1	RESOLUTION NO
2	
3	A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER
4	INTO AN AGREEMENT WITH THE LITTLE ROCK MUNICIPAL
5	AIRPORT COMMISSION TO PROVIDE AIRCRAFT RESCUE AND
6	FIREFIGHTING (ARFF) SERVICES AT THE LITTLE ROCK
7	NATIONAL AIRPORT; AND FOR OTHER PURPOSES.
8	
9	WHEREAS, the City of Little Rock, Arkansas ("the City") and the Little Rock Municipal
10	Airport Commission (the "Commission") desire to continue an Agreement to provide Aircraft
11	Rescue and Firefighting ("ARFF") services at the Little Rock National Airport ("Airport"), a
12	service typically performed by the Little Rock Fire Department ("LRFD"); and,
13	WHEREAS, the Commission will reimburse the City for the actual personnel cost for each
14	LRFD employee assigned to the Airport, including all benefits; and,
15	WHEREAS, additionally, the Commission will pay the amount of One Hundred Twenty-
16	Seven Thousand, One Hundred Eighty-Eight Dollars (\$127,188.00) annually to cover
17	overtime/FLSA pay for the personnel.
18	NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
19	THE CITY OF LITTLE ROCK, ARKANSAS:
20	Section 1. The City Manager is authorized to enter into an Agreement with the Commission
21	whereby the LRFD will provide ARFF services at the Airport, said Agreement having been
22	approved by the City Attorney and attached hereto as EXHIBIT "A."
23	Section 2. The initial term of the Agreement shall be for a one (1) year period, with an
24	extension for an additional term of one (1) year.
25	Section 3. Severability. In the event any title, section, paragraph, item, sentence, clause,
26	phrase, or word of this resolution is declared or adjudged to be invalid or unconstitutional, such
27	declaration or adjudication shall not affect the remaining portions of the resolution which shall
28	remain in full force and effect as if the portion so declared or adjudged invalid or
29	unconstitutional were not originally a part of the resolution.

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Section 4. Repealer. All laws, ordinances, resolutions, or parts of the same, that are
 1
     inconsistent with the provisions of this resolution, are hereby repealed to the extent of such
 2
 3
     inconsistency.
 4
     ADOPTED: October 15, 2024
 5
 6
     ATTEST:
 7
                                                         APPROVED:
 8
 9
                                                         Frank Scott, Jr., Mayor
     Allison Segars, Acting City Clerk
10
11
     APPROVED AS TO LEGAL FORM:
12
13
     Thomas M. Carpenter, City Attorney
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EXHIBIT "A"

<u>AGREEMENT</u>

City of Little Rock and the Little Rock Municipal Airport Commission

THIS AGREEMENT made the ____day of ______, 2024, by and between the LITTLE ROCK MUNICIPAL AIRPORT COMMISSION ("Commission") and THE CITY OF LITTLE ROCK ("City").

WHEREAS, the Commission desires to engage the City to provide Aircraft Rescue and Firefighting ("ARFF") services at Little Rock National Airport ("Airport"); and

WHEREAS, Commission wishes to utilize the service of the City to facilitate the Airport's compliance with 14 CFR Part 139 ("Part 139") and

WHEREAS, the City and the Commission agree to monitor staffing levels of the City of Little Rock Fire Department ("LRFD") personnel assigned to the Airport and adjust such staffing levels as needed and as may be practical.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

I. <u>TERM</u>

- 1. The initial term of this Agreement shall be for a one (1) year period commencing on ______, 2024.
 - 2. The Effective Date of this Agreement shall be ______, 2024.
- 3. Unless terminated by one of the parties hereto, this Agreement shall automatically extend for an additional term of one (1) year. In the event either party desires not to renew this Agreement for an additional term, the non-renewing party shall provide ninety (90) calendar days' prior written notice of intent not to renew the Agreement to the appropriate contact person of the other party listed in Section XV of this Agreement. If no such prior written notice is given, this Agreement shall automatically be extended for an additional one (1) year term. In the event the term of this Agreement and any extension thereto should expire prior to the execution of a new agreement, the Commission and the City agree the terms and conditions of this Agreement shall remain in full force and effect until it is replaced by a new agreement or this Agreement and any extension thereto is terminated as provided in Paragraph 4 below.
- 4. Termination and Early Termination. Notwithstanding the Agreement Term set forth in Paragraphs 1 and 3 above, this Agreement, and all performances and obligations required hereunder, may be terminated by either party, at any time, with or without cause, for any reason

or no reason whatsoever, and without penalty, provided that the terminating party provides the other party with written notice of termination no less than ninety (90) calendar days prior to the date of termination.

