



April 13, 2020

Recruit Robert A. Long, EID 79305  
Fire Recruit Class 112  
Memphis Fire Services Training Academy

Dear Recruit Long:

Subject: Oral Reprimand

Fire Recruit Class 112 telecommuted from home, with pay, from March 26 through April 8, 2020, while quarantined due to the Coronavirus (COVID19). Since on-site instruction was not possible during this period, lessons were delivered to the recruits through on-line technology to continue the learning process and maintain the schedule of the fire recruit training program. Recruits were issued assignments with completion deadlines. You failed to complete your work by the deadlines. Based on these facts, you are charged with violating Memphis Fire Services Training Academy Recruit Rules and Regulations, Section 25. Academic and Skill Performance Measures, Rule 2 that reads in part:

2. Graded Homework Assignments

- b. The recruit will be expected to complete the homework assignment on time.

I held an administrative investigation and hearing at 0940 hours, April 13, 2020, regarding your failure to complete the work assigned you from March 26 through April 8, 2020. Present were me, Battalion Chief Gerald E. Crawford, Lieutenant Michael Hudson, and you, Recruit Robert A. Long.

During the administrative hearing, you confirmed having a copy of the Memphis Fire Services Training Academy Recruit Rules and Regulations and stated that you are familiar with them. You acknowledged knowing you were to complete all the assigned work by the deadlines while under COVID19 quarantine. You stated you did prepare to complete your work assignments and understood the material and instructions given. You said you plan to complete all future work assignments. You stated what you would do differently, considering this incident, is stay on top of your assignments and check your emails. You added that you did not get one email on March 30, 2020, and it may have been the Chapters 18 and 19 assignments. You are under no progressive disciplinary action currently. You said your intention for the remainder of the recruit training program is to stay on top of your work.

Based on the information gathered during the administrative investigation and hearing and the fact you did not complete your work by the deadlines while on COVID19 quarantine, I find you violated the above stated rule. This is a serious violation carrying the weight of a test failure.

Recruit Robert A. Long, EID 79305  
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April 13, 2020

This is your first test failure so this letter serves as an **Oral Reprimand** to be placed in your personnel file for six (6) months and then removed provided you are not involved in any progressive disciplinary action of the same nature.

Effective immediately, you are expected to improve your preparation for all upcoming homework assignments and to complete them on time. You must realize the seriousness of your actions. You are expected to learn a vast amount of basic firefighter information to successfully complete the recruit training program and to prepare yourself for the job as a firefighter. Additionally, you will be tested on this information by the state on the mandated firefighter written and skills practical examinations. You must pass these state examinations to continue your employment with the Division of Fire Services. Furthermore, you are expected to follow all rules of the Memphis Fire Services Training Academy Recruit Rules and Regulations.

Please be aware that upon a second test failure, you will be subject to a Written Reprimand. A third test failure while in the recruit training program will require you meet with a member(s) of the Division of Fire Services command staff to determine if you will be allowed to continue in the fire recruit training program.

The Memphis Fire Department Training Bureau staff stands ready to assist you in your development as an employee of the Division of Fire Services.

Sincerely,



Gerald E. Crawford, Battalion Chief  
Fire Training Bureau  
Division of Fire Services

c: Director Gina Y. Sweat  
Deputy Director Hope Lloyd  
Deputy Director Colin Burress  
Deputy Chief Dale K. Lock  
Division Chief Kenneth E. Newton  
Fire Training Bureau  
Fire Personnel  
City Personnel



## Memphis Fire Department Training Academy

### Notification of Administrative Investigation and Hearing

Date: April 13, 2020

Date of Occurrence: April 9, 2020

Time of Occurrence: 0700 hours

Rank and Name: Robert A. Long

Employee ID #: 79305

Company Assignment: Fire Recruit Class 112 – MFD Training Academy

This letter is to inform you of an investigation of your possible violation(s) of Division of Fire Services Operations Manual, City of Memphis Personnel Manual, and/or Memphis Fire Services Training Academy Recruit Rules and Regulations as shown below:

#### Recruit Rules and Regulations, Section 25. Academic and Skill Performance Measures, Rule 2

Brief Statement of Particulars: You failed to complete the homework assignments, including quizzes and workbook lessons, assigned to you from March 26 through April 8, 2020, by the designated deadlines while Recruit Class 112 telecommuted from home with pay due to the Corona Virus 19 Pandemic quarantine.

