing such accrued leave hours by a factor of .913.

- G. 27-day Fire Investigators shall accrue sick leave at the rate of 10.10 hours per completed calendar month. Sick leave accruals shall be reduced by 10.10 hours for each month of service the employee was on leave without pay or on sick leave during the preceding twelve (12) months. 27-day Fire Investigators may accrue a maximum of 1414.56 hours of sick leave. 27-day Fire Investigators whose service is terminated for reason of retirement or death shall be paid for any sick leave accrued in excess of 1010.40 hours.
- H. Employees who transfer from a 27-day fire suppression position to a 27-day fire investigator position shall have their accrued sick leave hours adjusted by multiplying accrued leave hours by a factor of .842. Employees who transfer from a 27-day fire investigator position to a 27-day fire suppression position shall have the number of accrued sick leave hours adjusted by dividing accrued leave hours by a factor of .842.
- I. Employees who transfer from a 27-day Fire Investigator position to a 7-day work period position shall have their accrued number of sick leave hours adjusted by multiplying such accrued leave hours by a factor of .9144. Employees who transfer from a 7-day work period position to a 27-day Fire Investigator position shall have their accrued sick leave hours adjusted by dividing such accrued leave hours by a factor of .9144.
- J. 27-day Fire Investigators who (1) have less than 808.32 hours of accrued Sick Leave, and (2) who use no Sick Leave during the calendar year shall, at their option, receive either 40.42 hours of additional Sick Leave or 20.21 hours of additional Sick Leave and 20.21 hours of additional Annual Leave. Employees who use no more than 20.21 hours of Sick Leave shall receive 20.21 hours of additional Sick Leave accrual. Such additional accruals shall not allow an Employee's leave banks to exceed accrual maximums.
- K. 27-day Fire Investigators who (1) have 808.32 hours or more of accrued Sick Leave, and (2) who use no sick leave from November 1 of the previous fiscal year through October 31 of the current fiscal year shall be eligible to sell back 60.62 hours of accrued Sick Leave. Employees who use no more than 20.21 hours of Sick Leave from November 1 of the previous fiscal year through October 31 of the current fiscal year shall be eligible to sell back 20.21 hours of accrued Sick Leave. Such additional accruals shall not allow an Employee's leave banks to exceed accrual maximums.



SECTION 100  
GENERAL PROCEDURES AND INFORMATION  
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101 Prefix

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101 Prefix

- .1 The Administrative Operating Procedures herein contained are intended for the general guidance of the officers and members of the Tulsa Fire Department and not to cover every specific act of duty. Much is left to the zeal and discretion of the individual, and efficiency ratings as well as disciplinary actions will depend upon the way the officers and members conduct themselves in the performance of their duties. Strict compliance with the operating procedures and careful attention to the orders of department officers is necessary to retain the respect and goodwill of the public which this department enjoys.
- .2 All rules, regulations, or orders issued or promulgated heretofore, in any manner conflicting with the operating procedures herein contained, are hereby revoked, repealed, and rendered inoperative and of no force.
- .3 Violations of any of the operating procedures, neglect or omission of any of the duties prescribed herein are considered offenses, and any member found guilty will, at the discretion of the Fire Chief or the Mayor and City Council, be subject to reprimand, suspension, fine, demotion, or dismissal from the department.
- .4 Operating Procedures that will govern every case cannot be predetermined and from time-to-time necessary Administrative Orders will be issued. Additions, deletions and modifications to this manual will be implemented and/or negotiated as necessary to reconcile changing conditions, and to reflect revisions in policies and procedures.

102 Department Rule and Discipline

- .1 Through careful attention to and compliance with the department's operating procedures, members will be accountable for the effective and efficient use of available resources toward accomplishing the department's mission.
  - .11 When deemed necessary by the Fire Chief or his designee, the department's physical resources will be inspected to ensure compliance with department policy and procedures.
    - .111 Lockers are subject to inspection at any time by the Fire Chief or his designee but shall be inspected during the District Chiefs' quarterly station inspections.
      - .1111 The use of a locker by anyone other than the assigned person is prohibited.
      - .1112 Lockers are provided with a lock. The District Chief will keep a master or duplicate key for the lockers in their district. Personal locks are not permitted on lockers.



102 Department Rule and Discipline

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.1113 Upon separation or transfer of an employee, the locker key and cylinder must be returned to the District Chief or the Physical Resources Chief.

.2 Discipline

.21 Shall be administered in accordance with the current Agreement between the City of Tulsa and IAFF Local 176.

.22 Department Officers are understood to have a higher level of responsibility. Discipline will be commensurate with the level of responsibility.

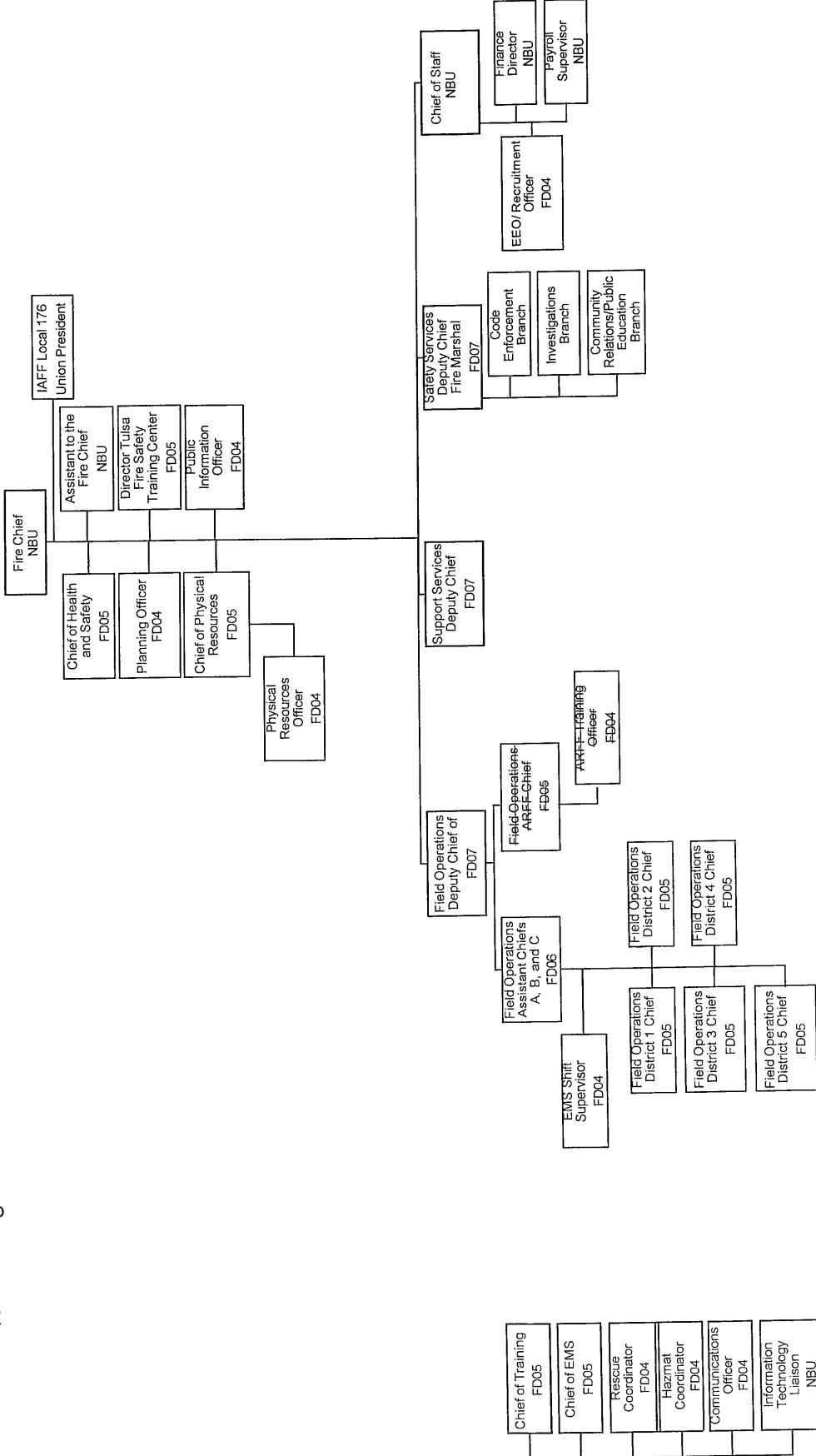


103 Tulsa Fire Department Management System

103

Tulsa Fire Department Management System

1 Organizational Chart





104 Tulsa Fire Department Strategic Plan

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104 Tulsa Fire Department Strategic Plan

.1 Vision

.11 Through selfless service to our customers, the Tulsa Fire Department will remain an organization that:

- Responds quickly and appropriately to all calls for service
- Seeks continuous improvement (...of our services)
- Reflects good stewardship of the public's resources and trust
- Maintains a versatile, proactive, and agile profile
- Involves our community in our decisions
- Immerse ourselves in our community
- Maintains a vigilant watch over our first in areas
- Understands and works with the diversity of our community
- Sends our members home safely
- Continually evaluates and minimizes risks to our community

.2 Mission

.21 The Tulsa Fire Department delivers superior protection of life, health, property, and the environment.

.3 Statement of Values

.31 We are committed to providing the highest possible level of customer service to the community. Through education, we will strive for the level of professionalism our community deserves. Through training, we will acquire the skills and teamwork necessary to safely perform the tasks required of us. We will recognize the value of community involvement in providing diversity within our organization. Honesty and integrity will be the foundation of all interactions we have within and outside our organization.

.4 Strategies

.41 TFD will prepare both human and physical resources for all-hazard response.

.42 TFD will work to prevent or reduce loss to the community and the department.

.43 TFD will respond quickly with compassion in a professional manner.

.44 TFD will proactively utilize the collective intelligence of our members to evaluate and improve operational performance.



104 Tulsa Fire Department Strategic Plan

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- .5 Statements of Individual Worth and Accountability
  - .51 Each individual is valuable to the department.
  - .52 Each individual must be treated ethically and provided training, proper equipment, support, safety, and opportunity.
  - .52 Each individual is accountable to others in the organization, the department, and the public.



105 Fire Chief/Command

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105 Fire Chief/Command

Fire Chief/Command Mission Statement: Under administrative direction is responsible for planning, organization, and direction of the fire department's resources for maximum effectiveness, efficiency and safety; and performs other related required duties.

.1 Position Title: Fire Chief (NBU)

Characteristics of the Position: Under administrative direction, is responsible for planning, organization, and direction of the fire department's resources for maximum effectiveness, efficiency and safety; and performs other related required duties.

Examples of the Duties:

- Performs strategic planning for the Fire Department
- Responds to and manages major incidents
- Manages all subordinate personnel
- Prepares, administers, and monitors the budget
- Formulates, implements, and enforces various procedures and policies
- Coordinates with various other individuals, groups, and organizations

Function Accountability	
Integrated Planning Process	Physical Fitness Training
Major incident response and management	Budget administration
Personnel management	Coordinates with other agencies
Policy determination	



105 Fire Chief/Command

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.2 Position Title: Assistant to the Fire Chief (NBU)

Characteristics of the Position: Under general supervision, perform complex administrative or clerical duties requiring specialized skills and in-depth knowledge of job-related aspects of the organization; and perform related duties as required.

Examples of Duties:

- Utilize computer software to develop correspondence, produce reports, and maintain records
- Coordinate administrative projects
- Maintain calendar and schedules and arrange associated meetings and conferences
- Schedule committee meetings, record, transcribe and distribute the minutes of committee meetings as assigned
- Assist employees with complex City Personnel Policies and Procedures questions
- Assist employees and the public with the location and function of all City departments, divisions and public facilities.

Function Accountability	
Produce correspondence	Maintain records
Prepare and facilitate meetings	
Produce reports and documents	



105 Fire Chief/Command

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.3 Administration Branch

Administration Branch Mission Statement: To provide labor relations, department liaison functions and administrative management of branch personnel and programs, including departmental budgeting, planning and recruitment.

.31 Position Title: ~~Administrative Chief~~ Chief of Staff (NBU)

Characteristics of the Position: Under general direction, is responsible for the management of branch personnel; labor relations; branch statistical data analysis; department records, and administrative programs, including the departmental budget, planning, and recruitment.

Comprehensive knowledge of firefighting and fire service administration practices, procedures, equipment, and communications; comprehensive knowledge of Incident Command System operations; and develop comprehensive knowledge of labor relations, grievance resolution, policy development, disciplinary process and negotiations. Ability to supervise fire support staff; ability to operate word processing and database software; ability to analyze emergency situations quickly and effectively; ability to communicate effectively, both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Examples of Duties:

- Administer branch budget
- Develop and manage EEO/recruitment policies for approval
- Maintain accurate administrative activity records
- Development of administrative programs
- Maintain liaison with other City departments
- Maintain personnel records

Function Accountability	
Emergency Scene Response: Command	Liaison with other Departments
Personnel Administration	Recruitment/Hiring
General Administration	Physical Fitness Training
Inspection and Maintenance	Professional Development
Public & Community Relations	Special Duties



105 Fire Chief/Command

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.32 Finance Unit

Finance Unit Mission Statement: To provide direction, operation, administration, and management of various Departmental financial activities along with accurate information through analyses and comprehensive reports.

.321 Position Title: Finance Director (NBU)

Characteristics of the Position: Under general direction, is responsible for the management, supervision, and performance of administrative functions including the annual budget, personnel, payroll, and accounting. Analyze and prepares detailed financial reports and performs other assigned duties.

Examples of Duties:

- Develop, implement and evaluate the Department's financial policies
- Analyze the daily and annual Departmental expenditures
- Administer Department and Branch annual budget
- Research and analyze payroll against contract
- Manage personnel assigned to the branch

Function Accountability	
Financial Administration	Professional Development
General Administration	Special Assignments
Personnel Administration	



105 Fire Chief/Command

---

.322 Position Title: Accountant II (NBU)

Characteristics of the Position: Under direction, performs advanced accounting work as supervisor of accounting operations

Examples of Duties:

- Maintain policy for approval
- prepare and analyze reports
- perform account reconciliation
- supervise assigned staff

Function Accountability	
Account reconciliation	Special assignments
Budget administration	Financial reports
Payroll administration	



105 Fire Chief/Command

---

.33 Equal Employment Unit

Equal Employment Unit Mission Statement: To coordinate and facilitate applicant recruitment, including qualified minority and female candidates, for employment as a Tulsa Fire Department entry level firefighter.

.331 Position Title: Equal Employment Officer/Recruiter (BU)

Characteristics of the Position: Under direction, is responsible for activities related to applicant recruitment, including qualified minority and female candidates, for the position of entry-level firefighter. Perform other duties as assigned.

Examples of Duties:

- Develop strategy for recruiting applicants, including qualified minorities and females
- Coordinate and facilitate minority recruitment committee activities
- Maintain contact with minority and female candidates throughout the hiring process

Function Accountability	
Emergency Scene Response: Command	Administration Duties as Assigned
General Administration	Physical Fitness Training
Inspections and Maintenance	Professional Development
Public and Community Relations	Special Duties



105 Fire Chief/Command

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.4 Health and Safety Branch

Health and Safety Branch Mission Statement: Provide an environment within the department that will effectively identify hazards, manage risk of injury and disease, and create a safer and healthier working environment for our firefighters, facilities, and resources.

.41 Position Title: Chief of Health and Safety (BU)

Characteristics of the Position: Under direction, is responsible for the development, implementation, and administration of a comprehensive fire protection safety program for the department; perform other related duties as assigned. Administers branch budget.

Examples of Duties:

- Develop programs related to personnel safety
- Provide safety-related training for department members
- Monitor department operations and make safety-related recommendations
- Investigate job-connected injuries and vehicle accidents
- Prepare comprehensive reports
- Develop programs and recommendations to ensure compliance with applicable safety regulations
- Coordinate activities with the City Safety and Health Section

Function Accountability	
Recommends Protective Clothing Program	Review and Analyze Appropriate Information
Physical Fitness Coordination	Develops and Manages Branch Budget
Safety and Health Program Development and Training	Member of various Committees
Investigate Exposures, Injuries, and Vehicle Accidents	Inspections & Maintenance
Emergency Scene Response	Public and Community Relations
Provide Consultation Relating to Technical Operations and Issues	Professional Development
Personnel Administration	Special Duties
General Administration	



105 Fire Chief/Command

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.5 Physical Resources Branch

Physical Resources Branch Mission Statement: Provide administrative management of the department's inventory and maintenance of equipment, apparatus and facilities.

.51 Position Title: Chief of Physical Resources (BU)

Characteristics of the Position: Under general direction, is responsible for the administration of branch budget, purchasing, receipt, warehousing, distribution, and maintenance of the department's inventory of supplies, equipment, and materials.

Examples of Duties:

- Maintain a comprehensive inventory records system
- Coordinate apparatus and facility maintenance
- Coordinate the warehousing and distribution of the department's supply function
- Prepares specifications for new Apparatus and Equipment

Function Accountability	
Review and Analyze Appropriate Information	Special Duties
Prepares Specifications for Apparatus and Equipment	Member of various Committees
Communications Development and Training	Develops and Manages Branch Budget
Emergency Scene Response	Inspections & Maintenance
Provide Consultation relating to Technical Operations and Issues	Professional Development
Personnel Administration	



105 Fire Chief/Command

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.6 Public Information Unit

Public Information Unit Mission Statement: Provide timely and accurate dissemination of information. Inform the public of fire prevention methods and proper actions to be taken should a fire occur.

.61 Position Title: Public Information Officer (BU)

Characteristics of the Position: Under general direction, is responsible for providing timely and accurate dissemination of department information. Assist in development and delivery of activities designed to educate the general public in fire prevention, fire and life safety and survival techniques.

Examples of Duties:

- Develop and deliver a public relations and information program
- Coordinate a department internal information function
- Assist department divisions with publicizing activities and programs
- Provide media information at major emergency incidents

Function Accountability	
Emergency Scene Response: Command	Physical Fitness Training
General Administration	Professional Development
Inspections and Maintenance	Special Duties
Public & Community Relations	



105 Fire Chief/Command

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.7 Planning Unit

Planning and Research Mission Statement: Provide accurate information through analyses and reports pertaining to past, present, and future operations of the department.

.71 Position Title: Planning Officer (BU)

Characteristics of the Position: Under direction, is responsible for activities intended to provide effective operation and utilization of the planning and research branch functions.

Examples of Duties:

- Provide staff support for departmental functions
- Conduct research using reference materials
- Provide liaison and staff support in legal and political matters

Function Accountability	
Emergency Scene Response: Command	Special Assignments
Personnel Administration	Alternative Funding
General Administration	Physical Fitness Training
Public & Community Relations	Inspections & Maintenance
Professional Development	Special Duties



105 Fire Chief/Command

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.711 Position Title: Planner II (NBU)

Characteristics of the Position: Under direction, performs advanced research and analysis regarding issues of organizational structure, performance, and management in relation to the services provided by the department.

Examples of Duties:

- Reviews industry literature and reports
- Provides staff support for the preparation and publication of the departmental budget, strategic and operational plans
- Makes applications for and administers grants

Function/Accountability	
Prepare and publish documents	Special assignments
Grants application and administration	Facilitate the department's planning process



105 Fire Chief/Command

~~.8~~ Tulsa Fire Safety Training Center Branch

~~.81~~ Position Title: Director of Tulsa Fire Safety Training Center (BU)

~~Characteristics of the Position: Under general direction, is responsible for meeting the training needs of the TFSTC fire and homeland security training programs and initiatives. The Director shall serve at discretion of the Fire Chief in consultation with the Provost of the TCC Northeast Campus.~~

~~Examples of Duties:~~

- ~~• Duties include serving as liaison to the Management Team, the eight-member team responsible for directing all decisions related to the management of the training facility;~~
- ~~• Creation of by-laws and annual reports;~~
- ~~• Evaluation of current training curriculums;~~
- ~~• Development and refinement of curriculum;~~
- ~~• Assist with establishing rental and lab fees for facility;~~
- ~~• Provide leadership in identifying and planning future training needs and trends;~~
- ~~• Manage facility scheduling including classroom and hands on training;~~
- ~~• Build relationships with local, regional and State response agencies;~~
- ~~• Monitor and ensure compliance with operational agreements, regulatory agencies, and requirements;~~
- ~~• Coordinate monitoring of facility revenue and expenses;~~
- ~~• Coordinate repairs and replacement of facility and equipment;~~
- ~~• Marketing of training program;~~
- ~~• Management of program and facility budgets;~~
- ~~• Coordinate and facilitate hiring of TFSTC employees;~~
- ~~• Oversee development and maintenance of records and audits;~~
- ~~• Serve as a member of the Tulsa Fire Department Command Staff and Incident Management Team.~~

<del>Function Accountability</del>	
<del>Emergency Scene Response: Command</del>	<del>Administer Program Budget</del>
<del>Maintaining Professional Relationship Between Tulsa Fire Department and Tulsa Community College.</del>	<del>Special Duties as Assigned</del>
<del>Build Relationships with all Regional Departments.</del>	<del>Inspections and Maintenance</del>
<del>Personnel Administration</del>	<del>Public and Community Relations</del>
<del>General Administration</del>	<del>Physical Fitness Training</del>
<del>Professional Development</del>	



106 Field Operations Section

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106 Field Operations Section

Field Operations Section Mission Statement: Plan, organize, and safely implement the department's fire suppression operations, hazard mitigation operations and life and fire safety activities within the section to prevent or reduce the loss of life and property from incidents of fire, natural disaster, hazardous materials, technical rescue, and airport emergencies.

.1 Position Title: Deputy Chief of Field Operations (BU)

Characteristics of the Position: Under administrative direction, is responsible for planning, organizing, and safely implementing the section's fire suppression operations, life and fire safety activities; hazardous material/technical rescue; emergency medical services; and A.R.F.F. functions to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Respond to major incidents and serve as acting Fire Chief when assigned.

Examples of Duties:

- Manage the Field Operations Section
- Administer the section budget
- Respond to major and special incidents
- Coordinate activities with other sections of the department as well as the general public
- Analyze section statistical data
- Develop section programs.

Function Accountability	
Emergency Scene Response: Command	In-Service Training
Personnel Administration	Physical Fitness Training
General Administration	Professional Development
Public & Community Relations	Inspections & Maintenance



106 Field Operations Section

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.2 Position Title: Field Operations Assistant Chief (BU)

Field Operations Assistant Chief Mission Statement: Plan, organize, and safely implement the department’s emergency response, life and fire safety activities within the section to prevent or reduce the loss of life and property from perils such as fire, natural disaster, medical emergency, and hazardous materials.

Characteristics of the Position: Under general direction, is assigned to emergency Planning, Logistics, or Finance and is responsible for organizing and administering section budget; safely implementing the department response and section life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serves as officer-in-charge in absence of Fire Chief or Deputy Chief after normal office hours

Examples of Duties:

- Manage assigned field operations section
- Section’s policy development
- Respond to major incidents
- Administer section budget
- Coordinate activities with other sections of the department and the general public
- Analyze section statistical data to develop programs regarding section effectiveness/efficiency

Function Accountability	
Emergency Scene Response: Command	Fire Safety Surveys
Personnel Administration	In-Service Training
General Administration	Hydrant Inspections
Inspections & Maintenance	Physical Fitness Training
Public and Community Relations	Professional Development



106 Field Operations Section

.3 Position Title: Emergency Medical Services Shift Supervisor (BU)

Characteristics of the Position: Under direction, is responsible for the execution of specific duties as assigned by the Emergency Medical Services (EMS) Branch of the Tulsa Fire Department. The work involves supervising the activities of emergency medical personnel on a 24-hour assigned shift. This position also involves participating in evaluating staffing and equipment needs, educational requirements, protocol development, and the implementation of special projects as determined by the EMS Branch Chief and/or the Office of the Medical Director. Additionally, this position involves service as the Infection Control Officer.

Examples of Duties: Respond to fires, medical emergencies, multiple alarms, technical rescues, hazardous materials incidents, and other incidents to supervise emergency medical activities and other duties as assigned by the incident commander; assist the Assistant Chief with determining paramedic staffing requirements for each shift as required; participate in the evaluation of EMS documentation and the departmental CQI program; manage the use of medical supplies and equipment and resupply companies as needed; act as the Infection Control Officer and implement the TFD Infection Control Program; conduct EMS-related incident investigations; function as the Narcotics Officer and manage the department's inventory of controlled substances; respond to inquiries from the Office of the Medical Director as assigned; act as the liaison with representatives of EMSA, local area hospitals, and other healthcare organizations to review the work of EMS personnel regarding the transportation and care of patients as well as hospital procedures and protocols.

Qualifications:

- Possess and maintain current National and State EMT - P certification and clinical privileges within the Tulsa emergency medical system.
- The candidate will be a Captain/Paramedic with at least two (2) years of experience in the Tulsa Fire Department Advance Life Support Program.
- Candidate must score an 85% or higher on their most current paramedic protocol exam per ordinance.
- The final determination for candidate selection will be made by the Fire Chief following a recommendation from the Chief of Special Operations and the EMS Chief.

Function Accountability	
Emergency Scene Response: Command	Remediation of field EMS providers
Personnel Administration	Professional Development
Administer TFD Infection Control Program	Special Duties
EMS Policy updates/changes	Physical Fitness Training
General Administration	



106 Field Operations Section

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.4 Position Title: District Chief (BU)

Field Operations District Chief Mission Statement: Manage emergency response, life and fire safety activities within the coverage area to prevent or reduce the loss of life and property from perils such as fire, natural disaster, medical emergency, and hazardous materials.

Characteristics of the Position: Under general direction, is responsible for fire district activities intended to facilitate the department's emergency response, life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serve as acting Assistant Chief/Field Operations when assigned.

Examples of Duties:

- Manage and coordinate the activities of a fire district
- Respond to emergency incidents as assigned
- May assume command of assigned emergency incidents
- Conduct district pre-fire planning
- Manage district training, life and fire safety activities

Function Accountability	
Emergency Scene Response: Command	Firefighter Injury Investigation
Personnel Administration	Physical Fitness Training
General Administration	Professional Development
Inspections & Maintenance	Special Duties
Public and Community Relations	



106 Field Operations Section

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.5 Position Title: Management Intern (BU)

Field Operations Management Intern Mission Statement: Supervise emergency response and life and fire safety activities, as directed, within the coverage area to prevent or reduce the loss of life and/or property from perils such as fire, natural disaster, medical emergency, and hazardous materials

Characteristics of the Position: Under direction, is responsible for the execution of district activities intended to provide the department's emergency response and district life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serve as acting District Fire Chief when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Directly assist a District Fire Chief with command and control of emergency incidents
- Assist with district pre-fire planning, training, life and fire safety activities

Function Accountability	
Emergency Scene Response: Command	Hydrant Inspections Program
Personnel Administration	Physical Fitness Training
General Administration	Professional Development
Inspections & Maintenance	Special Duties
Public and Community Relations	



106 Field Operations Section

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.6 Field Operations Fire Company

.61 Position Title: Fire Captain (BU)

Fire Company Mission Statement: Provide emergency response, life and fire safety activities within the coverage area to prevent or reduce the loss of life and/or property from perils such as fire, natural disaster, medical emergency, and hazardous materials.

Characteristics of the Position: Under direction, is responsible for the execution of specific duties intended to provide the department's emergency response and fire company life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serve as an acting District Fire Chief when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Supervise fire company personnel at fire stations and emergency incidents
- Conduct fire company life and fire safety surveys and inspections
- Conduct training of fire company personnel
- Direct emergency responses until relieved by a superior officer

Function Accountability	
Emergency Scene Response: Command / Hands On	Life and Fire Safety Activities
Personnel Administration	Hydrant Inspections
General Administration	Physical Fitness Training
Inspections & Maintenance	Professional Development
Public and Community Relations	Special Duties



106 Field Operations Section

.62 Position Title: ~~Fire Equipment Operator~~ Lieutenant (BU)

Fire Company Mission Statement: Provide emergency response, life and fire safety activities within the coverage area to prevent or reduce the loss of life and property from perils such as fire, natural disaster, medical emergency, and hazardous materials.

Characteristics of the Position: Under general supervision, is responsible for the execution of specific duties intended to provide the department's emergency response and fire company life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serve as an acting Fire Captain when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Operate fire apparatus and associated equipment
- Assist with the training of fire company personnel
- Participate in fire company life and fire surveys and inspections
- Maintain apparatus and equipment in a state of readiness

Function Accountability	
Emergency Scene Response: Command / Hands On	Life and Fire Safety Activities
Personnel Administration	Hydrant Inspections
General Administration	Physical Fitness Training
Inspections & Maintenance	Professional Development
Public and Community Relations	Special Duties



106 Field Operations Section

---

.63 Position Title: Firefighter (BU)

Fire Company Mission Statement: Provide emergency response, life and fire safety activities within the coverage area to prevent or reduce the loss of life and property from perils such as fire, natural disaster, medical emergency, and hazardous materials.