II. **DUTIES**

ARFF SCOPE OF WORK

- 1. The City of Little Rock Fire Department ("LRFD") agrees to provide firefighters in accordance with Section III below to perform and maintain the Airport's Aircraft Rescue Firefighting function as outlined in 14 CFR Part 139.
 - 2. LRFD Personnel:
 - a. will be stationed at the Airport 24 hours a day, 7 days a week.
 - will perform scheduled duties as outlined in Part 139 to include fuel farm/truck inspections.
 - c. will respond to all incidents as mandated by Part 139.
 - d. will provide such other duties or services as agreed to between the Airport's Executive Director, or his/her designated representative, and the LRFD Fire Chief, or his/her designated representative, which shall be memorialized by written addendum to this Agreement.

III. STAFFING

- 1. The Airport Certification Manual, as amended from time to time, is the source for the FAA-approved minimal staffing that is based on the ARFF index established for LIT in accordance with Part 139 (Attachment A, which is attached hereto and incorporated herein). Staffing levels to achieve coverage seven days per week, 365 days/year will be based on the number of positions requiring coverage during the hours of operation, as identified by the Commission. LRFD will ensure a minimum of <u>four (4)</u> firefighters are on shift at all times, unless directed to change this minimum by the Airport's Executive Director ("Executive Director"). In the event that the ARFF index changes, requiring more firefighters, the Airport Executive Director will notify the Fire Chief and the City Manager that there is a new Federal mandate requiring the modification of the minimum staffing. The Fire Chief and the City Manager agree to meet all Federal mandates and deadlines related to ARFF staffing levels.
- 2. The Commission has sole discretion and may change the number or types of staffing positions by providing the City with no less than sixty (60) days written notice of said

changes and the Commission will adjust the compensation in Section IV accordingly. The City shall maintain the staffing levels identified by the Airport's Executive Director with qualified personnel selected at the City's sole discretion with concurrence by the Airport's Executive Director. The City and the Commission agree that scheduled overtime of 12-hours per position per 27-day work period as allowed under the Fair Labor Standards Act (FLSA) may be necessary to meet the required staffing levels. The City will invoice Commission on a monthly basis for scheduled overtime as described in Sections IV and V.

- 3. LRFD
 - a. A Shift (24 hours per day)
 - 1 Captain
 - 3 Engineers
 - b. B Shift (24 hours per day)
 - 1 Captain
 - 3 Engineers
 - c. C Shift (24 hours per day)
 - 1 Captain
 - 3 Engineers
- 4. During the term of this Agreement, LRFD shall assign an Airport Liaison at no cost to the Commission to coordinate all operational, training and financial related matters, thereby providing the Airport with a single point of contact to resolve all matters.
- 5. The City shall be responsible for ensuring that the recommended LRFD personnel meet the ARFF qualifications set forth by the Federal Aviation Administration in Part 139. The City shall have primary supervisory authority over the Little Rock Fire Department personnel located at the Airport. The City also acknowledges the Airport Executive Director has the right to request that any LRFD personnel assigned to the Airport be removed. Any such request shall be in writing to the City and shall provide the underlying rationale for the request. The City further acknowledges that the City shall immediately review any such written request by the Executive Director and shall resolve any personnel issues in a timely manner, in good faith, and to the Executive Director's satisfaction.
- 6. LRFD personnel provided by the City under this Agreement shall be considered employees of the City. Notwithstanding anything contained in this Agreement or in any attachments to this Agreement to the contrary, LRFD personnel shall at all times, be subject to the policies and procedures of the LRFD and the Little Rock Civil Service Commission. The City shall be solely responsible for the selection of LRFD personnel to be located at the Airport.