An administrative hearing will be held at the Memphis Fire Department Training Academy in Classroom 131 concerning this investigation on April 13, 2020, at 0940 hours. At this hearing you are not entitled to union representation. The results of this investigation and hearing could lead to disciplinary action being taken against you, up to and including termination.

Handwritten signature of Robert A. Long in black ink.

Signature of Individual Being Investigated

Handwritten signature of the Presiding Investigative Officer in blue ink.

Presiding Investigative Officer

Handwritten signature of the Officer Delivering Notification in black ink.

Signature of Officer Delivering Notification

4/13/2020  
Date

0940  
Time



**ADMINISTRATIVE HEARING FOR INCOMPLETE HOMEWORK ASSIGNMENT**  
**RECRUIT ROBERT A. LONG - EID 79305 - RECRUIT CLASS 112**  
**APRIL 13, 2020**  
**QUESTIONS AND ANSWERS**  
**PAGE 1 OF 2**

1. State your name, rank and assignment for the record.

**Answer: Robert A. Long, Fire Recruit, Recruit Class 112**

2. Have you been employed with the Division of Fire Services since March 2, 2020?

**Answer: Yes sir.**

3. According to the Memphis Fire Services Training Academy Recruit Rules and Regulations, all recruits are responsible for reading and adhering to the rules and regulations that govern recruit training. Have you made yourself aware of these rules?

**Answer: Yes sir.**

4. Were you issued a copy of the Memphis Fire Services Training Academy Recruit Rules and Regulations?

**Answer: Yes sir.**

5. Are you familiar with the rules, regulations, policies, and procedures you are charged with violating?

**Answer: Yes sir.**

6. Were you aware that you were expected to complete all the homework assignments, including quizzes and workbook lessons, assigned to you from March 26 through April 8, 2020, by the designated deadlines while Recruit Class 112 telecommuted from home with pay due to the Corona Virus 19 Pandemic quarantine?

**Answer: Yes sir.**

7. Did you make prior preparation for completing your homework assignments?

**Answer: Yes sir.**

8. Did you understand the material and instructions that were given?

**Answer: Yes sir.**



**ADMINISTRATIVE HEARING FOR INCOMPLETE HOMEWORK ASSIGNMENT  
RECRUIT ROBERT A. LONG - EID 79305 - RECRUIT CLASS 112  
APRIL 13, 2020  
QUESTIONS AND ANSWERS  
PAGE 1 OF 2**

9. What are your plans for completing your future homework assignments?

**Answer: Doing and completing everything.**

10. Considering this incident, what would you do different?

**Answer: Stay on top of my assignments and check my emails.**

11. Would you like to add anything during this hearing that you feel has not been addressed?

**Answer: I didn't get one email on March 30<sup>th</sup> – maybe Chapters 18 and 19?**

12. Are you presently under any progressive disciplinary action for any other incident?

**Answer: No sir.**

13. What are your intentions for the remainder of recruit training?

**Answer: Stay on top of my work.**

Union Representation: Recruits are not eligible for union representation.

Present at the Hearing: Recruit Robert A. Long  
Battalion Chief Gerald E. Crawford, Presiding Officer  
Lieutenant Michael Hudson

MF

Search Person Transfer

## Transfer Long, Robert Adam : Review



Name Long, Robert Adam  
Assignment Number E79305  
Position Recruit.Fire...130701.00297  
Location 139010-Fire Battalion #10

Person Number 79305  
Job Fire Recruit  
Department 130701-Firefighting  
Manager Harrison, Johnny Bernard Jr

## Basic Details

Transfer Date 3/2/2021

Transfer  
Action TransferTransfer  
Reason

## Job Details

Attribute	Current Value	Proposed Value
Position	Recruit.Fire...130701.00297	Private.Fire.II..130701.00508
Job	Fire Recruit	Fire Private II
Grade	Spec Mkt 3.00B	Fire.20

00904

## Work Measure Details

## Current Value

Value	Unit
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## Proposed Value

Value	Unit
1	Full-time equivalent

## Location Details

Attribute	Current Value	Proposed Value
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## Manager Details: Assignment

## Current Value

Name	Assignment Number	Assignment Status	Type
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## Proposed Value

Name	Assignment Number	Assignment Status	Type
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## Grade Step Details

