

City of Fayetteville Staff Review Form

2022-1119

Legistar File ID

12/20/2022

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Brad Hardin

11/28/2022

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 DECEMBER 20, 2022

TO: Mayor and City Council

FROM: Brad Hardin, Fire Chief

DATE: November 28, 2022

SUBJECT: Fire Department Administrative Operating Procedures Changes

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-101, General Information and Introduction. 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 Policy #AOP-101, General Information and Introduction

Original Policy



Fayetteville Fire Department	
Administrative Operating Procedures	
AOP-101 General Information and Introduction	
Version 7	Date Created 07/07/2021
AOG Reference:	
CFAI Reference: 7A.3,	



Purpose

The Fayetteville Fire Department (FFD) Administrative Operating Policies (AOP), the City of Fayetteville Policies and Procedures and Standard Operating Procedures, the Rules and Regulations of the Civil Service Commission of the City of Fayetteville, and the FFD Emergency Operations Guidelines (EOG) are the official controlling documents and requirements of the Fayetteville Fire Department and as such, are intended for the general guidance of the Firefighters and members of the Fayetteville Fire Department.

Scope

Much is left to the zeal and discretion of the individual, and efficiency ratings as well as disciplinary actions will depend upon the way the Firefighters and members conduct themselves in the performance of their duties. Compliance with the operating procedures and careful attention to the orders of department officers is necessary to retain the respect and good will of the public which this department enjoys.

Violations of any of the operating procedures, neglect or omission of any of the duties prescribed herein, are considered offenses, and any member found guilty will, at the discretion of the Fire Chief, be subject to reprimand, suspension, demotion, or dismissal from the department.

Administrative Operations Policies

Administrative Operations Policies (AOP) of the Fayetteville Fire Department will contain administrative information related to the overall operation of the department throughout all divisions, programs, and services provided. All AOP documents will be reviewed by, and formally approved by the Fayetteville City Council. Any new AOP or change to existing AOP will be approved through the LMT process, then submitted to and approved by the City Council before it can be published. Any new AOP or change to an AOP that has not been fully approved by LMT and City Council will not be considered valid except as outlined below in the section titled Administrative Directives.

Administrative Directives

Administrative directives will be issued only in emergency situations where changes are time sensitive and vital to the continuance of safe operations. Administrative Directives related to existing policies will reference the policy number, be maintained in the policy management software, and emailed out to all personnel. Administrative directives will expire in 60 days unless through LMT Consensus action is taken to extend or modify them. Efforts will be made to change the current policy or create a new one during that time. If the Administrative directive must be extended or modified, it will be resent to all personnel by email. Once a new policy draft has been created it must go through the process for approval by the LMT and City Council before being published. Once published, the approved AOP will be sent out as a reading assignment on Vector Solutions and the Administrative Directive will be archived.

Administrative Operations Guidelines

Administrative Operations Guidelines (AOG) of the Fayetteville Fire Department will contain detailed procedures for the administration of the related approved AOP. The AOG document must remain flexible to ensure the ability to swiftly enact procedural updates. Any Change to the AOG will be assigned to FFD Personnel through Vector Solutions for review. AOGs shall not be put in place without the existence of a related AOP which will define purpose and parameters of the AOG. All new AOG documents or changes to those in existence will be approved by the LMT.

Emergency Operations Guidelines

Emergency Operations Guidelines (EOG) of the Fayetteville Fire Department will contain more detailed information regarding fire ground and emergency scene organization, strategies, and tactics. The EOG document must remain flexible to ensure the ability to swiftly enact procedural updates and technological changes based on fire service industry standards. EOGs shall not be put in place without the existence of a related AOP which will define the purpose and parameters of the AOG.
All new EOG documents or changes to those in existence will be approved by the LMT.

