



POLICIES AND
PROCEDURES
MANUAL

(Updated April 27, 2018)

TABLE OF CONTENTS

INTRODUCTION	
Mission Statement	ii
Vision Statement	ii
Goals	ii
CERTIFICATION	Section 1
91-4 Adverse Impact Analysis	
02-1 Currently Certified Individuals Not Negatively Affected by National Accreditation	
02-2 Requesting IFSAC Seals on Previously Issued Certifications/ Re-challenging examinations	
02-3 Commission Shall Adopt New Standards within 3 Years of Revision 05-4 No Undue Influence on Certification Program	
05-5 Non-Discrimination	
12-1 Authorized Personnel to Administer Examinations	
12-4 Written Examination Test Composition	
13-1 Written Examinations for Commission Members and Employees	
15-1 Fire Officer Certification Levels to Require Approved Courses	
15-2 Fire Instructor Certification Levels to Require Approved Courses	
16-1 Written Exam Procedures	
16-2 Progression in Certification Testing	
16-3 Auditing of Testing Procedures	
18-1 Cognitive Test Item Validation and Development	
PRACTICAL EXAMINATIONS	Section 2
06-4 Skill Sheet Availability	
12-2 Required Training for Evaluators	
12-3 Practicals Based Upon Skill Sheets	
12-5 Live Burn Evaluator Requirements	
12-6 Practical Evaluator Level of Protection	
EDUCATIONAL INCENTIVE & IN-SERVICE TRAINING PROGRAM	Section 3
88-1 Fire Chief Invited to Commission Meeting When His Department's Program is Discussed	
96-6 Hazardous Materials Instructors	
GENERAL/MISCELLANEOUS	Section 4
93-4 Letter of Condolence to the Family of Firefighter Killed in the Line of Duty	
95-8 Regional Commission Meetings	
99-8 Waivers Journal	
05-1 Commission Meeting Operations	
05-2 Director Included in All Meetings That Commission Members Have With State Officials	
05-3 Commission Members Conflict of Interest Policy	
06-2 Allegations & Investigations	
06-3 Audits	

- 06-7 Examination Statistical Date
- 07-1 Replacement of Certificates

INTRODUCTION

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

GOALS:

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

SECTION 1

CERTIFICATION

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

Original Motion by: Smith
Last Amended:

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

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

Original Motion by: Brown
Last Amended:

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

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

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

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

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

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

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

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

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

Original Motion by: Brown
Last Amended:

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

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

Original Motion by: Lowe
Last Amended:

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

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

Original Motion by: Lowe
Last Amended:

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

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

Original Motion by: Sorge
Last Amended:

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

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

Original Motion by: Vance
Last Amended: February 18, 2016

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

Amended February 18, 2016

In accordance with Chapter 0360-04-01-.03, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that the test generation for written exam shall be completed by one of the following options:

Option 1 Test shall be generated at random from the select test bank (s).

Option 2 Test shall be generated by counting the number of objectives and then dividing that number into the numbers of test items. For example if there is 10 objectives within a test bank and you are making a 100 item written exam, you would select 10 test items if they are available at random from each objective.

Practical Exams

Practical exam item selection where required will be accomplish by loading all items into LXR or other means and then selecting at random the number of required skills from each section or group for said level. These may be done at regular intervals and placed in groups for coordinators to select from for contractors and other test events.

Test Item Construction

Written test items will come from test banks purchased or provided by third parties. In circumstances where

Test items are not available by a third party, subject matter experts will develop test items under commission supervision in order to maintain test security.

Policy Number 13-1

Adopted: March 20, 2013

Subject: Testing For Commission Members / Employees

In the administration of written examinations for certifications awarded by the firefighting commission, a commission member shall be present during the performance of the written examinations of other commission members, commission employees, commission contractors, full time TFACA instructors, and any supervising employees of the Department of Commerce and Insurance with responsibility over the firefighting commission.