## Current Value

Grade Ladder	Grade	Step	IncrementNumber
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## Proposed Value

Grade Ladder	Grade	Step	Increment Number
Fire 20 Ladder	Fire.20	Fire20_1-2Yrs	

## Collective Agreement

Attribute	Current Value	Proposed Value
Bargaining Unit	9999 - Non-represented	1784 - IAFF

## Direct Reports

## Direct Reports Details

Manage Direct Reports Effective Date 3/2/2021

Manage Direct Reports Action Manager Change

Manage Direct Reports Reason Transfer of Manager

[Add Direct Reports](#)

Direct Report	Current Manager	Proposed Manager	Proposed Manager Type
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## Compensation Details

	Current Value	Proposed Value
Start Date	3/2/2020	3/2/2021
End Date	3/1/2021	
Action	Hire	Transfer
Action Reason		
Salary Basis	Biweekly	Biweekly
Salary Amount	1,385.21 USD Biweekly (1,385.21 USD)	1,978.01 USD Biweekly (1,978.01 USD)
Conversion Rate	1.00	1.00
Adjustment Amount		592.80 USD
Adjustment Percentage		42.79
Annual Salary	36,015.46 USD	51,428.26 USD
Annualized Full-Time Salary	36,015.46 USD	51,428.26 USD
Next Salary Review Date		
Grade Name	Spec Mkt 3.00B	Fire.20
Salary Range		
Compa-Ratio		
Salary Range Position		
Quartile		
Quintile		

## Other Compensation

[Proposed Compensation](#)

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status
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[Current Compensation](#)

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status
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## Roles

[Added Roles](#)

Role Name	Provisioning Method
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## Comments

3/16/2021 11:28 AM Marg  
EMPLOYEE  
COMPLETED 1  
YEAR,  
POSITION  
CHANGE TO  
FIRE PRIVATE II  
(1-2 YRS)  
RETRO PAY  
ATTACHED

## Attachments

CLASS #112-...  
CLASS-112- R...



EFF:3/2/2021  
MCF:3/16/2021

Approvers

# RETRO PAY CALCULATION FORM

Employee Name

**ROBERT LONG**

Employee  
Number

**79305**

**CLASS-112 (3/2/2020)**

Prepared by

**MARGARET FERGUSON**

Division  
/Svc Ctr

**FIRE**

## SALARY INCREASE ( PRIVATE II 1 YEAR)

EFFECTIVE DATE(S) -OR- PAY PERIOD	OLD HOURLY RATE	NEW HOURLY RATE	NUMBER OF REGULAR HOURS (STRAIGHT TIME)	NUMBER OF OVERTIME HOURS (TIME AND A HALF)	REGULAR DIFFERENCE	OVERTIME DIFFERENCE	REGULAR PAY	OVERTIME PAY
3/2/2021- 3/12/2021	\$12.3679	\$17.6608	80	21.5	\$5.2929	\$7.9394	\$423.43	\$170.70
3/13/2021- 3/26/2021	\$12.3679	\$17.6608	112		\$5.2929	\$7.9394	\$592.80	\$0.00
3/27/2021- 4/9/2021	\$12.3679	\$17.6608	112		\$5.2929	\$7.9394	\$592.80	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
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					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
					\$0.0000	\$0.0000	\$0.00	\$0.00
TOTAL RETRO PAY							\$1,609.04	\$170.70
							TOTAL REGULAR PAY	TOTAL OVERTIME PAY
							\$1,779.74	

Compensation Approval \_\_\_\_\_

Date \_\_\_\_\_

Data Mgmt Entered \_\_\_\_\_

Date \_\_\_\_\_



Employees of the City of Memphis have a legal and ethical duty to safeguard individual identifiable information and protected health information. Employees must maintain the confidentiality of all individual identifiable information and protected health information which includes information included within the City's computer systems.

### CONFIDENTIALITY AGREEMENT

In the course of my work at the City of Memphis, I may come into possession of confidential individual identifiable information. I understand that individual identifiable information includes, but is not limited to, information of my family, friends, co-workers, clients, and myself and:

I will hold in the strictest confidence all individual identifiable information that I become aware of by sight, hearing or otherwise as part of my employment with the City of Memphis.