The City shall be solely responsible for the scheduling of such City personnel located at the Airport. The performance, discipline, or termination of any LRFD employee will be handled by the City in accordance with the City's policies and procedures. The City and Commission agree that issues relating to leave under this Agreement will be addressed in accordance with the City's Administrative Personnel Policy and Procedure Manual.

7. The Division Chief position will be a stand-alone 40-hour per week position and will not be back-filled during any scheduled or unscheduled absences. The Fire Chief will make the selection of the candidate to fill this position and meet with the Airport's Executive Director prior to the selection. This position will be a salaried position with duties that classify it as exempt from FLSA or any type of Overtime pay.

IV. BUDGET/COMPENSATION

1. On or before June 1st of each year, the City will provide for the Executive Director's review and approval, an itemized list of all equipment, supplies, vehicles and training needed to perform the outlined services as it relates to aviation safety and disaster preparedness for the following budget year.

The Commission will not pay for unbudgeted items, including unbudgeted overtime, without prior written approval of the Executive Director, or his/her designee.

- 2. The Commission shall, at no cost to the City, provide an ARFF fire station at the Airport for the use of LRFD personnel stationed at the Airport.
- 3. The Commission will reimburse the City for the actual personnel cost for each LRFD employee assigned to the Airport as follows:
 - a. Regular Pay: On August 1 of each year of this Agreement, the City will provide the Commission with the City's actual annual cost to fill each Captain, Engineer, and Chief (if applicable) assigned to the Airport, including all benefits, and the Commission will pay 1/12th of that cost on a monthly basis for each employee assigned to the Airport. Salaries and benefits for the LRFD shall be based on the most applicable and most current Personnel Model. The present Personnel Model is itemized in Attachment B, attached hereto and incorporated herein.
 - <u>b.</u> Overtime/FLSA Pay: The Commission shall approve an annual overtime budget to cover overtime/FLSA pay of \$127,188.00 in a calendar year, and the Commission will pay 1/12th of that cost on a monthly basis. All payments under this section categorized as Overtime/FLSA pay include,

but are not limited to: Additional Hours, FLSA Premium, FLSA Premium over 216, Holdovers and ADD-LOPFI. Any overtime exceeding \$127,188.00 shall be at the sole expense of the City.

4. The City shall submit monthly invoices as shown in Attachment C, which is attached hereto and incorporated herein, to Director of Finance, Little Rock National Airport, One Airport Drive, Little Rock Arkansas 72202-4489. The Commission shall pay each Airport Executive Director approved invoice within forty-five (45) calendar days of receipt of the invoice.

The Commission agrees to pay all reasonable and necessary ARFF related expenses to operate, train, and maintain a high level of proficiency and preparedness at the Airport. Expenses include, but are not limited to, the following:

- a. Repairs to the ARFF trucks
- b. Fuel for ARFF trucks
- c. Proximity suits, initial issue and replacement beyond their useful life
- d. Aqueous Film Forming Foam (AFFF)
- e. Purple K
- f. Refilling nitrogen bottles
- g. Repairs to the ARFF building
- h. Initial ARFF training course for firefighters scheduled for permanent ARFF duties
- i. Initial/Advanced ARFF training for Captains scheduled for permanent ARFF assignment
- <u>i. Turnout gear, initial issue and replacement beyond their useful life</u>
- k. Synthetic Fluorine Free Foam (SFFF)
- 5. LRFD and Commission agree all expenses are to be budgeted, and further agree LRFD will submit ARFF budget requests in June of each year to the Commission's Director-Operations for the succeeding year. Commission agrees to all reasonable and necessary budget requests, based on budget guidelines as established by the Executive Director. LRFD further acknowledges that any budget request is not approved until the budget is approved by the Airport Commission.

6. The City will incur all costs for procurement and maintenance of uniforms and radios and any items not listed in Section IV, paragraph 4.

V. OVERTIME

LRFD is responsible for managing overtime and scheduling all ARFF personnel. LRFD will make every effort to ensure a minimum of <u>four (4)</u> individuals are on shift at all times.

The Commission's overtime/FLSA obligation is outlined in Section IV, Paragraph 3b of this Agreement.

