

City of Fayetteville Staff Review Form

2022-0500

Legistar File ID

6/21/2022

City Council Meeting Date - Agenda Item Only

N/A for Non-Agenda Item

Brad Hardin

5/26/2022

FIRE (300)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Staff is requesting Council Approval adopting Fayetteville Fire Department Administrative Operating Procedure Policy Changes.

Budget Impact:

Account Number		Fund	
Project Number		Project Title	
Budgeted Item?	<u>No</u>	Current Budget	\$ -
		Funds Obligated	\$ -
		Current Balance	\$ -
Does item have a cost?	<u>No</u>	Item Cost	\$ -
Budget Adjustment Attached?	<u>No</u>	Budget Adjustment	\$ -
		Remaining Budget	\$ -

V20210527

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF JUNE 21, 2022

TO: Mayor and City Council

FROM: Brad Hardin, Fire Chief

DATE: May 26, 2022

SUBJECT: Fire Department Administrative Operating Procedures Policies Approval

RECOMMENDATION:

Staff is requesting Council Approval adopting Fayetteville Fire Department Administrative Operating Procedure Policy Changes.

BACKGROUND:

The Fayetteville Fire Department is currently in the process of reviewing policies and updating as necessary to make changes as recommended and to meet best practices while working through the CFAI accreditation process. Formatting changes are due to a prior change in policy management software.

DISCUSSION:

These changes are part of Fayetteville Fire Policy AOP-127 Special Operations Section, AOP-403 Fire Education Dogs, AOP-121 Daily Staffing. These changes include wording and formatting to aid in the process for maintaining and modifying policies and procedures.

BUDGET/STAFF IMPACT:

No Budget Impact with these Policy Changes

Attachments:

Fayetteville Fire Policies #AOP-127, Special Operations Section, #AOP-403, Fire Education Dogs, #AOP-121, Daily Staffing



Fayetteville Fire Department	
Administrative Operating Procedures	
AOP-127 SPECIAL OPERATIONS SECTION (RESCUE/HAZMAT UNIT)	
Version 1	Date Created 02/04/2022
AOG Reference AOG-127 EOG Reference: Section 300	
CFAI Reference: 5G.1, 5H.2	



PURPOSE:

The purpose of this policy is to provide the framework for the Fayetteville Fire Department (FFD) Special Operations Section (SOS). The intent is to facilitate training, define positions, and address daily staffing requirements for the SOS. Maintaining qualified, and highly trained personnel is vital to the safe and efficient mitigation of rescue and hazardous materials incidents

POLICY:

- AOG's will be created and maintained regarding required operational levels, certifications, training, and continuing education.
- All creation, maintenance, and changes of AOG's will follow the LMT process established in AOP-101.
- The Fayetteville Fire Department will provide an attainable and manageable path for any individual to participate in the SOS.



Fayetteville Fire Department	
Administrative Operating Procedures	
AOP-403 Fire Education Dogs	
Version 1	Date Created 05/18/2022
AOG Reference:	
CFAI Reference: 5B.1, 5B.3	



Purpose:

Educating the public on the importance of fire safety in the homes and workplace is one of the most important mandates that a fire department could have. There are many educational tools we have at our disposal, but one of the most effective tools we could have is a fire education dog (FED). A Fire Education Dog is much more than a mascot, a fire education dog can take a fire safety message/idea and create a living, physical persona that people can create a relationship with. A Fire education dog can also generate a calming effect at the fire station among fire department employees, improve morale and inspire employee exercise.

Policy:

- This policy applies to Fayetteville Fire Department employees only.
- The focus of our policy is dogs. Other pets are not included at this time.
- AOG's will be created and maintained regarding Requirements, Safety, Responsibilities, and Scheduling procedures.
- All creation, maintenance, and changes of AOG's will follow the LMT process established in AOP-101.



Fayetteville Fire Department	
Administrative Operating Procedures	
AOP-121 Daily Staffing	
Version 8	Date Created 05/24/2022
AOG Reference AOG-121	
CFAI Reference: 5E.1, 5F.1	



PURPOSE:

To establish procedures for maintaining minimum personnel staffing levels for emergency response and ensuring fire units will be adequately staffed with appropriate personnel.

Scope:

Due to minimum staffing requirements in place to ensure that all front-line units are staffed adequately, it may be necessary to fill vacancies daily, often resulting in opportunities for overtime. This policy is to help make certain that overtime is offered fairly and equitably while ensuring the safety of our personnel.

POLICY:

- AOG's will be created and maintained outlining all procedures related to daily staffing and the overtime hiring process.
- All creation, maintenance, and changes of AOG's will follow the LMT process established in AOP-101.
- It will be the responsibility of the Shift Commander (Battalion Chief or their designee) to see that all related AOG's are followed as closely as possible, while recognizing that special situations arise, and no single policy can cover every possible scenario. These situations should be handled with the same fair and equitable goal in mind.
- Minimum staffing will consist of three personnel on all Engine, Ladder, and Rescue units, and two personnel on Battalion Units.