1. I will not disclose any individual identifiable information with anyone who does not have a right to know the information including family, friends, coworkers or clients.
2. I will not access any individual identifiable information for any reason that is outside the scope of my employment at the City of Memphis.
3. I will not discuss individual identifiable information in any public or common areas (e.g. in hallways, elevators, break room, cafeteria, public transportation, restaurants, or social events) where others can overhear.
4. I will not discuss individual identifiable information on any social media such as blogs, podcasts, websites, and discussion forums (i.e. Facebook, YouTube, Twitter, LinkedIn, Whiteboard, Text and Instant Messaging).
5. I understand that I cannot discuss individual identifiable information in public or common areas, while on or off work, even if the individual's name is not used.
6. I will not make inquiries into any records or files on behalf of other City personnel who do not have the right to obtain the information.
7. I will not inform another person of my computer password or use another person's computer password for any reason.
8. I will not make any unauthorized transmissions, inquiries, modifications, or purge any data from the City's computer system.
9. I agree to log off, lock or shutdown my computer terminal prior to leaving it unattended.
10. I agree to clear my workstation of individual identifiable information at the end of each day.
11. I agree to inform my manager, supervisor, or other appropriate personnel of any privacy or security breach I become aware of or observe.
12. I will safeguard my computer user ID and password(s) that are used to access City of Memphis computer systems and my City of Memphis badge that is used to enter City property.
13. I understand that violation of this agreement may result in corrective action, up to and including suspension or termination of my employment with the City of Memphis.

My signature below indicates I have read this agreement, understand its terms, and I agree to abide by all City of Memphis policies concerning the security and privacy of confidential information.

Signature of Employee Robert Lang Date 3/24/2020

Print Name Robert Lang

cc: Personnel Record



## Learning Objectives HIPAA TV 2.0

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Describe the basic legal and ethical obligations under HIPAA.</li> <li>• Identify what information would be considered protected health information (PHI) and list several examples of PHI in EMS.</li> <li>• Describe the three main "TPO" purposes for which you are permitted to use and disclose PHI under HIPAA without the patient's permission.</li> <li>• Describe the "minimum necessary" rule and what it means in different contexts.</li> <li>• Describe how and when the Notice of Privacy Practices (NPP) should be given to the patient.</li> <li>• Describe when and how you would obtain the patient's acknowledgement of receipt of the NPP.</li> <li>• Identify the name of your Privacy Officer and generally describe the role of this individual.</li> <li>• Name and describe the basic rights that HIPAA grants patients regarding their PHI and your organization's duties to fulfill those rights.</li> <li>• Identify individuals who could act as the patient's representative under HIPAA.</li> <li>• Describe how you would handle situations where you are unsure about whether you can use or disclose PHI.</li> <li>• Describe what your obligations are regarding reporting suspected HIPAA violations.</li> </ul> | <ul style="list-style-type: none"> <li>• Describe how you can share PHI and the parties with whom you can share PHI while treating patients.</li> <li>• Give an example of an "Incidental disclosure" and describe the general rule under HIPAA regarding these types of disclosures.</li> <li>• Describe when and how you may release PHI to law enforcement.</li> <li>• Describe the rule under HIPAA regarding disclosures of PHI to the media.</li> <li>• Describe the general rule under HIPAA regarding sharing PHI through the internet, texting or other means.</li> <li>• Describe when you can share PHI with relatives, friends and other individuals who are involved in the patient's care.</li> <li>• Describe when and how you may share PHI with other healthcare providers that are involved in the patient's care.</li> <li>• Describe the procedure that should be followed when individuals call to request information regarding a bill for ambulance services.</li> <li>• List several security measures that your organization can take to protect electronic PHI on computers, laptops, ePCRs, and other devices.</li> <li>• Describe your duty with respect to protecting electronic PHI and the security measures that are implemented to safeguard it.</li> </ul> |
|---|--|



**CITY OF MEMPHIS  
FIRE SERVICES DIVISION  
FIRE RECRUIT, FIRE PRIVATE II LATERAL, and FIREFIGHTER PARAMEDIC LATERAL  
EMT / AEMT / PARAMEDIC CERTIFICATION AND RECERTIFICATION AGREEMENT**

**I. INTRODUCTION**

The City of Memphis Fire Services Division is committed to providing the highest quality of first aide, pre-hospital care, and emergency assistance to all citizens of Memphis. Therefore, it is the policy of the Fire Services Division to require the following of all Fire Suppression employees hired after January 1, 2015, based on their designation at hire.