VI. TRAINING

In addition to compliance with minimum training qualifications pertaining to all personnel assigned to the Airport, those employees of the City will complete an Airport approved training program that includes, but is not limited to the following:

- Airfield driver's training
- AOA/SIDA security training
- Surface Movement Guidance Control System training

Copies of FAA-required training documents will be made available by the City to the Airport upon completion of all initial/recurrent training required by Part 139.

VII. FACILITIES AND EMPLOYEE PARKING

The Commission will provide employee parking to the LRFD personnel stationed at the Airport at no charge to the City or the employee.

VIII. VEHICLES

- Commission Owned Vehicles.
 - a. At the Commission's sole cost and expense, the Commission will maintain any Commission-owned ARFF trucks provided for LRFD's exclusive use at the Airport and the Commission will provide the fuel to operate these vehicles. In accordance with Section III, Paragraph 1, should the FAA ARFF Index necessitate reduction of equipment, Commission shall have the sole discretion to determine how to utilize or dispose of any vehicles exclusively utilized by the City for ARFF purposes.

- b. The City shall maintain, at the City's sole cost and expense, all specialized equipment installed in said vehicles by the City or the LRFD.
- e. An ARFF Division Chief position has been created. The Commission will provide at the Commission's sole cost and expense, a vehicle to be utilized solely by that Division Chief for that Division Chief's exclusive use at the Airport and for business use only.
- d. LRFD will provide painting of the Division Chief vehicle with a logo that includes the Little Rock National Airport insignia in the design. LRFD will furnish light bars, radios and other ancillary devices for the Division Chief vehicle at the City's sole cost and expense. The Commission will maintain the Division Chief vehicle at the Commission's sole cost and expense.

IX. TECHNOLOGY

The City will provide and maintain all LRFD radio and computer equipment supplied to personnel assigned to the Airport. The Commission will provide and maintain all telephone equipment required for LRFD activities at the Airport, at no cost to the City.

X. COMMUNICATIONS/REPORTS

- 1. The City and Commission will endeavor to cooperate with each other concerning the provision of information on an as needed basis. All matters regarding contact with the TSA/FAA will be handled by or in coordination with the Commission's Director-Operations.
- 2. Copies of Operational Reports prepared by LRFD will be given upon request to the Commission's Director of Operations.
- 3. The City shall maintain all financial and employment records concerning the performance of services by the City under this Agreement for the term of this Agreement and for a period of five (5) years following the termination or expiration of this Agreement and any extensions thereto.

XI. MEETINGS

During the term of this Agreement and any extensions thereto, monthly meetings may be held between the City and the Airport's Executive Director to review the City's performance of Duties and Staffing under this Agreement. Such meetings will be set at the discretion of the Airport's Executive Director or his/her designated representative or the City Manager or his/her designated representative, or as required by the LRFD Chief.

XII. CUSTOMER SERVICE

When assigning personnel to the Airport, the City will consider the need for positive customer service relationships with tenants and the general public. The City will review positive or negative input received from Commission, Airport tenants, Airport Management, and the public.

XIII. RELATION OF THE PARTIES

The City is retained by the Commission only for the purposes and to the extent set forth in this Agreement and the City's relationship to the Commission shall, during the term of this Agreement, be that of an Independent Contractor. The Commission shall not withhold, from sums becoming payable to the City hereunder, any amounts for State or Federal Income Tax, or for FICA (Social Security) Taxes, during the term of this Agreement. The personnel provided by the City shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by the Commission pertaining to or in connection with any pension, bonus, profit sharing, or other benefit extended to Commission's own employees. LRFD personnel at the Airport shall at all times be and remain employees of the City of Little Rock.

XIV. PROFESSIONAL RESPONSIBILITY

Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by the City in accordance with their employee's independent and professional judgment. The personnel assigned by the City shall perform their services substantially in accordance with the City of Little Rock Administrative Personnel Policy and Procedure Manual and LRFD Rules and Regulations.

XV. NOTICE

Any notice required to be given hereunder shall be deemed given on the third (3rd) business day following mailing of any such notice postage paid, to the address herein set out.