Characteristics of the Position: Under immediate supervision, is responsible for the execution of specific duties intended to provide the department's emergency response and fire company life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serves as an acting Fire Equipment Operator when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Operate fire streams and equipment
- Participate in fire company life and fire safety surveys and inspections
- Participate in fire company training
- Clean and maintain the fire station, grounds, apparatus, and equipment

Function Accountability	
Emergency Scene Response: Hands On	Life and Fire Safety Activities
Inspections & Maintenance	Hydrant Inspections
Public and Community Relations	Physical Fitness Training
Professional Development	



106 Field Operations Section

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.7 Hazmat Company

Hazmat Company Mission Statement: Provide emergency response, life, fire and Hazmat safety activities within the coverage area to prevent or reduce the loss of life, property and the environment from perils such as fire, natural disaster, medical emergency and hazardous materials.

.71 Position Title: Captain/Hazmat (BU)

Characteristics of the Position: Under direction, is responsible for the execution of specific duties intended to provide the department's emergency response and company life, fire and Hazmat safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serve as an acting Chief Officer when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Supervise company personnel at fire stations and emergency incidents
- Conduct company life, fire and Hazmat surveys and inspections
- Conduct training of company personnel
- Direct emergency responses until relieved by a superior officer
- Maintain certifications at Hazmat Technician level
- Maintain all required training associated with the rank of Fire Captain as set forth in the TFD AOP
- Maintain all refresher training as required

Function Accountability	
Emergency Scene Response: Command / Hands On	Life, Fire and HazMat Safety Activities
Personnel Administration	TIER II Review and Inspections
General Administration	Physical Fitness training
Inspections & Maintenance	EHS Site Surveys
Public and Community Relations	Special Duties
Professional Development	



106 Field Operations Section

.72 Position Title: ~~Fire Equipment Operator~~ Lieutenant/Hazmat (BU)

Characteristics of the Position: Under general supervision, is responsible for the execution of specific duties intended to provide the department's emergency response and company life, fire and HazMat safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serve as an acting Captain when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Operate apparatus and associated equipment
- Assist with the training of company personnel
- Participate in company life, fire and HazMat surveys and inspections
- Maintain apparatus and equipment in a state of readiness
- Maintain certifications at HazMat Tech level
- Maintain all required training associated with the rank of Fire Equipment Operator as set forth in the TFD AOP
- Maintain all refresher training as required

Function Accountability	
Emergency Scene Response: Command/Hands On	Life, Fire and HazMat Safety Activities
Personnel Administration	TIER II Review and Inspections
General Administration	Physical Fitness Training
Public and Community Relations	EHS Site Surveys
Professional Development	Special Duties



106 Field Operations Section

.73 Position Title: Firefighter/Hazmat (BU)

Characteristics of the Position: Under immediate supervision, is responsible for the execution of specific duties intended to provide the department's emergency response and company life, fire and HazMat safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Serves as an acting Fire or HazMat Equipment Operator when assigned.

Examples of Duties:

- Respond to emergency incidents as assigned
- Operate fire streams, Fire and HazMat equipment
- Participate in company life, fire and HazMat surveys and inspections
- Participate in company training
- Clean and maintain the fire station, grounds, apparatus and equipment
- Maintain certifications at HazMat Tech level
- Maintain all required training associated with the rank of Firefighter as set forth in the TFD AOP
- Maintain all refresher training as required

Function Accountability	
Emergency Scene Response: Hands On	Life, Fire and HazMat Safety Activities
Inspections & Maintenance	TIER II Review and Inspections
Public and Community Relations	Physical Fitness Training
Professional Development	
EHS Site Surveys	



106 Field Operations Section

.8 Rescue Technician

Technical Rescue Mission Statement: To provide emergency responses to incidents in which a higher degree of technically trained and equipped personnel are required to safely manage and mitigate extraordinary events.

.81 Position Title: Technical Rescue Technician (BU):

Characteristics of the Position: Under immediate supervision, is responsible for the execution of specific duties intended to provide the department's emergency response and fire company life and fire safety activities to prevent or reduce the loss of life and property from the perils associated with emergency incidents. In addition to regular duties, is responsible for the execution of techniques using specialized equipment to mitigate unique incidents where victims cannot be safely accessed, disentangled, or removed from unusual or dangerous environments using ordinary firefighting equipment. Provide NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents and NFPA 1006 Standard for Rescue Technician Professional Qualifications Technician Level technical rescue services for the following disciplines: structural Collapse Rescue, Rope Rescue, Confined Space Rescue, Vehicle and Machinery Rescue, Water Rescue, Surface Water Rescue, Ice Rescue, Swift Water Rescue, Trench and Excavation Rescue, and Supplement Rapid Intervention team functions at working fires as requested by the Incident Commander.

Examples of Duties:

- Respond to emergency incidents as assigned
- Operate fire streams and equipment
- Participate in fire company life and fire safety surveys and inspections
- Participate in fire company training
- Cleaning and maintaining the fire station, grounds, apparatus, and equipment
- Respond to technical rescue incidents as assigned
- Be certified annually on disciplines directly relating to technical rescue functions
- Maintain specialized equipment

Function Accountability	
Emergency Scene Response: Hands on	Life and fire safety activities
Inspections and Maintenance	
Public and Community Relations	Physical Fitness Training
Professional Development	
Technical Rescue	



106 Field Operations Section

~~.9 Aircraft Rescue and Firefighting Branch~~

~~Aircraft Rescue Fire Fighting Branch Mission Statement: Plan, organize, and safely implement the department's airport emergency response and rescue activities associated with emergency incidents.~~

~~.91 Position Title: Chief of Airport Rescue and Firefighting (BU)~~

~~Characteristics of the Position: Under general direction, is responsible for facilitating the department's airport emergency response, life and fire safety activities in order to prevent or reduce the loss of life and property from the perils associated with emergency incidents.~~

~~Examples of Duties:~~

- ~~• Manage and coordinate airport rescue firefighting operation's branch~~
- ~~• Respond to and may assume control of emergency incidents as assigned~~
- ~~• Conduct airport pre-fire planning~~
- ~~• Manage airport rescue, life and fire safety and firefighting training activities~~
- ~~• Administer branch budget~~

<del>Function Accountability</del>	
<del>Emergency Scene Response:- Command</del>	<del>Hydrant Inspections Program</del>
<del>Personnel Administration</del>	<del>Physical Fitness Training</del>
<del>General Administration</del>	<del>Professional Development</del>
<del>Inspections &amp; Maintenance</del>	<del>Special Duties</del>
<del>Public &amp; Community Relations</del>	



106 Field Operations Section

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~~.92—Position Title: Airport Rescue and Firefighting Training Officer (BU)~~

~~Characteristics of the Position: Under direction, is responsible for instruction training and certification of firefighters in effective fire and emergency incident control and prevention.~~

~~Examples of Duties:~~

- ~~• Deliver classroom and field instruction~~
- ~~• Maintain comprehensive training records~~
- ~~• Review and recommend new training material~~
- ~~• Assist with the development of training material~~
- ~~• Assist in evaluating new methods and procedures~~

<del>Function Accountability</del>	
<del>Emergency Scene Response:- Command</del>	<del>Physical Fitness Training</del>
<del>General Administration</del>	<del>Professional Development</del>
<del>Inspections &amp; Maintenance</del>	<del>Special Duties</del>
<del>Public and Community Relations</del>	



107 Support Services Section

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107 Support Services Section

Support Services Section Mission Statement: Plan, organize, and safely implement the department's support services, life and fire safety activities within the section to prevent or reduce the loss of life and property from incidences of fire, natural disaster, hazardous materials, technical rescue, medical, emergencies.

.1 Position Title: Deputy Chief of Support Services (BU)

Characteristics of the Position: Under administrative direction, is responsible for planning, organizing, and safely implementing the section's specialized operations, life and fire safety activities. Manages Training Branch, Emergency Medical Services Branch, Information Technology Unit, Communications Unit, Hazmat Coordinator, and the Rescue Coordinator functions to prevent or reduce the loss of life and property from the perils associated with emergency incidents. Respond to major incidents and serve as acting Fire Chief when assigned.

Examples of Duties:

- Manage the Support Services Section
- Administer the section budget
- Respond to major and special incidents
- Direct support services
- Coordinate activities with other sections of the department as well as the general public
- Analyze section statistical data
- Develop section programs

Function Accountability	
Emergency Scene Response: Command	In-Service Training
Personnel Administration	Physical Fitness Training
General Administration	
Public & Community Relations	
Professional Development	
Inspections & Maintenance	



107 Support Services Section

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.2 Training Branch

Training Branch Mission Statement: Maximize productivity of the department's human resources through training and professional development.

.21 Position Title: Chief of Training (BU)

Characteristics of the Position: Under general direction, is responsible for meeting the training needs of the department and maximizing the productivity of its human resources.

Examples of Duties:

- Plan, organize, and manage the department's training program with emphasis on skills development
- Maintain comprehensive individual and department training records
- Evaluate the current training curriculum and develop programs
- Test and process applicants
- Assist with department planning for future applicants
- Assist with department planning for future training needs
- Administer the branch budget

Function Accountability	
Emergency Scene Response: Command	Physical Fitness Training
Personnel Administration	Professional Development
General Administration	Administers Branch Budget
Inspections & Maintenance	Special Duties
Public & Community Relations	



107 Support Services Section

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.22 Position Title: Training Officer (BU)

Characteristics of the Position: Under direction, is responsible for instruction training and certification of firefighters in effective fire and emergency incident control and prevention.

Examples of Duties:

- Deliver classroom and field instruction
- Maintain comprehensive training records
- Review and recommend new training material
- Assist with the development of training material
- Assist in evaluating new methods and procedures

Function Accountability	
Emergency Scene Response: Command	Physical Dexterity Training
General Administration	Processing of Applicants
Inspections & Maintenance	Physical Fitness Training
Public and Community Relations	Special Duties
Professional Development	



107 Support Services Section

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.3 EMS Branch

Plan, organize and safely implement the department's emergency medical services response to assure the delivery of effective, quality Emergency Medical Services.

.31 Position Title: Director of Emergency Medical Services (BU)

Characteristics of the Position: Under general direction is responsible for planning, developing and managing the department's Emergency Medical Services operations.

Examples of Duties:

- Develop and administer policy relating to EMS quality improvement programs
- Respond to major EMS incidents
- Provide for medical auditing
- Monitor clinical performance
- Liaise with other emergency service agencies, hospitals, and teaching institutions
- Assure department compliance with federal, state, and local emergency medical service regulations and requirements
- Monitor member EMS certifications
- Develop EMS training programs
- Administer branch budget

Function Accountability	
Emergency Scene Response: Command	EMS Committee
Personnel Administration	First Responder Committee
General Administration	Physical Fitness Training
Inspections & Maintenance	Special Duties
Public and Community Relations	Administers Branch Budget
Professional Development	



107 Support Services Section

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.32 Position Title: Emergency Medical Services Officer (BU)

Characteristics of the Position: Under direction is responsible for activities intended to assist with accomplished planning, developing and coordinating the department's Emergency Medical Services operations.

Examples of Duties:

- Assist with the administration of EMS quality improvement programs
- Coordinate EMS activities with other emergency service agencies
- Inspect field EMS equipment
- Assist with development and delivery of EMS training programs

Primary	Secondary
Emergency Scene Response: Command	Physical Fitness Training
General Administration	Special Duties
Public and Community Relations	Inspections and Maintenance
Professional Development	



107 Support Services Section

.4 Rescue Unit

.41 Position Title: Technical Rescue/USAR Response Coordinator (BU)

Characteristics of the Position: Under direction of the Deputy Chief of Support Services, has responsibility for instruction training, certification, and coordination of departmental activities relating to operations of the Tulsa Fire Department Technical Rescue Task Force and Oklahoma Task Force 1 (OK-TF1). Ensure that rescue training meets or exceeds all federal, state, and local standards and regulations. Provide coordination between the three shifts to maintain equal levels of training and expertise. Provide technical expertise and data for response operations. Have a functional knowledge of technical rescue operations, rescue techniques, and equipment assigned to the TFD Technical Rescue Task Force and OK-TF1.

Examples of Duties:

- Assist with management of TFD Technical Rescue daily and “on scene” operations
- Maintain records regarding all specialized rescue training
- Provide training curriculums for team members to maintain competence levels
- Function in the role of “Technical Rescue Safety Officer” at incidents requiring assignment of the position
- Function as “Rescue Branch Officer” when assigned to that position
- Provide coordination between the shifts to assure smooth daily operations and common levels of knowledge
- Assist the Deputy Chief of Support Services with budget preparation and evaluation of equipment needs
- Maintain inventory control of equipment provided through grants
- Coordinate with Oklahoma Homeland Security to assure the Region 7 team is properly equipped and trained to meet the requirements of Region 7 and the State of Oklahoma
- Coordinate Logistics and Training for OK-TF1
- Prepare budgets and equipment specifications, purchase equipment, maintain, and repair equipment as directed by the Deputy Chief of Support Services

Function Accountability	
Emergency Scene Response: Safety Officer	Technical Rescue Target
General Administration	LEPC participation
Inventory and Maintenance	Grants Sub-committee
Public and Community Relations	Physical Fitness Training
Professional Development	Special Duties
Training	



107 Support Services Section

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.5 Hazardous Materials Unit

.51 Position Title: Hazardous Materials/CBRNE Response Coordinator (BU)

Characteristics of the Position: Under direction, is responsible for instruction training and certification of firefighters in effective fire and emergency incident control and prevention. Responsible for assisting the Training Division with maintaining departmental certifications and knowledge regarding Hazmat Operations.

Examples of Duties:

- Deliver classroom and field instruction
- Maintain comprehensive training records
- Review and recommend new training material
- Assist with the development of training material
- Assist in evaluating new methods and procedures
- Provide coordination with TFD Hazardous Materials Response Team for CBRNE training and response
- Assist the Deputy Chief of Support Services with budget preparation and evaluation of equipment needs
- Maintain inventory control of equipment provided through grant programs

Function Accountability	
Emergency Scene Response: Command	Physical Fitness Training
Branch Officer	Hazard Site Inspections
General Administration	Professional Development
Inspections & Maintenance	Special Duties
Public and Community Relations	



108 Safety Services Section (Fire Marshal's Office)

108 Safety Services Section (Fire Marshal's Office)

Safety Services Operations Section Mission Statement: Plan, organize and safely implement department activities related to life safety, the prevention of fires, the investigation and cause determination of fires, and the regulation of hazardous materials.

.1 Position Title: Deputy Chief of Safety Services/Fire Marshal (BU)

Characteristics of the Position: Under administrative direction, is responsible for planning, organizing, and safely implementing department activities related to fire prevention, fire investigation, and the regulation of hazardous materials. Responds to major incidents and serves as acting Fire Chief when assigned. Maintain State of Oklahoma Peace Officer Commission.

Examples of Duties:

Manage the Safety Services Section including

- Administer the section budget
- Analyze section statistical data
- Develop appropriate programs of fire safety, public fire education, hazardous materials, arson suppression and fire investigations
- Direct cases to the District Attorney for prosecution
- Review reports for accuracy
- Serve as fire investigation coordinator for multiple alarm and fatality fires
- Develop and administer programs for juvenile fire starters
- Reconciliation of grant accounts
- Coordination of Public Education
- Manage fire safety inspections
- Maintain records concerning code enforcement activities
- Develop legislative and regulatory proposals regarding life and fire safety
- Provide fire prevention code interpretations
- Enforce ordinances, statutes, and regulatory requirements relating to fire protection.

Function Accountabilities:	
Emergency Scene Response: Command	Provide fire safety education training for Department members
Personnel Administration	Physical Fitness Training
General Administration	Professional Development
Public & Community Relations	



108 Safety Services Section (Fire Marshal's Office)

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.2 Code Enforcement Branch

Code Enforcement Branch Mission Statement: Prevent or reduce the extent and severity of fires and the harmful effects of hazardous materials through safety inspections and code enforcement.

.21 Assistant Fire Marshal/Code Enforcement Officer (BU)

Characteristics of the Position: Under general direction, is responsible for activities necessary to accomplish the prevention of fires, the reduction of the extent and severity of fires, and the mitigation of the harmful effects of hazardous materials.

Examples of Duties:

- Conduct fire safety and code inspections
- Keep accurate records of activities
- Issue notices of violation
- Initiate written correspondence
- Respond to inquiries as assigned
- Prepare comprehensive written reports

Function Accountability:	
Emergency Scene Response: Command	Fire Safety Inspections
General Administration	Code Enforcement
Inspections & Maintenance	Physical Fitness Training
Public & Community Relations	Special Duties
Professional Development	



108 Safety Services Section (Fire Marshal's Office)

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.3 Fire Investigation Branch

Fire Investigation Branch Mission Statement: Compile all pertinent facts and information about and determine the cause of fires for the purpose of preventing fires.

.31 Position Title: Assistant Fire Marshal/Fire Investigations Officer (BU)

Characteristics of the Position: Under general direction, is responsible for activities necessary to accomplish the compilation of pertinent facts and information necessary to determine the cause of fires, explosions, and other incidents, and for facilitating the prevention of fires and the investigation and prosecution of arson.

Examples of Duties:

- Examine fire scenes and other incidents for origin and cause
- Prepare detailed written reports
- Conduct interviews
- Maintain accurate records of fire investigations activities, collect and secure evidence
- Assist with the preparation and presentation of cases to the District Attorney
- Serve arrest warrants
- Testify in court
- Serve as a peace officer
- Perform code enforcement activities
- Respond to inquiries as required

Function Accountability:	
Emergency Scene Response: Command	Fire Investigations
General Administration	Physical Fitness Training
Inspections & Maintenance	Professional Development
Public & Community Relations	Special Duties



108 Safety Services Section (Fire Marshal's Office)

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.4 Community Relations/Public Education Branch

Community Relations/Public Safety Education Branch Mission Statement: Inform the public of methods to keep fires from starting and proper actions to be taken should a fire occur.

.41 Position Title: Public Education Officer (BU)

Characteristics of the Position: Under general direction, is responsible for activities designed to educate the general public in fire prevention, fire safety, and survival techniques.

Examples of Duties:

- Development and preparation of instructional materials, program outlines and the delivery of fire safety presentations and department information
- Respond to inquiries as assigned
- Assist in providing media information for emergency scenes

Function Accountability	
Emergency Scene Response: Command	Physical Fitness Training
Community Risk Reduction	Public and Community Relations
Public Education	Professional Development
General Administration	Special Duties
Inspections and Maintenance	



109 General Conduct

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109 General Conduct

- .1 Members of the Tulsa Fire Department will conduct themselves in a self-disciplined manner that will reflect credit upon themselves and the department.
- .2 Members of the Tulsa Fire Department will be subject to all federal laws, state statutes, and city ordinances.
- .3 Members will be familiar with the operating procedures of the department.
- .4 Members will maintain and complete comprehensive and accurate department records and reports as directed.

110 Tulsa Fire Department Labor / Management Committee Procedure

.1 Preamble

The purpose of the Labor/Management Committee (LMC) process is to promote cooperative decision making between Management and Labor in an effort to make the Tulsa Fire Department more effective as an organization. The focus of our efforts is the total commitment to the members of the TFD and the public we serve. Firefighters are internal customers. The people who receive TFD services are external customers. Every decision, at every level of the LMC process must consider the customer first. The labor / management process assists in planning policy and procedures as well as resolving a variety of challenges that arise.

.2 Purpose

- .21 Establish credibility among Employees who know that their ideas are being used to improve their working lives.
- .22 The Fire Chief and the Local 176 Union President chair the Labor Management Committee (LMC) and are committed to requiring compliance with agreements made through "the process" and participation in "the process".
- .23 Management and labor leadership commits to participate in planning and development. In doing so, management shares authority and labor shares responsibility or the process will not work.
- .24 There is equal representation in the labor / management process, and we maintain our roles within the structure of our Department as Firefighters, Drivers, Captains, Chiefs, Labor Leaders and other roles in specific positions.



110 Tulsa Fire Department Labor / Management Committee Procedure

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- .25 Labor and Management must continually work on the issues of trust, respect and credibility in “the process”. These values foster trust, respect and credibility among the “participants”.
- .26 It is okay to agree to disagree on certain issues. When this occurs, LMC members should go ahead and process areas of agreement.
- .27 If we disagree, yet management proceeds with their plan, it should not be represented as a labor / management agreement. When we make a “deal,” follow through. If we cannot, then get back together and change the deal.
- .28 Meet and communicate regularly, deal with each other directly, and take care of problems when they are small. Call first and talk to each other before you make a big deal out of a conflict.
- .29 Do not sacrifice a relationship for an outcome.
  - .291 The labor / management process should be represented realistically. Conflict will occur and understand the LMC is a process to change the outcome.
  - .292 The Fire Chief has the final decision-making capability for management decisions.
  - .293 The Union President has the final decision-making capability for labor decisions.
- .3 Procedure of the Labor/Management Committee (LMC)
  - .31 This procedure is to help Tulsa Fire Department members understand the labor / management committee process and establish guidelines for operational teams and subcommittees to conduct meetings and process issues. The following guidelines provide a basis for the process to assure uniformity:
    - .311 All Fire Department labor / management committee teams and subcommittees will operate within the guidelines set by this procedure.
    - .312 Meetings are open to all Department members.
    - .313 Executive sessions may be called by the LMC co-chairs.



110 Tulsa Fire Department Labor / Management Committee Procedure

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- .314 Every operational team and subcommittee shall have a management and a labor co-chair. The management co-chair shall be appointed by the Fire Chief or designee and the labor co-chair shall be appointed by the Union President or designee.
  - .315 If a team or a subcommittee needs to meet on an emergency basis, reasonable effort shall be made to contact every team member to notify them of the meeting. Actions taken at a meeting called on an emergency basis shall be reported at their next regularly scheduled meeting.
  - .316 Teams shall meet at least quarterly. Subcommittees will meet as needed. Notification of such meetings shall be communicated by the co-chairs to the Chief's Secretary and posted on the intranet.
  - .317 Actions recommended or taken by subcommittees shall be reported to and validated by their respective labor / management operational team.
  - .318 The date, time, location, and a summary agenda for each team and certain subcommittee meetings shall be posted minimum of four days prior to the meeting.
  - .319 All Fire Department members shall review the meeting notice on the intranet. Members should always attend meetings as desired and express their viewpoint or contact team or subcommittee members prior to the meeting to express their views.
  - .320 Individual input into an action plan should take place during the action plan sub-committee meetings and not during the LMC meeting. This provision should prevent the LMC members from dissecting a presented product or report at the time it is presented to the LMC for approval.
- .4 Responsibilities of the Operational Team Co-Chairs
- .41 Develop agendas for team or subcommittee meetings.
  - .42 Assure that all points of view are heard at all meetings; the co-chairs have the right to limit the amount of time devoted to any one subject or speaker.
  - .43 Assure that there is a balanced membership of labor and management and assure that teams and subcommittees have representatives from all areas of the Department affected by the work of the group. Some subcommittees may be identified as a "standing subcommittee".



110 Tulsa Fire Department Labor / Management Committee Procedure

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- .44 Co-chairs make every effort to contact all team and / or subcommittee members in the event of an emergency meeting.
  - .45 Provide the Chief's Secretary with the following information, in electronic format, at least six business days prior to the team meeting for posting: a) Name of the Team; b) Date / time / location of meeting; c) List of key items to be discussed.
  - .46 Co-chairs to assure that within two weeks after a team meeting, summary notes of the meeting shall be posted.
  - .47 In the vast majority of issues, the labor / management operational teams and subcommittees will be able to reach consensus. However, from time to time there will be issues on which they simply cannot reach agreement. When this occurs, as co-chairs of the LMC, the Fire Chief and Union President may be of assistance in reaching consensus. If this is not successful, the labor / management preamble should guide the actions that the Department takes.
- .5 Conduct for LMC Meetings
- .51 Consensus decision-making will be used exclusively. The decisions reached will belong to the Labor Management Committee "LMC."
  - .52 Consensus reached cannot be changed by disagreement of someone absent from the meeting in which consensus was reached.
  - .53 All LMC members will treat each other with respect, dignity and professional consideration. All members will be afforded fair and equitable consideration with proper regard for their privacy and constitutional rights.
  - .54 Listen actively.
  - .55 Only one person speaks at a time.
  - .56 Members will be prepared to discuss agenda items they have submitted.
  - .57 Members will not sit next to the same member two meetings in a row.
- .6 Ground Rules for LMC Meetings
- .61 The LMC will be co-chaired by the Union President and the Fire Chief.
  - .62 The LMC Operational Teams will be co-chaired by one person appointed from Labor and one person appointed from Management.



110 Tulsa Fire Department Labor / Management Committee Procedure

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- .63 Fire Chief's secretary is responsible for posting the agenda on the Intranet and e-mail at least four business days before the meeting.
- .64 Meetings are held at least quarterly.
- .65 LMC Operational Team co-chairs will be allowed time off on-duty to attend meetings.
- .66 Co-chairs are responsible for tabling issues after lengthy discussion results in failure to agree.
- .67 Co-chairs are responsible for reviewing minutes prior to posting and distribution.
- .68 Members who cannot attend shall not assign designees to LMC meetings.
- .69 There is a two-hour limit on meetings unless there is a consensus to extend.
  - .691 Observers will be allowed to attend but cannot participate in the discussions.
  - .692 Experts/Resources shall attend by invitation.
  - .693 The Fire Chief's secretary will record the minutes.
  - .694 Breaks will be taken as necessary
  - .695 Sub-committee co-chairs will be allowed time off while on duty to attend committee meetings, provided minimum staffing levels are maintained.
  - .696 Participation is on a voluntary basis.
- .7 Agenda for LMC Meetings
  - .71 Items on the agenda - keep grievance issues out of the meeting.
  - .72 Deal with issues or problems that we can resolve.
  - .73 Standing committees will bring their final reports to the LMC for approval.
  - .74 To add agenda items in addition to the standing agenda, contact the Fire Chief's secretary.
  - .75 LMC members will contact the Fire Chief's secretary with additional agenda items at least six business days prior to the meeting.



110 Tulsa Fire Department Labor / Management Committee Procedure

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- .76 Fire Chief's secretary will issue email requesting agenda items ten business days prior to the meeting.
- .77 Co-chairs are responsible for reviewing minutes prior to posting on the Intranet and emailing to the members.
- .8 Outline for Change Recommendations

Each of the following sections should be included in every action plan prior to submission to the core committee for final approval and adoption by the LMC.

  - .81 Operational Analysis
    - .811 Assessment of a current practice or performance
      - Identification of current problem or upcoming changes
      - Identify available options
  - .82 Key Results Areas
    - .821 Identification of the most critical issues essential to performance
      - Types of results that are needed
  - .83 Performance Indicators
    - Measurable factors within the key results area
      - Hard numbers or percentages
    - Measure factors that can be tracked
      - Identify what is to be tracked
  - .84 Objectives
    - .841 Measurable results in specific time frames
  - .85 Identify Budget Impacts
    - .851 Take into account maximum cost factors
  - .852 Compare the cost of different options
  - .86 Develop Action Plans



111 Definitions

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- .861 Outline specific steps or actions
  - Establish accountability
  - Time frames for completion of steps or actions
- .862 Budget or resources needed to carry out actions
  - Feedback mechanism to monitor progress

111 Definitions

Chain of Command:	The order of rank and authority within the department.
Fire Chief:	Sworn member designated to direct the department.
Deputy Fire Chief:	Sworn personnel in the rank and pay grade of FD-07.
Assistant Chief:	Sworn personnel in the rank and pay grade of FD-06.
Branch/District Fire Chief:	Sworn personnel in the rank and pay grade of FD-05.
<del>Administrative Chief:</del> <b>Chief of Staff</b>	Sworn member designated as Administrative Assistant to the Fire Chief.
Fire Captain:	Sworn personnel in the rank and pay grade of FD-03.
<del>Fire Equipment Operator:</del>	
<b>Lieutenant:</b>	Sworn personnel in the rank and pay grade of FD-02.
Firefighter:	Sworn personnel in the rank and pay grade of FD-01.
Staff Officer:	Sworn personnel in the position and pay grade of FD-04.
Acting:	An officer or firefighter of the next lower rank when designated to assume the duties and responsibilities of a higher rank.
Command Post:	The location from which the Incident Commander directs operations at an emergency.
Command Staff:	Sworn personnel in the rank and pay grade FD-05, FD-06 and FD-07, the position and pay grade of FD-04 within the administrative staff and designated non-sworn personnel.
Commanding Officer:	A Department Officer in charge of a company, branch, district,



111 Definitions

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section, or the Command Staff.