**II. EMPLOYMENT DESIGNATION AND COMPELTION REQUIREMENTS**

Following are the hiring designations and related training and licensure requirements for Fire Recruit, Fire Private II Lateral and Firefighter Paramedic Lateral (hereinafter "Fire Recruit/Lateral Trainee").

☐ I, Robert A. Long, am to be hired for the position of Fire Fighter EMT, AEMT, and Paramedic. RAL initials

1. Fire Recruit/Lateral Trainee will be required to complete the coursework / testing and become licensed by the State of Tennessee as a Paramedic within the below listed timeframes from the date of employment based on their State of Tennessee emergency medical licensure level at the time of employment and must maintain their Paramedic license as a condition of continued employment, after attaining the step EMS license levels listed below where applicable.
2. Fire Recruit with no emergency medical license by the State of Tennessee or any other state must be licensed by the State of Tennessee as an Emergency Medical Technicians (EMT) within their first twelve (12) months of employment, as an Advanced Emergency Medical Technician (AEMT) within their first twenty-four (24) months of employment, and as a Paramedic within their first forty-eight (48) months of employment and must maintain such license as a condition of continued employment.
3. Fire Recruit/Lateral Trainee with an Emergency Medical Technician (EMT) license by the State of Tennessee must be licensed by the State of Tennessee as an Advanced Emergency Medical Technician (AEMT) within their first twelve (12) months of employment and as a Paramedic within their first thirty-six (36) months of employment and must maintain such license as a condition of continued employment.
4. Fire Recruit/Lateral Trainee with an out-of-state Emergency Medical Technician (EMT) or equivalent license who hold or have held a National Registry Emergency Medical Technician certification must be licensed by the State of Tennessee as an Emergency Medical Technician (EMT) within their first three (3) months of employment, as an Advanced Emergency Medical Technician (AEMT) within their first twenty-four (24) months of employment, and as a Paramedic within their first forty-eight (48) months of employment and must maintain such license as a condition of continued employment.
5. Fire Recruit/Lateral Trainee with an out-of-state Emergency Medical Technician (EMT) or equivalent license who never held a National Registry Emergency Medical Technician certification must be licensed by the State of Tennessee as an Emergency Medical Technician (EMT) within their first eight (8) months of employment, as an Advanced Emergency Medical Technician (AEMT) within their first twenty-four (24) months of employment, and as a

**CITY OF MEMPHIS  
FIRE SERVICES DIVISION  
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Paramedic within their first forty-eight (48) months of employment and must maintain such license as a condition of continued employment.

6. Fire Recruit/Lateral Trainee with an Advanced Emergency Medical Technician by the State of Tennessee must be licensed by the State of Tennessee as a Paramedic within their first twenty-four (24) months of employment and must maintain such license as a condition of continued employment.
7. Fire Recruit/Lateral Trainee with an out-of-state Advanced Emergency Medical Technician or equivalent license who hold or have held a National Registry Advanced Emergency Medical Technician certification must be licensed by the State of Tennessee as an Advanced Emergency Medical Technician within their first three (3) months of employment and as a Paramedic within their first thirty-six (36) months of employment and maintain such license as a condition of continued employment.
8. Fire Recruit/Lateral Trainee with an out-of-state Advanced Emergency Medical Technician or equivalent license who never held a National Registry Advanced Emergency Medical Technician certification must be licensed by the State of Tennessee as an Advanced Emergency Medical Technician within their first eight (8) months of employment and as a Paramedic within their first thirty-six (36) months of employment and maintain such license as a condition of continued employment.
9. Fire Recruit/Lateral Trainee with a Paramedic license by the State of Tennessee must maintain such license as a condition of continued employment.
10. Fire Recruit/Lateral Trainee with an out-of-state Paramedic or equivalent license who hold or have held a National Registry Paramedic certification must be licensed by the State of Tennessee as a Paramedic within their first three (3) months of employment and maintain such license as a condition of continued employment.
11. Fire Recruit/Lateral Trainee with an out-of-state Paramedic or equivalent license who never held a National Registry Paramedic certification must be licensed by the State of Tennessee as a Paramedic within their first eight (8) months of employment and maintain such license as a condition of continued employment.