Original Motion by: Vance

Last Amended: February 3, 2017

Policy Number 15-1

Adopted August 25, 2015

Subject: Fire Officer Certification Levels to Require Approved Courses

In accordance with Chapter 0360-04-01-.06, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that Fire Officer I – III to the new standard, moving Officer I out of the written test environment and requiring course work for all Officer Levels beginning January 1, 2016. Allowing anyone in the process of Officer certification testing has six months to complete the level.

Original Motion by Sorge

Last Amended:

Director's Note: Based upon research of the minutes of previous commission meetings dating back to 2009 and a side by side comparison of the 2009 and 2014 Standard for Fire Officer (1021), the Commission will accept the following courses that have been approved by the Commission for certification testing requirements:

TFACA Fire Officer I taught since August 23, 2010

TFACA Fire Officer II taught since August 23, 2010

TFACA Fire Officer I & II Combine taught since August 23, 2010

TFACA Fire Officer III taught since December 1, 2009

TFACA Fire Officer IV taught since December 16, 2011

Chattanooga Fire Department Fire Officer II taught since March 8, 2012

Cleveland Fire Department Fire Officer I taught since November 18, 2015

Jackson Fire Department Fire Officer I taught since July 1, 2015

Applicants must submit proof of course attendance as a prerequisite to testing.

Policy Number 15-2

Adopted August 25, 2015

Subject: Fire Instructor Certification Levels to Require Approved Courses

In accordance with Chapter 0360-04-01-.06, it is the Policy of the Tennessee Commission on Fire Fighting Personnel Standards and Education that to require course work for Fire Department Instructor I, 2 and 3 levels beginning July 1, 2016. Allowing anyone in the process of Instructor has six months to complete the level.

Original Motion by Finucane

Last Amended:

Director's Note: Based upon research of the minutes of previous commission meetings dating back to 2009 and a side by side comparison of the 2007 and 2012 Standard for Fire Instructor I (1041), the Commission will accept the following courses that have been approved by the Commission for certification testing requirements:

TFACA Fire Instructor I and II taught since April 28, 2010

Policy Number 16-1

Adopted February 18, 2016

Subject: Written Examination Procedures

Original Motion by Sorge

Last Amended:

WRITTEN EXAMINATION PROCEDURES

Each Proctor will have specific rules and policies based on testing sites selected across the state regarding examination procedures, however, the following procedures shall apply to all examinations:

PRE-TEST PROCEDURES (Proctor)

1. Registration and supporting documentation must be submitted into the Acadis system a minimum of two weeks prior to the scheduled examination.
2. Testing Event, Roster/Sign In Sheet information:
 - Prior to testing event:***
 - Proctor/Fire Coordinator will receive testing event roster from the Commission a minimum of 48 hours prior to testing event.
 - Upon receiving the testing event roster, Proctor/Fire Coordinator will contact the host facility representative to touch base to make sure the testing facility is adequate and prepared for the number of participants listed on the testing event roster.
 - The department hosting the written examination will provide a facility adequate to administer the examinations with: (a) proper lighting, (b) sufficient space, (c) sufficient seating in a classroom setting with tables and chairs, and (d) a climate controlled, indoor - quiet environment.
 - At the discretion of the Proctor, if a large number of candidates are testing, the host department will provide a competent/qualified person (officer or training division personnel) to assist with monitoring and/or proctoring the examination.
 - If the host facility is unable to meet these obligations, an alternate facility must be acquired, immediately.
 - If the host facility is unable to find an alternate facility in time for the testing event, and the Proctor/Fire Coordinator feels that the original facility is not appropriate to administer the test, as a last resort, he/she may cancel the entire examination.
 - At Testing Event – Pre-Test Procedures:***
 - Proctor/Fire Coordinator – utilizing the Testing Event Roster (for candidates testing on that day, for that testing event) - will:
 - Verify candidate's government issued photo ID and check appropriate area.
 - Have the candidate verify their information on the roster is correct (name, department represented, test name, and PSID number).
 - Candidate must sign the roster and provide a current email address.
 - Remind candidates to remove items that are not allowed in the testing area.***
3. A PowerPoint presentation is provided to the Proctors by the Fire Commission Office to aid the Proctor in presenting the testing instructions to the candidates.
4. Each proctor will review the testing process information with the candidates via the PowerPoint presentation. In the event the facility does not have the appropriate equipment to display a PowerPoint presentation, or the equipment is not functioning, the Proctor must give an oral presentation of the testing instructions.
5. After each candidate has completed the test, they must hand in their test booklet, answer sheet, and any scratch paper utilized. They must also return any borrowed pencils, calculators, NAERG books or dictionaries. Upon receipt of the testing materials, the Proctor/Fire Coordinator must verify that they received the test booklet and the answer sheet, and that the information on the answer sheet (name, birth date, PSID #, type of test and version of the test) is correct and the corresponding bubbles are darkened in. Once this is verified, the Proctor/Fire Coordinator will place their initials in the "RT" column next to the candidate's name.

