

**FEBRUARY 16, 2016**  
**SPRINGDALE FIRE DEPARTMENT**  
**SENIOR STAFF MEETING MINUTES**

Springdale Fire Department senior staff met on Tuesday, February 16, 2016 in the Fire Administration Conference Room. Asst. Chief Kevin McDonald called the meeting to order at 8:00am.

Senior Staff Present:

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

**RADIO UPDATES**

There are still a few portables that still need to be programmed this week. They will start on the mobile radios later this week. The boxes will inter-connect with interoperability. The last thing they will do is get all the stations on the digital bank. This will eliminate the simultaneous digital and analog station tones. Everything should be completed by next week.

**SCBA**

Chief McDonald anticipates that Chief Irwin will be ordering SCBA's within the next month. The Fire Department has been allotted \$500,000 to purchase new air packs through CIP funds and remaining bond money. Recommendations on the 5.5 or the 4.5 bottles should be forwarded up the chain of command. The harness system should be the same on both of the bottles. The bottles we're testing are loaners, and crews should be careful not to damage them. A-shift personnel tend to prefer the 5.5 because of their low profile and increased mobility. If we buy the 5.5, we will need purchase new brackets for the older trucks. The old SCBA equipment will be sold at auction.

**ENTRY LEVEL TESTING**

The entry level Civil Service interviews will be held on 2/24/16. The application deadline was last Friday.

**DEPARTMENT POLICIES**

Chief Irwin would like to remove any Fire Department policies that are already outlined in the City and/or Civil Service manuals. The attendance policy and possibly 3 other policies are addressed in those other manuals. Chief Irwin would like the Senior Staff to provide input on removing duplicated Fire Department policies. After a brief discussion, it was decided that the Fire Department attendance policy should be removed.

The policy regarding returning to duty needs to be as consistent as possible between the three shifts. Shift Commanders should encourage their crews to minimize the use of sick leave because after 144 hours of use annually, they will need to provide a doctor's note every time they use sick

leave. As for returning to duty from training, that will need to be a judgment call made by the on-duty Shift Commander.

### **OPEN FLOOR**

Chief Jim Vaughan is currently working on the Active Shooter policy. The Police Department doesn't have an issue with the policy as it was written. Once that policy is published, we will begin looking for training opportunities. We have a local company which is looking into providing the Department with some ballistics protective equipment.

The crew at Station 3 has been working on the new medic unit. It is back in the shop today, and ready for some work to be done back there. Once all the components are close to being finished, Chief Vaughan will schedule the State Health Department inspection.

Chief Vaughan has not heard back from ImageTrend regarding a time to train on the Scheduling module. We are currently having trouble with Crew Sense/ Call Back Staffing and the import into ImageTrend. We need to determine the problem with the Crew Sense/ ImageTrend interface or discontinue use of Crew Sense and do all the scheduling directly through ImageTrend.

Chief Vaughan would like to propose that we use the 15/16 tip on a smooth bore nozzle on our two cross lays when using CAFS and leave the chief nozzle on the front bumper of the CAFS units. That's their typical unit to use as a trash line, and they can still use it as a CAFS line. Everyone was in agreement that this was the most ideal combination.

Chief Skelton had a question regarding the pre-requisites for the Captain's test. The rules state that you have to have at least 5 years of service to test. There was a temporary exclusion for the Captain's test 2 years ago which allowed someone with at least 3 to 5 years of service to test. A change to the Civil Service Rules would be required to make the 3 to 5 year exception the rule. It's unlikely that the Commission would change this rule since both the Police & Fire requested the change. There are a couple of guys who thought the exclusion would still apply for this test. The sign-up deadline for the Captain's test is this Friday, February 19<sup>th</sup>.

Chief Skelton would like to discuss the bidding policy with Chief Irwin before this policy is changed. He would also like to look at different ways to recruit and hire paramedics.

Chief Hales stated that he has received three Paramedic applications. All three applications are available for the senior staff to review. The Paramedic candidates will be interviewed by a panel, but the members of the panel have not yet been determined. For future interviews, we should include Dr. Rucker and a member of the EMS committee.

Chief Hales had a question regarding who is on the Hazmat crew in regards to attending required Hazmat classes. The Engine 3 crew is the Hazmat crew, not the crew on the Medic unit. If personnel assigned to Medic 3 would like to attend the class, they can but they will not be paid overtime to attend.

Chief Holte would like the Senior Staff to think about the Captain's inspection program. Could follow-ups count as an inspection or half an inspection? Some of the Captains are having a lot of follow-up inspections which take away from the time that could be spending on new inspections. Senior staff will revisit this topic in the middle of the year. Captains will not be assigned more

inspections once they get through their annual list of businesses. The future of the self-inspection program is unknown. It's still unclear as to how the program would be implemented. Once Chief Miller gets his portion of the Accreditation project completed, he will revisit the self-inspection program.

Accreditation questions will need to be directed to Captain Dustin McDonald.

The software for the Battalion 1 dash camera has been installed on the Battalion Chief's computer.

There being no further business, the meeting was adjourned at 9:30am.