Emergency:

A catastrophic or life-threatening event which requires immediate attention.



112 Abbreviations

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Fire Company:	A work unit, organized for response, commanded by a Fire Captain.
General Staff:	Personnel in the Support Services, Field Operations and Safety Services Sections.
House Captain:	The Company Officer designated to supervise station activities.
Immediate Supervisor:	The individual to whom a member reports for management, supervision, or direction.
Incident Commander:	The officer in control of an emergency incident.
Management Intern:	A Fire Captain assigned to directly assist a District Fire Chief and who serves as an Acting District Fire Chief as necessary.
Offense:	A violation of a department rule, procedure, or order.
Officer:	All sworn personnel in the rank/position and pay grade of Fire Captain (FD-03) and above.
Position:	The function or office to which a member is assigned.
Rank:	The classification of a member, attained by promotional examination and designated by pay grade FD-01, 02, 03, 05, 06, and 07.
Section Chief:	Sworn personnel designated to manage the Support Services, Field Operations or Safety Service Section.
Superior Officer:	Any officer of higher rank.
Sworn Member:	A member in the rank of FD-01, 02, 03, 05, 06, or 07; in the position of FD-04; the Administrative Chief, and the Fire Chief.
Unit:	A personnel unit within a Branch.

112 Abbreviations

BU:	Bargaining Unit Member
NBU:	Non-bargaining Unit Member



113 Critical Incident Response Team

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PNA: Position Not Authorized

113 Critical Incident Response Team

- .1 Purpose
  - .11 To define the goal of the Critical Incident Response Team program and provide information on activation, response, and general procedures.
- .2 Definitions
  - .21 A Critical Incident is defined as any situation involving Tulsa Fire Department personnel that could result in their experiencing unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or later.
  - .22 The Critical Incident Response (CIR) Team is a group of department members who have received special training and education to enable them to effectively assist department members with successfully coping with the reactions that can result from exposure to a critical incident.
  - .23 A Critical Incident Debriefing is a group meeting of department personnel who have participated in a critical incident. The debriefing will be supervised by members of the CIR Team with assistance from a member of Psychological Services, City of Tulsa. The purpose of the meeting is to provide information and education on critical incident reactions, and discussion of any reactions to the incident.
- .3 Goal
  - .31 The goal of the CIR Team program is to provide a trained unit of department personnel who are available to assist members in coping with the physical and emotional reactions which can occur after participation in a critical incident.
- .4 Procedure
  - .41 Any Incident Commander or the Fire Chief may request response by a CIR Team member. The CIR Team member responding may activate additional team members when it has been determined that additional assistance is necessary. An Incident Commander or the Fire Chief may request CIR Team member response during or after conclusion of an incident, whichever is appropriate. A department member may request CIR Team member response at an incident by making request to the Incident Commander.

113 Critical Incident Response Team

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- .42 CIR Team members will be available to provide support to individual members involved in a critical incident, if assistance is desired. Department members may contact team members individually for consultation and assistance on critical incident stress. Psychological Services personnel will provide consultation to the CIR Team, and will provide counseling services through the standard self-referral process to assist department members with making a healthy adjustment in response to involvement in a critical incident. A Tulsa Fire Department member may contact any person desired to assist following involvement in a critical incident, i.e., a CIR Team member, Psychological Services staff member, minister or chaplain, a close friend or family member.
- .43 A member of the CIR Team will normally respond to mass casualty incidents (incidents involving four or more severe injuries or deaths), or when requested by the Incident Commander or the Fire Chief. Initial response will be accomplished by an available on-duty CIR Team member. If additional team personnel are required, then on-duty or off-duty team members will be contacted to respond as necessary. The first arriving CIR Team member will determine whether additional Team members should respond.
- .44 A CIR Team member will notify Psychological Services of activation of the Team (any time two or more team members respond to a critical incident.) Psychological Services will provide a representative to assist the Team at major incidents and any subsequent formal debriefings.
- .45 The CIR team Leader and the Psychological Services representative will make a determination, subject to approval by the Fire Chief, as to the need for a formal debriefing following a critical incident. Formal debriefings will normally be held within seventy-two (72) hours following a critical incident.
- .46 Formal debriefings will be treated as normal in-service training on the Tulsa Fire Department, and department members who participated in the critical incident will be required to attend. However, active participation in the discussion portion of the debriefing session will be voluntary. Attendance at formal debriefings will be restricted to department personnel who actually participated in the critical incident.
- .47 CIR Team members are not counselors or therapists. They are department members specially trained to provide information and education on critical incident stress, and to assist department members in coping with reactions to critical incidents.
- .48 Activation of the CID Team (when an incident cannot be handled by one Team member alone) will normally consist of a response by two or three team members. Only in an extremely rare circumstance, such as a major mass casualty incident, would the majority of the team be activated. The



114 Disaster Operations Costs and Damage Reporting

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Team will not automatically respond to every fatality incident involving department personnel. It will be the responsibility of the Incident Commander or the Fire Chief to determine when a response to an incident by CIR Team personnel is warranted.

114 Disaster Operations Costs and Damage Reporting

- .1 The Public Works Public Facilities Maintenance Division has been made responsible for collecting all disaster related public operational costs and facilities damage information. This information will be collected after each flood, tornado, etc. and used to seek federal reimbursement. The more documentation kept the better.
- .2 THESE RECORDS MUST BE KEPT:
  - .21 Total regular time and overtime personnel hours and costs (separated) spent on the event.
  - .22 Total equipment hours and costs spent on the event.
  - .23 Total material costs for the event.
  - .24 Pictures and a descriptive summary of damage to any public property or facility and an estimated cost of repair (not replacement)
  - .25 The name and number of whom in your organization will be the contact person for this information.



114 Disaster Operations Costs and Damage Reporting

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ADMINISTRATION  
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201 Prefix

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201 Prefix

- .1 Dynamic, efficient administration of the department's activities is critical for expediting overall operations and maintaining discipline. This section is designed to provide general information as well as guidelines concerning the administrative practices and procedures of the Tulsa Fire Department.

202 Tulsa Fire Department Roster

- .1 Tulsa Fire Department rosters are produced as an aid to Department Officers and members for the efficiency of the department. Rosters are for official fire department business only.

203 Attendance Report

- .1 Attendance information will be compiled from the District Chief's Daily Attendance Report.

204 Chief Officer's Log Book

- .1 The Chief Officer's logbook will reflect an accurate account of all relevant activities of the District or Field Operations Section for each 24-hour shift.
- .2 Entries will include, but not be limited to, responses to emergencies, special calls, or any unusual occurrence. The time of all entries will be noted.
- .3 Entries will note personnel on annual leave, sick, injured, layoffs of Chief Officers and Company Officers, Acting Chief Officer assignments, and personnel absent from duty for other reasons, as well as any other appropriate information.
- .4 Entries will note fire companies and apparatus placed in and out of service, with appropriate times and explanations.
- .5 The Chief Officer's logbook will contain a correct and current list of the assigned Chief Officers, including their addresses and telephone numbers.
- .6 Entries will include all inspections and surveys made by Chief Officers and TFD companies.
- .7 Logbook entries shall not include the specific nature of members or citizens personal/protected health information.



205 Company Log Book

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205 Company Log Book

- .1 The company log book will be an accurate and complete record of the operation of the company for each shift. The entries will contain detailed information on all alarms received, hose laid, ladders raised, equipment used, time out of service, special duties, orders received, duty exchange, accidents, sickness of members, unusual occurrences, receipt of supplies and equipment, physical fitness training, training activities, and any additional information pertinent to the administration of the company, or to the interest of the department. The time of all entries will be noted.
- .2 The logbook will contain a correct and current list of the company personnel, including their addresses and telephone numbers.
- .3 A current and correct inventory of the apparatus, equipment, and reserve apparatus will be kept in the logbook.
- .4 Company Officers will, when going on duty, read the log of the activities of the company for the previous 48 hours.
- .5 Out-of-City Fire Run Reports will be completed in detail by the Company Officer as required.
- .6 All logbooks that have been completed will be forwarded to the fire department reference library for storage.
- .7 Logbook entries shall not include the specific nature of members or citizens personal/protected health information.

206 Chain of Command

- .1 Members will make all complaints and non-contractual grievances to their Commanding Officer. Thereafter, they may appeal through the chain of command to the Fire Chief.
- .2 The Assistant Chief/Field Operations will have a direct chain of command responsibility for the daily management of the District Fire Chiefs and emergency operations within their section.
  - .21 The Assistant Chief/Field Operations will maintain an office Fire Station 1.
  - .22 Tactical management of the Fire Alarm Office during major incidents will be accomplished by the Assistant Chief/Field Operations.



207 Procedures of Officers

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207 Procedures of Officers

- .1 Officers returning from an incident will report all articles lost, damaged, or stolen and all articles in their possession which belong to other companies to their District Chief.
- .2 Officers will report in writing any member who will not or cannot fully perform his or her required duties through the chain of command to the Fire Chief.
- .3 Officers will ensure that all members under their command are properly trained to perform their duties.
- .4 Officers will promptly report through the chain of command, any member or members under their command not reporting for duty.
- .5 A House Captain will be designated at all multiple-company fire stations; this duty will be alternated monthly between the Company Officers assigned.

208 Care of Station and Equipment

1. Uniform days for apparatus, station, and yard maintenance for all stations are as follows:
  - .11 Monday - Apparatus Day
  - Tuesday - Station Day
  - Wednesday - Reserve Apparatus, Boat, Grass Rig, and Specialized Equipment Day
  - Saturday - Yard Day

209 Hours of Work Assignment

- .1 Members of Field Operations will be assigned to one of the three Field Operations Sections, "A," "B," or "C." Each Section will be on duty for 24 hours continuously and off duty for 48 hours, with every fourteenth duty shift off duty.
- .2 Members will participate in an established mess program at each Duty Station.
- .3 The regular shift change of Field Operations Sections will be at 0800 hours each shift.
- .4 Members assigned to other Sections will work such hours as assigned by the Fire Chief.



210 Reporting to Officers

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210 Reporting to Officers

- .1 Members will promptly report the loss of any fire department asset to their Commanding Officer.
- .2 Members will promptly notify their Commanding Officer of all matters coming to their attention, which affect the interest and welfare of the department.

211 Subject to Call

- .1 All off duty members are subject to call in the event of a major fire or other emergency, and any member failing to promptly respond to such call without a valid reason will be subject to disciplinary action. When off duty members are called back for emergency duty, they will report to and sign in at the incident staging area or a "Base" for high rise incidents for assignment. Members will also sign out when departing the incident.
- .2 All members of the department will maintain a telephone and keep their Commanding Officer and the Fire Chief's Office informed of the correct number.
- .3 Members residing outside the corporate limits of the City of Tulsa will be required to accept collect calls in the event of a major fire or other emergency.
- .4 Department members will respond to special meetings or assignments as scheduled by the Fire Chief.
- .5 The Fire Department will utilize Code Enforcement Officers as Customer Service Representatives when requested by an Incident Commander. They will also be called anytime a fire suppression sprinkler system is activated for any reason.
- .6 The Code Enforcement Officers holding the rank of Captain will rotate weekly carrying a pager. When called by Dispatch to respond, the Code Enforcement Officer with the pager will call in the Code Enforcement Officer on top of the rotating list. The rotating list will include all Code Enforcement Officers requesting to be called and will rotate weekly by moving the top name on the list to the bottom.

212 Transfers

- .1 The officer or member initiating a transfer will complete the Request for Transfer form. Information on the form shall include a valid reason for the request, information pertinent to the request, and documentation. Requests for transfer will be passed through the chain of command with appropriate signatures.
- .2 Permanent transfers will be made when the request has been approved by the Fire Chief.



213 Fire Station Visitors

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- .3 Temporary transfers may be made as required for the efficiency of the department. A transfer request is not required for making temporary transfers.
- .4 Lateral transfers within a Section will only occur after consideration has been given to the member's desire to transfer, job performance, knowledge, skills, abilities, and the potential for improved operation of the section and improved service delivery to the community.
- .5 When a Member is temporarily or permanently transferred from a 27-day work cycle to a 7-day work cycle the Member will receive at least 36 hours off before reporting to their new assignment. When a Member is temporarily or permanently transferred from a 7-day work cycle to a 27-day work cycle the Member will receive at least 36 hours off before reporting for their new assignment.

213 Fire Station Visitors

- .1 Visitors at stations will be treated courteously but will not be permitted to loiter or congregate.
- .2 Visitors will not be permitted in station quarters or on station grounds before 0800 or after 2200 hours without the express permission of the officer in charge.

214 Watches

- 1. The Company Officer in charge will arrange watch duty, which will be maintained without interruption in each fire station while in quarters.
- .2 The Company Officer in charge will be responsible for the watch from 0800 to 1000 hours, and watch duty will be divided into equal tours. All members below the rank of Captain will be assigned regular rotating tours.
- .3 The member on watch will properly and correctly receive all alarms and communications transmitted during his tour and will be responsible for the proper disposition of the same. The member assigned to watch duty will be responsible for answering telephone calls and will conduct station tours as appropriate for outside visitors.

215 Emergency Leave

- .1 A member may be granted an emergency leave of up to three hours duration by the Branch, District, or Section Chief. Additional emergency leave will be subject to approval by the Fire Chief.



216 Adoption of Incident Response Guidelines

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216 Adoption of Incident Response Guidelines

- .1 The procedures prescribed in the Emergency Operating Guidelines, Assigned Responses, Pre-Fire Plans, and Department Training Manuals stand adopted as part of the Administrative Operating Procedures of the Tulsa Fire Department.
- .2 Chief Officers will be accountable for changes in the assignments prescribed in the Area Pre-Fire Plans and the Special Pre-Fire Plans for situations or circumstances that necessitate such changes.

217 Overtime Pay Procedure

- .1 Application for overtime pay will be made in accordance with Article 10 of the current agreement between the City of Tulsa and Local 176, International Association of Firefighters.
- .2 An employee accruing overtime, other than statutory overtime, will advise his/her Branch, District, or Section Chief and complete an Overtime Authorization / Request form. The Branch or District will forward overtime requests to the appropriate manager.

218 Annual Leave Guidelines

- .1 During the initial scheduling of annual leave, the employee's annual accrual may be split into three groups. The number of shifts initially scheduled, including shifts assigned as an alternate, will not exceed the employee's annual accrual rate.

A scheduled annual leave period will be considered split when a break of continuous shifts occurs. If the employee has a city shift or is assigned as an alternate within a scheduled annual leave period, the period will be considered as continuous shifts.

- .11 Initial scheduling of annual leave may be granted in half shift (1/2) increments; i.e., a member with an 11-1/2 shift annual accrual rate may only schedule annual leave on 11-1/2 shifts during their initial three group scheduling. The guidelines for excess annual leave will apply to additional annual leave request.
- .2 Seniority will determine order of scheduling but will apply only to the group being scheduled, whether first, second or third. Employees desiring to split their Annual Leave will select their second or third choice group periods only after all other employees have had an opportunity to make their first choice group selection.



- .3 After the initial scheduling, any adjustments will be authorized by the employee's Chief Officer (FD-05) or Acting Chief Officer, subject to availability of Annual Leave which can be scheduled. Any cancellation of Annual Leave dates will be rescheduled to the date agreed upon by the Chief Officer (FD-05) or Acting Chief Officer. Annual Leave scheduled prior to promotions and/or transfers will remain as scheduled except as restricted by this section.
- .4 The total number of members normally allowed on Annual Leave for any one date during the initial scheduling:
  - District 1 – six
  - District 2 –six
  - HazMat – one
  - District 3 –six
  - District 4 -six
  - District 5 -six
  - Airport
- .41 The Assistant Chief/Field Operations will ensure that Chief Officers' annual leave is scheduled so that at least 50 percent Chief Officer strength is maintained within their Field Operations Section.
- .42 District Fire Chiefs will ensure that Captains' annual leave is scheduled to maintain at least 50 percent strength within their districts at all times.
- .43 Hours reduction shifts will not be considered in numerical and/or percentage scheduling restrictions.
- .44 Numerical and/or percentage scheduling restrictions may be exceeded to accommodate annual leave scheduled prior to promotion or transfer, if possible, without impairing Fire Department operations.
- .5 Annual leave will not be affected by proven job-connected injury or illness and will be rescheduled for employees who meet the criteria set out in Article 21 of the current Agreement between the City of Tulsa and IAFF Local 176.
- .6 Only the number of members that will not handicap the operation of the Fire Department will be allowed to take annual leave at the same time.
- .7 Scheduling of annual leave, other than by the Field Operations Section, will be approved by the section head, with final approval by the Fire Chief, and will be scheduled so as to not impede the operation of the Fire Department.
- .8 Employees assigned to light/limited duty or placed on administrative assignment shall expend annual leave in hourly increments. Therefore, leave conversion from a 24-hr. to an 8-hr. shift (see Contract Section 16.11) shall immediately be initiated upon any leave request by an employee.

219 Use of City Telephones

- .1 Members making personal long distance telephone calls at fire department facilities will use private telephones.



220 Payroll Check / Paystub Distribution

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220 Payroll Check / Paystub Distribution

- .1 Any member may view / access a copy of their paystub/W2 forms at the City of Tulsa MUNIS Self-Service site
- .2 Payroll checks may be picked up at Fire Department Headquarters after 1100 hours on payday and during normal working hours Monday through Friday.
- .3 Only employees, members of the employee's immediate family, or another employee designated in writing will be permitted to pick up paychecks, except as provided in section 220.1.
- .4 Employees requesting paychecks be delivered to their stations, by their District Chiefs, do so at their own risk.

221 Petty Cash

- .1 Petty cash expenditures must have prior approval of the employee's supervisor and the Finance Director.
- .2 Purchase receipts must be turned into the Office Administrator for payment.
- .3 Petty cash expenditures are limited to \$100.00 maximum for materials and supplies.

222 Public Statements

- .1 Spot statements at incidents will be coordinated through the Incident Commander and/or Public Information Officer.
- .2 Public statements related to the Department shall have prior authorization by the Fire Chief. Statements about issues of public concern are excluded from this general rule.
- .3 Department members making public statements related to the Department without prior approval of the Fire Chief shall clarify to the public that the statement is not necessarily the opinion or view of the Department.
- .4 Public statements related to the Department, that: are false; or cause actual impairment of public services by the Department; or show a reckless disregard for the truth; or breach a relationship that requires a high level of confidence and/or loyalty, shall not be made by Department members. Department members making such public statements may be subject to disciplinary actions.



223 Anti-Harassment Policy

223 Anti-Harassment Policy

The City of Tulsa is committed to and shall provide a work environment which is free from all forms of discrimination and harassment, including sexual harassment. City, State and Federal laws strictly prohibit sexual harassment in the work place by any person and in any form. The Tulsa Fire Department will not tolerate harassment in any form. Employees who commit or condone acts of harassment will be subject to disciplinary action up to and including termination as prescribed by the Tulsa Fire Department Administrative Operating Procedures and the Collective Bargaining Agreement between the City of Tulsa and Local 176 of the International Association of Firefighters.

.1 All managers, supervisors, and employees (including contract and temporary employees), are expressly prohibited from any form of conduct which has the purpose and/or effect of interfering with another individual's work performance or which creates a hostile, offensive or intimidating work environment.

.2 The City of Tulsa will not tolerate any form of harassment based on gender, age, ethnicity, disability, religion, size, creed, national origin, or race. City policy requires that all employees conduct themselves in accordance with the highest moral and ethical standards. Any manager, supervisor or employee who violates this policy is subject to disciplinary action up to and including termination. Customers and/or vendor representatives who violate this policy will be asked to leave City premises.

.21 Firefighters hired under the SAFER Act Grant shall not be discriminated against, for or prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

.3 Definitions:

.31 Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

.311 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

.312 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

.313 Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Note: Sexual harassment includes conduct directed at members of the same as well as the opposite sex.



223 Anti-Harassment Policy

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~~.32 Harassment~~

~~Any slurs, jokes and/or other degrading verbal or physical conduct relating to a person's gender, age, ethnicity, disability, religion, national origin, or race constitutes harassment when such conduct:~~

~~.321 Has the purpose or effect of substantially interfering with an individual's work performance; or~~

~~.322 Creates an intimidating, hostile or offensive work environment; or~~

~~.323 Adversely affects another employee's work efforts and employment.~~

~~.4 Examples of prohibited conduct include, but are not limited to:~~

~~.41 Unwanted offensive sexual flirtation, advances, propositions, touching or hugging;~~

~~.42 Graphic or suggestive comments concerning a person's dress or body;~~

~~.43 Display of sexually suggestive objects or pictures;~~

~~.44 Display of degrading objects, pictures or making inappropriate comments specific to gender, age, ethnicity, disabilities, religion, national origin or race;~~

~~.45 Non-verbal harassment includes suggestive or insulting sounds, leering, whistling, obscene gestures or inappropriate electronic or voice mail messages.~~

~~.5 Employee responsibilities~~

~~Any employee who believes he or she has been the subject of sexual or gender-related harassment and/or discrimination must immediately report the incident(s) either verbally or in writing in accordance with the procedures in this section.~~

~~.51 Complaints of harassment should be made to one of the following:~~

- ~~• The employee's immediate supervisor~~
- ~~• Any supervisor in the employee's chain of command~~
- ~~• Administrative Chief~~
- ~~• The City of Tulsa Human Resources Director or designee.~~



223 Anti-Harassment Policy

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~~The employee may bypass the immediate supervisor or anyone else in the supervisory chain of command if the employee is uncomfortable in making the report to that person.~~

~~.52 — Employees have the right to report any harassing conduct without fear of retaliation of any kind or form. Employees who file false or malicious allegations of sexual harassment will be subject to disciplinary action up to and including termination.~~

~~.53 — In order to minimize sexual harassment allegations and complaints, employees are encouraged to notify the offending party that the conduct is unwelcome and offensive. Often this notification will terminate the offensive behavior. Such notice is not required but is encouraged where appropriate.~~

~~.6 — Supervisor Responsibilities~~

~~.61 — It is the responsibility of supervisors to read, understand and implement this policy and assure that their employees have received, signed and acknowledged per section .9 below. It is also the responsibility of supervisors to assure that their employees comply with the provisions of this policy to the best of the supervisor's knowledge.~~

~~.62 — It is the responsibility of supervisors to assure employees that illegal harassment will not be tolerated in the work place and to take immediate action if they become aware of such harassment.~~

~~.63 — If an employee reports or alleges that harassment has occurred, the supervisor shall immediately advise the Fire Chief or designee and the Human Resources Director or designee for investigation.~~

~~.64 — All parties shall be advised that the investigation is confidential and that they are not free to discuss the matter as office gossip.~~

~~.65 — If a complaint has not been filed but the supervisor is aware of circumstances where harassment may be occurring whether in the supervisor's platoon or in another platoon or division it is the responsibility of the supervisor to advise the Fire Chief or designee and the Human Resources Director or designee in writing as soon as the supervisor becomes aware of the possibility of harassment.~~

~~.66 — If allegations of sexual harassment are substantiated after the investigation, a written report will be given to the Fire Chief and the Human Resources Director or designee. After consulting with the Human Resources Director or designee, the Fire Chief shall take appropriate disciplinary action against the offending employee(s) and notify the Human Resources Director of any disciplinary action taken.~~



224 Compensatory Time Leave Guidelines

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~~.67 — It is the responsibility of supervisors to counsel employees to be sensitive to others and to avoid making comments that may embarrass co-workers, even if such comments do not rise to the level of harassment.~~

~~.68 — Failure of any supervisor to take action as required by this policy will be grounds for discipline up to and including termination.~~

~~.7 — Human Resources Department Responsibilities~~

~~.71 — If the alleged harassment complaint is made to the Human Resources Director or designee, investigation procedures shall be in accordance with City of Tulsa Policies and Procedures.~~

~~.8 — Confidentiality~~

~~.81 — Information concerning the allegation(s) and/or result(s) of the investigation shall be limited to the complainant, the alleged offender, witnesses and those managers or supervisors who have a legitimate need to know or who must receive information in order to facilitate the investigation.~~

~~.82 — All complaints filed, investigations conducted, and disciplinary action recommended and/or taken shall be handled in a confidential manner to the extent that is reasonably possible so that neither of the parties involved nor the City will suffer unnecessary embarrassment, intimidation or other undesired consequences.~~

~~.9 — Dissemination~~

~~All employees, including new employees, shall acknowledge in writing the receipt of this policy, an acknowledgement that the employee understands the policy and an agreement that the employee will comply with the provisions contained in the policy, if the need arises.~~

~~.10 — A charge of sexual harassment under this policy does not prohibit any employee from filing a complaint with any federal or state agency. Non-sworn and probationary employees may pursue harassment complaint in accordance with the City of Tulsa Personnel Policies and Procedures Manual. Non-probationary sworn employees may grieve the Bargaining Agreement between the City of Tulsa and Local 176 of the International Association of Firefighters.~~

224 Compensatory Time Leave Guidelines

.1 Compensatory leave time shall be accrued per Article 10 Sections 10.3B, 10.4 and 10.5 of the CBA between City of Tulsa and IAFF Local 176.



225 Educational Leave Guidelines

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- .2 Compensatory leave time shall be scheduled on first come first serve basis per Fire District.
- .3 Total number of members normally allowed on compensatory leave time for any one date:
  - District 1 – 1 member
  - District 2 – 2 members
  - District 3 – 1 member
  - District 4 – 1 member
  - District 5 – 2 members
  - Airport HazMat – 1 member
- .4 Compensatory leave time may be scheduled in advance at any time after a member has accrued compensatory leave time per .1 of this section. Such leave shall be scheduled at least 72 hours in advance at a time mutually agreed upon by the Employee and Employer. The Parties agree that the above provisions shall not preclude an Assistant Chief/Field Operations from approving compensatory leave time requests brought forward less than 72 hours in advance.
- .5 Except as provided in AOP Section 224.6 below, Hours Reduction shifts and Annual leave shifts shall not be considered in numerical scheduling restrictions as relates to compensatory leave time.
- .6 It is understood that District Chiefs shall only allow compensatory leave when such leave will not impede the operation of the Fire Department.

225 Educational Leave Guidelines

- .1 Members will submit a written request through the chain of command to the Fire Chief for educational leave.
- .2 Course works will be related to the Fire Service and benefit the Tulsa Fire Department as defined in Article 11, EDUCATIONAL INCENTIVE, of the Agreement between the City of Tulsa and Local No. 176 of the International Association of Firefighters.
- .3 The following will be included in the request: the name of institution, course title with description, attendance schedule, assurance that course work is not available at any other time or institution which would allow the employee to participate outside normal working hours.
- .4 Upon approval of the Fire Chief, the member's immediate managing Chief Officer will grant such leave as provided in Section 11.6 of the Agreement between the City of Tulsa and Local 176 of the International Association of Firefighters.
- .5 Members may be temporarily transferred from other Districts to provide staffing with prior approval of the Assistant Chief/Field Operations.



226 Hazardous Chemical Inventory Report

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- .6 Tulsa Fire Department companies will not be removed from service to accommodate educational leave.

226 Hazardous Chemical Inventory Report

- .1 The Support Services Section will store and maintain the Local Emergency Planning Commission copy of the Hazardous Chemical Inventory Report.
- .2 HazMat will receive the department copy from the Support Services Section. Hazmat will store and maintain the department's copy of the Hazardous Chemical Inventory Report.
- .3 HazMat will provide necessary or requested information from the department files to the Incident Commander at emergency incidents.
- .4 Non-emergency requests for Hazardous Chemical Inventory Reports will be forwarded to HazMat for processing.

227 Fire Station Community Meeting Room Use and Scheduling

- .1 Scheduling Use of a Fire Station Community Meeting Room
  - .11 Organizations/Groups will schedule the use of the Fire Station Community Meeting Rooms, during normal business hours, through the Public Information Officer.
  - .12 Legitimacy is to be ascertained by an officer in the Public Information Officer.
  - .13 Scheduling information will be forwarded to the Assistant Chief's office, for distribution to the Fire Station.
- .2 The following rules will govern Fire Station Community Meeting Room use. The rules will be posted in the Fire Station Meeting room and provided to the organization / group scheduling the use of the facility.
  - .21 The number of meeting participants will not exceed the MAXIMUM OCCUPANCY, determined by the Fire Marshal, and posted in the Community Meeting Room.
  - .22 Meetings will not be scheduled before 10:00 A.M. and must be concluded by 10:00 P.M.