<b>III. TESTING AND PROOF OF LICENSE REQUIREMENTS</b>
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Following are the testing deadlines for the purpose of obtaining applicable EMT, AEMT, and/or Paramedic licensing:

1. Fire Recruit/Lateral Trainee must take the National Registry Written Examination ("NRW Examination") within thirty (30) calendar days after successfully completing the applicable EMT, AEMT, and/or Paramedic training programs.
2. Fire Recruit/Lateral Trainee with an out-of-state EMT, AEMT, Paramedic or equivalent license and no National Registry EMT, AEMT, and/or Paramedic certification must take the National Registry Written Examination ("NRW Examination") within thirty (30) calendar days after successfully completing the applicable EMT, AEMT, and/or Paramedic "National Registry Refresher Training for Candidate Testing" program through the Memphis Fire Department Emergency Medical Services Training Bureau.



**CITY OF MEMPHIS  
FIRE SERVICES DIVISION  
FIRE RECRUIT, FIRE PRIVATE II LATERAL, and FIREFIGHTER PARAMEDIC LATERAL  
EMT / AEMT / PARAMEDIC CERTIFICATION AND RECERTIFICATION AGREEMENT**

3. Additional attempts at passing the NRW Examination must be completed within thirty (30) calendar days of the previous attempt(s).
4. If a refresher course is mandated / required to sit for the NRW Examination after previous exam failure(s), then such refresher course must be completed within thirty (30) calendar days of the most recent date the employee took the exam. Thereafter, the employee must sit for the NRW Examination within thirty (30) calendar days of the mandated/required refresher course.

Following are the deadlines for the purpose establishing proof of licensure:

5. Fire Recruit/Lateral Trainee must apply for State of Tennessee applicable EMT, AEMT, and/or Paramedic license within ten (10) calendar days of passing the National Registry Written Examination. (This includes application, background check and all applicable fees.)
6. Fire Recruit/Lateral Trainee must submit proof of their State of Tennessee applicable EMT, AEMT, and/or Paramedic license to Fire Services Division Administration within ten (10) calendar days of receipt.

**IV. LICENSE RENEWAL AND MAINTENANCE REQUIREMENT**

1. Fire Recruit/Lateral Trainee must maintain their applicable EMT, AEMT, and Paramedic license while employed with the Fire Services Division as a minimum requirement for continued employment.
2. License renewal will be required every two (2) years as governed by the legal standards for EMT, AEMT, and Paramedic licensure within the State of Tennessee or as otherwise required by governing law.
3. Fire Recruit/Lateral Trainee must provide documentation of their emergency medical license and license renewal to their supervisor in accordance with Fire Services Division policy. Should the employee fail to achieve license renewal as required by the State of Tennessee, the employee shall notify his/her immediate supervisor, in writing, no later than the required two (2) year license renewal date.
4. Fire Recruit/Lateral Trainee must notify Fire Services Division Administration through their chain of command should any action be taken by the State of Tennessee against their emergency medical license (i.e. revoked, suspended, and/or probation).

**V. GENERAL REQUIREMENTS**

Fire Recruit/Lateral Trainee will attend EMT, AEMT, and Paramedic training on off duty days and will not be compensated for the training time.

1. The provisions outlined within this agreement are minimum standards for continued employment with the City of Memphis Fire Services Division.
2. Should the City of Memphis decide to change the above procedures for other Fire Recruit/Lateral Trainee classes, it reserves the right to require those hired under this agreement to maintain their emergency medical license. Should the City of Memphis decide not to continue the emergency medical licensure program for all Fire Fighter Recruit and Lateral employees, neither party shall be bound by the terms set out herein.

**CITY OF MEMPHIS  
FIRE SERVICES DIVISION  
FIRE RECRUIT, FIRE PRIVATE II LATERAL, and FIREFIGHTER PARAMEDIC LATERAL  
EMT / AEMT / PARAMEDIC CERTIFICATION AND RECERTIFICATION AGREEMENT**

3. Fire Recruit/Lateral Trainee will purchase the selected text book and electronic learning material from the Division of Training.
4. A computer and internet access will be required for completion of homework assignments on an as needed basis.
5. Fire Recruit/Lateral will purchase the selected recruit uniform from the authorized uniform vendor of the Memphis Fire Department.