Executive Director City Manager

Little Rock National Airport City of Little Rock

One Airport Drive 500 West Markham Street

Little Rock AR 72202 Little Rock AR 72201

with copy to Fire Chief

Little Rock Fire Department

624 S. Chester

Little Rock Arkansas 72201

XVI. WAIVER

The failure of either party to enforce at any time, or for any period of time, the provisions hereof shall not be construed as a waiver of such provisions or of the rights of such party to enforce each and every provision contained herein. No Commission payment to the City for services performed under this Agreement shall be construed as a waiver of any rights under this Agreement

XVII. SEVERABILITY

In the event of any judicial determination that any portion of this Agreement is invalid and unenforceable, the invalidity or unenforceability of any particular provision shall not affect the other provisions of this Agreement and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

XVIII. GOVERNING LAW

This Agreement shall be construed in accordance with the substantive and procedural laws of the State of Arkansas.

XIX. NON-DISCRIMINATION

The Commission agrees to comply with all applicable federal and state laws and regulations regarding non-discrimination in the performance of all activities required by this Agreement, and specifically agrees to not discriminate against any individual on the basis of

race, color, creed, religion, sex, disability, gender, age, national origin, marital status, sexual orientation, gender identity, genetic information, or veteran's status, including, without limitation, Little Rock, Ark., Rev. Code § 2-2 (1988), the City's non-discrimination ordinance.

XX. TITLE VI CIVIL RIGHTS ACT IMPLEMENTATION AND ASSURANCES

The Commission, and its sub-contractors, sub-recipients, sub-grantees, successors, transferees, or assignees, shall comply with:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) and its applicable federal statutory, regulatory authorities, other pertinent directives, circulars, policy, memoranda, and guidance prohibiting discrimination on the basis of race, color, national origin, age, sex, and disability and give assurance that it will promptly take any measures necessary to ensure such compliance;
- (b) all applicable provisions governing the City of Little Rock's and applicable federal department's or agency's access to records, accounts, documents, information, facilities, and staff:
- (c) any program or compliance reviews, or complaint investigations, or both, conducted by the City, or federal department or agency;
- (d) record retention and reporting requirements, maintain and preserve all project records for a minimum of five (5) years and all requests for documents and materials in a timely, complete, and accurate manner; and
- (e) all other reporting, data collection, and evaluation requirements, as required by the City, prescribed by law, or detailed in program guidance.

XXI. MISCELLANEOUS

- 1. The City and the Commission acknowledge that the other party is a governmental entity, duly organized under the laws of the State of Arkansas, and that each party relies on tort immunity. Accordingly, additional insurance shall not be required by either party as a condition of this Agreement.
- 2. The City and the Commission are each responsible for their own legal defense costs and fees for the discretionary acts of their own employees.

3. Any modifications to this Agreement, or any attachments incorporated herein,

shall be in writing, signed by all parties thereto.

4. The parties agree and represent, as a material representation concerning this

Agreement, that the persons executing this Agreement have full authority to do so and, in

doing so, to bind their respective entity to fulfill the covenants and obligations set forth in

this Agreement.

5. This Agreement shall be executed in the original and any number of executed

copies. Any copy of this Agreement so executed shall be deemed an original and shall be

deemed authentic for any other use.

6. The terms and conditions of this Agreement shall be binding upon the parties

hereto, their respective heirs, executors, administrators, successors, and assignees.

7. This Agreement and the documents referenced or incorporated herein contain

the complete and entire agreement of the parties respecting the transactions contemplated herein, and supersede all prior negotiations, agreements, representations,

and understandings, if any, among the parties regarding such matters. All prior or

contemporaneous agreements, understandings, and statements, oral or written, are

merged into this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the

day and year first above written. Signed, sealed and delivered in the presence of:

LITTLE ROCK MUNICIPAL AIRPORT COMMISSION:

By: Steven C. Baker, Executive Director
By: Witness

Name: Carlos Do un Font Title: DIRECTOR OF OPERATIONS

By: Emily Jordan Cox, Acting City Manager ATTEST Allison Segars, Acting City Clerk Date: ______ APPROVED AS TO LEGAL FORM: Thomas M. Carpenter, City Attorney By: Beth Blevins Carpenter Senior Deputy City Attorney

Attachment A

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements

(a) ARFF Operations

Bill and Hillary Clinton National Airport/Adams Field ARFF station is staffed by members of the Little Rock Fire Department. Rescue and firefighting capability is provided 24 hours daily. ARFF Vehicles are owned by the airport and are dedicated for on-airport responses only. Any deviations to off airport responses will need prior approval from Operations Department.