TESTING RULES AND PROCEDURES (Proctor and Candidate)

1. Registration and supporting documentation must be submitted into the Acadis system a minimum of two weeks prior to the scheduled examination.
2. Examinations will start on time. No one will be admitted after the scheduled test time. No Exceptions.

3. Each candidate must sign in on the roster when their name is called, present a government issued photo ID, and verify the information provided on the sign in sheet in order to be allowed to take a certification examination. The Proctor must initial or check off the area indicated for verification of government issued photo ID.
4. The Proctor will have #2 lead pencils, a calculator(s), a NAERG(s) and a dictionary available for use for those participating in the testing process. **TESTING CANDIDATES SHALL NOT USE THEIR OWN CALCULATOR, NAERG OR DICTIONARY.** Provided reference materials shared at a testing event, such as a dictionary, NAERG or a calculator, must be cleared or closed when passing to another candidate. No scratch paper, etc. shall be left in the reference books. The testing Proctor will monitor the sharing of reference materials for testing integrity compliance.
5. **THE FOLLOWING ITEMS ARE NOT ALLOWED INTO THE TESTING AREA:** cell phones, watches, cameras (hand- held or miniature), hats, coats, purses, backpacks, water bottles, sun glasses, and fire ground turnout gear (coats, helmets, boots, etc.). The candidate must leave these items outside the testing environment in areas such as: your car, locker, or station house. Car keys must remain in your pockets during the testing process. Books/manuals, papers, notes, calculators, NAERG's, etc. belonging to the department or individuals who will be taking examinations are also not allowed in the testing area. **Testing materials will not be distributed to any candidate possessing any of these items.**
6. If a candidate is on-duty during the examination and must leave his/her communication device on, if it goes off or sends a signal/alarm for that candidate to respond, the candidate is to leave the room immediately and their test is over. The candidate cannot return and resume the testing process, even if the call is canceled. Once you leave the room, your test is over. His/her test will be scored based on the answer sheet handed in.
7. On-duty candidates who must leave the room to answer an emergency call will have to retest on another date.
8. Candidates will be allowed one (1) restroom break **FOR NO MORE THAN THREE (3) MINUTES.** Candidates may leave the room only one at a time after obtaining permission from the Proctor. The Proctor will inform the candidate of the official time for the restroom break and notate this time on the roster next to the corresponding candidate's name. The candidate is to place his/her testing paperwork face down on the desk/table while out of the room. Any candidate who's restroom break extends beyond 3 minutes or takes more than one restroom break, will not be allow to continue in the testing process and will have to reschedule for another date.
9. The Proctor will distribute the examination in a method suitable to him/her. The Proctor will administer the testing process/information to the candidates with the assistance of a PowerPoint presentation providing the necessary equipment is available and functioning. Following the directions of the Proctor, all candidates will complete the information section on the Answer Sheet (Bubble Sheet). Exams will be graded to the test I.D. and version provided by the individual. The Proctor will verify the Test I.D. and version on the score sheet and the exam when turned back in.
10. There is to be no talking after paperwork has been handed out except when the Proctor asks if there are any questions.
11. Once all instructions have been completed, the testing will begin and the candidates will have 3 hours to complete the test. A countdown clock will be initiated on the screen (when available) to assist the candidates on the time remaining.
12. Upon completion of the examination, a candidate shall turn in the test, answer sheet, any additional paperwork, scratch paper, pencils, calculators, dictionary and NAERG's used during the examination, and leave the examination area immediately. The proctor will initial the corresponding area on the sign in sheet indicating that the candidate's test and answer sheet were returned.