<b>VI. EMPLOYEE CERTIFICATION OF CURRENT LICENSE HELD AT EMPLOYMENT</b>
---

I hold the following emergency medical license by the State of Tennessee:

NONE RL initial  
EMT \_\_\_\_\_ initial  
AEMT \_\_\_\_\_ initial  
Paramedic \_\_\_\_\_ initial

I hold the following emergency medical license from a state other than Tennessee:

NONE RL initial  
EMT \_\_\_\_\_ initial  
AEMT \_\_\_\_\_ initial  
Paramedic \_\_\_\_\_ initial

I hold or have held the following emergency medical license from the National Registry of Emergency Medical Technicians:

NONE RL initial  
EMT \_\_\_\_\_ initial  
AEMT \_\_\_\_\_ initial  
Paramedic \_\_\_\_\_ initial

**Note:** I certify that I have read, understand, and agree to abide by the above requirements as minimum standards for continued employment with the City of Memphis Fire Services Division.

Robert A. Long  
Name (print)

Robert Long  
Signature

2/20/2020  
Date

Lisa E. Johns  
Witness (print)

[Signature]  
Signature

2/20/20  
Date

**CITY OF MEMPHIS  
FIRE SERVICES DIVISION  
FIRE RECRUIT, FIRE PRIVATE II LATERAL, and FIREFIGHTER PARAMEDIC LATERAL  
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<b>EMPLOYMENT DESIGNATION AND COMPLETION REQUIREMENTS TABLE</b>			
<b>LICENSURE LEVEL AT ENTRY</b>	<b>Tennessee EMT</b>	<b>Tennessee AEMT</b>	<b>Tennessee Paramedic</b>
No License	12 Months	24 Months	48 Months
EMT - Tennessee License	NA	12 Months	36 Months
EMT - Out-of-State or Equivalent License and Hold or Have Held National Registry EMT Certification	3 Months	24 Months	48 Months
EMT - Out-of-State or Equivalent License and Never Held National Registry EMT Certification	8 Months	24 Months	48 Months
AEMT - Tennessee License	NA	NA	24 Months
AEMT - Out-of-State or Equivalent License and Hold or Have Held National Registry AEMT Certification	NA	3 Months	36 Months
AEMT - Out-of-State or Equivalent License and Never Held National Registry AEMT Certification	NA	8 Months	36 Months
Paramedic - Tennessee License	NA	NA	NA
Paramedic - Out-of-State or Equivalent License and Hold or Have Held National Registry Paramedic Certification	NA	NA	3 Months
Paramedic - Out-of-State or Equivalent License and Never Held National Registry Paramedic Certification	NA	NA	8 Months



**CITY OF MEMPHIS  
FIRE SERVICES DIVISION  
LATERAL FIRE PRIVATE II AND LATERAL FIREFIGHTER PARAMEDIC  
FIREFIGHTER I & II  
CERTIFICATION AGREEMENT**

The City of Memphis Fire Services Division is committed to providing a quality level of fire service training for employees within the Division of Fire Services. The Memphis Fire Department therefore has adapted the NFPA 1001 Standard on Professional Fire Fighter Qualification effective January 1, 1991. Should mandated requirements by the state of Tennessee Commission on Fire Fighting for certification(s) be amended, this agreement shall be construed as being automatically amended in accordance therewith.

1. Lateral Fire Private II and Lateral Firefighter Paramedic employees must participate and successfully complete National Fire Protection Association (NFPA), Standard 1001, on Fire Fighter I & II certification as outlined in the **RULES OF THE TENNESSEE COMMISSION ON FIRE FIGHTING PERSONNEL STANDARDS AND EDUCATION**.
2. Lateral Fire Private II and Lateral Firefighter Paramedic employees, in order to successfully complete the requirements for the fire fighter certification, must demonstrate a level of competency involving a practical skill assessment and/or written test for each level of certification.
3. The levels of certification must be completed as follows:
  - a. Fire Fighter I requirement(s) (practical and written) examination(s) for certification must be completed within the first twelve (12) months of employment.
  - b. Hazardous Materials Awareness requirement (written examination) for certification must be completed within the first twelve (12) months of employment.
  - c. Hazardous Materials Operations requirements (practical and written examination) for certification must be completed within the first twelve (12) months of employment.
  - d. Fire Fighter II requirements (practical and written) for certification must be completed within thirty-six (36) months of employment.

The provisions outlined above are minimum standards for continued employment with the City of Memphis, Division of Fire Services.

Should the City of Memphis decide not to participate in the Fire Fighter Certification Program at any time, neither part to this agreement shall be bound by the terms set out herein.