228 Blood Donation

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- .23 Representatives of the organization will be designated as the meeting controller and contact person with fire department personnel. One person may fill both roles, but will be responsible for the adherence to the posted rules, and will provide contact information at the time of scheduling.
- .24 The meeting controller will meet with the Fire Captain on duty prior to the meeting and sign for the Community Meeting Room's inventory.
- .25 At the conclusion of the meeting, the meeting controller will meet with the Fire Captain to verify the return of the Community Meeting Room inventory.
- .26 The meeting controller is responsible for clean-up of the meeting room at the conclusion of the meeting.
- .27 Refreshments will be the responsibility of the meeting participants.
- .28 The area of use for meeting participants will be limited to the Community Meeting Room and its restroom facility.
- .29 Additional directives given by the Fire Captain on duty must be complied with.
- .210 Additional questions concerning the use of the Fire Station Community Meeting Room may be directed to the Assistant Chief at 918-596-9434.

228 Blood Donation

- .1 The Assistant Chief will serve as blood donor recruitment chairman. Field Operations personnel desiring to give blood should contact their District Chief. Scheduling will be by shift on a "first come, first served" basis as manpower permits.
- .2 The following procedures are established as guidelines:
  - .21 Donors will report to a Red Cross Blood Center in uniform.
  - .22 If for any reason the member is not allowed to give blood, he/she shall inform his/her District Chief and return to duty as assigned immediately.
  - .23 Tuesday, Wednesday, and Thursday are designated as blood donor days. Designated blood donor days will include Monday and Friday during Department Blood Drives (when the area blood supply is traditionally low) or when a special/urgent blood need is declared.
  - .24 Normally, no more than two (2) will be allowed off per shift.



229 Outside Training Authorization Procedures

.1 Intent: To provide members of the Tulsa Fire Department with standardized, consistent, and equitable guidelines when applying for outside training. The following is intended to provide guidelines for any outside training other than that covered under the Agreement between the City of Tulsa and Local 176 of the IAFF, Article 11, "Educational Incentive" and/or the City's existing Tuition Reimbursement Program.

- .2 For the purpose of this document, "Outside Training" is:
- Any training, course, class, seminar, lecture, or practical session conducted, delivered, or provided for under the name of any college, company, or educational entity other than the Tulsa Fire Department (TFD) that would require the TFD to:
  - Pay or reimburse student for course fees, books and/or miscellaneous charges not covered by City of Tulsa Tuition Reimbursement.
  - Pay or reimburse the student for lodging expenses
  - Pay or reimburse the student for travel expenses
  - Grant authorized leave
  - Grant a temporary change in working hours to a forty-(40) hour week for duration of course.

If one (1), any combination of, or all of the above criteria apply, then approval must be attained by the applicant's:

- District Branch Chief
- Assistant or Section Chief
- Fire Chief

Note: Courses held at the Tulsa Fire Academy (TFA) may or may not be under the name of the TFD. Examples of outside training are:

- Courses offered by Oklahoma State University—Fire Service Training (OSU-FST)
- National Fire Academy (NFA) courses
- IAFC courses

.3 Application for Outside Training

- .31 Complete a "Tulsa Fire Department Outside Training Authorization" form. Make sure all blanks are filled in with the appropriate information. Forms should be typed or neatly printed. Travel vouchers need to be completed by the appropriate section coordinator.



229 Outside Training Authorization Procedures

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- .32 Complete NFA, OSU, or other course application form. Make sure all blank areas are filled in with the appropriate information. Forms should be typed or neatly printed with black ink. (If applying for an NFA course, be aware that applications have been rejected by the NFA for not having enough information in box #16.)
- .33 Submit both forms along with any course description or information to the District/Branch Chief for approval.
- .34 Once approved, forms should be submitted along with any course description or information to the applicant's Assistant/Section Chief for approval.
- .35 Approved forms and course description then go to the Fire Chief for approval.
- .36 Once final approval is attained, the forms will be routed to the Chief of Training.
- .37 The Chief of Training will either submit the forms by mail, direct the applicant to enroll by phone, enroll the applicant by phone, or direct the applicant to the proper coordinator of travel for his/her section

Section Coordinators for Travel Arrangements:

- Office Assistant of Field Operations Section A, B, C Platoon
- Office Administrator of Support Services Section
- Office Administrator of Administration Section
- Office Administrator of Safety Services Section

Applicants may check on the status of the application by calling the Chief of Training at Extension 9305 or contacting the coordinator of travel for their appropriate section.

.4 Deadline

The deadline for approved applications to reach the Chief of Training will be a minimum of twenty (20) calendar days before the class start date or the class enrollment/application acceptance cutoff date, whichever comes first.

.5 Approval Criteria

Assuming all paperwork is properly completed, all forms are turned in, and course description has been submitted, approval will be based on the following in ranking order:

- .51 Will the course applied for enhance the TFD's ability to fulfill its mission statement?



230 Customer Service Representative

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- .52 Ability and availability of the individual to deliver and disseminate information gained from the class to the membership of the Tulsa Fire Department.
- .53 Is funding available? (Budgeted items will receive first priority.)
- .54 Is staffing such that it will not hamper department operations while a member attends?
- .55 Is it critical that applicant by nature of his or her position attend? That is, are there required hours of certification involved OR is course designed to enhance applicant's performance in the course of his or her specific duties? If so, does the course description indicate that course in question meets those needs? Examples are:
  - HazMat RAT members: Hazardous Materials courses
  - Rescue team members: Trench, Confined Space, Rope Rescue
  - Fire Investigators: Fire Cause Determination, CLEET Certification courses
  - Code Enforcement: Inspection courses
  - Training Officer: Instructor courses
- .56 Rank of applicant
- .57 All other things being equal, applications will be accepted on a first-come, first-served basis.

If an individual commits to a class without prior approval, he/she will understand that it is at his/her own expense of monies and annual leave.

230 Customer Service Representative

- .1 The purpose of this procedure is to establish the role of the Tulsa Fire Department Customer Service Representative.
- .2 The Tulsa Fire Department Customer Service Representative shall be established by the Incident Commander at all working structure fires, and as early on as possible. The Tulsa Fire Department Customer Service Representative should also be established at any incident where the need is identified: Fire, EMS, Support Services, etc.

Tulsa Fire Department Customer Service Representative is a critical extension of our service delivery and serves as the liaison between the Fire Department and those citizens directly or indirectly involved in or affected by the incident.

230 Customer Service Representative

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If necessary, the Incident Commander will request additional resources in order to establish the Tulsa Fire Department Customer Service Representation or Representatives, i.e., an additional engine, ladder, or district chief is acceptable. If necessary, at prolonged incidents, in order to return fire companies to service, staff personnel or members not assigned to operational duties may be assigned to this function. For incidents where the Customer Service function exceeds the on-site resources, the Incident Commander will call for additional personnel through the alarm office, which will dispatch Code Enforcement personnel. The Tulsa Fire Department Customer Service Representatives may extend beyond the termination of the incident.

### .3 Responsibilities

Tulsa Fire Department Customer Service Representative should consider offering the following services to the occupant or responsible parties. It should be noted that other occupant services needs may be identified and should be addressed as part of the department's customer service goals.

- .31 Locate occupants, owner, relatives, affected parties and stay with them.

Introduce yourself to the customer. Determine and use the customer's name that respectfully and effectively fits his or her profile (i.e., Mr., Mrs., Miss, Doctor, etc.) Give the customer your exclusive attention. Become the customer's advocate.

Also be aware of any Good Samaritans' or neighbors' feelings and treat them accordingly. Do not overlook feelings of small children. Ask occupant about all pets in household. The Incident Commander will notify dispatch of incidents involving animals of any kind. The Incident Commander will give a brief description of the situation, such as "dead dog", "injured cat", or "two birds are homeless," etc. Dispatch will then notify the appropriate agency (for dead animals), or facilitate emergency veterinary care or other services if possible. Animals of any kind refers to dogs, cats, birds, snakes, fish, monkeys, horses, exotic animals, etc.

- .32 Explain what happened, what we are doing, why and how long we expect it to take until the incident is under control.
- .33 Obtain from occupant or responsible party any significant information regarding the structure or its contents that might assist the Incident Commander with tactical operations. Inform the Incident Commander of this information.
- .34 Provide blankets and shelter where practical to do so (i.e., apparatus cab, neighbor's house, etc.). Get occupants out of the weather and to a single location.
- .35 Communicate the location to which evacuees have been sent. Notify the IC and investigators of this location.



230 Customer Service Representative

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- .36 Provide cellular telephone access to victims. District Chiefs and most staff personnel have cell phones assigned to them.
- .37 Identify any mental health needs of occupants or responsible parties, as well as any spectators or evacuees, i.e., effects of shootings, mass casualty, highly visible critical rescue, etc.
- .38 Teddy bears are available from District Chiefs for child victims, elderly victims, mentally challenged or handicapped victims, etc.
- .39 Notify Red Cross, Salvation Army, or other relief agencies as needed.
- .40 Notify other necessary agencies and/or individuals as needed.
- .41 Communicate information with salvage crews (i.e., location of special pictures, valuables, and other special items.)
- .42 Where safe to do so, and after approval from the IC and investigators, coordinate a "Walk-Thru" of the structure with the responsible party.
- .43 Work with proper utility services to restore power, gas and water as quickly as possible to reduce additional losses to affected occupants.
- .44 Coordinate site security:
  - Fire watch
  - Private security company
  - Necessary insurance services
  - Any services identified as necessary and possible.
- .45 Hand out and explain "After the Fire" brochure.
- .46 Assist the occupants with notification of insurance agents, security services, restoration company, etc.
- .47 Provide on-going service and support until the customer indicates our services are no longer needed.
- .48 Tulsa Fire Department Customer Service Representative shall report to the IC.
- .49 Should the need arise for a member or members of the Tulsa Fire Department to assist a citizen which requires transporting that citizen in a fire truck or city vehicle, the following guidelines shall apply:
  - .491 All avenues of assistance should be exhausted prior to transporting.



231 Exceptional Performance

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- .492 Personnel should notify Dispatch they are assisting and transporting a citizen, give destination and remove themselves from service.

231 Exceptional Performance

It is the policy of the Tulsa Fire Department to appropriately recognize members of the department for exceptional performance.

- .1 Records of Exceptional Performance may be presented to any member of the Fire Department or any member of the Fire Department Staff. There is no limit to the number of exceptional performance records any individual may be awarded.
- .2 Any supervisor of the department may recommend a member for a Record of Exceptional Performance. The recommendation should be submitted to the member's immediate supervisor through written recommendation and forwarded to the Fire Chief.
- .3 Records of Exceptional Performance will be presented to the member(s) by the immediate supervisor at an appropriate time and will be acknowledged at the next scheduled badge/commendation ceremony. The original will be forwarded through the proper channels to be placed into the member's personnel file and a copy will be given to the member.

232 Good Samaritan Citation

The Good Samaritan Citation Award is to recognize civilian actions which assisted Fire Department members in the performance of their duties, i.e., assisted with evacuation, medical emergency, performed rescue, etc.

- .1 The Good Samaritan should be included in the initial scene evaluation (size up).
- .2 Establish positive contact with the Good Samaritan.
- .3 Ask him/her what has happened and what has been done.
- .4 Check and verify his/her welfare.
- .5 Find out who he/she is and if he/she has special expertise.
- .6 Let him/her assist if he/she is qualified.
- .7 Protect him/her.
- .8 Thank him/her.

233 Future FEO Skills Training Program

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- .9 If a "TFD Good Samaritan Citation" is warranted, submit his/her name and address to the Public Information Officer.

| 233 Future FEO Lieutenant Skills Training Program

- .1 The objective of this program is to help make a smooth transition from Relief Fire Equipment Operator to the position of ~~Fire Equipment Operator~~ **FEO Lieutenant**/Acting Captain. The Training Program can be used during emergency and non-emergency incidents. An ~~FEO~~ **FEO Lieutenant** daily skills check-off form will be used to show the progress of the Intern. The Intern under the direct supervision of his/her Captain will learn and practice the following:

- How to fill out the daily log book
- Proper procedures for station and apparatus repairs and supplies
- How to enter incident data into the computer
- How to use Email
- Where to find documents and forms on the intranet
- How to use the Incident Command System (ICS)
- How to read map, apartment, target hazard, and preplan books
- What resources are available for mitigating emergency incidents
- Proper radio communications
- General daily functions of the Company Officer

.2 Guidelines for Using the Program

- .21 Must be promoted to the rank of ~~Fire Equipment Operator~~ **Lieutenant** or on an established list for promotion to the rank of ~~Fire Equipment Operator~~ **Lieutenant**.
- .22 A newly promoted ~~FEO~~ **FEO Lieutenant** or member on an established list for promotion to the rank of ~~Fire Equipment Operator~~ **Lieutenant** will complete an internship period of a minimum of 5 shifts riding-out under the supervision of a Captain before they are assigned to ride out as a Captain, no exceptions. The program will not be deviated from to avoid or prevent initiating call back. During this period, it is recommended the ~~FEO~~ **FEO Lieutenant** be placed in the "extra ~~FEO~~ **FEO Lieutenant**" position for a district when appropriate. Such assignment will create opportunities for the Intern to work under different company officers.
- .23 If after the completion of 5 shifts the Intern feels he/she needs additional time they may request additional shifts. Final determination will be made by their District Chief and Captain.
- .24 Upon completion of the internship, the Intern will be evaluated by their Captain and District Chief.



234 Procedures for Downloading Defibrillator Data

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- .25 Satisfactory evaluations shall mark the completion of the **FEO Lieutenant** Intern Skills Training Program.
- .3 Sequence of evaluation
  - .31 The **FEO Lieutenant** Internship Initial Development Plan is filled out by the company officer and reviewed by the District Chief and company officer with the **FEO Lieutenant** Intern. The intent of this form is to outline the expectations of the company officer and the District Chief for the **FEO Lieutenant** Intern.
  - .32 An **FEO-Lieutenant** daily skills check-off form is to be completed by the Captain supervising the FEO for that particular day. This form is to be retained by the **FEO Lieutenant** Intern throughout the course of the program and will be turned into the Intern's Captain at the completion of the program. A needs improvement in any of the skills set shall be recorded on the daily skills check-off form followed by a detailed action plan to assist the Intern in achieving the desired skill level. The daily skills check-off form will be utilized to assist the company officer with completion of the **FEO Lieutenant** Final Internship Performance Evaluation.
  - .33 Performance Evaluation will be completed at the end of the 5-shift program by the Intern's Captain. Unsatisfactory evaluations shall require additional shifts of supervised ride-out time to be determined by the District Chief.
  - .34 Abbreviations
    - N Needs improvement: Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results; must improve for continued participation in Internship Program. The company officer will develop a detailed action plan to assist the Intern in achieving the desired skill level.
    - S Successful performance: Meets and occasionally exceeds established standards
    - E Excellent Performance: Consistently meets and almost always exceeds expected levels of performance. Evaluation form must contain quantifiable bullet comments /examples for all excellent rating.

234 Procedures for Downloading Defibrillator Data

- .1 LP15 defibrillators will be downloaded via wireless modem connection and LP1000 defibrillators by infrared connection as soon as possible after a medical incident occurs and prior to leaving the station at the end of your duty shift. If an



234 Procedures for Downloading Defibrillator Data

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error message occurs during the download procedure, or if the download fails,



235 Callback Staffing

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- contact the IT Service Desk at 918-596-7070 *and* the on-duty EMS Shift Supervisor at 918-596-1747.
- .2 Chief Officers, Captains, and Acting Captains, if bunking in a room where the station computer is located, will ensure access is granted in a timely manner for the Lead Medic or designee to complete the necessary Patient Care Reports.
  - .3 Captains and Acting Captains will ensure that all Patient Care Reports are completed and *locked* in ESO as soon as feasible after each medical incident.
  - .4 Overtime will be paid to personnel who remain at the station after their duty shift in order to complete the necessary Patient Care Reports. Chief Officers, Captains/Acting Captains will be responsible for the proper justification of this overtime.

235    Callback Staffing

- .1 This policy establishes the minimum staffing level for field operations to ensure a minimum level of safety for both our citizens and personnel. Labor and Management understand that economic conditions can impact our services, and through Memorandums of Understanding the Callback numbers may be temporarily altered. However, the safety of our internal and external customers is paramount, and the Callback policy minimums have been established to ensure that safety.
- ~~.2 Callback will be utilized when field operations staffing levels fall below 151 plus HazMat (4-6 members). The Field Operations Section for these purposes will consist of 26 Engines (82 personnel), 11 Ladders (33 personnel), 3 Quints (12 personnel) assigned with 3 Squads (6 personnel), 5 District Chiefs and Interns (10 personnel), Airport Operations (4 personnel), the Assistant Chief (1 person), the EMS Shift Supervisor (1 Person), and 2 Air and Light Units (2 personnel).~~
- ~~.2 Callback will be utilized when field operations staffing levels fall below 154 plus HazMat (4-6 members). The Field Operations Section for these purposes will consist of 30 Engines (98 personnel), 14 Ladders (42 personnel), 5 District Chiefs and Interns (10 personnel), the Assistant Chief (1 person), the EMS Shift Supervisor (1 person), and 2 Air and Light Units (2 personnel).~~
- .3 A computer generated callback list will consist of members assigned to the field operations section who have indicated that they are available for callback during the specific work period. The callback list will be sorted in order of the member's last callback offer, from the least recent to the most recent. If ties exist in the order of the callback list, the most senior member will be given the callback opportunity.
- .4 Members may provide up to two (2) contact numbers for callback purposes. The results of a member's callback offer will be categorized in one of three ways: (1)



235 Callback Staffing

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Contacted – Accepted, (2) Contacted – Declined, or (3) Not Contacted. Each of these results generates a time and date stamp that will be used to rank their position in subsequent callback offers. Failure to reach a member at the provided contact numbers will be considered a rejection of the callback offer. The member must be capable of reporting for duty at the designated work location within one and one-half (1 ½) hours of notification, or the member must decline the offer.



235 Callback Staffing

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- .5 It is the member's responsibility to update all personal information such as contact numbers and callback availability on the callback list.
- .6 Members who work callback offers of less than six (6) hours will retain the date stamp of their previous callback offer, until a total of six (6) hours or more of callback has been accumulated. The member will notify the Assistant Chief if their callback was less than six (6) hours and it will be the Assistant Chief's responsibility to correct the member's date stamp.
- .7 Members who accept a callback offer may be utilized in any assignment for which they are qualified. On duty members may be temporarily transferred to accommodate staffing needs. Duty exchanges will not be allowed to fulfill callback offers.
- .8 Callback procedures will be implemented immediately when staffing shortages are anticipated to exceed four (4) hours. Companies out of service due to company training, City Medical visits, short-term apparatus repairs, community contacts, random drug testing, and emergency leave will be considered temporarily out of service and will not trigger callback.
- .9 No member is eligible for callback on his/her assigned duty day.
- .10 The current status of the callback list will be available for member review and update. At any time prior to a callback offer the members may alter their status as available or unavailable on the callback list.
- .11 Should the callback list be exhausted without attaining the required staffing levels, the Assistant Chief will hold over the member with the least seniority who meets the certification requirements remaining on duty. The member will not be required to hold over in excess of 24 hours.
- .12 Members on Administrative Leave or Injury Leave will be ineligible for callback overtime. Assistant Chiefs will only fill the Assistant Chief position and will not be subject to callback when the normally scheduled Assistant Chief is on duty.
- .13 The Assistant Chief or acting Assistant Chief initiating callback will not generate a list prior to 0600 hours on the day of the callback shift. The Assistant Chief may generate a list anytime during that shift for the applicable work period, but not for future shifts.
- .14 Assistant Chiefs will be responsible for initiating callback and for making the necessary notifications to fulfill the staffing needs. The Assistant Chiefs have the authority to fill needed vacancies in HazMat, ARFF, and Paramedic as required in lieu of the requirements in Section 235.3.
- .15 Members who accept callback offers shall be compensated at a rate of one and one-half (1 ½) of the employee's hourly rate, with a three (3) hour minimum.



236 Finance Procedures

- .1 Purchases: When needing to make a purchase, refer to the City's policies and procedures or contact the Finance Branch.
- .2 Petty Cash: Petty cash expenditures must have prior approval of the employee's supervisor and the Finance Director.
- .3 Travel: Before scheduling a trip, read the City's travel rules and authorization form or contact the Finance Branch.

237 Guidelines for Management Skills Training

The purpose of the management skills training is to provide opportunities for all personnel to be properly prepared to accept higher roles and responsibilities within the department. This program satisfies the procedure for 5-year certifications as outlined in Article 12.1 of the CBA. Additionally, this program meets the requirements for maintaining qualifications for the promotional process.

- .1 Employees in the pay grade of FD-02, FD-03, FD-04, and FD-05 will be given an initial 40-hour course to satisfy the CBA certification and promotional eligibility requirements. After this initial training course, the certificate will be maintained by taking one course per year, as outlined below in (.2). This will eliminate the necessity of taking a 40-hour course 5 years in the future.
- .2 The courses will be offered by the Tulsa Fire Department Training Academy and a catalogue of courses will be published each year. In addition, courses from a college, university, the City of Tulsa Human Resources Department, or the National Fire Academy may satisfy this requirement.
- .3 Courses must be at least 8 hours or a combination of courses equaling 8 hours in classroom or 3 college credit hours to apply (i.e. 2 courses, 4 hours in length would be equivalent to an 8-hour class).
- .4 Any outside courses, including college credit hours, must fulfill the intent of career development for the Tulsa Fire Department and have prior approval by the training academy.
- .5 Courses will meet the spirit and intent of the TFD catalog courses.
- .6 Courses must be completed in the calendar year that they are being applied. Past courses from previous years will not be applicable. In the event a member does not complete a course in a given calendar year, that course and the current year's course must be completed for that member to retain his certificate.



238 Military Leave

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Certification must be kept current on an annual basis for promotional exams (see section 9 below).

- .7 Members who choose to attend courses outside of the TFD offered courses must provide documentation in the form of a transcript or course certificate as proof of completion.
- .8 Changes and amendments to this program, including the list of courses, will be made by the LMC committee as needed.
- .9 For application of this program to promotional exam eligibility, courses taken in the prior year will qualify the candidate for the current year's exam (i.e. a course taken in 2006 qualifies the candidate for the promotional exams in 2007).

238 Military Leave

An Employee who temporarily leaves his/her job as a result of voluntary or involuntary service in the United States uniformed services is guaranteed certain reemployment rights and other job protections under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Notice of any such absence (oral or written) is required unless the employee is unable to provide such notice because of "military necessity".

- .1 Leave with Pay for Military Physical Examination
  - .11 Classified employees shall be granted time off with pay, not to normally exceed one (1) day inclusive of travel, for the physical examination prior to induction or entry in to active military service or for veterans' reevaluation physical examinations.
  - .12 In order to be granted such leave with pay, the Employee shall provide to his/her Department head or designee through the chain of command an official notice to report for physical examination. Leave for this purpose shall be classified as Military Leave.
- .2 Military Leave for Training in a Reserve Unit or National Guard
  - .21 Classified Employees shall be granted no more than three hundred (300) hours of paid leave per federal fiscal year (October 1 through September 30), travel time inclusive, when ordered for training as part of a reserve unit or any component of the Armed Forces or National Guard.
  - .22 Whenever possible, the employee shall present to the department head or designee through the chain of command a copy of the orders to report for Reserve or National Guard training prior to departure on leave. A copy of the orders shall be forwarded to the Fire Chief and the Human Resources Department. A Personnel Action shall be completed when



238 Military Leave

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military leave extends beyond four (4) consecutive workweeks to remove the employee from active status and stop leave accruals.

.3 Military Leave for Active Duty

.31 Classified employees shall be granted no more than three hundred (300) hours of paid leave per federal fiscal year (October 1 through September 30), travel time inclusive, when initially ordered to active duty other than training as part of a reserve unit or any component of the Armed Forces or National Guard. If an employee's active duty call up date is late in the federal fiscal year and therefore does not allow the employee to receive the full 300 hours within the initial federal fiscal year, it is understood the 300 hours of paid leave may extend into the next federal fiscal year. Paid military leave for active duty shall be in addition to any military leave for training provided in 238.21. Military leave shall not be considered initiated until any expenditure of vacation leave and/or compensatory leave has been completed. The use of vacation or compensatory leave in this manner is voluntary and shall extend the employee's normal employment status and benefits except as provided in 238.42.

.32 Any classified employee who enters the U.S. Armed Services (other than the National Guard or a reserve unit) directly from City employment shall be placed on military leave. Whenever possible, the employee shall present a copy of his or her orders to report for duty to his/her department head or designee through the chain of command, and these orders shall be forwarded to the Fire Chief and the Human Resources Department. The Personnel Action shall indicate "other leave" and under "remarks" shall state "Military Leave of Absence."

.33 Based on this policy, the Fire Chief shall discuss with the Finance Department the appropriateness of filling vacancies caused by military duty.

.4 Benefits and Pension Provisions Regarding Military Leave in Excess of Thirty (30) Days

.41 Health and Dental Insurance - An employee may elect to continue his/her own health and dental insurance coverages for up to twenty-four (24) months after such absence begins, or the period of service, whichever is shorter at 102% of the full premium rate (employee plus City contributions) for employee coverage. An employee may elect to continue dependent coverage at the current dependent premium rate (employee contribution) for twelve (12) months after such absence begins. After the twelve (12) month period, dependent coverage will continue at 102% of the full premium (employee plus City contributions) rate for up to twelve (12) additional months.



238 Military Leave

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- .42 Basic Life, Accidental Death and Dismemberment, and Long-Term Disability Coverages cease on the last day of the month in which such active duty begins.
  - .43 Dependent and Dependent Supplemental Life - An employee may elect to continue such coverage for twelve (12) months after such absence begins at full premium rate (employee plus City contributions).
  - .44 Deferred Compensation - An employee may elect to continue contributions into his/her account. The employee may not, however, withdraw the account balance.
  - .45 Upon return to work, an employee shall receive full credited service for periods of military leave absence subject to prescribed USERRA return to work timeframe limitations as per Oklahoma Firefighters Pension and Retirement System Title Eleven Oklahoma Statutes and Rules.
  - .46 Vacations and Compensatory Leave - In lieu of the expenditure option provided in 238.31, an employee may elect to be paid in lump sum for any accrued vacation and/or compensatory leave or maintain his or her current accrual balance(s). However, accruals cease during the period of military leave absence.
  - .47 Sick Leave - Accruals cease and an employee may not use any accrued sick leave during the period of military leave absence. No sick leave (retiree) conversion pay shall be available due to military leave.
  - .48 Flex Plan - An employee on military leave may continue participation in the flex plan up to the amount of income he or she has deferred during the City's current fiscal year (and no later than September 30<sup>th</sup> of the preceding year). Additionally, an employee can elect to continue flex plan participation including contribution and expenditure subject to the limitation of expenditure of fund balance only.
- .5 Return from Military Leave for Active Duty
- .51 An employee returning from military leave shall request reemployment and report for duty per the following guidelines:
    - Service less than 31 days - Employees must report at the beginning of the first regularly scheduled workday after release from service, allowing eight (8) hours for travel or rest.
    - Service from 31-180 days - Employees must report no later than fourteen (14) days following completion of service.
    - Service over 180 days - Employees must report no later than ninety (90) days after completion of military service.
    - An employee is generally allowed up to five (5) years total (cumulative) of military leave and may not be eligible for reemployment thereafter.



239 Management Intern Program

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- .52 An employee returning from military leave from the uniformed services with a dishonorable or bad conduct discharge shall not be eligible for reemployment.
- .53 An employee returning from military leave shall be reemployed in his/her former position or classification, if still qualified to perform the duties of the position or classification, at the step or the rate in the pay range the employee would have occupied without the military leave, and with full seniority. If the employee is not qualified to perform the duties of the former position or classification by reason of disability, the employee shall be restored to a position of like seniority, status and pay or to its nearest approximation for which the employee is qualified.
- .54 Vacation Leave, Sick Leave, and Longevity Pay do not accrue while an employee is on military leave beyond four (4) consecutive workweeks (section 238.22). However, time spent on military leave shall be used in determining eligibility with full seniority for these purposes.

