

SEPTEMBER 21, 2015
SPRINGDALE FIRE DEPARTMENT
SENIOR STAFF MEETING MINUTES

Springdale Fire Department senior staff met on Monday, September 21, 2015 in the Fire Administration Conference Room. Chief Michael Irwin called the meeting to order at 8:05am.

Senior Staff Present:

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

Others Present:

Captain Eric Smith
Captain Mark Holaway (left after monthly fire training discussion)
Captain Pat Lee (present for monthly fire training discussion only)
Stephanie Sisco, Administrative Assistant

Chief Irwin stated that the conference with James Rowan has been postponed due to the lengthy agenda for today's meeting.

PRIORITY CAPITAL ITEMS

Chief Irwin presented his needs assessment report to the City Council last Monday night. City administrators have requested that the Police, Fire, Parks and Engineering Departments put together a priority list of capital items for the next 5 years. Chief Irwin is compiling a list of those items. They include: SCBA's, a training facility, an ambulance, thermal imaging cameras, 4 gas monitors. Please let Chief Irwin know if there is anything else that needs to be added to this list. He will get this list out today. All submitted requests will need to be backed up with a needs assessment. Prioritizing our capital items for the next 5 years will allow the Council to look at all of the City's needs and decide where best to spend the City's money.

2016 BUDGET

2016 budget requests are due at the end of this week. Chief Irwin will be limiting items on some of the special project lists.

DISPATCH

Chief Irwin and Div. Chief Vaughan met with Police Chief Mike Peters last week regarding dispatch issues. Div. Chief Jim Vaughan is currently working with Dispatch Manager Becky Bacon on issues. He will be requesting that they sit down together to discuss issues regarding fire dispatching.

RADIO SYSTEMS

Batt. Chief Ron Skelton stated that recently the radio quality has declined. Radio traffic has not been clear and there are places in the City where there is no signal. Asst. Chief McDonald said that they had been performing a test to see if the Carlock Tower alone could provide the coverage needed for our Department. That's plan is not going to work. He will request that Smith Two Way Radio go back to the trunk system with Fire 1 at Johnson Tower and Fire 2 at Carlock Tower.

INSPECTION NUMBERS

Battalion Chief Ron Skelton has compiled the following inspection numbers:

A shift has completed 212 inspections and 67 follow-up inspections
B Shift has completed 377 inspections and 92 follow-up inspections
C shift has completed 182 inspections and 64 follow-up inspections

Chief Skelton explained that B shift chose to reserve Mondays as their day to conduct inspections. Since they implemented this practice in mid-May, B shift crews have completed 137 inspections. It was decided that this policy will be implemented across all 3 shifts. Crews will need to use other days to do inspections as well. The Prevention Division will try to not schedule public education events on Mondays unless absolutely necessary.

It was also discussed that Friday's should be reserved for Shift and Company level training.

STATION VISITS

Chief Irwin has been visiting the crews at their stations. He stated that Station 1 was looking bad until the B shift crew cleaned it up. Shift Commanders need to stress to the crews that all stations need to be cleaned up and maintained for the public. These stations belong to the public. Deep cleaning needs to be done occasionally.

TRAINING

Captain Mark Holaway explained that Discovery/ Training records are located on the O:/Admin drive. Parts of the training records have been moved to the N:/Stations drive so that the crews will have access to them.

Captain Holaway stated that it would cost \$2,710.00 to purchase helmet cameras for each of the engines and ladders and a dash camera for Battalion 1. These cameras are from Firecom Company. They are heat resistant, offer good quality video in low light and will record the radio traffic. The helmet mounts will stay on the helmet and the camera can be removed and attached to another helmet mount.

It was discussed that the video cameras will make report writing more lengthy, but will help with training. The crews will be able to see the mistakes they are making and learn from them. These videos will not be used for discipline unless a gross mistake is made.

The videos would be the property of the Springdale Fire Department and could not be used without the written permission of the Fire Chief or his designated official. A file on the O:/Admin drive would be created to upload the video to. The policy would need to state that the videos would have to be downloaded. The Battalion Chief would be responsible for deleting videos that are not needed or not useful.

These cameras would be used on the following:

- 2nd alarm calls
- Calls where water supply is needed
- Calls where a Safety Officer is assigned
- Mass casualty calls

These videos will increase the time between the incident and the PIA. The following is an approximate timeframe between the call and a PIA using video footage:

- Company Officers complete their report by the next shift
- Shift Commander to review the report and edit the video within a couple of days
- Shift Commander to schedule the PIA at the first available time

With access to Go To Meeting, the PIA's can be done remotely with all the sub-stations now.

Chief Irwin said that they may purchase these cameras this year if there is money left in the 2015 budget. If not, the department will purchase them next year.

It was also discussed that the video policy will be lengthy. And, the City IT Department will need to increase our storage space on the network. If there is not enough file space on the network, we could possibly purchase an external hard drive to store the video files.

MONTHLY FIRE TRAINING

This training will be delivered at the company level by the Station Captain. The Shift Commander can be involved in as much as they want. The monthly training topics will be on such things as: pulling hose, throwing ladders, new equipment and new techniques.

These drills will be timed and logged in the training software. No minimum standards will be set for these drills, but the Shift Commander will be responsible for reviewing this data. This is a guided training program and not a policy that will be on the calendar. The Training Division will not be micro-managing this program. They will just give the topic. The Company Officers will be responsible for training on what they think their crews need. If the crews are proficient on the monthly training, they can briefly cover the topic and then move on.