NOTE: I certify that I have read, understand and agree to abide by the above requirements as minimum standards for continued employment with the City of Memphis, Division of Fire Services.

Robert H. Long  
Name (print)

Robert H. Long  
Signature

2/20/2020  
Date

Lisa E. Johnson  
Witness (print)

[Signature]  
Signature

2/20/20  
Date

I, Robert A. Long SSN xxx-xx-██████ accept the offer of employment for the position of Fire Recruit with an entry level salary of \$ 1,385.21 bi-weekly pursuant to the following conditions.

- I understand that there is a one-year probationary work/test period during which my performance, both academic and physical, will be evaluated. I understand that probationary employees are not Civil Service (PM-14-22) and that satisfactory work performance will be required for continued employment in a permanent status after the probationary period.
- I understand that my training at the Memphis Fire Training Academy will last approximately 13 weeks and I can be dismissed at any time for non-satisfactory performance.
- Fire Recruits will be required to complete the coursework / testing and become licensed by the State of Tennessee as a Paramedic within the below listed timeframes from the date of employment based on their State of Tennessee emergency medical licensure level at the time of employment and must maintain their Paramedic license as a condition of continued employment, after attaining the step EMS license levels listed below where applicable.
- Fire Recruits with an Emergency Medical Technician (EMT) license by the State of Tennessee must be licensed by the State of Tennessee as an Advanced Emergency Medical Technician (AEMT) within their first twelve (12) months of employment and as a Paramedic within their first thirty-six (36) months of employment and must maintain such license as a condition of continued employment.
- Fire Recruits with an out-of-state Emergency Medical Technician (EMT) or equivalent license who hold or have held a National Registry Emergency Medical Technician certification must be licensed by the State of Tennessee as an Emergency Medical Technician (EMT) within their first three (3) months of employment, as an Advanced Emergency Medical Technician (AEMT) within their first twenty-four (24) months of employment, and as a Paramedic within their first forty-eight (48) months of employment and must maintain such license as a condition of continued employment.
- Fire Recruits with an out-of-state Emergency Medical Technician (EMT) or equivalent license who never held a National Registry Emergency Medical Technician certification must be licensed by the State of Tennessee as an Emergency Medical Technician (EMT) within their first eight (8) months of employment, as an Advanced Emergency Medical Technician (AEMT) within their first twenty-four (24) months of employment, and as a Paramedic within their first forty-eight (48) months of employment and must maintain such license as a condition of continued employment.
- Fire Recruits with an Advanced Emergency Medical Technician by the State of Tennessee must be licensed by the State of Tennessee as a Paramedic within their first twenty-four (24) months of employment and must maintain such license as a condition of continued employment.
- Fire Recruits with an out-of-state Advanced Emergency Medical Technician or equivalent license who hold or have held a National Registry Advanced Emergency Medical Technician certification must be licensed by the State of Tennessee as an Advanced Emergency Medical Technician within their first three (3) months of employment and as a Paramedic within their first thirty-six (36) months of employment and maintain such license as a condition of continued employment.



Name Robert A. Lang (SSN: XXX-XX-[REDACTED])

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- Fire Recruits with an out-of-state Advanced Emergency Medical Technician or equivalent license who never held a National Registry Advanced Emergency Medical Technician certification must be licensed by the State of Tennessee as an Advanced Emergency Medical Technician within their first eight (8) months of employment and as a Paramedic within their first thirty-six (36) months of employment and maintain such license as a condition of continued employment.
- Fire Recruits will attend AEMT and Paramedic training on off duty days and will not be compensated for the training time.
- I understand that failure to graduate from the Memphis Fire Training Academy will result in termination from the City of Memphis Fire Department as a Fire Recruit.
- I understand that by accepting this position and pursuant to the PM-14-02, I am required to obtain, live and maintain legal residency within the boundaries of Shelby County within six (6) months of my effective date of employment. I understand that legal residency must be reflected on my valid Tennessee Driver's License and that that license must have a Class (D) Endorsement (F). Failure to comply with PM-14-02 will result in termination.

The above stated conditions have been explained and are acceptable to me and will become effective on my hire date of March 2, 2020.

Robert A. Lang  
Printed Name of Applicant

2/20/2020  
Date

Robert A. Lang  
Signature of Applicant

2/20/2020  
Date

Lisa E. Johnson  
Signature of City Official

2/20/20  
Date