239 Management Intern Program

.1 Intent

The intent of the Management Intern program is to provide Company Officers with a broader perspective and understanding of Tulsa Fire Department operations at the administrative level. This program is an effort to meet future leadership needs and develop current management depth within the Tulsa Fire Department. Specifically, this increased perspective and understanding will enable Company Officers to: (1) operate their company in the most efficient manner within their fire districts, and the fire department as a whole, and (2) provide continuity in fire protection management and district administration within each fire district in the absence of the District Chief.

.2 Overview

An FD03 Management Intern position will be assigned to each District Fire Chief. The purpose of this FD03 position will be to fill the vacancy created by the Management Intern Program. The lowest seniority (defined by time in grade) will be assigned as the additional FD03 unless, with the District Chief's approval, a more senior FD03 within the district desires the position. The intern program will be mandatory for all Company Officers serving within the Field Operations Branch of the Tulsa Fire Department. Additionally, effective January 1, 2007, successful completion of a one (1) year term in the Management Intern Program is required for eligibility for an FD05 promotional examination. Members who have previously served at least six (6) months as an intern prior to the adoption of this program, shall be eligible for FD05 promotional exams.



.3 Eligibility

In an effort to uphold the experience prerequisite and integrity of the intern position, the following eligibility requirements shall be established. To be eligible for the intern position, an FD03 must serve within the Field Operations branch for one (1) year prior to becoming eligible. Also, the FD03 must have received an average rating of 3.0 or greater on their two (2) most recent job performance evaluations. If an FD03 has not met both of these requirements, the District Chief and the FD03 shall discuss the appropriate actions necessary to successfully meet these requirements. FD-03's who have not had the opportunity to serve as Management Intern shall otherwise retain their eligibility for promotion to FD-05.

.4 Selection Process

The intern candidate will be selected from within the respective district. However, an intern candidate may be selected from outside the respective district with the approval of the Assistant and Deputy Chief. The order in which the Company Officers attend the program will be left to the discretion of the District Chief. However, one member will not be required to attend for a second term until all eligible Company Officers within the respective district have attended for their first term.

.5 Term Length

In order for the intern to be exposed to a complete cycle of performance standards and administrative activities, the initial term will consist of one (1) year. The initial term may be extended if additional time is required for the intern to become proficient in the performance standard areas. The Assistant and Deputy Chiefs must approve the extension of time if it is to exceed one (1) month in duration. If subsequent terms are served by Company Officers, these terms will be a minimum of four (4) months and will not exceed one (1) year. Subsequent terms will be served only after all eligible Company Officers within the respective district have attended their initial term.

.6 Performance Standards

Considering the intent of the Management Intern program, the intern, under the supervision of the District Chief, shall become proficient in the following areas:

- Managing and delivering all communications (paperwork, verbal and electronic) to and from the stations and headquarters
- Applying Microsoft Word, Excel, Outlook, and Internet Explorer
- Completing incident reports as necessary
- Generating incomplete incident reports and forward information to companies
- Assuring the car is maintained in a state of readiness
- Attending to the staffing needs of the district
- Scheduling and administering all leave as outlined in AOP and contract



240 Court and Jury Leave

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- Completing computer attendance and updating attendance cards
- Monitoring attendance trends
- Ensuring ladder checklists are completed on Mondays
- Ensuring reserve apparatus checklists are completed on Wednesdays
- Inspecting stations, apparatus and personal protective equipment
- Scheduling of training, physical agility testing, and physicals
- Personnel Development including orientation, performance appraisal ratings, leave usage, conflict resolution and discipline
- Incident command and safety
- Post incident analysis on any incident requiring such

In general, the intern should become proficient in all day-to-day operations of the district in accordance with the contract and AOP. The Intern should also exercise initiative and offer suggestions for improvement of the district operations within the guidelines of the contract, AOP and EOG.

.7 Evaluation Process

The learning process is the responsibility of both the intern and the District Chief. The District Chief is responsible for providing the intern with the opportunity to actively participate in daily activities. Upon completion of the term, the District Chief will prepare a written document to be filed in the intern's personnel file. The document will indicate whether or not the intern has completed his/her term in a satisfactory manner. A satisfactory manner would indicate that the intern has become proficient in all the performance standard areas. The measure of proficiency will be at the discretion of the District Chief. If the document indicates that the intern has NOT completed his/her term in a satisfactory manner, a meeting will be set with the Operations Chief to discuss methods to increase the intern's proficiency in the performance standard areas. In addition to the end-of-term evaluation, the District Chief will conduct quarterly informal performance reviews to evaluate progress and identify areas in need of improvement.

.8 Uniform

In order to better differentiate their authority and responsibility, members participating in the intern program shall wear the uniform specified for the district chief.

240 Court and Jury Leave

- .1 Employees who are required to serve as court jurors shall be granted time off with pay to serve in that capacity subject to the following rules:
- .2 An Employee serving Jury Duty shall notify their supervisor immediately and present to his/her supervisor the original summons or subpoena from the court. At the conclusion of the duty, a signed statement from the clerk of the court showing the actual dates of attendance at court.



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- .3 An Employee serving Jury Duty shall not return to work while serving on a Jury or in the Jury Pool when released for the day. If the employee is discharged from the Jury Pool during the members duty shift the member shall return to their normal duty.
- .4 Employees reporting for Jury Duty on Monday morning shall be relieved of duty at 2000 hours Sunday before.

241 Training Documentation

- .1 Purpose: A standardized method of documenting all TFD training that applies to all job-related training received by TFD members.
  - .11 Includes, but not limited to:
    - EMS certification continuing education units (CEUs)
    - Management skills training
    - Relief fire equipment operator training
    - Formal classroom training
    - Company drills
    - Station school and in-district training
    - In-service training
    - Post incident analysis (PIAs)
    - Cadet training
    - Video or online training (distributive)
    - Outside training and certification
  - .2 Definitions and Background Information:
    - .21 Member: All TFD sworn and civilian employees.
    - .22 Categories of Training:
      - .221 *Classroom/Drill*: Formal training conducted in a classroom or drill environment. This training normally requires companies to be out-of-service and to attend all portions of the training to receive credit.
      - .222 *In-Service*: Training in a setting where companies remain available to respond.
      - .223 *Distributive*: Training conducted using technology such as videos or online lessons.
      - .224 *Outside Training/Certification*: Certificates, rosters, or other verification of training obtained from agencies other than TFD.



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- .225 *Conference / Seminar.* Attendance at a conference or seminar that does not specifically award credit or count for hours of training.
- .3 Continuing Education Units (CEUs) – Credit Awarded: CEUs are either awarded as units or by “hour-for-hour” seat time in a class.
  - .31 Credit Awarded:
    - .311 CECBEMS Accredited CEUs: Credits awarded for programs that are Continuing Education Coordinating Board for EMS (CECBEMS) Accredited.

For example, a Pulse Video or a program on EMS Jane may have a CEU award of 1.5 CEUs (not hours). These awards will have an associated CECBEMS accreditation number.
    - .312 Hour-for-Hour “Seat-Time” CEUs: Courses/topics that have been approved by the Office of the Medical (OMD) or the Oklahoma State Department of Health (OSDH) count as hour-for-hour CEUs. Incident PIAs, practical drills, workshops, seminars, or other approved in-service training sessions will be accomplished through curriculum based one of the following:
      - .3121. Medical Control Board Protocols.
      - .3122. CEU topics per OSDH 310:641-5-14.
      - .3123. Other topics submitted and approved by OSDH.
- .4 CEU Guidelines:
  - .41 Identification of CEUs awarded:
    - .411 Courses/training that have been accredited and have a CECBEMS course number will count for the number of CEU credits listed.
    - .412 All other approved CEU courses will count “hour-for-hour” in 15-minute intervals for the time students actually attend class.
  - .42 Courses with Portions that Count as CEUs:
    - .421 When courses have varied content, such that only part of the course counts for CEUs, the course lesson plan and syllabus will clearly identify which topics count for CEUs. Those topics will be counted as CEUs as described above.



.5 Instructor Qualifications:

.51 Fire Service Instructor: (e.g. OSU-FST “Instructor I” or “Instructor II”, often also referred to as “IFSAC” Instructor)

.511 By statute, the fire service certifying agency in Oklahoma is Oklahoma Fire Service Training. Oklahoma Fire Service Training (OFST or OSU-FST) is an entity of the Oklahoma State University College of Engineering, Architecture, and Technology.

.512 A Fire Service Instructor I may teach fire service topics from an approved lesson plan.

.513 A Fire Service Instructor II may develop and teach lesson plans on fire service topics.

.52 EMS Instructor: (Oklahoma State Department of Health and OMD approved): In Oklahoma, the EMS instruction program is administered through the Oklahoma State Department of Health.

.521 TFD’s EMS Instructor Program: TFD’s EMS training affiliation is through OSU-FST with approval by the OMD. TFD maintains its own OMD approved instructors and submits its course authorization requests and final class paperwork through OSU-FST. OSU-FST then forwards this information to OSDH.

.522 Courses that TFD EMS Instructors may teach: (up to their level of certification.)

- Formal “classroom” CEUs.
- EMT Courses (B, I) (TFD does not teach EMT-P Certification Courses)
- EMT Refreshers (B, I, P)
- EMR Courses
- EMR Refreshers (TFD EMRs attend a TFD EMR Refresher)

.53 CPR Instructor: CPR Instructor is a qualification in and of itself. CPR Instructors do not need to have a separate instructor certification.

- TFD’s CPR Affiliation: TFD’s American Heart Association (AHA) CPR training affiliation is through OSU-FST.
- TFD CPR Instructors:
  - Under the auspices of the TFD, CPR Instructors may teach and recertify “Professional Rescuer” CPR only.
  - The TFD does not provide “Citizen CPR” courses. Citizen CPR courses are available by contacting the AHA.



.54 Company Officers/Supervisors (or designee):

- .541 Company Officers and/or supervisors have the ability and obligation to train their crews. They may oversee any of the following:
- Company level drills/training (Company training that reviews specific protocols, when documented on a TFD Training Roster, may be used as Classroom/Drill CEUs).
  - PIAs (Medical Incident PIAs, when documented on a TFD Training Roster, may be used as Classroom/Drill CEUs).
  - Distributive education for CEUs.
- .542 A Company Officer/Supervisor may allow a crew member with a higher medical certification or more pertinent knowledge in an area to conduct in-service/in-district training. In this case the Company Officer/Supervisor and the person conducting the training should sign the TFD Training Roster.

.6 Documentation Platform and Methodology:

- .61 FIREHOUSE Software: Upon completion of training, the information from a TFD Training Roster or a Course Completion Certificate will be entered in FIREHOUSE software and the TFD Training Roster or Course Completion Certificate will be attached as a scanned document. Attached documents will be in PDF format.
- .62 Roster vs. Certificate:
- .621 Roster: A roster is a list of names of course attendees that is signed by the instructor and/or supervisor.
- Rosters are preferably filled out by hand.
  - All TFD rosters will be signed.
  - One roster will account for several individual's attendance.
  - TFD Courses use the official TFD Training Roster. The TFD Training Roster may be found in the following location: Doc Library: Fire/Training
  - All TFD rosters will be one-sided – do not write on the back of any TFD Training Roster. This complicates the scanning and data entry process.
  - TFD Training maintains all original rosters. Individuals may keep copies of a roster if they wish.
- .622 Certificate: A formal document given to a student that awards course credit or certification.
- One certificate accounts for course completion by one student.



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- TFD Maintains copies of certificates. Original certificates are the property of the member.
- .7 Records for training will be completed on a computer program. When completing re-registration paperwork for medical licenses, individuals will print their Certificates.
- .8 Responsibilities:
- .81 Members/Staff:
- .811 Attend all TFD required training. Refer to the current version of "TFD Training Requirements" on the Doc Library" under: Fire/Training.
  - .812 Complete the required distributive education for their position/certification level.
  - .813 Complete a TFD Training Roster for all TFD training except online training through EMS Jane and/or online training completed through OSU-FST. The Training Center has the ability to obtain records for online training.
  - .814 Forward all TFD Training Rosters to the Training Center for entry into FIREHOUSE Software.
  - .815 If a member has an outside certification which he/she would like to appear on their TFD training record, he/she should provide a copy of the certificate to the Training Center.
- .82 Instructors/Facilitators:
- .821 Initiate and properly complete a TFD Training Roster for each class taught. Sign the roster.
  - .822 Instructors receive course credit for courses taught. Instructors should always add themselves to the roster as a student.
  - .823 Keep a personal copy of the TFD Training Roster for all courses taught.
  - .824 Forward all original TFD Training Rosters to the TFD Training Center for entry into FIREHOUSE.
  - .825 Follow-up on all courses to ensure that they are entered in FIREHOUSE and that they have a scanned copy of the roster attached. Notify the Chief of Training if they do not appear in FIREHOUSE within two weeks.



.83 Supervisors:

- .831 Ensure members under their command complete the training required by the TFD. Required training is categorized by position/rank and by certification. Refer to the current version of "TFD Training Requirements" on the Doc Library" under: Fire/Training.
- .832 Ensure that a TFD Training Roster has been completed and submitted for all in-service/in-district training, company-level training, and PIAs.

.84 Training Branch:

- .841 Provide an annual calendar of TFD training including EMS refreshers and CEU training dates and courses. The Training Branch, in collaboration with the OMD will maintain an online Training Calendar of training opportunities (including classroom CEU opportunities). The TFD Training Calendar is normally maintained at least three months in advance with most topics scheduled one-year in advance. Allowance will be made for current statistical priorities and seasonal EMS needs.
- .842 TFD Training Staff and TFD EMS Staff are responsible for scanning and entering the rosters for the classes they teach. Then, they submit the original roster to the Training Center Administrative Assistant for filing.
- .843 The Training Center Administrative Assistant will scan and enter all other rosters and certificates into FIREHOUSE.
- .844 Maintain a system for members to complete half of their CEUs through distributive education. Provide guidance and assistance for this program.
- .845 Notify, through the chain-of-command, any member who does not appear to be on track with their CEU completion target.

.85 EMS Branch:

- .851 Randomly audit CEUs for attendance, quantity, and adherence to procedures.

.86 Management:

- .861 Provide the resources to train TFD members to do their job competently and safely.



Note: Future plans include providing FD02s and above with the resources and authorization to enter training in FIREHOUSE. Until members are trained and authorized, only the Training Center and EMS Branch may enter training into FIREHOUSE.

- .9 Documenting TFD Training (TFD Training Roster): All TFD Training will be documented using the TFD Training Roster. This document is located on the Doc Library in the Fire/Training folder. Each course will have a roster containing:
- Start and end dates
  - Start and end times
  - Course description/name – this is the specific name of the course.
  - Location of course
  - Agency attending (if students from an outside department attend a TFD Course, they should be put on a separate roster for each department.)
  - Instructor name(s) and ROIC #(s)
  - Shift
  - Training type (Fire, Rescue, Medical, Other)
  - Credit/hours taught
  - CEUs awarded for course completion
  - Method of instruction (classroom/drill, in-service, PIA, distributive)
  - Comments/notes
- .10 Entering Training from the TFD Training Roster into FIREHOUSE Software:
- .101 All members will be assigned an individual password for FIREHOUSE software. Under their username and password, individuals will be able to access their personal Staff Member file.
- .102 Section/Assistant/District/Branch Chiefs, Training Officers, EMS Officers, and select administrative personnel will be given access to all members' Staff Member files.
- .103 Training Officers, EMS Officers, and the Training Center Administrative Assistant will be given administrative rights to enter Training Classes.
- .104 Each of the boxes on the TFD Training Roster corresponds to a field in FIREHOUSE. The TFD Training Roster is laid out to provide efficient data entry.
- .105 To enter a training class, simply tab through each area inserting the appropriate information. The drop box feature may be used as needed.
- .11 Data Entry Instructions:
- .111 From the File menu, select Training Classes.
- .112 Type or look up a Category.



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- .113 FIREHOUSE will ask you if you want to create a new record in Training Classes – select “yes.”
- .114 Change the Start Date to match the date on the roster.
- .115 Change the Class Description (if necessary) to the actual name of the class. Initially, FIREHOUSE will put the name of the Category in the Class Description. For example, a “Calling the Mayday” class is logged under the Category/Code of “SCBA Training” (Code 3006). FIREHOUSE will put “SCBA Training” in the Class Description. Change the Class Description to “Calling the Mayday” to document the specific class taught.
- .116 Type or look up the Location of the training. If the location of the training does not fit one of the descriptions in the drop-down menu, it is listed as “OT” (“Outside Training”).
- .117 Type or look up the Agency providing the training. If the agency providing the training does not fit one of the descriptions in the drop-down menu, it is listed as “OT” (“Other”).
- .118 Skip Dept Course Number.
- .119 Select Instructors and add all instructors teaching the class. ROICs are used for Instructor Codes. If the training was conducted by a non-TFD member, it is not necessary to add the instructor. In these cases, documentation of the instructor appears on the scanned roster or certificate.
  - .1110 Skip Station. The default value for Station is “90.” This is a general code for TFD and it does not need to be changed.
  - .1111 Add the Shift on which the training was conducted. If members are temporarily assigned to a 40-hour week for the training – use “H”.
  - .1112 Skip Unit.
  - .1113 Skip Hours Worked.
  - .1114 Add the Credit Points (Credit Points is the length, in hours, of the class). Credit Points is not the same as CEUs.
  - .1115 Type the number of CEUs (continuing education units) assigned for attending the training class – either “units” or “hour-for-hour.” Depending on the class, the number of CEUs may not be the same as the number of Credit Points.



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- .1116 Select any combination of Fire, Rescue, Medical, or Other depending on the type(s) that best describe the activity.
  - .1117 Add the Method of Instruction.
  - .1118 Add Participants to the training class. Participants are added by ROIC. TFD does not enter non-TFD personnel in FIREHOUSE. (Exception: OKTF-1 members, including those who are from other departments, have an ID in FIREHOUSE.)
  - .1119 Notes about the training class can be added to the Notes tab. For instance – course objectives or unusual circumstances may be added.
- .12 Instructions for Attaching Scanned Rosters:
- .121 Once the roster is scanned, give the scanned roster file an appropriate name.  
  
Outside of the FIREHOUSE program, rename the roster. (Most scanners will give a document a generic name.) Scanned attachments will be named using the City of Tulsa standardized file format per “Documentation Standardization Process for City of Tulsa.” This format is as follows:  
  
Filename: title YYYY MM DD.pdf  
  
Rosters: The “title” should have a brief description of the course followed by the last name of the instructor:  
  
Example: protocol I4 miller 2009 06 09.pdf  
  
Certificates: The “title” should have a brief description of the course followed by the last name of the instructor:  
  
Example: jones emtb card 09 2009 06 09.pdf
  - .122 Go to the Other tab and select Attachments.
  - .123 Select “Add”.
  - .124 Attach a scanned copy of the roster (PDF format) to the “Training Class” in the following manner:
    - Make sure that the circle with “File or Program on Disk” is marked – this is the default and should already be selected.
    - Make sure that the check box with “Store a Copy on Server” is checked.
    - Click on the small drop box button beside “Name of File to Open.”



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- Select your file to attach.
- .125 A large “X” will now appear in the preview window and the name of the file will appear in the “Attachment Name” box.
- .126 Save the file.
- .127 Close the “Attachment” box.
- .13 Save and close training class. Once the appropriate information is entered into FIREHOUSE, put a check mark in the “Entered in FIREHOUSE” box in the upper right corner of the roster.
- .14 Submit the Original Roster for Filing: Submit the original roster through inter-office mail to the Training Center Administrative Assistant who will file the roster.
- .15 Entering Outside Training/Certifications into FIREHOUSE Software Instructions:
- .151 Open the “Training Class” Module in FIREHOUSE.
  - .152 Fill-in the appropriate class information as described above.
  - .153 Add the student(s) using his/her ROIC or Name.
  - .154 Scan and attach a PDF copy of the certificate as described above.
    - Multiple certificates may be attached if the class information is the same.
    - Multiple certificates may also be added by scanning them to a multi-page PDF document.
  - .155 The original certificate is returned to the member and a copy is filed in the member’s Personnel Training File.
- .16 Filing of Original Rosters and Copies of Certificates:
- .161 Original Rosters: Original rosters and copies of certificates will be filed at the Training Center by the Training Center Administrative Assistant in the following manner:
    - Original rosters will be filed by month.
    - Within a month, rosters will be inserted in reverse chronological order.
    - Each month may have more than one folder and will be named and numbered as follows:
- Example:  
“January 2009 #1”  
“January 2009 #2”



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- .162 Copies of Certificates: Original certificates will be returned to the owner. A copy of the certificate will be filed in the member's individual training file. Certificate copies will not be maintained in the roster files.
- .17 Recordkeeping / Record Retention:
  - .171 Retention:
    - .1711 TFD Training records are kept indefinitely.
    - .1712 Beginning with training 11/01/2008, training records are maintained in FIREHOUSE software. At the discretion of the Training Chief, certain topics, such as RFEO certifications, Local 176/IAFF Emergency Vehicle Safety Program, and Calling the Mayday have been entered farther back.
    - .1713 Prior to 11/01/08, training records were maintained using Training Partner, Prober Chief, or paper files. These files and platforms will be maintained indefinitely.
  - .172 Archiving of Paper Rosters and Personnel Training Files:
    - .1721 Rosters are kept on-site at the Training Center for one year. After that, rosters are archived off-site.
    - .1722 Personnel training files are kept on-site for one year after an individual retires or separates. After that, the personnel training file for the individual is archived off-site.
- .18 Falsification of Documents: Any member or supervisor found to be intentionally falsifying records, not maintaining training records, or requesting another member to falsify a training record will be subject to the provisions and penalties set forth in AOP 101.3 and Article 28 of the Collective Bargaining Agreement.
- .19 EMS Licensure and Certification: The Tulsa Fire Department (TFD) will maintain licensure and certification, EMT/EMR refresher, and CEU records pertaining to licensure and certification on each member per OSDH 310:641-3-160-9-e and Article 12 of the Collective Bargaining Agreement.
- .20 Inspection of Training Records by Outside Agencies
  - .201 TFD Training documentation is available at:
    - .2011 Tulsa Fire Academy
    - .2012 Any TFD worksite that has access to FIREHOUSE Software and the internet ([www1.emsjane.com](http://www1.emsjane.com)).



242 Ethics Code

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- .202 TFD EMS Recertification files are maintained in the EMS Office.
- .203 Files will be available for inspection at the Tulsa Fire Academy during normal business hours.
- .204 At the request of the inspecting agency (with inspection jurisdiction), the on-site supervisor and/or administrative assistant will produce any records requested.
- .204 Those inspecting TFD training and/or recertification files are required to present identification. It is the responsibility of the on-site supervisor to verify this.
- .205 When an outside agency appears to inspect records (e.g. OSDH, DOL, etc.), the on-site supervisor will notify his/her supervisor, the Fire Chief, and the Deputy Chief of Support Services.
- .21 Reporting:
  - .211 Monthly:
    - The Fire Chief shall receive a monthly report that details the status of CEUs for all EMTs.
  - .212 Quarterly:
    - The Office of Medical Director (OMD) shall receive a quarterly report that details the status of CEUs for all Emergency Medical Technicians (EMTs).
    - Section/Assistant/District/Branch Chiefs will be provided a quarterly report of the progress of TFD personnel with regard to CEUs.

242 Ethics Code

- .1 Ethics is a concept it is a general term for what is sometimes described as the study of morality. Through ethical standards we evaluate human action. In the field of public service ethics also involves fairness and duty to the general public. Ethical rules also assist in creating a “level playing field” in matters of public affairs and the administration of government.
- .11 The Ethics Code requires the highest standard of honesty, integrity, impartiality, and conduct to gain and maintain the confidence of the public in city government.
- .12 The Ethics Code refers to “City Official” and defines it as “every City of Tulsa elected official, officer, employee, member of a City of Tulsa Board, Authority, Commission, Committee, or Trustee appointed by the City of



242 Ethics Code

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Tulsa in any capacity. In short, anyone who works for or on behalf of the City of Tulsa is covered by the Ethics Code.

- .2 Formal complaints asserting a violation of the Ethics Code against an employee shall be filed in writing with the Mayor or his/her designee. Complaints shall be forwarded to the appropriate appointing authority for investigation. The office of the City Auditor maintains an Ethics Hotline for Ethics Concerns. This hotline is for City officials and other interested persons to report ethics violations, including fraud, waste, conflict of interest or abuse in city government. All inquiries to the hotline are kept confidential and anonymous to the extent permitted by the Oklahoma Open Records Act. All hotline reports will be investigated. If you wish to make a report to the hotline, call 1-877-888-0002 (toll free) or visit: [www.tnwin.com/webreport](http://www.tnwin.com/webreport)
- .3 City officials shall adhere to all laws, statutes, ordinances and regulations that provide equal opportunity.
- .4 No City official shall have a direct or indirect financial, personal or organizational interest that conflicts or appears to conflict with his or her city duties, employment, responsibilities, or the conscientious performance of those duties or employment.
  - .41 No City official shall directly or indirectly engage in any financial transaction as a result of or primarily relying upon information not available to the general public obtained through his or her city affiliation. No City official shall improperly use such information to further any private interest or profit to him or herself, family members or personal friends.
  - .42 If a City official believes that he or she may have a conflict of interest, they shall disclose the conflict to the appropriate manager, supervisor or appointing authority, or file a written disclosure with the City Clerk, and shall refrain from any involvement relating to that matter including, but not limited to:
  - .43 Additionally, if the conflict involves a business agreement with the city, where a City official may have a personal, organizational, or financial interest, or the City official's immediate family has a financial interest in the business, a written statement describing and disclosing the conflict must be filed with the City Clerk.
  - .44 If a city official is not certain whether a conflict of interest exists, he or she may contact his or her manager, supervisor or appropriate appointing authority. Also, he or she may inquire to the Director of Human Resources and the City attorney.



242 Ethics Code

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- .5 The Ethics Code prohibits a City official from participating in any City of Tulsa business in which he or she has a related personal, financial or organizational interest. The possibility of a conflict and not the actual existence of a conflict shall govern.
  - .51 A direct or indirect interest, matter or relationship not shared by the general public which could be reasonably expected to impair the City official's objectivity or independence of judgment.
  - .52 Having a direct or indirect financial gain or loss affecting a City official and his or her immediate family to a greater extent than could reasonably be expected to affect the general public. Financial interest exists in a company or business in which the City official or his/her immediate family owns, individually or combined, a five percent or more share of that company or business and the value of that share exceeds \$5,000.
  - .53 A City official who is a director or a member of a board which establishes policy and/or budgetary decisions for a company or business.
- .6 Service to or employment by the City of Tulsa is a public trust, requiring all City officials to accept principles of loyalty and adherence to federal and state laws, as well as the Charter of the City of Tulsa, its ordinances and duly adopted policies.
  - .61 Open and transparent government allows citizens to make informed judgments and to hold City officials and employees accountable. City officials and employees must properly exercise their authority and discretion with regard to open meetings and public record laws.
  - .62 City officials must dedicate themselves to the highest standards of honor and integrity in all public and personal relationships.
  - .63 City officials who are responsible to or choose to delegate work responsibilities, must ensure the work is carried out efficiently and ethically in accordance with the Ethics Code, and other applicable policies and procedures.
  - .64 City officials shall not, without prior authorization, borrow or utilize City of Tulsa facilities, equipment or resources for personal use or gain. Neither shall they borrow equipment or resources from contractors, suppliers and citizens for personal purposes in any manner that could constitute a violation of the Ethics Code.

243 Light Duty and City Medical Notification Policy

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243 Light Duty and City Medical Notification Policy

.1 Purpose

The purpose of this policy is to clarify the conditions under which the City of Tulsa will place an employee on restricted or light duty and to provide guidance to the department for administering the policy consistently. Modified duty assignments provide beneficial effects to employees; facilitate rehabilitation from an injury and proper departmental notification.

.2 Definition

Temporary Modified Duty Assignment (Light Duty) for purposes of this policy shall mean the assignment of an employee suffering from an injury, illness, or diagnosis which requires some modification of the employee's normal work assignment and/or responsibilities. Such assignments shall not result in loss of pay, nor create any permanent position or any change in formal classification and shall be considered a temporary response to a short-term situation for the benefit of the employee and the City of Tulsa. Light Duty allowed for members while on Sick Leave is contingent upon the members request and the approval of the Fire Chief.

.3 Scope

.31 This policy will apply to all full-time employees who have a temporary disability resulting from a duty related injury, illness, or diagnosis which prohibits them from performing their full job duties. Employees on injury leave may be assigned to light or limited duty by employer, as provided by the Current Collective Bargaining agreement between the City of Tulsa and IAFF Local 176.