(b) Vehicle Communications

The ARFF vehicles are equipped with two-way voice radio communications equipment capable of communication with the City of Little Rock Fire Department and the Air Traffic Control Tower (ATCT).

A Discrete Emergency Frequency (DEF) has not been established at the airport.

(c) Vehicle Marking and Lighting

The ARFF vehicle(s) are painted in accordance with the most current version of AC 150/5210-5 and are equipped with flashing rotating beacon (if applicable add reflective striping) to contrast with background environment and optimize daytime and nighttime visibility and identification.

(d) Vehicle Readiness

- (1) ARFF vehicles must be maintained so as to be operationally capable of performing their intended functions. Operational checks of the ARFF vehicles and their firefighting systems are conducted daily by the ARFF personnel. Scheduled service inspections and routine maintenance is performed by the Airport Fleet Maintenance.
- (2) ARFF vehicles are housed in a heated fire station located in the center of the airfield just west of the cargo ramp.
- (3) When discrepancies are discovered on the daily inspection, the ARFF Captain onduty will notify Airport Fleet Maintenance and courtesy copy the Director-Operations and the Airport Operations Duty Manager.
- (4) If more than one ARFF Unit is out of service, and a decrease in ARFF index is indicated, notification and reduction will be accomplished in accordance with 14 CFR 139.319. Fire Chief or designee shall notify the Airport Executive Director or designee. Airport Executive Director or designee shall notify the ATCT and issue a NOTAM IAW Section 139.319 and 139.339.

(e) Response Requirements

When requested by the FAA to demonstrate compliance with 139.319, at least one ARFF vehicle is capable of responding from the ARFF Station to the mid-point of the furthest air carrier runway or comparable distance and initiate discharge of extinguishing agent within 3 minutes of the alarm.

Original Date:	Federal Azistion Administration Southwest Region Augusts Division	FAA Approval:
Revision Date:	29	Section 319 page 1 of 3
	Aug 03 2023	
	KP	
	Inspector	

Section 319 - Aircraft Rescue and Fire Fighting: Operational Requirements (Continued)

All other required ARFF vehicles are capable of responding from the ARFF Station to the mid-point of the furthest air carrier runway or comparable distance and initiate discharge of extinguishing agent within 4 minutes of the alarm.

(f) Personnel

- All rescue and firefighting personnel are equipped with protective clothing and equipment needed to perform their duties.
- (2) ARFF Personnel Training;

 ARFF personnel receive initial and re-

ARFF personnel receive initial and recurrent training (minimum every 12 consecutive calendar months) in the following areas:

- (i) Airport familiarization;
- (ii) Aircraft familiarization;
- (iii) Rescue and firefighting personnel safety;
- (iv) Emergency communication system on the airport, including fire alarms;
- (v) Use of the fire hoses, nozzles, turrets, and other appliances required;
- (vi) Application of the types of extinguishing agents required for compliance with this part;
- (vii) Emergency aircraft evacuation assistance;
- (viii) Firefighting operations;
- (ix) Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting;
- (x) Aircraft cargo hazards, including hazardous materials/dangerous goods Incidents;
- (xi) Familiarization with firefighters' duties under the Airport Emergency Plan.

ARFF personnel are trained in the above subject areas following a site specific training curriculum. The ARFF Chief is responsible for maintaining the ARFF training curriculum and records of all training given to each individual. Sample training record format is depicted in Appendix G.

- (3) All ARFF personnel must participate in a live-fire drill prior to initial performance of ARFF duties and participate in live-fire training at least once every 12 consecutive calendar months. Annual live fire drills will be accomplished using University of Missouri Mobile Burn Unit or at Little Rock Air Force Base.
- (4) At least one individual, who has been trained and is current in basic emergency medical services, is available during air carrier operations. Metro Emergency Medical Service provides ambulance support with advanced emergency medical care.
- (5) Records

The ARFF Chief is responsible for maintaining records of all training given to each individual. ARFF training records will be maintained for 24 consecutive calendar months. Such records include a description and date of training received. A sample of the training form is shown in Appendix H.

