



COLUMBIA FIRE DEPARTMENT

CITY OF COLUMBIA

OFFICE OF THE DIVISION CHIEFS

Mike Edmonds

Jamie Helms

Will Harrell

MEMORANDUM

To: All Fire Suppression Personnel

Date: January 27, 2009

Subject: CDL testing procedures

Due to the ever-difficult task of managing the day-to-day operations of our department we often must make adjustments to how we do business. Our goal is to assist every individual with getting their CDL, so that they can move to the rank of Senior Firefighter. But the Division Chiefs are finding that often it requires us to pull multiple units short on staffing to make this happen. This poses a risk to the safety of the entire crew and the public we serve. We are going to change how we help those individuals get their CDL and we want to ensure consistency on all shifts.

As of Monday, February 9, 2009 the following procedure will be used to assist any individual that needs assistance from the department to get their CDL:

1. The firefighter must schedule the test at either the Shop Road or Ballentine location of the SC DMV.
2. The test must be scheduled on the employee's day off.
3. The employee will notify the Division Chief, or Battalion 1, (via e-mail) that will be working on the day of the scheduled test and he/she must copy their chain of command. We request that the employee give as much notice as possible to the Division Chief, to assist in daily scheduling.
4. The Division Chief working on the day of the test will schedule the Rehab to meet the employee at the set location and time.

By ensuring that this directive is followed, all CDL testing will be more efficient while placing limited impact on the operations of the department.

Thanks,

Chief M. Edmonds
Chief J. Helms
Chief W. Harrell