

DECEMBER 21, 2015

SPRINGDALE FIRE DEPARTMENT

SENIOR STAFF MEETING MINUTES

Springdale Fire Department senior staff met on Monday, December 21, 2015 in the Fire Administration Conference Room. Chief Michael Irwin called the meeting to order at 8:00am.

Senior Staff Present:

Chief Mike Irwin
Assistant Chief Kevin McDonald
Division Chief Jim Vaughan
Battalion Chief Duane Miller
Battalion Chief James Hales
Battalion Chief Rodney Valdez
Battalion Chief Ron Skelton
Battalion Chief Blake Holte

Others Present:

Captain Dustin McDonald
Stephanie Sisco, Administrative Assistant

ACCREDITATION

Captain Dustin McDonald distributed the SFD Risk Assessment for review and final editing. They discussed how the Effective Response Force times would be calculated. It was decided that the EMS calls would be divided up by the Dispatch priority code. The Fire and Hazmat calls would be divided up based on the Department's Alarm Level guidelines outlined in the SOP. These categories should and will be changed to better fit our Department. The response times will be based on critical tasks. The baseline call time for Effective Response Force should be the time decided by the community during our Strategic Planning process. We should also be striving for the Accreditation benchmark. The Risk Assessment and Standards of Cover define why we're doing what we do. The Risk Assessment will be distributed to the Department once the Senior Staff has had a chance to review and edit it.

Captain McDonald also asked that Senior Staff for their option as to whether to describe the Department as Suburban or Urban. Depending on the call area, Springdale could go into either of these categories. After a brief discussion, it was decided that Springdale is best described as a split between suburban and urban.

Finally, Captain McDonald requested department-wide help with outlining the history of the Department. Within the next couple of weeks, he will distribute the Standards of Coverage to the Senior Staff for review and editing. Captain McDonald left the meeting after the Accreditation discussion.

UNIFORMS

Chief Irwin announced that March 1st will be the sunset for all the uniforms with the old logos and patches. The 5:11 polos should be monogramed and distributed by this date. After a brief

discussion, it was decided that long sleeved polos should be allowed for those individuals with a medical reason to wear a long sleeved shirt.

Next, SFD t-shirts were discussed. When will it be appropriate to wear the SFD t-shirt? The Shift Commanders will poll their crews to determine an acceptable time of the day to switch from polos to t-shirts. Polos will be worn during the day. Chief Irwin will allow the Uniform Committee to have a say in this decision.

Chief Irwin also stated that beginning March 1st; Class B uniforms will be worn by all on-duty personnel attending classes where members of other fire departments are present. Personnel should follow the dress code dictated at any given conference they attend.

RANK

It was suggested that the Driver/Operator title be changed to Engineer, and Driver/Operators who have completed their Acting Captain book be promoted to the position of Lieutenant. It was also requested that Driver/Operators be automatically promoted to Lieutenant upon promotion to the Driver/Operator position. Finally, it was proposed that all Paramedics with 3 or more years be promoted to Lieutenant and be allowed to fill the role of Acting Captain. Small job title changes create extra work and expenses associated with changing the SOP, updating the budget, and updating the uniforms. It was decided that all ranks will remain the same due to cost and the time involved in implementing the change.

CAFS POLICY

Battalion Chief James Hales distributed a final draft of the Class A Foam and Compressed Air Foam Systems (CAFS) policy. It was stated that the 1½" nozzle which was provided with the CAFS systems and recommended by Rowe is disliked by most of the firefighters. This nozzle does not meet our flow specs. It was decided that the crews could test the 1½ nozzle, Adjustable Fog, and the 1½/16" nozzle to see which best fits the needs of the Department. Chief Irwin does not want to keep purchasing different nozzles. Chief Hales will distribute the final policy to the Department once some minor changes have been made. This policy will go into effect at the end of the day. Shift Commanders should review this new policy with their crews.

ORGANIZATIONAL CHART

Chief Irwin would like to look into changing the organization chart when Asst. Chief McDonald retires in 2017. He would need to get the Mayor and City Council's approval to change the organizational chart and make adjustments to the Department's budget. Chief Irwin would like to propose having two Assistant Chiefs, one for administration and one for operations. His goal is to create an organizational chart that will serve our Department for years to come. Chief Irwin asked the Senior Staff members for their ideas. He will be meeting with the Mayor in May to discuss the proposed changes.