Policy Number 16-2
 Adopted February 18, 2016
 Subject: Progression in Certification Testing

Original Motion by Naifeh
 Last Amended:

Progression in certification testing is defined as: The 30-day waiting period is only in effect for those dependent levels of certification that require a requisite level of certification prior to testing at the desired level. Example: A test applicant must wait 30 days between Fire Instructor I and Fire

Officer I because Fire Instructor I is a prerequisite for Fire Officer I. However, the applicant could test on the same day at different test events for both Airport Firefighter and Fire Officer I if the applicant meets the prerequisite requirements for each level. This is allowed because neither level is dependent on the other.

Policy Number
Adopted June 30, 2016
16-3 Auditing of Testing Procedures

Original Motion by Kerley
Last Amended:

The following procedures are in place for quality control.

1. Auditing of testing procedures shall be conducted by the staff of the TFFC or its appointed representatives.
2. Auditing of testing procedures shall include direct observation of practical skills tests and written tests.
3. Auditing of testing procedures shall be randomly conducted.
4. Audits shall be conducted without prior notification to the contractor/proctor.
5. An audit form shall be provided by the TFFC office.
6. The audit shall take place according to the following procedures;
 - a. The Auditor may arrive at the test site prior to beginning of test.
 - b. The Auditor shall identify himself/herself to the contractor/proctor immediately upon arrival and shall inform contractor/proctor as to purpose of visit.
 - c. The Auditor shall determine whether the test intruments (written and/or practical) are the correct ones for the event per the test roster.
 - d. If practical testing is being conducted the auditor shall determine that all necessary equipment is available and the location meets the commission requirments.
 - e. The Auditor shall remain at test site as long as necessary to determine that all TFFC testing procedures are being followed.
 - f. The Auditor shall discuss all audit findings with the contractor/proctor.
 - g. Non-compliance with testing procedures may subject the contractor/proctor to suspension, revocation, or denial as outlined by the TFFC.

Rule Reference 0360-04-01-.03

Policy: 18-1 Cognitive Test Item Validation and Development

This policy is intended to provide guidance in the development and local validation of written test items.

1. The validation process should be performed by a team consisting of persons certified at the level being validated and preferably holding Fire Service Instructor II certification along with the Accreditation Coordinator.
2. Purchased and acquired test must be locally validated per both IFSAC and Pro Board requirements.
3. A copy of the applicable NFPA standard in effect must be available along with the text book approved by the commission for the testing of certification at that level.
4. When using acquired test banks:
 - A. First verify the question is applicable to its specific JPR. Acquired (3rd Party) test items maybe incorrectly categorized.
 - B. Ensure the test item is keyed to the correct answer. Acquired test banks have items that maybe keyed incorrectly.
 - C. Locate the test item information in the text book. If the item is not found, the test developer may rewrite the test question to reflect the text reference pertinent to the specific JPR.
 - D. Review the wording of the question and amend as necessary according to the guidelines in Item 5 below.
 - E. Note the text book and page number in the notes section for each item.
 - F. Ensure each JPR has a minimum of one (1) test item.
 - G. The more items for each JPR, the greater the validity.
 - H. Fill in the correlation matrix(s) ensuring each JPR is addressed.
5. When developing test items:
 - A. Questions should be as concise as possible and avoid unnecessary words.
 - (1) The stem and each distractor should each be 15 words or less (when possible).
 - B. Terminology, except for specific technical terms in the references, should be simple and straight forward.
 - C. Avoid long sentences. It is better to use multiple short sentences or bullet items if explanation or a scenario description is required.