.32 This policy will also apply to all full-time employees on Sick Leave under the following conditions: (1) The employee's physical condition allows them to attend training or educational opportunities that are needed to maintain fire service related certifications or appropriate Continuing Educational Units needed. (2) The dates that the CEU's are given might preclude and employee on sick leave from attending and maintain their certifications and (3) At the employee's request.

.4 Responsibility

.41 The City Physician must approve all Light Duty assignments and the employee's personal or treating physician (when applicable) prior to any such duty assignment. If conflicting medical information and/or opinions exist, a third physician shall be utilized to clarify the medical facts.

.42 The Chief of Health and Safety with guidance from the City Physician is responsible for monitoring and administering this policy. All requests or



243 Light Duty and City Medical Notification Policy

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recommendations for light duty assignments will include the physical restrictions placed on the employee. These restrictions will be reviewed by the Chief of Health and Safety to determine the availability of light duty work and in which light duty position the employee will be placed. The Chief of Health and Safety, with guidance from the City Physician, will monitor the Employee's progress in returning to full time duty status.

.43 Supervisors who are assigned employees in a light duty status are responsible to ensure employees understand and follow work modification requirements set forth by the City Physician. Supervisors will keep the Chief of Health and Safety informed of sick leave and vacation leave usage of members on light duty.

.44 Employees shall be responsible for providing the City Physician with the required information from their personal physician to ensure the necessary medical coordination occurs. Employees shall be required to report to City Medical each thirty (30) calendar days for a follow-up visit as a minimum to insure a continuation of treatment, whether on Light Duty or Injury Leave.

.5 Availability

.51 There is no right to light duty work and no employee will be removed from a City position in order to make work for an injured, ill, or recuperating employee. An employee may be assigned light duty work within any division of the fire department.

.6 Non-Compliance (Line of Duty)

.61 An employee's refusal to accept a modified duty assignment which the employee is medically qualified to perform, or an employee's non-compliance with the work modifications set forth by the City Physician may result in the suspension of the employee's Light Duty benefits, and/or appropriate disciplinary action up to and including termination.

.7 Physical Conditions

The City will consider placing an employee within light duty assignment for reasons including but not limited to the following:

- To assist an employee in recuperating from a job-related illness or injury by reintroducing them gradually to the demands of their full-time position.
- To conserve resources by having a recuperating employee assist in the regular work force in performance of their duties.
- To increase the efficiency of the department by providing personnel to do otherwise unattended tasks.
- To avoid placing a temporarily disabled employee in a position that may aggravate an existing work-related injury or illness or risk harm to



243 Light Duty and City Medical Notification Policy

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themselves, co-workers or other persons by assigning them to constructive work they can perform within the restrictions of the City Physician or by allowing them to attend training classes.

- To enable an employee to continue to provide meaningful work production while waiting to have a scheduled work-related medical procedure (surgery, test, MRI, CT Scans, etc.).

.8 Procedures for Light Duty Assignments

- .81 When it is determined an injured or ill employee is capable of light duty work following an examination by the City Physician or by their treating Physician, the City Medical Staff will refer the employee to the Chief of Health and Safety, for Light Duty assignment.
- .82 Employee shall report to Headquarters by 0800 hours on the next business day when receiving notification of a change in work status by City Medical to Light Duty. They shall deliver the Record of Visit and Request for Treatment form to Headquarters for proper documentation.
- .83 The Chief of Health and Safety or his/her designee will determine where the employee will be assigned to perform light duty work, and notify the employee of the time, place, and to which Supervisor to report to.
- .84 After the Chief of Health and Safety or his/her designee has interviewed the employee, they will contact the Section/Division Supervisor that the employee will be assigned. The Chief of Health and Safety will discuss the assignment, possible duration, and physical restrictions of the employee.
- .85 Employee shall wear a Uniform appropriate to their assignment as determined by their assigned Light Duty Supervisor.
- .86 Employee on light duty shall report to the City Physician on every scheduled evaluation. If an appointment is missed the employee will contact City Medical and the Chief of Health and Safety.
- .87 All fitness programs that an employee participates in during the period of time while on light duty, must be evaluated and approved by the City Physician.
- .88 Light duty personnel shall contact their assigned Light Duty supervisor to report sick leave or the need for vacation leave. A leave report form will be filled out and forwarded to the Chief of Health and Safety.
- .89 While assigned to light duty, employees shall attend departmental training, EMS refreshers, etc. as their physical restrictions allow, with approval of their assigned Light Duty Supervisor.



244 Social Networking Policy

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- .810 Employee's that are on light duty over thirty (30) days shall contact their District Chief/Section Chief and Assistant Chief to inform them of their status. This shall continue every thirty (30) days until the employee is returned to full duty.
- .811 Employee's cleared to report to full time duty, by the City Physician, shall contact the Chief of Health and Safety or Fire Department Headquarters, before returning to unrestricted full duty.
- .812 Employee's routing slip will be taken to the member's supervisor for delivery to Headquarters.

244 Social Networking Policy

- .1 Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Tulsa Fire Department. Make your communication clear that you are speaking for yourself and not on behalf of the Tulsa Fire Department.
- .2 Information published on your blog(s) should comply with the Tulsa Fire Department's Confidentiality Policy. This would also apply to comments posted on others' blogs, forums and social networking sites.
- .3 Be respectful to the Tulsa Fire Department, other city departments, employees, citizens, etc.
- .4 Social media activities should not interfere with work commitments. Excessive use of social networking sites while on duty could signal a lack of work ethic, if observed by a citizen.
- .5 Your online presence could reflect on the Tulsa Fire Department. Be aware that your actions captured via images, post, or commits can reflect on your reputation, and ultimately the city.
- .6 Tulsa Fire Department logos and trademarks may not be used in a negative manner or manipulated electronically for personal gain, humor, etc.

245 Confidentiality for Emergency Incidents Policy

- .1 As a first response medical care entity, the Tulsa Fire Department has a responsibility to maintain confidential treatment for our patients and their families. Likewise, Tulsa Fire Department is frequently involved in fire scene investigations that generate sensitive information. Therefore, this policy is established to strictly maintain confidentiality.



246 Relief Driver Certification

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- .2 All TFD Personnel shall be responsible for keeping all information pertaining to the condition of or any other aspect of patient care or any other emergency scene strictly confidential.
- .3 EMS reports are a portion of our patient's medical records. Medical records are confidential and must not be viewed by anyone other than the patient and the caregiver or quality control. The patient may give consent to others to view the information, however, that process shall take place through a formal and written information request conducted at the direction of the Fire Department EMS Division.
- .4 Information concerning patient condition or any circumstances about a specific incident shall not be given to anyone who is not immediately involved in the response effort or quality control. Tulsa Fire Department personnel shall not discuss specifics about patients and/or incidents with the news media or citizens without the explicit permission of a Chief Officer or the Incident Commander.

246 Relief Driver Certification

- .1 Effective for all Firefighters hired October 1, 2010 and after.
- .2 FD-01 employees assigned to field operations shall be eligible for an S.P.I. increase for Relief Driver Certification in accordance with Article 9 of the Collective Bargaining Agreement (CBA).
- .3 RFEO (Relief Fire Equipment Operator) School shall be provided for all eligible Employees before they have completed six months within the entry level firefighter step and at such time a written exam will be administered.
- .4 Employees shall have an initial 90 days from the completion of the RFEO School to successfully complete the remainder of RFEO Certification process.
- .5 All employees successfully completing the RFEO Certification process within the initial 90-day period will begin their time in grade as a RFEO on the first day of the initial 90-day period.
- .6 The employee will be entitled to RFEO pay benefits, as per Article 12 of the CBA on the date of successful completion of the RFEO certification process.
- .7 Any employee who does not successfully complete the RFEO Certification process in the initial 90-day period will be eligible to receive RFEO pay and benefits and time in grade as a RFEO starting on the date of successful completion of the RFEO Certification process.



247 Emergency Medical Services Branch Controlled Substance Policy

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247 Emergency Medical Services Branch Controlled Substance Policy

- .1 Purpose: To provide department specific security and accountability parameters for controlled substances utilized in the out-of-hospital treatment of patients and comply with Medical Control Board Treatment Protocol 171 - Controlled Substance Handling & Documentation - Field Paramedics. Tulsa Fire Department personnel shall also adhere to all state and federal legal requirements for obtaining, securing, storing, distributing, inventorying, administering, and destroying controlled substances.
- .2 Ordering
  - .21 The department's designated Controlled Substances Officer shall notify the Office of the Medical Director of the need to order any controlled substances.
  - .22 The Office of the Medical Director shall prepare the appropriate DEA prescription receipt/form for the review and signature of the Medical Director (registrant).
  - .23 Once signed by the Medical Director (registrant), the DEA receipt/form will be forwarded to the Controlled Substances Officer to place the order.
- .3 Receiving Order
  - .31 The Controlled Substances Officer shall deliver DEA forms to vendor(s).
  - .32 The Controlled Substances Officer shall receive orders as follows:
    - .321 Order(s) will be inventoried by two individuals and checked for accuracy.
    - .322 Verified inventory is entered in the Master Controlled Substances Log within the Operative IQ system.
    - .323 Totals will be placed on the DEA blue receipt/form. The agencies will place copies on file made in Item 247.2.22.
    - .324 The blue DEA receipt of the completed order will be retained by the Office of the Medical Director after the order is received along with a copy of the receiving slip.
    - .325 Office of the Medical Director approved tracking labels will be placed on each individual controlled substance in the location/manner directed.



- .4 Inventory Management
  - .41 All controlled substances shall be maintained in controlled and secured areas.
  - .42 The location of the controlled substances shall be within an Office of the Medical Director approved location for each indicated agency (Safe located within the secure area of TFD EMS supply).
  - .43 Overstock shall be kept within a locked area, secured within a non-carriable safe, and reflected in the Master Controlled Substances Log.
  - .44 Controlled substances meant for distribution to paramedics at the start of their shift shall require two locks operated by different keys or key codes for access.
  - .45 These substances shall be placed within a locking box within a cabinet affixed to/within the response apparatus.
  - .46 The Controlled Substances Officer and his/her designee shall have direct access to controlled substances security cabinets and lock boxes.
  - .47 Overstock shall be kept separate and apart from the normal day-to-day inventory available for distribution to the paramedics and accessible only by the Controlled Substances Officer, his/her designee, Medical Director (registrant), and/or Medical Director designee(s).
  - .48 The Tulsa Fire Department will utilize the Operative IQ Inventory Management System to record all controlled substances.
    - .481 The Controlled Substance tracking section of Operative IQ will assign a unique identification number to each medication vial upon receiving and processing the medication order.
    - .482 The Controlled Substance tracking section of Operative IQ will be accurately managed by the TFD EMS Controlled Substance Officer in order to reflect the current status of all controlled substances from arrival at the agency through patient use or destruction.
    - .483 The Operative IQ biometric fingerprint scanner will be the primary signature and accountability identifier for the Tulsa Fire Department. Fingers for print identification are designated as Primary - Right Index, Secondary - Left Index, Alternate - Left Ring.



- .5 Transfer of Controlled Substances between EMSA Divisions and/or agencies
  - .51 There will be no transfer of controlled substances between EMSA Divisions and/or agencies unless under special circumstances and only after approval by the Office of the Medical Director.
  - .52 A written request for such transfer of controlled substances shall be forwarded to the Office of the Medical Director specifically indicating the rationale for the transfer. Acceptable rationales include a vendor's inability in filling prescription(s) beyond local agency control and either natural or man-made disaster that prohibits the usual delivery and/or receiving of controlled substances.
  - .53 If such transfer of controlled substances is granted, the transaction will be posted in the Master Controlled Substances Log in accordance to audit rules established by the Office of the Medical Director along with any applicable state and DEA forms.
  - .54 Receiving order guidelines will apply when accepting transferred controlled substances.
- .6 Paramedic Controlled Substance Management and Accountability
  - .61 The Controlled Substances Officer or his/her assistants shall be the only individual(s) to distribute resupply stock.
  - .62 The Controlled Substances Officer shall review the available inventory for the paramedic-staffed fire apparatus-controlled substances lock boxes and maintain an appropriate inventory for resupply.
  - .63 Stock levels of controlled substances carried on each paramedic-staffed fire squad, engine, or truck:
    - .631 3 - containers of fentanyl  
(concentration of 100mcg/container);
    - .632 3 - containers of morphine  
(concentration of 4mg/container);
    - .633 3 - containers of midazolam  
(concentration of 10mg/container);
    - .634 3 - containers of diazepam  
(concentration of 10mg/container).



247 Emergency Medical Services Branch Controlled Substance Policy

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- .64 The stock levels of controlled drugs on each individual paramedic-staffed fire apparatus shall be accurately recorded between shift changes, personnel changes, and at resupply interval.
- .65 At any paramedic staff change, both off-going and on-coming paramedic signatories shall be present for controlled substances inventory and inspection. Both individuals are to count all controlled substances and agree to inventory status and integrity of containers with signed documentation of such. Any issues with the exchange process must be reported to TFD EMS C835 or EMS Branch immediately.
- .66 In the event that the controlled substance exchange process is not completed, or is interrupted prior to completion, both paramedics must remain with the controlled substances until the process can be completed within the Operative IQ System.
- .67 In the event that the Operative IQ biometric fingerprint reader is inoperable, TFD EMS C835 will be contacted immediately. If the designated troubleshooting process has been completed, the crew can complete the exchange with a yellow signature card. TFD EMS C835 will immediately notify the Controlled Substance Officer of the yellow card utilization and ensure that cards are gathered and returned to the EMS Branch prior to the end of the duty shift.
- .68 When resupplying apparatus, bio - signatures of both the Controlled Substances Officer or his/her designee and the receiving paramedic shall be validated in the Operative IQ Controlled Substance Management System.
- .69 All controlled substances shall be placed and maintained (with obvious exception of when being administered to patients) in the vehicle's-controlled substances lock box. Reserve apparatus secure storage containers are provided for temporary apparatus issues.
- .7 Administration of Controlled Substances by Paramedics & Related Documentation.
  - .71 Controlled substances shall be administered in compliance with the Medical Control Board authorized treatment protocols.
  - .72 Paramedics shall update the Operative IQ System, recording all controlled substances received and dispensed during their shift.



247 Emergency Medical Services Branch Controlled Substance Policy

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- .73 In addition to the usage information recorded within the Operative IQ System, paramedics shall ensure that all controlled substance usage is reflected within the patient's electronic health record.
- .74 Paramedics should notify TFD EMS C835 if the controlled substance inventory is exhausted or reaches an inventory of one (1) vial.
- .8 Loss of or Destroying Controlled Substances & Related Documentation
  - .81 Any unused portions of controlled substances administered to patients shall be recorded in the Operative IQ System. The log should bear the signature of two (2) persons attesting to the fact that the drug was disposed.
  - .82 If a controlled substance is opened and not administered, the paramedic shall prepare an incident report detailing the rationale (Blue Card). The incident report and the entire controlled substance vial shall be turned over to the Controlled Substances Officer or his/her designee to be sent for destruction. The Controlled Substances Officer or his/her designee will log the event and submit the incident report to the Office of the Medical Director
  - .83 If a controlled substance container is damaged or there is evidence of tampering, actions outlined in MCB Protocol Section 171 - 4 shall be implemented immediately. In addition, an incident report shall be prepared by the paramedic involved and/or discovering the damage. The damaged container shall be turned over to the Controlled Substances Officer or his/her designee. The Controlled Substances Officer shall notify the Office of the Medical Director for their ability to inspect the container prior to its destruction.
  - .84 If controlled substances are reported as lost or unaccounted for, TFD EMS C835 officer and the Controlled Substances Officer or acting designee shall immediately be notified, and the following report(s) made:
    - .841 A report shall reflect the details of events regarding the loss.
    - .842 The Controlled Substances Officer or appropriate agency designee shall notify the Medical Director (registrant) or his/her designee before end of shift.
    - .843 The Medical Director (registrant) or his/her designee shall report the loss to law enforcement authorities in accordance with and federal requirements.



247 Emergency Medical Services Branch Controlled Substance Policy

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- .844 Investigation(s) regarding suspected diversion shall be conducted in accordance to directives from the Medical Director (registrant) and/or law enforcement authorities.
- .9 Expired Controlled Substances & Related Documentation
  - .91 Expired controlled substance inventories shall not be destroyed by personnel of the Emergency Medical Services Authority, the EMSA contractor, or a Fire Department.
  - .92 The TFD EMS Controlled Substance Officer is responsible for completing the DEA form for destruction and ensuring the completion of the destruction process.
  - .93 TFD EMS shall forward a copy of the DEA form for destruction to the Office of the Medical Director with the date and name of the person sending the form to the DEA.
  - .94 Prior to sending expired controlled substances for destruction, the Office of the Medical Director shall be provided an option to schedule an appointment for verification of count.
- .10 Internal and External Auditing & Related Documentation.
  - .101 The Controlled Substances Officer shall submit a report to the Chief of EMS outlining department usage and program issues monthly. Additionally, the TFD EMS Branch will conduct regular audits of all controlled substances and submit all findings for inspection, including expired controlled substance inventories, damaged controlled substances inventories, and used/completed controlled substances log sheets to the Office of the Medical Director.
  - .102 The Office of the Medical Director shall conduct a regularly scheduled audit of system-wide controlled substances.
  - .103 All audit documentation shall be placed on file with the Office of the Medical Director and made available to state and federal authorities in accordance with prevailing requirements.



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SECTION 300  
PHYSICAL RESOURCE MANAGEMENT  
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301 Prefix

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301 Prefix

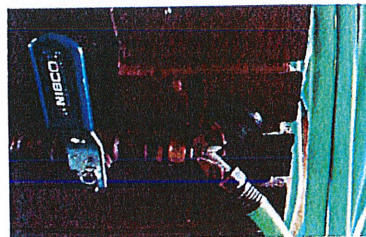
- .1 Maintaining TFD apparatus and equipment in a proper state of readiness is essential to the accomplishment of the department's mission. In addition, proper maintenance of TFD facilities is necessary to provide members with a safe and comfortable working environment. The intent of this policy is to provide general as well as specific information and guidelines for the care and upkeep of apparatus, vehicles, equipment, facilities, and systems.

302 Basic Request Procedures

- .1 Tulsa Fire Department Physical Resource Management Branch (Physical Resources) will provide and distribute the equipment and materials used to maintain TFD grounds, facilities, apparatus, vehicles, personal protective equipment, SCBA, equipment, tools, radios, and phones.
- .2 Physical Resources will stock, periodically inspect and restock designated supply cabinets used to store equipment and materials used to maintain TFD resources.

Physical Resources will maintain an inventory of janitorial supplies and like materials within a designated supply cabinet at all TFD Facilities. The supply cabinet will not be used to store materials other than those delivered by Physical Resources.

Cleaning solutions will be maintained in appropriate dispensing containers that will be refilled during the supply cabinet restocking process. The cleaning solutions require the use of garden hose connection that is provided with a wye that simultaneously supports a garden hose connection and a quick hose connection. Neither the wye nor the quick hose connection is to be removed.



Physical Resources will provide and maintain an inventory of oil dry at each facility. The inventory will consist of 10 bags per staffed engine and ladder company, 40 per hazardous material station, and 5 for each District chief. [er-squad](#).

The resources provided for each station or facility should be enough to maintain the station or facility for approximately one month without being restocked.



302 Basic Request Procedures

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Whenever possible, supplies will be delivered to stations and TFD facilities on a bi-weekly schedule.

- .3 Use [TFDSupply@cityoftulsa.org](mailto:TFDSupply@cityoftulsa.org) for NON-EMERGENCY/ROUTINE requests for supplies, station repairs, apparatus repairs, or equipment repairs. NON-EMERGENCY/ ROUTINE requests for supplies, station repairs, apparatus repairs, or equipment repairs will be sent to Physical Resources before 0900 hours on Monday through Friday (excluding City of Tulsa holidays). Requests after 0900 hours will be considered a lower priority and may receive a delayed response.

Requests should be as precise as possible and include the asset identification number if it includes a specific apparatus, vehicle, or piece of equipment. This is particularly important with items such as saws that can easily be confused between make and model such as chainsaws, vent saws, circular saws, etc.

Physical Resources will acknowledge all requests via e-mail and include any pertinent information such as "your repair has been turned in to Facility Maintenance," etc. This will provide a paper trail for all requests.

The Company Officer will log their station's requests in the company log book for others to reference.

The District Chief will be carbon copied or otherwise notified of any request for and/or completion of significant repairs to stations, apparatus, or equipment.

Do not send in multiple requests for the same item. Consolidate requests into a single message whenever possible. If an item has been turned in and it appears that the request is taking longer than it should, the Company Officer may check the status by sending another e-mail to [TFDSupply@cityoftulsa.org](mailto:TFDSupply@cityoftulsa.org).

Supplies can be picked up directly at Physical Resources. An email request should be made before arriving at Physical Resources for pick up. Walk-in requests without prior notice will be considered a lower priority and may be deferred if there are higher priorities being addressed.

- .4 AFTER HOURS or EMERGENCY/IMMEDIATE needs for supplies, station repairs, apparatus repairs, or equipment repairs will be directed to the on-duty Assistant Chief through the chain of command. The Assistant Chief will then notify Physical Resources of the request.
- .5 Only authorized personnel may contact a vendor or another City of Tulsa department to request goods or services (e.g. Facilities Maintenance or Equipment Management).



303 Inventory Responsibility

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303 Inventory Responsibility

- .1 Any damage, loss, or theft will be investigated, logged in the company log book, and documented on a TUL-447 "Lost, Stolen or Damaged Report" (LSD). The LSD will be generated by the Company Officer and submitted through the chain of command to the Assistant Chief. The Assistant Chief will be responsible for reviewing content, approving, and submitting the LSD to Physical Resources.
- .2 Equipment will be replaced by Physical Resources upon receipt of an approved LSD from the Assistant Chief.
- .3 Completed LSD forms, or their electronic equivalent, will be retained by Physical Resources.
- .4 The Company Officer(s) relieving the off-going shift will be responsible for ensuring that the station, apparatus, and equipment/supplies are accounted for and serviceable at the time command is accepted.

304 Apparatus and Station Repairs

- .1 Procedures to be followed when station, apparatus, or equipment repairs are performed at a fire station:
  - .11 When apparatus or equipment repairs are conducted at the station, the Company Officer will assign the Fire Equipment Operator to relay pertinent information to and assist the mechanic as necessary.
  - .12 When station, apparatus, or equipment repairs are completed, the Company Officer will inspect and approve. The Company Officer will log all repairs in the company log book.
  - .13 Physical Resources is the liaison between TFD and the Fire Garage. All issues concerning repairs needed/completed at or by the Fire Garage will be reported to Physical Resources in person or via [TFDSupply@cityoftulsa.org](mailto:TFDSupply@cityoftulsa.org). Field Operations personnel may not contact the fire garage or specific mechanics directly unless authorized by the Chief of Physical Resources or designee.
  - .14 Physical Resources is the liaison between TFD and Facilities Maintenance. All issues concerning building repairs will be reported to Physical Resources via [TFDSupply@cityoftulsa.org](mailto:TFDSupply@cityoftulsa.org) and copied to the Assistant Chief. Field Operations personnel may not contact Facilities Maintenance directly unless authorized by the Chief of Physical Resources or designee.



305 Fueling Procedures

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- .15 Physical Resources is the liaison between TFD and any outside contractors or specific workers. Any issues concerning work performed by outside contractors will be reported to the Physical Resources Branch via [TFDSupply@cityoftulsa.org](mailto:TFDSupply@cityoftulsa.org) and copied to the Assistant Chief. Field Operations personnel may not contact outside contractors or individual workers directly unless authorized by the Chief of Physical Resources or designee.

305 Fueling Procedures

- .1 Fuel can be obtained for TFD apparatus and vehicles from Equipment Management satellite stations, the TFD fuel delivery truck, or a TFD fuel tank/caddy.
  - .11 Fuel keys will only be used to obtain fuel for the assigned vehicle or apparatus. When obtaining fuel at satellite stations, the correct mileage and other required information will be entered into the computer. Extra care needs to be taken to ensure that data is correct.
    - .111 When obtaining fuel from an EMD satellite station, certain response apparatus and vehicles will also be required to enter engine hours.
  - .12 Should a fuel key be lost, damaged, or otherwise made inoperable, fuel may be obtained via request through the chain of command to the Assistant Chief. The Assistant Chief will contact the Physical Resources Chief in such cases.
    - .121 Physical Resources will be immediately notified of lost, damaged or inoperable fuel keys. Physical Resources will obtain a replacement key from Equipment Management.
  - .13 Cleanup of any overflow or spillage of fuel by TFD apparatus/vehicles at Equipment Management fueling stations is the responsibility of TFD.
- .2 Fuel can be obtained for TFD small engine equipment in accordance with Table 305.2.



305 Fueling Procedures

Table 305.2 - TFD Small Engine Fueling Sources

Item	Fuel Type	Acquire From
Lawn Maintenance Equipment (4-Cycle)	Ethanol-free gasoline (stabilized)	Station safety cans/flammable liquid cabinets (from stabilized supply on TFD Fuel Truck)
Lawn Maintenance Equipment (2-Cycle)	Pre-packaged 2-Cycle	Delivered Bi-weekly to station flammable liquid cabinets OR Request through <a href="mailto:TFDSupply@cityoftulsa.org">TFDSupply@cityoftulsa.org</a>
4-Cycle Emergency Response Equipment	Ethanol-free gasoline (stabilized)  <b><i>Pre-packaged 4-Cycle Fuel for back-up/emergency fueling only</i></b>	Station safety cans/flammable liquid cabinets (from stabilized supply on TFD Fuel Truck)  Delivered Bi-weekly to station flammable liquid cabinets. OR Request through <a href="mailto:TFDSupply@cityoftulsa.org">TFDSupply@cityoftulsa.org</a>
2-Cycle Emergency Response Equipment	Pre-packaged 2-Cycle	Delivered Bi-weekly to station flammable liquid cabinets. OR Request through <a href="mailto:TFDSupply@cityoftulsa.org">TFDSupply@cityoftulsa.org</a>

- .21 Due to the similar appearance of pre-packaged fuel containers, personnel should be diligent in ensuring the use of the proper type of fuel [i.e., 2-cycle (mixed fuel) or 4-cycle (straight non-ethanol fuel)].
- .3 Caution should be exercised when fueling to prevent spillage of fuel, or ignition sources in or near the fueling area.
  - .31 A bonding cable will be connected between the fuel truck or fuel caddy and the fuel tank receiving fuel whenever gasoline is being dispensed from the fuel truck.
  - .32 Fuel will be only dispensed into approved TFD owned containers.
  - .33 All containers of fuel at TFD facilities, that are not stored on an apparatus, will be stored in an approved flammable liquid storage cabinet. The flammable liquid cabinet will be locked if it is located outside the station or facility.
- .4 Engines will be shut off and smoking will not be permitted around refueling.
- .5 Fueling operations will be conducted outdoors.



306 Vehicle, Apparatus, and Special Equipment Inspection

- .1 Staff cars and non-emergency equipment
  - .11 Inspect and prepare the vehicle before each shift and after each use.
  - .12 The vehicle will be periodically maintained to produce a clean and professional image.
  - .13 The assigned member will monitor and arrange for the management of all fluid levels and tire inflation.
- .2 General guidelines for all emergency service vehicles, apparatus and special equipment.
  - .21 Daily Inspection:
    - .211 Inspect and prepare the vehicle and its assigned equipment and operating systems for immediate use and deployment at the beginning of each shift and immediately following the process of trading out trucks.
    - .212 The member assigned to drive or operate the vehicle will make certain that the windshield and windows are clean, the driver's seat is adjusted properly, mirrors are adjusted properly, seat belts are easily accessed, audible and visual warning systems operate properly, and that all cab and compartment doors are operating correctly and fully latched in the closed position.
    - .213 The batteries, air system if applicable, braking system, coolant system, electrical system, fuel, transmission system, engine oil, tire tread, tire inflation level, suspension, steering, belts, headlights, tail lights, turn signals, marker lights and rechargeable flashlights will be checked.
    - .214 Visually check for the presence of needed headsets and portable radios.
    - .215 The vehicle will be periodically washed and maintained to produce a clean and professional image. If the interior is to be washed, special consideration will be taken to protect flashlight chargers, radio equipment, siren controls, and electronics from water streams, sprays and overspray.
  - .22 Weekly Inspection:
    - .221 Visually inspect applicable braking system components



- .222 Conduct an operational test of the parking brake.
- .223 Inspect the suspension system for both the front and rear axles.
- .224 Inspect the steering and driveline.
- .225 Inspect the fuel tank and support straps for cracks, corrosion or other damage.
- .226 Inspect the frame, subframe and body attachments for cracks, corrosion, damage and proper attachment.
- .227 Inspect entire apparatus for loose or damaged wiring.
- .228 Grease steering and suspension components when accessible and appropriate.
- .23 Components to be examined weekly on apparatus with fire pumps
  - .231 Remove all caps and plugs and exercise each intake and discharge valve.
  - .232 Exercise all drain valves.
  - .233 Engage the pump, exercise the primer and either flow water through a hose line or through a re-circulation line.
  - .234 If provided with hose reels, provide grease to the re-wind assembly.
  - .235 Inspect all gauges for proper operation.
- .24 Components to be examined weekly on apparatus with aerial ladders.
  - .241 A checklist will be used during the inspection process. Completed by the assigned Fire Equipment Operator or Relief Fire Equipment Operator. When completed, the check list will be signed by the Company Officer and forwarded to the Assistant Chief's Office.
  - .242 It is imperative that all items are properly checked, and maintenance properly completed to ensure personnel safety and increased longevity of the apparatus.
  - .243 Turntable ring bolts and turntable ring support brackets will be inspected on Apparatus Day for condition and tightness.



