

**NOVEMBER 16, 2015**  
**SPRINGDALE FIRE DEPARTMENT**  
**SENIOR STAFF MEETING MINUTES**

Springdale Fire Department senior staff met on Monday, November 16, 2015 in the Fire Administration Conference Room. Chief Michael Irwin called the meeting to order at 8:00am.

Senior Staff Present:

Chief Mike Irwin  
Division Chief Jim Vaughan  
Battalion Chief Duane Miller  
Battalion Chief James Hales  
Battalion Chief Ron Skelton

Others Present:

Stephanie Sisco, Administrative Assistant

**PROFESSIONAL STANDARDS INVESTIGATION**

Chief Irwin stated that the findings of the investigation into inspections have been e-mailed to all senior staff members.

**TRAINING**

Chief Irwin announced that beginning at the first of the year; training hours will be tracked. Chief Hales will distribute his training spreadsheet as soon as possible.

The Fire Prevention Division needs to hold another training session on inspections for the Captains. This training could be incorporated into the ImageTrend training. Captains need to be contacting the Prevention Division if they have any questions about inspections. Everyone now has the ability to access the fire codes. A link to the fire codes will be placed on the ImageTrend dashboard.

**UNIFORMS**

Lately, there has not been much uniformity in the crew's uniforms. Chief Irwin wants everyone in polos shirts or Class B shirts. In the past, we have had problems with consistency with the heather grey uniform shirts. Several chiefs think that SFD personnel look unprofessional at classes where members of other area departments are present. Chief Irwin would like to start with five polos per person. We should get a good price on the polos by buying them in bulk.

New uniform jackets will be ordered in January. And, Chief Irwin wants to limit the pants to just a couple of good quality pants. He also wants the sunset on the sweatshirts and old logo t-shirts to occur when we switch to the polos.

It was a unanimous decision to change the uniforms as Chief Irwin proposed. Chief Irwin will send an e-mail to the Uniform Committee and let them know. The timing of the switch will depend on the availability of the polos. The name and rank will be embroidered on the polos.

## **ACCREDITATION**

Chief Irwin stated that two accreditation categories will affect this group. Category 5: Programs & Prevention and Category 8: Training. Chief Irwin plans to order ten CFAI books once the 9<sup>th</sup> Edition has been released. The performance indicators have been placed on the Admin drive.

Chief Irwin is in the process of completing Category 1: Governance & Administration. This category contains files for the description, appraisal, plan, and reference material. He hopes to have Category 1 completed by the end of the year.

Chief Irwin requested that we notate areas where improvement is needed as we go through these performance indicators. Example: The Fire Department has never been legally recognized as a Department through a City Ordinance. Chief Irwin said that the risk assessment and the standards of cover should be finished soon. And, then we can start on the self-assessment categories after the first of the year. His goal is to receive FRI Accreditation in 2017.

## **BUDGET**

Chief Irwin announced the budget hearing was held last Monday. He said the Council members only asked him a few questions. The SCBA's are not in the purposed budget, but they were discussed. The three additional personnel are not in the budget, but Chief Irwin was advised to go before the Fire & Police Committee after the first of the year to request CIP funds for both the personnel and the SCBA's. Chief Irwin mentioned that the approximately \$2 million left from this year's budget will be transferred into the CIP fund.

Chief Hales stated that AV repairs and equipment are still needed in the training room. Chief Irwin said that there may be money left in this year's computer budget for the repairs. Chief Hales is going to call and see if the upgrades and repairs can be made before the end of the year. He thinks he can get everything done for \$34,000 and possibly get a discount if the work is completed before the end of the year.

Chief Irwin stated that the Thermal Imaging Cameras and 4 new gas monitors are included in the purposed budget. One HVAC unit for Station 1 and a new HVAC unit for Station 5 have also been included in the purposed budget. The buildings and grounds budget has been increased for 2016. Currently, the heat at Station 3 is not working properly.

The Council will be voting on the budget at their November 24<sup>th</sup> meeting. Chief Irwin will be present at a meeting tonight to answer any questions the Council members may have about our purposed budget. Chief Irwin said that a step has been included, but a COLA has not.

## **TERRORIST ATTACKS**

Chief Irwin stated that while we have no known threats of a terrorist attack, everyone needs to be aware. He stated that we definitely have targets in this area. (Example: University of Arkansas, Tyson, etc.)