STAFFING

Chief Irwin has proposed that the City build Station 7 and relocated the Ladder 1 crew to Station 7. He would also be in favor of reassigning the Ladder 1 crew to the Risk Reduction Division and staffing a 5th Medic unit. Chief Irwin explained that Ladder 1 is not responding to enough calls to justify leaving it as a front line unit. He doesn't want to take a crew away from protecting the City, but we have to work with the resources we have been given. He did state that we will need a Quint to take the place of Ladder 1 if it is unstaffed.

OPEN FLOOR

Chief Vaughan stated that Fayetteville Fire Department does not allow their personnel to opt-out or to auto accept in Callback Staffing. The auto accept feature has been turned off within our system. It was determined that if a guy has auto accept turned on, the software does not call him, so his name does not move to the bottom of the call list. It was also recommended that the Shift Commanders advertise the vacant position rather than detailing the specific station and unit information. All three Shift Commanders should be consistent in how they advertise overtime. The Shift Commanders will discuss turning off the opt-out feature. The Battalion Chiefs need to decide if they want accruals tracked in Callback Staffing before the start of the new year.

Batt. Chief Ron Skelton stated that the Tech Rescue Team has dissolved. He requested that the Shift Commanders be allowed to use personnel who are receiving the technical rescue certificate pay to work at Station 2.

Batt. Chief Duane Miller stated that Captain D's is now open. There is a new hydrant at this location.

Batt. Chief James Hales stated that the initial media repair and upgrade to the training rooms has been completed. The Training Division will be giving the Shift Commanders an in-service on that equipment soon. Chief Hales would like the second phase of the upgrade start in February, if possible.

Batt. Chief Hales also stated that the FireSim laptops are running. They will be hosting an in-service on that program as well.

Next, Batt. Chief Hales distributed the revised Company Level Training policy for review. He explained that the monthly training hours have been reduced from 20 hours to 16 hours. 16 hours is what ISO requires. This revised policy defines the training requirements. Chief Hales stated that this updated policy will be placed on Centre Learn, and it will go into effect on January 1, 2016.

Finally, Batt. Chief James Hales distributed the proposed revisions to the Training Class Application Process policy for review and recommendations. He plans to have this policy finalized and distributed by the first of the new year.

Asst. Chief Kevin McDonald announced that Lowell Fire Department has a delay in implementing their ambulance service. CENCOM Dispatch will begin dispatching Lowell Fire Department beginning at 10am today. He stated that Springdale ambulances will still respond to Lowell and will communicate on Springdale's Fire 1. Dispatch has been instructed to contact the on-duty Shift Commander with any questions.

Batt. Chief Blake Holte asked if a mandatory overtime policy has been established. The overtime policy defines the mandatory overtime process. The Shift Commander should have the ultimate say in who stays for mandatory overtime. The statement "at the Shift Commander's discretion" should be added to that policy.

Batt. Chief Rodney Valdez confirmed that when someone goes home sick we don't run a 2 man Engine Company. Day Captains should be utilized when possible. A person should only be called

in for mandatory overtime as a last resort. 2 man Engine Companies should respond as out of service.

It was announced that the Plymovent on the east side of Bay 6 will need to be removed to allow room for training and CPAT.

It was also mentioned that the Ladder 1 motor blew while at Sutphen for ladder repairs. It has 3 bad injectors and a bad turbo. It is currently being repaired and will back to us next week. The Ladder 1 equipment will be placed back on the unit before the CPAT in January.

Batt. Chief Ronnie Skelton announced that Inventory and Maintenance will remain in Firehouse for a while. Captain Bitner still needs to be notified when there is a problem with equipment. This information will eventually be logged into ImageTrend. Div. Chief Vaughan will continue to receive paper hose test logs. Crews need to enter that information into Firehouse if the hose is already recorded in Firehouse. If it's not in Firehouse then the hose test information on that hose doesn't need to be entered since we will be moving all that information over to ImageTrend.

We will be moving to ImageTrend Scheduling. He stated that the base information is already entered into ImageTrend.

Finally, we are beginning to utilize the ImageTrend Inspection module. Captains need to be doing 10 quality inspections per month. Captains need to enter all building information into ImageTrend, even on vacant buildings, as they have been doing in Firehouse.

There being no further business, the meeting was adjourned at 10:40am.