Original Date:	Federal Avial on Administration Southwest Region Alperts Division	FAA Approval:
Revision Date:	Aug 03 2023	Section 319 page 2 of 3
	Inspector	

(6) Sufficient Personnel

Sufficient rescue and firefighting personnel are available during all air carrier operations to operate the vehicle(s), meet response times, and meet the minimum agent discharge rates.

(7) Emergency Alerting System

ARFF personnel are alerted of existing or impending aircraft emergencies by the following alerting systems:

- Direct hot line between ATCT and ARFF Station
- Radio
- If hot line failure, via regular phone line in accordance with Airport Emergency Procedures LOA in Appendix I

(g) Hazardous Materials Guidance

Each ARFF vehicle is equipped with, or have available through a direct communications link, the "North American Emergency Response Guidebook" published by the U.S. Department of Transportation. If hazardous materials are discovered, Little Rock Fire Department has a HAZMAT team that will be called to handle the situation.

(h) Emergency Access Roads

Emergency access gates are located around the perimeter of the airport. A map of these gate locations is located in the Airport Emergency Plan, Section 24, Figure 24-1.

Off Airport or Other Emergency Response of ARFF Equipment

Airport ARFF trucks will only respond to on-airport emergency responses. This includes any response where an aircraft has breached the perimeter fence and the aircraft is adjacent to the airport boundary. Off-airport Fire Department personnel will respond to all off-airport emergency responses. Airport ARFF deviations will be IAW with Section 113 of LIT ACM. Operations personnel will issue any required airport NOTAMS.

(i) Unplanned ATCT Tower closures

In the event of unscheduled Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) closures, LIT (24 hour facility) will implement local contingency measures to address ATC-Limited or ATC-Zero for tower cab operations, FAA ATCT will initiate notification procedures. ATCT will engage in direct communication or electronic communication with attentit operators that require Aircraft Rescue and Fire Fighting (ARFF) equipment availability, LIT Airport Operations and ARFF. During periods of ATCT closure, ARFF will monitor frequency of UNICOM 122.950. Additionally, a Notice to Airman (NOTAM) will be issued advising flight crews of the agreed frequency and upon closure of the tower, contingency procedures will be broadcasted on Automatic Terminal Informational System (ATIS).

Original Date:	Federa Avalier Administration	FAA Approval:
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Attachment B

	1 Battalion Chief	3 Fire Captains	9 Apparatus Engineers	13 Total Employees	Months Monthly Amount	Credit - November 2023. Retired November 1, 2023 Credit - December. Retired November 1, 2023 Add Charge - December 2023. New Hire December FY 2023 Trueup
Total Add Ons Total Employee Cost	144,787	118,265 118,256 117,330	104.687 104,325 108,587 104,144 103,417 104,303 104,144 107,877	1,443,540	127,188 127,188 1,570,727 12 130,894	(9,627) (9,627) 3,154 (16,099)
	45,932	37,302 37,293 36,367	33,778 33,416 31,678 33,235 32,508 33,394 33,235 36,968	463,615	88	35,962 35,962 36,367
Lump Sums	10			l _{io}	127,188	8 8 E
Salary	98,855	80,963 80,963 80,953	70,909 70,909 70,909 70,909 70,909 70,909 70,909 70,909	979,925		79558 79558 80963
Employee # Description	28089 Hildreth, Eric L.	15564 Woolf, Edwin A. 15667 Lewis, Jeffery A. 24736 Whitaker, William	17536 HARRIS, RICHARD S. 21633 SMITH, DUANE A. 24732 GLOVER, BROOKS L. 24732 NEWMAN JR, FREDERICK B. 31147 SMITH, CARL D. 31765 SHEPARD, KENIRELL L. 22725 GOLDEN, KENIRELT S. 24499 PATRICK, ERIC T. 31776 GILL, LORENZO	Salaries and Benefits	50300 SALARIES-OVERTIME Total Shift Differential and Overtime Grand Total	17541 Nelson, Raiph 17541 Nelson, Raiph 24736 Whitaker, William
Emp	-	- 2 6	-26459786			