## **OPEN FLOOR**

Chief Vaughan stated that they are getting close to having all the occupancies entered into ImageTrend. Captain Riley is finished with his list. We will have ImageTrend training in

December. Chief Vaughan announced that the next ImageTrend update will be iOS compatible. With this update, we could possibly use the iPads which will already be on the trucks.

Next, Chief Vaughan announced that the HGAC contract was awarded Friday evening. He said that Braun is in line with their quote on the last ambulance ordered. Braun has assured us that this unit will be completed in April 2016.

Chief Vaughan stated that edits to the CAFS policy have been made, and final review is pending. He also stated that Shaun has the other engine ready to be listed on the auction site.

Batt. Chief Ron Skelton stated that the Fire Administration phone message needs to be updated. The burn permit process has changed since that message was created, and we need to add a Spanish version of the message. Stephanie will get with the IT Department and see if they know how to change the message.

In 2016, Fridays will be reserved for crew inspections and extra shift and company level training. The Shift Commanders need to remind their crews to enter all activities into Firehouse. Chief Irwin looks at these activities to see what the crews are doing. This information is also necessary for accreditation.

It was mentioned that there are no NFIRS codes for Public Education activities. These activities should not be entered into NFIRS. Enter Public Education activities in Firehouse only.

Batt. Chief Ron Skelton is creating a company level training file for his crews. Once it's completed, he will place it on the ImageTrend dashboard.

Batt. Chief James Hales gave an overview of the training schedule. He announced that the AFA Driver/Operator class will be testing today. The Trench Rescue class ended last week. Chief Hales said there are six crews left to complete their minimum standards evaluations. The AFA Inspection I class will begin on November 30<sup>th</sup>. We have 5 SFD members attending that class. Chief Hales said on Thursday, SFD would be hosting a regional FBI Biological training session. Members of the FBI Lab in Washington DC will be leading this class. Participants will be testing fake powders. He said that no registration is required for this class.

Next, the training tower was discussed. 7 to 8 acres of land on McCollough Drive has been secured for the training tower. Chief Irwin would like to propose that the remaining (approximately) \$140,000 in bond money, \$100,000 from the Act 833 fund, and \$110,000 from the City be used to build the training tower. Eventually, he would like to expand this facility to include classrooms and restrooms. Chief Hales would like the facility big enough for a drive thru bay.

Air Shores and other rescue equipment are in two separate county trailers. Would it be possible for SFD to get their own Air Shores or use more lumber on trench rescues? The senior staff would like to purchase our own trench rescue equipment. Chief Skelton is to find out the cost of a basic kit.

The Salsa Fest went well. Captain Clemons did a great job of interacting and recruiting people to our department. We need to start targeting the parents as well as the kids. And, we need to help the parents to feel ownership in our department.

We should look at possibly starting a Fire Academy in the high school(s). Little Rock Fire has a Fire Academy. Chief Irwin did say that Har-Ber High is interested in starting an EMR class at their campus.

Chief Irwin would like the Fire Prevention Division to look into buying combination fire and carbon monoxide detectors to provide to the public. It was decided that individuals who come to Fire Administration should be given one smoke detector for each level of their home. If they need more, a fire crew will come out and install as many smoke detectors as they need.

Next, the updates to the Haz-Mat and Tech certificate pay were discussed. Chief Hales announced that only individuals with changes to their certification status need to complete the new form. Personnel with one certificate will receive \$900/ year. Personnel with two certificates will receive \$1,200/ year. This certificate pay is currently in the budget.

Chief Hales said the Department is now documenting CEU credit towards EMT re-certification for successfully completing rescue training courses. Captain Pat Lee is working with the State regarding logging credits in the State's system. Credit for the course will be given once the training is complete rather than when the certificate is received.

Jess Salisbury's first day on the job is today. Darren Clark will graduate from the Fire Academy in December. A brief discussion was held regarding Anthony Spero's training.

Chief Miller thanked Chief Irwin for allowing Captain Clemons to attend the Line Officer class. Chief Miller pointed out that Captain Clemons is at a disadvantage regarding completing the Battalion Chief book.

Chief Miller announced that the new Sam's Furniture building will have an in rack sprinkler system. This is according to the 2010 Fire Code.

There being no further business meeting was adjourned at 9:24am.