Policy Maintenance

Maintenance of policies and procedures will be the responsibility of the Planning Battalion Chief. Additions, deletions, and modifications will be implemented as necessary to reconcile changing conditions, and to reflect revisions in policies and procedures. All policies whether in current, draft, or archived status will be stored and maintained utilizing a policy management software program. Current PDF versions of all policies will be available to all personnel in the Vector Solutions "File Center" section.

https://app.target solutions.com/tsapp/dashboard/pl_fb/index.cfm?fuseaction=c_pro.show
Home

Changes



Fayetteville Fire Department	
Administrative Policies	
Policy-101 General Information and Introduction	
Version 8	Date Created
07/07/2021 11/14/2022	
AOG Reference:	
CFAI Reference: 7A 3	



Purpose

The Fayetteville Fire Department (FFD) Administrative Operating Policies (AOP), the City of Fayetteville Policies and Procedures and Standard Operating Procedures, the Rules and Regulations of the Civil Service Commission of the City of Fayetteville, the FFD Standard Operating Guidelines (SOG), and the FFD Emergency Operations Guidelines (EOG) are the official controlling documents and requirements of the Fayetteville Fire Department and as such, are intended for the general guidance of the Firefighters and members of the Fayetteville Fire Department.

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Violations of any of the operating procedures, neglect, or omission of any of the duties prescribed herein, are considered offenses, and any member found guilty will, at the discretion of the Fire Chief, be subject to reprimand, suspension, demotion, or dismissal from the department.

Administrative Operations Policies Policies

Administrative ~~Operations~~ Policies (AOP) of the Fayetteville Fire Department will contain administrative information related to the overall operation of the department throughout all divisions, programs, and services provided. All ~~AOP-Administrative documents- Policies~~ will be reviewed by, and formally approved by the Fayetteville City Council. Any new ~~AOP-Administrative Policy~~ or change to existing ~~AOP-Administrative Policy~~ will be approved through the ~~Labor Management Team (LMT)~~ process, then submitted to and approved by the City Council before it can be published. Any new ~~AOP-Administrative Policy~~ or change to an ~~AOP-Administrative Policy~~ that has not been fully approved by LMT and City Council will not be considered valid except as outlined below in the section titled Administrative Directives.

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Administrative Operations Guidelines Standard Operating Guidelines.

Administrative-OperationsStandard Operating Guidelines (AOGSOG) of the Fayetteville Fire Department will contain detailed procedures-guidelines and procedures for the administration of the related approved AOPAdministrative Policy. The AOG-SOG document must remain flexible to ensure the ability to swiftly enact procedural updates. Any Change to the AOG-SOG will be assigned to FFD Personnel through Vector-Solutionsthe policy management system for review. AOGs-SOGs shall not be put in place without the existence of a related AOP-Administrative Policy which will define purpose and parameters of the AOGSOG. All new AOG SOG documents or changes to those in existence will be approved by the LMT.

Emergency Operating Guidelines

Emergency Operating Guidelines (EOG) of the Fayetteville Fire Department will contain more detailed information regarding fire ground and emergency scene organization, strategies, and tactics. The EOG document must remain flexible to ensure the ability to swiftly enact procedural updates and technological changes based on fire service industry standards. EOGs shall not be put in place without the existence of a related [AOP-Administrative Policy](#) which will define the purpose and parameters of the [AOGEOG](#).

All new EOG documents or changes to those in existence will be approved by the LMT.

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Policy Maintenance

Maintenance of policies and procedures will be the responsibility of [the Planning Battalion Chief designated Chief Officer](#). Additions, deletions, and modifications will be implemented as necessary to reconcile changing conditions, and to reflect revisions in policies and procedures. All policies whether in [currentpublished](#), draft, or archived status will be stored and maintained utilizing a policy management software program. Current PDF versions of all policies will be available to all personnel in the [Vector-Solutions "File Center" section-designated policy software program](#).

https://app.targetolutions.com/tsapp/dashboard/pl-fb/index.cfm?fuseaction=c_pro.show-Home

New Policy



Fayetteville Fire Department	
Administrative Policies	
Policy-101 General Information and Introduction	
Version 8	Date Created 11/14/2022
SOG Reference: All SOG & EOG	
CFAI Reference: 7A.3,	



Purpose

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Standard Operating Guidelines.

Standard Operating Guidelines (SOG) of the Fayetteville Fire Department will contain detailed guidelines and procedures for the administration of the related approved Administrative Policy. The SOG document must remain flexible to ensure the ability to swiftly enact procedural updates.

Any Change to the SOG will be assigned to FFD Personnel through the policy management system for review. SOGs shall not be put in place without the existence of a related Administrative Policy that will define the purpose and parameters of the SOG. All new SOG documents or changes to those in existence will be approved by the LMT.

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Policy Maintenance

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