- D. Questions are limited to multiple choice and matching types.
- E. Questions that incorporate pictures, illustrations, or graphics are particularly useful but are sometimes distorted when printed.
- F. Questions should be as directly reflected to the Text book content as possible.
 - (1) Pictures, illustrations, or graphics used should be the same as those on Text book.
- G. In multiple choice questions, it is acceptable to use “All of the above” or “Both B and C” as correct answers. If this tact is used, there should also be questions where “All of the above” or “Both B and C” are available answers but not the correct answer.
 - (1) Avoid using “None of the above” as a distractor.
 - (2) Multiple choice questions should have three (3) distractors and one (1) correct answer.
 - (3) Ensure the scramble feature is activated appropriately if using “All of the above” or “Both B and C”.
- 6. It is useful to highlight the items on Text book pages during the validation process to reflect where information for test items is found.
 - A. After completion of the validation observe areas in the curriculum that are not covered with test items and develop test items to fill in gaps.
 - (1) This improves validity.
 - B. Ensure text books with highlighting are returned to commission personnel and are not released to public view.
- 7. Run spell check after validation or review.
- 8. Validation team members’ names must be notated on the reference page at the end of the bank, along with any pertinent information concerning the test bank.
- 9. Save the bank under an appropriate title reflecting when the bank was validated.

SECTION 2

PRACTICAL EXAMINATIONS

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

Original Motion by: Cash
Last Amended:

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

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

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

Original Motion by: McCormack
Last Amended:

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

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

Original Motion by: Vance
Last Amended:

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

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

Original Motion by: Vance
Last Amended:

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

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

Original Motion by: Sorge
Last Amended:

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

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

Original Motion by: Vance
Last Amended:

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

SECTION 3

EDUCATIONAL INCENTIVE PAY & IN-SERVICE TRAINING PROGRAMS

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

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

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

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

Original Motion by: Caldwell
Last Amended:

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

SECTION 4

GENERAL MISCELLANEOUS

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

Original Motion by: Gibbons
Last Amended: Subject:

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

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

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

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

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

Original Motion by: Cash
Last Amended:

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

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

Original Motion by: Lowe
Last Amended:

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

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

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

Original Motion by: Lowe
Last Amended:

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

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

Policy Number: 05-3
Adopted: March 15, 2005
Subject: Commission Members Conflict of Interest Policy

Original Motion by: Lowe
Last Amended: November 29, 2017

In order to avoid any appearance of conflict of interest or undue influence, it shall be the operating Policy of the Commission that a Commission Member shall abstain from voting on any issue brought before the Commission by an entity that said Commission Member has received any form of compensation from within the previous twelve (12) months. Upon first appointment to and annually thereafter while serving on the Commission, each Commission Member shall complete and sign conflict of interest and conflict disclosure forms as provided by the Division of Fire Prevention. Additionally, the completed forms shall be forwarded to the Department of Commerce and Insurance's Director of Human Resources and a copy of the forms shall be kept by the Director of the Commission on Firefighting Personnel Standards and Education.

Policy Number: 06-2
Adopted April 27, 2006
Subject: Allegations and Investigations

Original Motion by: Lowe
Last Amended: Sept 13, 2007

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

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

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

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

Original Motion by: Lowe
Last Amended:

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

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

Original Motion by: Vance
Last Amended:

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

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

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

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

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

Original Motion by: Farley
Last Amended:

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

SECTION 5

CODE OF ETHICS

For

TENNESSEE COMMISSION ON

FIRE FIGHTING

PERSONNEL STANDARDS AND EDUCATION

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

I. Requirements

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

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

II. General

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

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

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

Commission Members, Staff and Field Representatives:

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

III. Conflict of Interest

Commission Members:

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

Commission Staff:

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

Field Representatives:

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

IV. Open Communication and Involvement of Commission and the Public

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

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

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

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

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

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

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

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

V. Misuse of position

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

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

VI. Reporting

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

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

VII. Meetings

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

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