Current SFD policy states that Captains must have 20 hours/ month of training. This policy is not currently being following. A system needs to be established to track the Captain's CEU's. The Training Department will need to monitor this. Centre Learn should be the most efficient way to track these CEU's. It might also be necessary to establish disciplinary guidelines for those Captains who don't complete their required CEU's.

Should we create a station or stations to coordinate the monthly fire training? Maybe Station 4 and/or Station 5. (Just as Station 2 handles rescue and Station 3 handles Hazmat.) Captain Mark Holaway will work with the Training Division and the Shift Commanders to implement this monthly fire training program.

The Shift Commanders need to make sure that everyone on their shift is completing the required Centre Learn training. And, they need to hold those that are not doing the training accountable. Training in minimum standards needs to be done to keep consistency between the three shifts. Who's responsible for making sure individuals are doing what's expected? And, how do you handle those that don't participate? The Shift Commanders need to monitor their crews and ensure

that the Captains are taking care of problems. People need to be held accountable. It is the Division Chief's responsibility to hold the Shift Commanders accountable.

Chief Irwin reminded everyone that the evaluations need to reflect the performance of the individuals throughout the year. The evaluations are done based on minimum standards. If someone is graded as unsatisfactory, they have time to improve. If they don't improve, they need to be replaced. Chief Irwin stated that he doesn't expect everyone to get satisfactory reviews.

OPEN FLOOR

Asst. Chief McDonald is concerned that the NWA Metro Chiefs are increasing their dues from \$50 to \$100. He thinks that paid members should be allowed to bring up and vote on issues. Chief Irwin stated that Chief Dayringer is looking into changing the NWA Metro Chiefs' bylaws.

Chief McDonald is also concerned that SFD is paying overtime for its personnel to run the CPAT test while the NWA Metro Chiefs receive all of the registration fees collected. The Metro Chiefs should be reimbursing the Departments for expenses incurred.

Chief Irwin stated that the Metro Chiefs will eventually pay the employees directly for helping with the CPAT. He also thinks that the CPAT money is earmarked for CPAT expenditures. It could be possible for the City of Springdale to take possession of the CPAT equipment to solve these problems.

Batt. Chief Rodney Valdez has issues/ questions for the operational meeting. He stated that someone needs to review and write operational policies, possibly a third party company.

Division Chief Jim Vaughan discussed the status of ImageTrend. Each morning, the Shift Commander is exporting the Callback Staffing schedule into ImageTrend. On the NFIRS report, the "Fire" tab on the tablets list minimum information needed for the NFIRS report. There was a discussion as to who should be completing this tab on EMS calls, the Company Officer or the Paramedic. After a lengthy discussion, the majority decided that the Company Officers should continue to complete the NFIRS section of the report when they're QC'ing the EMS report. This will keep them familiar with ImageTrend. On calls outside of the city, the Paramedics will need to complete the "Fire" tab.

By November 1st, Chief Irwin wants the department to go live with the Inspection and Fire modules regardless of the problems. The Training module should be live on January 1st. The Inventory Management module go live date is to be determined.

Captain David Kissinger has been using a tablet for inspections and really likes it. Mark Gutte w/ the City IT Department has said that if the tablets are not 100% what the Building Department wants, he will not be buying them.

Batt. Chief Hales stated that he's entered AFA promotional and rescue type classes on the calendar for the next 2 years. This should help the crew members to decide on their priority vacation.

Batt. Chief James Hales proposed that Policy 201.33- Firefighting Personal Protective Clothing be changed in regards to wearing a helmet. He would like the policy to be changed to read that all

personnel working around charged hose lines and those climbing or working on top of a unit should wear a helmet with the chinstrap fastened. The Policy Committee deferred this to the Senior Staff Meeting. There have been less compliance issues since this policy has been in practice. The policy will be changed and posted on the SFD website today.

As part of our accreditation, policy changes will eventually need to be approved by the City Council. Chief Irwin envisions that the SFD policies would be presented to the Council twice a year for review and approval. The policies would be presented to the Council and any changes from the last approved set will be highlighted for easy reference.

The possibility of getting a third party company to draft our policies and review their legality was discussed. These types of services are expensive. The number of policies will increase as we go through the Accreditation process.

Will the Policy Committee will be dissolved and the policy decisions go back to being decided in the Senior Staff Meetings? The current policies are getting bottled- necked in the Committee.

Batt. Chief Duane Miller said he would notify Captain Clyde Clemons that the Shift Commanders should schedule their own public events when those events don't include education. This should be the practice especially with those events are scheduled way in advance. On lengthy events, crews can make an appearance and leave. They shouldn't feel obligated to stay for the duration of a long event. Captain Clyde Clemons will provide the crews with supplies and topics for public education events. Please let Chief Miller know if there are any problems.

Batt. Chief Duane Miller asked that the crews not do more damage than necessary when doing overhaul. Consider preserving evidence for the investigation team. Ex: burn patterns, circuit breakers, etc. Cameras should prove to be helpful during investigations.

The Fire Prevention Week schedule has been set. Unfortunately, scheduling schools on Mondays could not be avoided. It is understood that sometimes activities must be scheduled on a Monday; however, the Prevention Division will try to avoid that if at all possible.

Batt. Chief Miller then discussed the changes to Bulldog Stadium. The address has been changed from 1109 W. Emma Ave. to 109 Pleasant St. The concession stand and the stadium now have the same address. Both the concession stand and press box are sprinkled and alarmed. The riser is located underneath the press box, and the Knox Box containing a master key will be placed on the main gate to the press box. The ISS Building is addressed as 1103 Center St. It is now tied in with the press box alarm, and a new panel has been installed in the ISS building.

Everyone was reminded that this meeting will reoccur on the 3rd Monday of every month.

There being no further business meeting was adjourned at 9:45am.