- .244 Aerial ladder working parts including pulleys, cables, bolts, and dogs will be inspected, cleaned, and lubricated on Apparatus Day and after each use as necessary.
- .245 Operating pressure and bypass pressure of the hydraulic system will be checked daily.
- .25 Reserve Apparatus Procedures
  - .251 The engines in reserve apparatus will be started at 0800 hours daily and allowed to run, outside the fire station, for a minimum of fifteen (15) minutes.
  - .252 After being used, reserve apparatus will be returned to its assigned location unless otherwise ordered by the Assistant Chief/Field Operations.
  - .253 Reserve apparatus will be in a clean condition when returned.
  - .254 Should a reserve apparatus not be at its assigned location at 0800 hours, the Station Captain will report the absence through the chain of command to the Field Operations/Assistant Chief.
  - .255 Repair needs will be reported to the Physical Resources Branch or Assistant Chief/Field Operations through the chain of command as appropriate.
  - .256 When reserve apparatus is returned, an inventory will be taken by the Station Captain to ensure that all tools and equipment are in place, clean and in good condition.
  - .257 Reserve apparatus will be properly maintained with all tools and equipment in place.
  - .258 A current inventory of equipment on the reserve apparatus will be kept in the corresponding company's logbook.
- .26 Rescue Boats and Watercraft
  - .261 Inspect fluid levels once a week and after each use.
  - .262 While providing cooling water, operate the motor to flush the cooling system and to test the operation of the engine. This should be conducted weekly and after each operational use.
  - .263 Inspect the inventory of the assigned equipment.



307 Station and Facility Operations

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- .264 Inspect and test flashlights, night vision equipment (if provided) and the megaphone
- .265 Inspect the trailer.
- .27 Taking vehicles and equipment out of service
  - .271 Any vehicle, truck or piece of equipment will be removed from service if it may pose a danger to the vehicle, operator, passenger, or others.
  - .272 Apparatus and equipment will be removed from service if it does not perform reliably or if it does not pass applicable performance tests identified by NFPA. This may include, but will not be limited to, fire pump testing, aerial ladder tests, ground ladder tests or fire hose testing.

307 Station and Facility Operations

- .1 Grounds, Parking and Walkways
  - .11 Visitors' vehicles will not be parked in front of any overhead door. This includes both the front and rear doors.
  - .12 Fire apparatus will drive forward into the stations when returning to quarters if the station has been provided with rear doors.
  - .13 All lawn maintenance will be maintained with the appropriate safety devices and interlocks. Any members who use personally-owned equipment do so at their own risk.
  - .14 All parking lots and sidewalks will be properly illuminated and maintained, including snow and ice removal, to minimize the risk of slips, trips and falls.
  - .15 All grounds will be maintained to continuously provide a positive image.
  - .16 Motor oil, cooking oil or grease will be disposed of in an appropriate manner. The substances will not be discarded onto the grounds in or about the fire station or facility.
- .2 Facility
  - .21 All fire apparatus entering the station will be connected to the vehicle exhaust system before it enters the station. The vehicle will remain connected to the exhaust system to eliminate the discharge of vehicle exhaust when the vehicle is started.



- .22 The general ventilation system built into the station is designed to automatically operate whenever the overhead doors are opened plus an additional few minutes after the doors are closed. This system is intended to help eliminate unwanted moisture and exhaust that may not have been captured by the Plymovent ® system. The system will not be disabled, altered or modified without the expressed knowledge of the Physical Resources Branch and Facilities Maintenance.
  - .23 Structural, electrical, mechanical and plumbing systems will not be modified or altered without the expressed knowledge of the Physical Resource Branch and Facilities Maintenance.
  - .24 Ice machines intended for human consumption will not be used or installed in the same room as fire apparatus to avoid contamination by vehicle exhaust.
  - .25 Facility and station generators will be inspected and tested weekly.
  - .26 All facilities will be maintained to continuously provide a positive image.
  - .27 Smoke detectors will be provided for all sleeping areas. Station personnel will inspect the smoke detectors weekly and provide maintenance whenever necessary.
  - .28 Fire extinguishers and first aid kits will be provided for each facility. The Physical Resources Branch will provide monthly inspection and maintenance.
- .3 Overhead Doors
- .31 Safety controls will not be altered or modified without the expressed knowledge of the Physical Resources Branch and Facilities Maintenance.
  - .32 Overhead doors used at fire stations will not be provided with remote controls unless they are specifically approved by the Fire Chief or his designee.
  - .33 Apparatus and other vehicles will refrain from parking beneath an overhead door.
  - .34 All station doors will remain open while any vehicle passes through an overhead door. The risk of accidentally operating the incorrect door is greater than any perceived advantage of prematurely closing other doors.



308 Protective Clothing/Equipment Inspection

.1 Prefix

.11 It is the policy of the Tulsa Fire Department that all personnel who respond and function at emergency incidents be equipped with and utilize full protective clothing which is maintained in a safe and functional condition. Full protective clothing for structural firefighting includes a helmet with face shield, SCBA face piece, gloves, flashover hood, bunker coat, bunker pants, and bunker boots.

.111 All protective clothing used for structural firefighting will be compliant to the applicable edition of NFPA 1971, Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles for when it was manufactured.

.112 All protective clothing used for Airport Rescue and Fire Fighting will be compliant to applicable edition of NFPA 1976, Standard on Protective Ensembles from Proximity Fire Fighting for when it was manufactured.

.12 The purpose of this procedure is to establish a system for regularly inspecting protective clothing, establish standards for the care and maintenance of these items, and criteria for replacement.

.121 NFPA 1851, Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles and applicable manufacturer recommendations will be used in the care, use and maintenance of protective clothing.

.2 Program Administration

.21 The Health and Safety Branch is responsible for the management of the Protective Clothing Program.

.22 The Health and Safety Branch is responsible for the inventory, issuance and management of records relating to protective clothing, laundering agents and replacement parts.

.23 Branch, District, or Section Chiefs are responsible for the semi-annual inspection of their personnel's protective clothing.

.24 All members of the Tulsa Fire Department are responsible for the proper care of their protective clothing. Members will use only department authorized protective clothing.



308 Protective Clothing/Equipment Inspection

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- .25 Individual members will make the necessary arrangements through their chain of command to arrange for exchange of dirty or damaged protective clothing.
- .26 Protective clothing marking/identification:
  - .261 Helmets are issued with a TFD-supplied name on the rear. Helmets will not be identified with other vinyl letters or stickers. Paint may damage the helmet and should not be used to create pictures, lettering or other graphics.
  - .262 Boots will be identified with a black permanent marker on the upper inside liner of each boot.
  - .263 The SCBA face piece will be identified with a vinyl label obtained from the Health and Safety Branch.
  - .264 Other components of protective clothing are normally exchanged and should not be marked for a particular user.
- .27 The Health and Safety Branch will retain records on the assigned protective clothing. The records will include the name and ROIC of the assigned user, date and condition when issued, manufacturer, model, identification number, date manufactured, date(s) inspected, date(s) laundered, date(s) repaired, date of retirement, date and method of disposal, and any applicable notes.
- .28 The Health and Safety Branch will provide quality assurance through the production of inspection forms, and production of annual performance audits.
- .3 Care & Maintenance
  - .31 It is important for all members to recognize that protective clothing is designed and intended to provide both physical and thermal protection while conducting fire suppression activities. To be effective, the protective clothing must properly fit the user and remain in a constant state of readiness. Protective clothing that is tight fitting, soiled or damaged will increase the risk of injury or illness.
  - .32 Care and maintenance includes the cleaning, repair, and/or replacement of protective clothing.
    - .321 The frequency of cleaning, use of cleaning agents and techniques will be conducted in accordance to manufacturer recommendations.



308 Protective Clothing/Equipment Inspection

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- .322 Protective clothing will be routinely cleaned by the assigned user after each use or whenever it becomes soiled. This should begin at the scene by brushing off debris and rinsing with water when available. Additional cleaning may be accomplished at the station decontamination sink with mild soap and water plus the use of a soft bristle brush. Special disinfectants will be used whenever the clothing is contaminated with body fluids.
- .323 Protective clothing will not be placed into a washing machine at the fire station, Laundromat, or home. Furthermore, protective clothing will not be dry cleaned.
- .324 Protective clothing will not be dried in a clothes dryer or similar device that provides heated air to enhance the drying process. Simple indoor air drying in a shaded area, possibly supplemented with fans, will be used to dry wet protective clothing.
- .325 Protective clothing should be washed in the specially designed extractors at Physical Resources whenever it is significantly soiled and at intervals of no greater than every six months. To compliment these laundering resources, an outside contractor with specific expertise with protective clothing for structural firefighting may be employed.
- .326 Ultra-Violet light and sunlight damage many of the materials used to create protective clothing. Protective clothing should be kept out of direct sunlight during the storage, laundry, maintenance, and use whenever possible.
- .33 Specific cleaning materials and techniques are recommended for each of the following components:
  - .331 The helmet shell with attached face-shield and fire boots should be cleaned with mild detergent such as Ivory dishwashing soap, Simple Green or regular glass cleaner without ammonia. Do NOT use compounds with abrasives such as Comet or any petroleum-based material such as gasoline, diesel fuel, or tar remover. Each of these components will permanently damage the helmet and related components.
  - .332 Removable ear flaps and head bands from the helmet, hood, gloves, coat and pants may be hand washed with a mild laundry detergent such as Tide and rinsed with water. Do NOT use any detergent that has chlorine or bleach.
  - .333 SCBA face pieces should be cleaned with warm water. As of this writing, the only suitable detergent to be used to help clean the face piece is Ivory dishwashing soap. Thoroughly rinse the face



308 Protective Clothing/Equipment Inspection

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piece after washing to prevent the exhalation valve from sticking open. The use of a detergent that includes ammonia in any form, will produce a milky like image to appear on the lens.

- .334 All cleaning of protective clothing conducted at the fire station should be done at the decontamination sink.

.4 Inspection:

- .41 Formal inspection of all protective clothing will be performed during months of January and July by Branch, District, or Section Chiefs.
- .42 Branch, District, or Section Chiefs will document the inspection of their assigned personnel's PPE using a form provided by the Health and Safety Chief.

Each component of the protective clothing ensemble will be examined and evaluated as to its physical condition. Each component will be determined to be satisfactory, need of cleaning, need of repair, or need of replacement. Deficiencies that are safety related will require the individual component to be immediately removed from service until the needed repairs are accomplished.

- .43 The assigned user will be responsible for making the necessary arrangements to address any deficiencies identified through the inspection process.
- .44 Helmets:
  - .441 Repair any missing or damaged ear flaps, chin straps, suspension systems, safety tabs between the helmet shell and impact cap on MSA/Cairns fire helmets, helmet shell edge coverings, or Velcro used to store nametags or company designations.
  - .442 Replace the face shield if it is excessively scratched or otherwise damaged in a manner that would not allow acceptable vision when deployed.
  - .443 Replace the helmet if the shell has visible cracks, chips that extend into the structural material, warped, suspensions that cannot be immediately repaired, heavily contaminated by tar or roofing compounds, or any time that the helmet has been exposed to materials known to weaken the helmet as described by the manufacturer.



308 Protective Clothing/Equipment Inspection

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- .45 Hoods:
  - .451 Replace the hood if it is constructed of only one layer of material, does not contain an NFPA certification label, is physically damaged, or if the elastic has been stretched and no longer conforms to the face and face piece.
  
- .46 Coat and Pant:
  - .461 Inspect both the outer shell, moisture barrier, and thermal barriers.
  - .462 If a repair cannot be immediately addressed, a temporary replacement will be provided for the time the repairs are being provided. The temporary replacement item will be returned to inventory once the repaired item is given back to the assigned user.
  - .463 Repair any small rips, tears or unwanted penetrations, broken snaps, damaged suspender buttons, dislodged rivets, damaged zippers, damaged Velcro, loose reflective trim, separation of seams, minor damage of the moisture barrier or thermal liner, damaged cuffs, damaged or compromised thumb openings of coats, or damaged wristlets.
  - .464 Replace the coat or pant if it is too large or too small for the user; fabric degradation (material can be ripped by hand); significant physical damage to the outer shell; compromised moisture barrier; compromised thermal barrier; loose, damaged or missing reflective trim; heavily soiled or contaminated garments;
  
- .47 Gloves:
  - .471 Replace the gloves if the stitching is worn or rotten, outer material is damaged, liner material is damaged or detached, heavily contaminated with body fluids or other substances, or otherwise damaged.
  
- .48 Boots:
  - .481 Repair boot straps if they become damaged or broken.
  - .482 Replace boots if the boots leak water, have damaged steel toes, loose soles, loose inner liner, heavily soiled or contaminated or otherwise damaged.



309 Vehicle Use Policy

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- .49 SCBA Face Piece:
  - .491 Repair damaged straps, head nets, damaged or missing nose cups, or excessively scratched lens.
  - .492 Replace the face piece if fit testing identifies the need for a different size, operational failure of the face piece.
- .5 Replacement
  - .51 Protective clothing may require replacement to ensure proper fit and protection for the individual user. To replace their assigned protective clothing, the individual user will produce the item or clothing to the Health and Safety Branch for exchange. If the equipment is not available, a written Lost Stolen Damaged Report will be produced by the user and provided to the Physical Resources Branch during the process of obtaining the replacement item.
  - .52 Protective clothing will be replaced upon valid request documented by the Branch, District, or Section Chief.

309 Vehicle Use Policy

- .1 Accomplishment of the Department's mission requires expeditious off-duty response of staff and support personnel to emergency incidents. This response is critical to the effective and efficient implementation of the Tulsa Fire Department's Incident Command System.
- .2 The Incident Command System (ICS) is an emergency system for controlling personnel, facilities, equipment and communications from the time an incident occurs until the requirement for management and operations no longer exists. When used at a major incident, the ICS will require staffing of Functions including, but not limited to, Command, Operations, Planning, Logistics, and Finance.
- .3 Personnel assigned department vehicles in both General Staff and Command Staffs are subject to call after their regular duty hours to respond to multiple alarms and other emergency and non-emergency situations. These members assigned a vehicle shall be allowed to drive the assigned vehicle to their residence provided they live within a forty (40) mile radius of the geographical center of the Tulsa city limits and comply with the other conditions in this Section. For purposes of this Section, the intersection of 4100 South Yale Avenue shall be considered the geographic center of Tulsa.

Participation in this program is voluntary. Employees requesting to take an assigned vehicle to their residences outside the City Limits of Tulsa shall fill out the proper Vehicle Usage Form. The form shall include the employee's home



309 Vehicle Use Policy

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address, its distance from 41st St. and South Yale, and the distance from the nearest city limit to the employee's residence as measured by Google Maps.

Employees shall reimburse the City through payroll deduction for the use of the vehicle outside of the city limits. The mileage reimbursement shall be adjusted annually based upon the annual adjustment of the standard mileage rate for medical or moving purposes by the IRS. The current rate for FY 2013-2014 is twenty-three and one-half (23.5) cents per mile. Mileage shall be paid for travel between the employee's residence and the nearest city limit based on the average number of shifts worked by the Employee per pay period. For eight (8) hour employees the average number of shifts per pay period is 10.42 and for ten (10) hour shift employees, the average number of shifts is 8.3. Deductions shall be made on a per pay period basis. The deduction shall be adjusted to reflect bi-weekly pay if/when applicable.

Employees may opt in or out of the Vehicle Use Program or make changes to the deduction amount by submitting the vehicle use and payroll deduction forms to TFD Payroll by the first day of the month. Changes will take effect on the last pay period of the month. Employees may opt in or out of the program or change the deduction amount upon a change in circumstances that would support such a change, including but not limited to a change of address, change of assignment, change of shift length, change in financial condition, leave exceeding one pay period, or any additional reason approved by the Fire Chief.

Overnight use of a department vehicle is not a right and is subject to revocation upon failure to comply with this regulation, excessive vehicle accidents or vehicle abuse.

- .31 Exceptions to the Vehicle Use Policy will require authorization from the Fire Chief.
- .4 Department vehicles are to be used for official business only. Department vehicles will be operated only by City employees. Transport of non-City employees in assigned vehicles will be allowed as required for City related duties. The transport of immediate family members or other individuals not related to job duties is prohibited if it requires major route deviation and at any time without approval of the member's Section Chief or the Fire Chief.
- .5 Take home vehicles will be parked off of the street and locked at all times. All unattached department equipment will be removed or secured in the vehicle trunk during off duty hours.
- .6 Members assigned department vehicles will be responsible for the general maintenance and cleanliness (i.e., oil change, wash & wax) of their assigned vehicles. Each Section Chief will conduct inspections, at their discretion, of department vehicles assigned to members within their command. However, such inspections will be conducted not less than once per month. Inspections may include, but are not limited to, the exterior, interior, trunk and glove box area.



310 Energy Policy

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- .7 Fire Department personnel will monitor their assigned radio frequency at all times while operating a department vehicle. Whether assigned or self-initiated, off duty personnel will be expected to provide assistance to all persons in need, including motorist assistance. Fire Department personnel are required to respond to any department major emergency occurring while they are operating department vehicles when off duty. While utilizing department vehicles, members' dress will conform to the requirements of the Tulsa Fire Department Uniform and Appearance Section of the AOP.
- .8 The following equipment will be carried in the assigned department vehicle and maintained in proper condition at all times:
  - Protective clothing and equipment
  - Department of Transportation Emergency Response Guidebook
  - 10-pound ABC Multipurpose Dry Chemical Extinguisher
  - Surgical gloves
  - CPR pocket mask
  - First aid kit
  - Flashlight
- .9 When vacation or authorized leave in excess of four (4) working days is taken, the assigned department vehicle will be left at the appropriate work site and made available for department use.

310 Energy Policy

- .1 The Fire Department will continue its efforts to reduce the annual consumption of energy and fossil fuels. We have a contractual and moral obligation to save energy resulting in preserving the environment and reduction of General Fund expenditures. In a general summary, the Fire Department will consider every day to be an ozone alert day and to follow the activities and practices in an effort to reduce both vehicular emissions as well as fuel consumption

The Tulsa Fire Department is committed to a policy of energy and security and efficiency as well as the enhancement environmental quality through the conservative consumption of petroleum fuels, water and electricity. Furthermore, the Department shall actively promote energy conservation and implement cost-efficient, energy savings in all of its activities and operations.

- .2 Buildings
  - .21 Windows and doors shall be kept closed when heating or cooling equipment is in use.
  - .22 The target temperature for offices and living quarters shall not exceed seventy-two (72) degrees Fahrenheit during the heating season.



310 Energy Policy

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- .23 The target temperature for offices and living quarters shall not be less than seventy-two (72) degrees Fahrenheit during the cooling season.
- .24 The target temperature for apparatus rooms, and garages shall be sixty (60) degrees Fahrenheit during the heating season.
- .3 Lighting
  - .31 Lighting shall be turned off whenever economically feasible and appropriate.
- .4 Vehicles and Apparatus
  - .41 All Fire Department vehicles ranging from staff cars through fire apparatus will not be allowed to idle for periods in excess of five minutes with the exception of morning check of apparatus. This includes emergency scenes once it's determined that the apparatus is not actively supporting the emergency or is not being used to block traffic on highways or arterial streets. When operations, safety and equipment are not compromised, vehicles will be parked in a safe manner, protected by cones and turned off.
  - .42 Personnel are strongly encouraged to carpool whenever possible for meetings, training, lunch or similar events. This is to include company personnel who may be able to be exchanged or grouped together to attend a common training program or event when two or more companies may be otherwise placed out of service.
  - .43 Routinely inspect the tires and tire inflation. Staff vehicles should be inspected every time that fuel is obtained. Fire apparatus should have its tires and tire inflation inspected daily at the beginning of each shift.
  - .44 Fire companies will refrain from placing themselves onto incidents when other companies have been dispatched. If the companies have the same resources and capabilities, the company with the greatest travel distance should be returned to service. The District Chief will monitor and manage these events.

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
IAFF Representative



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SECTION 400

COMMUNICATIONS

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401 Prefix

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401 Prefix

- .1 A reliable and effective communications system is vitally important to the accomplishment of the department's mission. The objective of this Section is to provide information, guidelines, and directives that will ensure rapid and efficient communications for the department.

402 Radio Terminology

- .1 For clear text terminology refer to the Tulsa Fire Emergency Operating Guidelines Section 100.3.2.1.
- .2 Phonetic Alphabet: The following phonetic alphabet will be used when necessary for clarity in communications (Fire Attack Team Adam, etc.):

A - Adam	J - John	S - Sam
B - Baker	K - King	T - Tom
C - Charlie	L - Lincoln	U - Union
D - David	M - Mary	V - Victor
E - Edward	N - Nora	W - William
F - Frank	O - Ocean	X - X-ray
G - George	P - Paul	Y - Young
H - Henry	Q - Queen	Z - Zebra
I - Ida	R - Robert	

403 TFD Request for Law Enforcement when in Distress or in Sensitive Situations

- .1 The goal of this section is to give Tulsa Fire Department personnel a way to request law enforcement in a fast, safe, and discrete manner.
- .2 The methods described in this section are not intended to be the only methods for requesting law enforcement resources. They are only intended to be used in situations where a detailed radio conversation is untimely or could create an unsafe environment. The traditional method of requesting needed law enforcement resources via the radio and stating the nature of the situation and any pertinent details is the preferred method whenever possible.
- .3 The request for law enforcement will be prioritized by the nature of the situation, either "Signal 1" or "Signal 2."

Example: "Engine 17 to Main, Signal 2."



404 Apparatus Identification

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Upon receipt of a Signal 1 or Signal 2 from TFD personnel, the FAO will dispatch TPD to the scene without further question over the radio. TPD response will be in an expedited fashion.

Upon receipt of a "Signal 1", the FAO will also dispatch the closest available fire company as well as notify the Assistant Chief.

- .31 Signal 1: A Signal 1 situation is when TPD units are needed on scene immediately due to a hostile or potentially hostile situation:
  - TFD personnel actively engaged with or being assaulted/threatened by individual or group
  - Combative individual or group with a weapon
  - Any situation that TFD personnel feel that multiple, expedited TPD responses are warranted
  
- .32 Signal 2: A Signal 2 situation is when TPD units are needed on scene in an expedited manner; however, and imminent threat does not exist at the current time.
  - TPD is needed but stating the nature of call could result in an unsafe scene
  - Combative patient
  - Illegal activity on scene
  - Gut feeling about scene or situation
  
- .4 Use of Radio Emergency Identifier Button (EIB). The EIB can be used in situations where TFD personnel are unable to request needed law enforcement resources verbally; however, it is the least preferred method due to the high frequency of accidental EIB activations.
  - If TFD field personnel are dispatched to a medical or other non-fire related call and activate the EIB, the FAO will respond the same as a "Signal 1" notification.
  - Due to the high frequency of accidental EIB activations, dispatch will perform two welfare checks over the radio before dispatching a "Signal 1" response. Personnel should be aware of this when using their EIB.

404 Apparatus Identification

- .1 Front line companies will use their respective alpha character (i.e., E = Engine; L = Ladder; T = Truck) followed by their home station number. Exceptions to this are HazMat, District Chiefs, Administrative Cars.
  
- .2 Reserve companies will be identified using their respective alpha character and their home station number plus one hundred (100).
  
- .3 Squads, Bottle Vans, Air and Light Units, Grass Rigs, High Pressure and certain miscellaneous type vehicles will use their respective names followed by their home station numbers (i.e., Grass Rig 24.)



405 Print Communications – Emergency Dispatch System

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- .4 Boats will be identified by the alpha character "B" followed by three numerical characters. The first two (2) numerals identify the home station and the last identifies the boat unit number. Example: B041, B042, when more than one (1) boat is housed at a station.

405 Print Communications – Emergency Dispatch System

- .1 Permission to transmit electronic computer print messages will be obtained from one of the following officers:
- Fire Chief
  - Deputy Chief/Support Services Section
  - Deputy Chief/Field Operations Section
  - Fire Marshal/Safety Services Section
  - Assistant Chief/Field Operations Section
  - **Administrative Chief** Chief of Staff/Administration Section
- .2 The following system of message identification and accountability will be used:
- .21 Each message will carry a consecutive message identification number starting with the first message of the calendar year and continuing through the end of the calendar year.
- .22 The first message of the year will consist of a statement of the last message number used in the previous year.
- .23 Messages requiring acknowledgment will carry the word, "ACKNOWLEDGE" (ACK) as the last word of the text and will be immediately acknowledged by the House Captain to the Fire Alarm Office on the fire phone.
- .24 Company Officers will be responsible for maintaining a complete file of all messages in numerical sequence. If a missing number is noted, the Fire Dispatch Office will be immediately notified to facilitate re-transmission.
- .25 The Fire Dispatch Office will maintain a master file of all numbered messages along with a master log.
- .26 Reports of streets opened or closed and reports of hydrants in or out of service will not be numbered.
- .3 Printer abbreviations are as follows:
- |     |               |
|-----|---------------|
| A&L | Air and Light |
| B   | Boat          |
| C   | Car           |
| D   | District      |



406 Fill Company Procedures

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- E Engine
- H HazMat
- L Ladder
- ~~SQ~~ Squad
- T Truck
- EOT End of Transmission
- FDO Fire Dispatch Office
- TCO The Chief's Office
- FS Fire Station

406 Fill Company Procedures

- .1 Fire companies directed to fill for another company will assume the filled for company's responses and assignments upon notification.
- .2 A Fill Company will retain its identity and proceed to its assigned destination on receipt of fill notification. The Fire Dispatch Office will implement the change immediately. A fill company will report on the radio, identifying the station to which they are proceeding. Upon arrival at the assigned station, the fill company will report "in quarters" on the radio, identifying the station.
- .3 If a Fill Company is dispatched on an assignment enroute to or returning from a fill assignment, it will be the Company Officer's responsibility to determine if the company's present location would warrant its own response, or whether an alternate or additional company should be requested.
- .4 A fill assignment is terminated when the company filled for reports in service. A Fill Company's response district reverts when the Fire Dispatch Office sets the computer to its original station. If a Fill Company is involved in an incident when the company filled for reports in service, the Fill Company will remain on the assignment as necessary to control the incident. On reporting in service, the Fire Dispatch Office will change the computer to automatically assign responses from the company's original station. It is the Company Officer's responsibility to return to the company's assigned district without delay.

407 Radio Procedures and Practices

- .1 Batteries used on the portable radios should be discharged completely before placing them in the charger. The "battery" signal flashing on the display screen of the portable will indicate when it is time to change the battery. It should take approximately one hour to charge a battery from complete discharge. The green light on the battery chargers will indicate a full charge, and batteries should be removed from the charger once the green indicator light comes on. A fully charged battery should provide approximately twenty-four (24) hours of receiving time. A spare battery should be kept in the apparatus and batteries should not



407 Radio Procedures and Practices

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be changed until fully depleted. A portable radio battery should still provide several transmissions after the battery charge indicator has begun flashing.