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Emp. #	Employee Name	Department	Position	PayGrade	PayStep	Salary	Longewity	Hol. Prem.	EMT	Total	ADDS	Dental	Hospital	Life U	ULCO VIS	Vision Me	Medicare	Pension	Pension Rate	Grand Total	Total Benefits
Battallon Chief:		1		100	1										+	-					
28089	28089 Hildreth, Erici.	5870	FD70-192-C6	241	9	90,855	1,301	3,802	2,420	106,378	286	2550	10,055	129		8	1,352	25,531	24.00%	104,787	45,952
Fire Captain C										40			100000				1				
15564	15554 Woolf Edwin A	5870	FR70-207.A	250	2	50,963	2.314	3,540	2,420	89,237	236	352	5,583	183		8	1,297	21,017	24.00%	118,765	37,302
15657	15667 Lewis, Jeffery A.	FRZD	FR70-207-8	230	2	80,963	2,307	3,540	2,420	89,230	236	354	5,583	183		60	1,297	21,615	24,00%	118,256	
24736	24736 Wmtaker, William	5921	FR21-207-EA	230	2	89.963	1,569	3,540	2,420	88.492	230	254	5,503	161		3	1,285	21,238	24,00%	117,330	36,367
															1	-					
Accessatus Engineers:									1000												
17536	17536 HARRIS, RICHARD S.	FRZO	FR70-210-A	220	2	70,909	2,029	3,101	2,420	78,455	205	754	5,583	191		3	1,140	18,819	24.00%	104,687	33,778
21503	21503 SMITH DHANF A	1870	FH7D-210-A	220	24	70,909	1,736	3.101	2,420	78,155	308	250	5,583	191	-0	09	1,135	15,760	24.00%	104,325	33,416
24713	DAZTO CONGREDADORET	07.83	INTO 210.A	220	2	30.909	1,569	3.101	3.430	77,959	502	1522	10,055	161		3	1,123	18,720	24.00%	108,567	37,678
26430	TANAN AND AND AND AND AND AND AND AND AND	00.43	001070700	220	-	35 958	1.563	3 301	2.620	78,022	205	752	5,583	191		98	1,136	18,725	34.00%	101,144	33,235
31143	STATE SANTA CASE D	6870	PRPD-210-B	330	2	70.909	1013	3,101	2,420	77,443	205	254	5,583	161		3	3,325	18,585	24.00%	103,417	32,508
23010	TITLE CANDAD SEREDING	linan.	1300210-8	320	-	10.509	1,013	3.101	2.420	77,443	305	254	5,583	191		98	1,125	16,586	24.00%	103,417	32,508
30000	2020SIGNIDER CENNETH C	FR70	FH70-210-C	220	~	30,909	1,719	3,501	2,420	70,149	205	255	5,583	191		09	1,135	18,756	24.00%	104,303	33,394
26.899	SARGE PATRICK FRICT.	FR70	4830-210-C	220	2	73,909	1,592	3,101	2,628	78,022	305	354	5,583	161		8	1,134	38,725	24,00%	104,144	33,235
31276	31276/Gill 108FNZ6	5826	FR70-210-C	220	7	30,909	3,003	3,101	2,420	77,433	205	254	10,055	191		3	1,125	18,584	24,00%	107,877	36,968
						970 075	20.763	42 221	21.660	1.074.659	2.633	3.302	85.995	2,659		780	15,619	257.873		1,443,540	463,615

m

Attachment C

[Date]

<u>Director of Finance</u> Little Rock National Airport #1 Airport Drive Little Rock, AR, 72202-4489

Dear Director of Finance:

Enclosed is the monthly billing to cover salary and benefit cost for services provided [Month/Year] to the airport by the City of Little Rock for ARFF Services.

The calculations are as follows:

Invoice Total	\$	
Additional Commission approved expenses	\$	96
Additional Commission approved overtime	\$	(2)
IV, Paragraph 3.)		
Fire (1/12 of Commission approved overtime in Se	ection	
Fire (1/12 of filled positions listed on attachment		

Please mail the check to the City of Little Rock, Finance Department, Room 338, Little Rock, AR 72201. Should you have any questions or need additional information, please call me at (501) 371-4542.

Sincerely,