- .11 Batteries or other materials will not be placed on top of the chargers since this will cause a buildup of heat.
- .2 Microphones should be held approximately one (1) inch in front of and upright to the user. Pause two (2) seconds after keying before speaking into the microphone.
- .3 Portable radios will not transmit from inside some buildings. Moving a few inches or several feet from a dead spot may allow transmission and reception. Florescent lights will interfere with reception and transmission as will steel structural members. A solid tone when keying any radio will indicate the transmission is not reaching the repeater site.
- .4 Do not hold an antenna when keying the radio and keep portable radio antennas as far from the eyes as possible while transmitting. Stay approximately three (3) feet or more from a mobile antenna while transmitting; failure to observe this precaution could result in radio frequency (RF) burns to the skin.
- .5 The United States Department of Labor, through the provisions of the Occupational Safety and Health Act of 1970 (OSHA), has established an electromagnetic energy safety standard that applies to the use of radio equipment. Proper use of Fire Department radios will result in exposure below the OSHA limit. The following precautions are recommended:
  - .51 Do not operate the transmitter of a mobile radio or fixed radio base station when someone is within two (2) feet (0.6 meters) of the antenna.
  - .52 Do not operate the transmitter of a mobile or fixed radio base station when a patient defibrillator is within two feet (2') of the antenna.
  - .53 Do not operate radio equipment near electrical blasting caps. Do not operate in an explosive atmosphere, unless intrinsically safe tested as indicated by the green dot on both the portable radio and the battery.
  - .54 All radio equipment must be properly grounded according to the manufacturer's installation instructions.
  - .55 Radio equipment should be serviced only by an authorized technician.
- .6 Mobile radios, sirens, air horns and emergency lights needing repair will be reported to Physical Resources Unit.
- .7 Due to an increase in the amount of radio traffic associated with EMS calls:
  - .71 Frequency "B" will be used:



407 Radio Procedures and Practices

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- .711 When going “on radio”
  - .712 When going “in quarters”
  - .713 During peak radio traffic time to go “in service”
  - .714 For all other non-emergency transmissions, personnel will inform dispatch when using any frequency other than “A”, i.e.: E-16 – E-16 on radio on “B”; Dispatch – E-16 on radio E-16 – switches back to “A”.
- 
- .72 It is no longer necessary to inform dispatch when the incident is a false call.
  - .73 It is no longer necessary to inform dispatch when EMSA, TPD, ONG, PSO, etc., have arrived on scene unless there is an unusually long delayed response by these agencies.
  - .74 Multi company stations may acknowledge receipt of an alarm using the station designation, i.e.: E-25, L-25, C645 are dispatched—one company may acknowledge receipt of alarm by “Station 25, responding.”



Tulsa Fire Department

408 Radio Configuration

2020 Administrative Operating Procedures

408 Radio Configuration

.1 Radio Zones

ZONE 1 SMARTZONE	ZONE 1 P25 P25	ZONE 2 SMARTZONE	ZONE 2 P25 P25	ZONE 3 SMARTZONE	ZONE 4 SMARTZONE	ZONE 5 SMARTZONE
STATE MUTUAL AID	SMA P25	NE REG MUTUAL AID	NE RMA P25	NE LAW	NE FIRE	NE EMS
1A SMA	1A SMA P25	2A RMA NE	2A RMA NE P25	3A OHP B1	4A TULSA FD B	5A
1B SMA	1B SMA P25	2B RMA NE	2B RMA NE P25	3B SPPRINGS PD	4B SPPRINGS FD	5B LIFEFLT
1C SMA	1C SMA P25	2C RMA NE	2C RMA NE P25	3C SAPULPA PD	4C SAPULPA FD	5C MEDFLT
1D SMA	1D SMA P25	2D RMA NE	2D RMA NE P25	3D UDN-GID	4D TULSA APRT	5D EMSA W
1E SMA	1E SMA P25	2E RMA NE	2E RMA NE P25	3E UDE-IMVD	4E BERRYHILL FD	5E EMSA E
1F SMA	1F SMA P25	2F RMA NE	2F RMA NE P25	3F UDS-RID	4F CATOOSA FD	5F SHAWNEE
1G SMA	1G SMA P25	2G RMA NE	2G RMA NE P25	3G TRD A	4G OAK GRV FD	5G MWC EMS
1H SMA	1H SMA P25	2H RMA NE	2H RMA NE P25	3H OTTAWA SO	4H MUSKOGEE PD	5H NORMAN EMS
1i SMA	1i SMA P25	2i RMA NE	2i RMA NE P25	3i BA SYS LAW	4i BA SYS FIRE	5i SW EMS
1J SMA	1J SMA P25	2J RMA NE	2J RMA NE P25	3J CREEK CO SO	4J PRYOR PD	5J SE EMS
1K SMA	1K SMA P25	2K RMA NE	2K RMA NE P25	3K COWETA PD	4K COWETA FD	5K NW EMS
1L SMA	1L SMA P25	2L RMA NE	2L RMA NE P25	3L VINITA PD	4L VINITA FD	5L NE EMS
1M SMA	1M SMA P25	2M RMA NE	2M RMA NE P25	3M MIAMI PD	4M MIAMI FD	5M MESTA EMS
1N SMA	1N SMA P25	2N RMA NE	2N RMA NE P25	3N DELAWARE SO	4N GROVE PD	5N MUSKOGEE EMS
1o SMA	1o SMA P25	2o RMA NE	2o RMA NE P25	3o OWASSO PD	4o OWASSO FD	5o
<b>DYN REGROUP</b>				<b>DYN REGROUP</b>		



Tulsa Fire Department  
408 Radio Configuration

2020 Administrative Operating Procedures

ZONE 6	ZONE 7	ZONE 8	ZONE 9	ZONE 10	ZONE 11	ZONE 12	ZONE 13
TULSA SMARTNET	TULSA SMARTNET	TULSA SMARTNET	SMARTZONE	TULSA SMARTNET	TULSA SMARTNET	TULSA SMARTNET	TULSA SMARTNET
Tulsa Fire	TULSA FIRE 2	EMSA	VFD	TFD IO AGENCIES	Schools	TPD	TULSA AIRPORT
6A DISPATCH	7A TRAINING 1*	8A EMSA DISPATCH*	9A BRYHLL FD	10A ARC A	11A TPS	12A TPD GID	13A TAA-A (MAIN)
6B NON-EMERGENCY	7B TRAINING 2*	8B EMSA SEC. DISP*	9B CATOOSA FD	10B ARC B	11B OSU-Tulsa	12B N CAR*	13B TAA-B (FIELD)
6C DIST. 1 TAC CH.	7C TRAINING 3*	8C ETAC-1*	9C COLLSVLE FD	10C ARC C	11C TU	12C TPD TAC 1*	13C TAA-C (BUILDING)
6D DIST. 2 TAC CH.	7D TRAINING 4*	8D ETAC-2*	9D COWETA FD	10D TCCH A	11D TTC	12D TPD MVD	13D TAA-D (RIVERSIDE)
6E DIST. 3 TAC CH.	7E TRAINING 5*	8E EMSA EAST	9E KELYVLE FD	10E TCCH B	11E TCC	12E E CAR*	13E TAA-E (TAC)
6F DIST. 4 TAC CH.	7F TRAINING 6*	8F HILLCREST*	9F LIMSTNE FD	10F TCCH C	11F Disabled	12F TPD TAC 2*	13F TAA-G (SECURITY)
6G DIST. 5 TAC CH.	7G MEDICAL 2*	8G HMC - SOUTH*	9G OAK GRV FD	10G TAEMA A	11G Disabled	12G TPD RID	
6H HAZMAT	7H ADMIN/STAFF*	8H ST. FRANCIS*	9H ROLLG HLS FD	10H TAEMA B	11H Disabled	12H S CAR*	
6I AIRPORT	7I FIRE MARSHALL*	8I ST. JOHN*	9I SPERRY FD	10I TAEMA C	11I Disabled	12I TPD TAC 3*	
6J KNOX BOX	7J CAT FD	8J OSU MEDICAL*	9J	10J MTTA MAIN	11J Disabled	12J SERVICE*	
6K RESCUE	7K BRYHILL FD	8K SFH SOUTH*	9K	10K WATER 4D	11K Disabled	12K RECORDS 1*	
6L SPECIAL OPS*	7L SSFD	8L	9L	10L SEWER 4H	11L Disabled	12L RECORDS 2*	
6M MEDICAL 1*	7M SAP FD	8M SJ - OMC*	9M	10M TRAFF 3i	11M Disabled	12M TELETYPE*	
6N METRO FD B	7N OAK GRV FD	8N BAILY OWASSO*	9N	10N STREET 3D	11N Disabled	12N Disabled	
6o METRO FD A	7o OWASSO FD	8o	9o	10o STORM 4C		12o STRT CR 1*	
6P EMER OPS	DYN REGROUP					TULSA T/A	



Tulsa Fire Department

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2020 Administrative Operating Procedures

ZONE 14 ISSI SMARTZONE	ZONE 15 SMARTZONE P25 NE LAW	ZONE 16 SMARTZONE P25 NE FIRE	ZONE 17 SMARTZONE P25 NE EMS	ZONE 18 SMARTNET P25 Tulsa Fire	ZONE 19 SMARTNET P25 TULSA FIRE 2	ZONE 20 SMARTZONE P25 EMSA	ZONE 21 SMARTZONE P25 VFD
OKWIN BA IO							
14A METRO FD A	15A OHP B1	16A TULSA FD B	17A	18A DISPATCH	19A TRAINING 1*	20A EMSA DISPATCH*	21A BRYHILL FD
14B METRO FD B	15B SSPRINGS PD	16B SSPRINGS FD	17B LIFEFLT	18B NON-EMERGENCY	19B TRAINING 2*	20B EMSA SEC. DISP*	21B CATOOSA FD
14C METRO PD A	15C SAPULPA PD	16C SAPULPA FD	17C MEDFLT	18C DIST. 1 TAC CH.	19C TRAINING 3*	20C ETAC-1*	21C COLLSVLE FD
14D METRO PD B	15D UDN-GID	16D TULSA APRT	17D EMSA W	18D DIST. 2 TAC CH.	19D TRAINING 4*	20D ETAC-2*	21D COWETA FD
14E SMA 1A	15E UDE-MVD	16E BERRYHILL FD	17E EMSA E	18E DIST. 3 TAC CH.	19E TRAINING 5*	20E EMSA EAST	21E KELVYLE FD
14F SMA 1B	15F UDS-RID	16F CATOOSA FD	17F SHAWNEE	18F DIST. 4 TAC CH.	19F TRAINING 6*	20F HILLCREST*	21F LIMSTNE FD
14G SMA 1C	15G TRD A	16G OAK GRV FD	17G MWC EMS	18G DIST. 5 TAC CH.	19G MEDICAL 2*	20G HMC - SOUTH*	21G OAK GRV FD
14H SMA 1D	15H OTTAWA SO	16H MUSKOGEE PD	17H NORMAN EMS	18H HAZMAT	19H ADMIN/STAFF*	20H ST. FRANCIS*	21H ROLLG HLS FD
14i SMA 1E	15i BA SYS LAW	16i BA SYS FIRE	17i SW EMS	18i AIRPORT	19i FIRE MARSHALL*	20i ST. JOHN*	21i SPERRY FD
14J ISSI	15J CREEK CO SO	16J PRYOR PD	17J SE EMS	18J KNOX BOX	19J CAT FD	20J OSU MEDICAL*	21J
14K ISSI	15K COWETA PD	16K COWETA FD	17K NW EMS	18K RESCUE	19K BRYHILL FD	20K SFH SOUTH*	21K
14L ISSI	15L VINITA PD	16L VINITA FD	17L NE EMS	18L SPECIAL OPS*	19L SSFD	20L	21L
14M ISSI	15M MIAMI PD	16M MIAMI FD	17M MESTA EMS	18M MEDICAL 1*	19M SAP FD	20M SJ - OMC*	21M
14N ISSI	15N DELAWARE SO	16N GROVE PD	17N MUSKOGEE EMS	18N METRO FD B	19N OAK GRV FD	20N BAILY OWASSO*	21N
14o ISSI	15o OWASSO PD	16o OWASSO FD	17o	18o METRO FD A	19o OWASSO FD	20o	21o
				18P EMER OPS	<b>DYN REGROUP</b>		



Tulsa Fire Department  
408 Radio Configuration

2020 Administrative Operating Procedures

ZONE 22	ZONE 23	ZONE 24	ZONE 25	ZONE 26 ISSI	ZONE 27
SMARTZONE P25	SMARTZONE P25	SMARTNET P25	SMARTNET P25	SMARTZONE P25	CONVENTIONAL 8
TFD IO AGENCIES	Schools	TPD	TULSA AIRPORT	OKWIN BA 10	NATIONAL 8 CALL
22A ARC A	23A TPS	24A TPD GID	25A TAA-A (MAIN)	26A METRO PD A	1 TULSA T/A
22B ARC B	23B OSU-Tulsa	24B N CAR*	25B TAA-B (FIELD)	26B METRO PD B	2 8-CALL 90 D
22C ARC C	23C TU	24C TPD TAC 1*	25C TAA-C (BUILDING)	26C METRO PD A	3 8 TAC-91 D
22D TCC HEALTH	23D TTC	24D TPD MVD	25D TAA-D (RIVERSIDE)	26D METRO PD B	4 8 TAC-92 D
22E TAEMA A	23E TCC	24E E CAR*	25E TAA-E (TAC)	26E SMA 1A	5 8 TAC-93 D
22F TAEMA B	23F Disabled	24F TPD TAC 2*	25F TAA-F (SECURITY)	26F SMA 1B	6 8 TAC-94 D
22G TAEMA C	23G Disabled	24G TPD RID	25G Disabled	26G SMA 1C	7 8-CALL 90 R
22H MTTA MAIN	23H Disabled	24H S CAR*	25H Disabled	26H SMA 1D	8 8 TAC-91 R
22I WATER 4D	23I Disabled	24I TPD TAC 3*	25I Disabled	26I SMA 1E	9 8 TAC-92 R
22J SEWER 4H	23J Disabled	24J SERVICE*	25J Disabled	26J ISSI	10 8 TAC-93 R
22K TRAFF 3i	23K Disabled	24K RECORDS 1*	25K Disabled	26K ISSI	11 8 TAC-94 R
22L STREET 3D	23L Disabled	24L RECORDS 2*	25L Disabled	26L ISSI	12 TFD T/A
22M STORM 4C	23M Disabled	24M TELETYPE*	25M Disabled	26M ISSI	13 TFD RPT
22N	23N Disabled	24N Disabled	25N Disabled	26N ISSI	14
22o		24o STRT CR 1*	25o Disabled	26o ISSI	15
		TULSA T/A			

P25 Sites ONLY
AES Encrypted - TFD Key 34
AES Encrypted - TFD Key 33
DVP-XL Encrypted - Medical Key
Conventional Channels
National Weather Service - Receive Only

- SCAN LIST 1
- SCAN LIST 2
- SCAN LIST 3
- SCAN LIST 4



409 District Chief Talk Groups and Response to Escalating Incidents

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- .2 All Public Safety 800 MHz radios on the Tulsa Regional Radio System have “ZONE 2-Regional Aid Call.” Use of this Personality is limited to Emergency Mutual Aid Response. Request of a TACTICAL (working) Subfleet is made through Tulsa Dispatch by:
  - Switching the radio to Personality #2-A.
  - Identifying yourself, the incident location, and what mutual aid agency you wish to talk to.
  - The dispatch will assign a “TAC” Subfleet for the incident.
  - The radios will be MANUALLY moved to that Subfleet.
  - All agencies have been instructed in INCIDENT COMMAND STRUCTURE and will use this management system.
- .3 If an incident has been regrouped and Regional Mutual Aid is needed, Dispatch will “patch” the Regrouped Subfleet with the Regional Mutual Aid Tac.
- .4 ZONE 4 will be used for small fire mutual aid incidents. The agency responding to assist will switch to the requesting agency’s Subfleet.
- .5 ZONE 5 will be used for landing zone communications with the responding air ambulance.

409 District Chief Talk Groups and Response to Escalating Incidents

- .1 District Chief Talk Groups
  - .11 The purpose of this procedure is to ensure safety and eliminate confusion for personnel responding to incidents that a District Chief is also responding to. Anytime an assignment includes a District Chief, all responding companies will, after the first dispatch, manually move their truck and walkie radios to that District Chief’s pre-assigned talk-group.
  - .12 When a District Chief leaves a scene and returns to service, all companies remaining on scene will move their traffic to another talk-group. If the remainder of incident is anticipated to be a short-term, low radio use; Talk-group “B” may be used. If the IC anticipates that there will still be significant radio traffic, the IC should call the FAO and request an alternate talk-group. The FAO will assign one of the alternate Talk-groups (H-O, excluding “J”).
  - .13 Those pre-assignments are as follows:
 

District One (1)	Talk-group “C”
District Two (2)	Talk-group “D”
District Three (3)	Talk-group “E”
District Four (4)	Talk-group “F”
District Five (5)	Talk-group “G”



410 Computer Systems - Guidelines

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.2 District Chief Response to Escalating Incidents

- .21 TFD uses several predetermined response assignments for common incidents. These standard assignments ensure a minimum set of resources and command capability to begin operations. Incidents occur that begin as a one or two company responses; however, as initial TFD units arrive, they discover the scope of the incident is greater than the initial dispatch. Situations such as this commonly occur during the following types of incidents which typically do not initiate a District Chief response on the initial assignment:
- Wildland firefighting
  - Hazardous materials incidents
  - Motor vehicle collisions
  - Other escalating incidents
- .22 To ensure scene safety and coordination, the Fire Alarm Office will dispatch a District Chief when four or more apparatus are operating at or dispatched to an incident.
- .23 Assigned apparatus that will prompt a District Chief response will include Engines, Ladders, Squads, Grass Rigs, Rescue units, and Hazardous Materials units.
- .24 Air and Light units, Fire Investigators and staff cars will not be considered in the total that will prompt a District Chief response.

410 Computer Systems - Guidelines

.1 Hardware Distributions

- .11 All hardware will be received and distributed by the Information Technology Department. All hardware requests submitted to the Information Technology Department for their approval will first be approved by the Chief of Physical Resources.
- .12 Registrations of the department computer equipment will be done by the Information Technology Department.
- .13 An equipment inventory will be maintained by the Information Technology Department for each personal computer location (P.C. unit site.) Any equipment not on the inventory for a site will be reported and be subject to removal.
- .14 Purchasing policy is set in the Tulsa Fire Department's Departmental Budget Guidelines. Information Technology Department approval is required prior to acquisition of any computer or communication hardware.



410 Computer Systems - Guidelines

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- .15 Equipment is not to be transferred between units without notification of, and approval by, Information Technology Department.
- .16 Non-department owned equipment is not to be installed on Tulsa Fire Department P.C. units without notification of, and approval by, Information Technology Department.
- .2 Software Distributions
  - .21 All software will be received and distributed by the Information Technology Department. All software submitted to the Information Technology Department for their approval will first be approved by the Chief of Physical Resources.
  - .22 Registration of department software will be done by the Information Technology Department.
  - .23 An inventory of software and manuals will be maintained by the Information Technology Department for each PC location (site, P.C. unit.) Any programs not on the inventory for a site will be reported and be subject to removal.
  - .24 Purchasing policy is set in the TFD Departmental Budget Guidelines. Information Technology Department approval is required prior to acquisition of any software.
  - .25 Department software is not to be copied without Information Technology Department approval.
  - .26 Software is not to be transferred between units without notification of, and approval by, the Information Technology Department.
  - .27 Non-department owned software is not to be installed or executed on Tulsa Fire Department equipment without notification of, and approval by, the Information Technology Department.
- .3 Hardware Standards
  - .31 The Tulsa Fire Department follows the City of Tulsa Computer Standards.
- .4 Software Standards
  - .41 The City of Tulsa Microcomputer Guidelines has set standards for software purchase but allows individual departments to purchase software that meets their requirements. The Information Technology Department software inventory defines current TFD standards.



410 Computer Systems - Guidelines

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- .5 Hardware and Software Maintenance
  - .51 Maintenance of hardware and software will be performed through the Information Technology Department, either by staff or by acquiring outside repair or technical support services.
- .6 Data
  - .61 Data will be stored on Tulsa Fire Department PC unit hard drives only with Information Technology Department approval. Unauthorized data will be reported and removed.
  - .62 Compiling department data is necessary for the successful operation of the entire department. It will be stored on hard drives and subject to backup and archival procedures.
  - .63 Unit, Branch, Section or Command Staff specific data may be kept on electronic storage device or the hard drive.
  - .64 Individual data is specific to a single user. The individual will be responsible for backups.
  - .65 Data not pertinent to Tulsa Fire Department operations is not authorized for use on department PC units.
- .7 Computer Systems
  - .71 Department computer equipment (PC's, printers, networks) is in place to support department activities and goals. While personal use of this equipment has not been prohibited, such use is not to interfere with department operations or violate department policy. The department may review at any time the contents of a computer system (hardware, programs and data) and modify, copy or remove/confiscate all or any part of it. Computer systems are the property of the City and employees shall have no expectation of privacy to anything that is sent, received, accessed, viewed or stored on such systems.
  - .72 Gaining unauthorized access, altering, damaging, destroying, and/or unauthorized copying of information contained in department computer programs will constitute an offense and will subject the offender to disciplinary action, termination, and/or criminal prosecution.
  - .73 Penalties under the Oklahoma Computer Crimes Act may provide for harsher punishment than the actual crime a computer has been used to commit.



411 Computer Systems Policies

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- .8 The following are excerpts from the Oklahoma Computer Crimes Act:
  - .81 It shall be unlawful to willingly exceed the limits of authorization and damage, modify, alter, destroy, copy, disclose or take possession of a computer, computer system or computer network. Any person who violates this section shall be guilty of a felony.
  - .82 It shall be unlawful to willfully and without authorization gain or attempt to gain access to a computer, computer system or computer network. Any person who violates this section shall be guilty of a misdemeanor.
  - .83 Upon conviction of a felony under the Oklahoma Computer Crimes Act, punishment shall be a fine of not less than \$5,000 and not more than \$100,000 or by confinement in the state penitentiary for a term of not less than one (1) year nor more than ten (10) years, or by both such fine and imprisonment.
  - .84 Punishment shall be a fine of not more than \$5,000 or by imprisonment in the county jail not to exceed thirty (30) days, or both.

411 Computer Systems Policies

- .1 System Use Policy
  - .11 Protect your ID's and passwords. Do not give them out, except to Information Technology Department support personnel. Notify the Information Technology Department if your ID's and passwords are no longer secure.
  - .12 You are responsible for protecting the data on your assigned PC. It should be backed up to some external media source on a regular basis. If you have backup questions or problems, contact the Information Technology Department.
  - .13 Games that come with Windows have been left on the PC's. Your supervisor determines the appropriateness of your playing them. At his request, they may be removed. New games that you receive are software and you are not authorized to install them.
  - .14 Do not copy departmental software. It is illegal to do so.
  - .15 Treat all communications – voice mail, E-mail and Internet access as if it is being monitored. The City and the Department have the means and reserve the right to do so.
  - .16 Personal use of departmental equipment has not been prohibited, but it is subject to departmental approval. Computer systems are the property of



411 Computer Systems Policies

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the City and employees shall have no expectation of privacy to anything that is sent, received, accessed, viewed or stored on such systems.

- .17 Observation of illegal or questionable system usage is to be reported to the General Staff via an individual's chain of command.

.2 E-mail Policy

- .21 Electronic messages produced on department equipment and/or presented as representing the department are subject to departmental regulation and scrutiny.
- .22 The guidelines as to format, subject matter and appropriateness of expression is that these communications should be treated the same as if they were sent or received via hardcopy (i.e., letters or memos.)
- .23 Note that USER deletion of an electronic communication DOES NOT actually erase all copies of the message.
- .24 Electronic communications, whether public or private in intent, on department equipment, are subject to review by City and department supervisors and technical staff.
- .25 Received communications of an illegal or questionable nature are to be reported to the General Staff, via an individual's chain of command.
- .26 Observation of transmission of an illegal or questionable message is to be reported to the General Staff via an individual's chain of command.

.3 Internet Policy

- .31 The department, as a tool, provides access to the Internet for completion of assigned duties. It is not intended for your personal use.
- .32 Use of departmental equipment, even with a personal Internet account, is subject to departmental approval and scrutiny.
- .33 Your use of the Internet is required to obey all copyrights and software licenses.
- .34 Use of departmental equipment for on-line gaming, or to view/transmit pornography is forbidden. Accessing pornography may be treated as a violation of sexual harassment policies. Accidental access to gaming or pornography sites should be reported to your supervisor, who is to inform the Information Technology Department. If reported, no disciplinary action will be taken.



411 Computer Systems Policies

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- .35 Observation of illegal or questionable Internet usage is to be reported to the General Staff via an individual's chain of command.
- .4 Acquisition of CD-ROM Reference Material
  - .41 CD-ROM reference materials have more than one mode of access.
    - .411 They may be self-contained and only require that you place them in a CD drive and start a viewing program contained on the CD.
    - .412 They may need to install a viewing program on your hard drive and create a desktop icon.
    - .413 They may want to copy all of their contents to your hard drive.
  - .42 The only one that does not alter a computer setup is .411.
  - .43 Due to current Fire Department budget policy, the purchase of CD-ROM reference materials or subscriptions is not centralized. The Finance group cannot screen all requisitions to determine if they involve CD-ROM's. The Information Technology Department is not in a position to prescreen all CD-ROM acquisitions.
  - .44 The Information Technology Department can make a stand-alone PC available to check a CD's installation routine and its operation. As CD-ROM's become more prevalent, use of single test unit and/or group is likely to become restrictive to efficient department operations. Should this occur, test units can be placed at more administrative sites or the current software policy may have to be altered. AT PRESENT, use of any type of CD other than .411 is an unauthorized installation of software. Other types CD's must be placed on the department's software inventory and all CD's should be inventoried by the Records Management Group.
  - .45 Implementation of network access to a CD-ROM will require prior approval by the General Staff. Without advance notification the Information Technology Department may not be able to provide the necessary equipment. It is the responsibility of the purchaser to insure that the necessary equipment is available or can be obtained, and to obtain approval for the installation.
- .5 Formal Project Scheduling
  - .51 Requests for scheduling of Information Technology Department support activities will require formal approval if the project requires participation of personnel or the scope of command of the requestor. The request should be part of an approved operational plan. In general, any change to applications used by Field Operations should include the same level of implementation planning and approval as Operational Plans.



412 Language Proficiency

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- .52 Formal approval consists of approval of the plan by the Fire Chief.
- .53 Requirements for approval include a task list with assigned target dates, and approval or acceptance of the task assignments by all assignees. The minimum tasks for a project must include the initial definition and development of any databases or programs, announcements of the project and its schedule, practice database installation by Information Technology Department Staff, user training, announcement of the project implementation, and implementation of the application.
- .6 Service Desk Function
  - .61 System passwords (System, Windows, Callback, and Webmail/Email) can be reset by calling the IT Service Desk at 918-596-7070. After city business hours leave a voicemail at the Service Desk number for assistance. Please note that system passwords that are entered incorrectly and lock, will unlock after a period of approximately 30 minutes. Expired System passwords will require action from the Service Desk.
  - .62 Target Solutions passwords are reset by notifying the Training Chief during normal business hours.
  - .63 ESO passwords are reset by notifying the EMS Division at 918-596-1747.
  - .64 FIREHOUSE passwords are reset by calling the Service Desk during normal business hours. After city business hours leave a voicemail at the Service Desk number for assistance.
  - .65 Maintenance or problems with computer systems or software are resolved by notifying the Service Desk at 918-596-7070 during business hours. After city business hours leave a voicemail at the Service Desk number for assistance.

412 Language Proficiency

- .1 Listening: Must be able to understand short, learned utterances / signs, and some sentence-length utterance / signs, particularly where context strongly supports understanding and speech, or signs are clearly seen or heard. Comprehends words and phrases or signs from simple questions, statements, high-frequency commands, and courtesy formulae. May require repetition, rephrasing, and/or slowed rate of speech / sign for comprehension.
- .2 Speaking / Signing: Must be able to communicate basic exchanges by relying heavily on learned utterances / signs but occasionally expanding these through simple recombination of their elements. Can ask questions or make statements



412 Language Proficiency

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involving learned material. Show signs of spontaneity to consist of learned utterances / signs rather than of personalized, situational adapted ones. Vocabulary centers on areas such as basic objects, places, and most common kinship terms. Pronunciation may still be strongly influenced by first language. Errors are frequent, and, in spite of repetition, some will have difficulty being understood even by sympathetic interlocutors.

- .3 The process of qualifying for the language incentive will consist of communicating through a series of scenarios based on normal firefighter duties. Once certified, each member electing to continue to receive the incentive shall recertify every two (2) years.
- .4 A member who desires to certify for the language incentive shall notify the Administrative Chief who shall make arrangements for certification.

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
IAFF Representative



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