



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Agenda City Council

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Tuesday, December 2, 2025

5:30 PM

Municipal Center, 300 S. Church

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### **PUBLIC WORKS COUNCIL COMMITTEE MEETING AT 5:00 P.M.**

*Council Chambers, Municipal Center*

#### **1. CALL TO ORDER BY MAYOR HAROLD COPENHAVER AT 5:30 P.M.**

#### **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

#### **3. ROLL CALL (ELECTRONIC ATTENDANCE) INITIATED AND CONFIRMED BY CITY CLERK APRIL LEGGETT**

#### **4. SPECIAL PRESENTATIONS**

**COM-25:053** RECOGNITION OF EVERETT HUTTON, THE KEEP JONESBORO BEAUTIFUL FIRST PLACE WINNER OF THE PERSPECTIVES ART CONTEST CONDUCTED BY THE FOUNDATION OF ARTS

**Sponsors:** Mayor's Office

**COM-25:054** PRESENTATION OF THE LONG RANGE FIRE DEPARTMENT PLAN DRAFT BY EMERGENCY SERVICES CONSULTING INTERNATIONAL

**Sponsors:** Mayor's Office

**Attachments:** [Jonesboro \(AR\) Master Plan - Final 10 - 16 - 25.pdf](#)

#### **5. CONSENT AGENDA**

*The Consent Agenda is a meeting method to make City Council meetings more efficient and meaningful to the members of the audience. All matters listed within the Consent Agenda have been distributed to each member of the Jonesboro City Council for reading and study, are considered to be routine, and will be enacted by one motion of the City Council with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council.*

**MIN-25:102** MINUTES FOR THE CITY COUNCIL MEETING ON NOVEMBER 18, 2025

**Attachments:** [CC Minutes 11182025.pdf](#)

**RES-25:164** A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPROVE THE ADOPTION AGREEMENT AND AMENDMENT ONE FOR THE CITY OF JONESBORO, ARKANSAS NON-UNIFORMED EMPLOYEES 457 (b) RETIREMENT SAVINGS PLAN

## AND TRUST

**Sponsors:** Finance

**Attachments:** [01 - 311COJ 457\(b\) Amendment One\\_Final.pdf](#)  
[02 - 311COJ 457\(b\) Adopting Resolution\\_Final.pdf](#)  
[03 - 311COJ 457\(b\) SMM\\_Final.pdf](#)

**Legislative History**

11/25/25	Finance & Administration Council Committee	Recommended to Council
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*RESOLUTIONS REMOVED FROM THE CONSENT AGENDA*

**RES-25:166** A RESOLUTION REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR TRAFFIC SIGNALS

**Sponsors:** Engineering

**Legislative History**

11/25/25	Finance & Administration Council Committee	Recommended to Council
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**6. NEW BUSINESS***ORDINANCES ON FIRST READING*

**ORD-25:040** AN ORDINANCE TO AMEND ORD-17:026 RELATING TO TOWING SERVICES IN THE CITY OF JONESBORO

**Sponsors:** Mayor's Office

**Attachments:** [CityJboroMayor\\_20251112\\_135058.pdf](#)  
[CityJboroMayor\\_20251112\\_135317.pdf](#)

**Legislative History**

11/18/25	Public Safety Council Committee	Recommended to Council
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**ORD-25:042** AN ORDINANCE TO AMEND CHAPTER 117, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM I-1 TO C-2 FOR PROPERTY LOCATED AT 213 N MAIN AS REQUESTED BY SHAMIM WILKINS.

**Attachments:** [Application](#)  
[Neigh\\_notification](#)  
[Staff report RZ\\_25-15](#)  
[MAPC Minutes 11.12.2025](#)  
[Publication Receipt](#)

**ORD-25:043** AN ORDINANCE TO AMEND CHAPTER 117, ARTICLE III, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS, PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM R-1 SINGLE FAMILY MEDIUM DENSITY DISTRICT TO C-3 GENERAL COMMERCIAL FOR PROPERTY LOCATED AT THE 2000

BLOCK OF W. MATTHEWS/WASHINGTON, JONESBORO, AR AS REQUESTED BY ROHN CRAFT

**Attachments:** [Application](#)  
[Rohn Craft letter](#)  
[Certified Mail Receipts](#)  
[Staff report RZ\\_25-16](#)  
[MAPC Minutes 11.12.2025](#)

**ORD-25:044** AN ORDINANCE TO AMEND CHAPTER 117, ARTICLE III, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS, PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM R-1 SINGLE FAMILY MEDIUM DENSITY DISTRICT TO C-3 GENERAL COMMERCIAL FOR PROPERTY LOCATED AT THE 2000 BLOCK OF W. MATTHEWS/WASHINGTON, JONESBORO, AR AS REQUESTED BY ANDY CRAFT

**Attachments:** [Application](#)  
[Certified Mail Receipts](#)  
[Staff report RZ\\_25-17](#)  
[MAPC Minutes 11.12.2025](#)

## **7. UNFINISHED BUSINESS**

### *ORDINANCES ON THIRD READING*

**ORD-25:033** AN ORDINANCE TO AMEND CHAPTER 6 - ALCOHOLIC BEVERAGES TO COMPLY WITH CHANGES TO THE ARKANSAS LAW REGARDING PRIVATE CLUB PERMITS

**Sponsors:** City Attorney's Office

**Attachments:** [Alcohol Permit Application 2025.docx](#)  
[Final Jonesboro Application for Change in Business Operation of Private Club \(](#)  
[Final Jonesboro Application for Transfer of Location of Private Club Permit.docx](#)

**Legislative History**

10/21/25	Public Safety Council Committee	Recommended to Council
11/4/25	City Council	Held at one reading
11/18/25	City Council	Held at second reading

**ORD-25:038** AN ORDINANCE BY THE CITY OF JONESBORO TO PLACE VARIOUS TRAFFIC SIGNS AT DESIGNATED LOCATIONS AS DETERMINED BY THE TRAFFIC CONTROL COMMITTEE

**Sponsors:** Engineering

**Legislative History**

10/21/25	Public Safety Council Committee	Recommended to Council
11/4/25	City Council	Held at one reading
11/18/25	City Council	Held at second reading

**ORD-25:039** AN ORDINANCE TO ADD SECTION 2-289 TO THE JONESBORO CODE OF ORDINANCES TITLED FIREFIGHTER BILL OF RIGHTS

**Sponsors:** Fire Department

**Attachments:** [Firefighter Bill of Rights.pdf](#)

**Legislative History**

10/21/25	Public Safety Council Committee	Recommended to Council
11/4/25	City Council	Held at one reading
11/18/25	City Council	Held at second reading

**8. MAYOR'S REPORTS**

**9. CITY COUNCIL REPORTS**

**10. PUBLIC COMMENTS**

*Public Comments are limited to 5 minutes per person for a total of 15 minutes. This time is allotted for items that are not on the agenda.*

**11. ADJOURNMENT**





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: COM-25:053

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**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** City Council

**File Type:** Other  
Communications

RECOGNITION OF EVERETT HUTTON, THE KEEP JONESBORO BEAUTIFUL FIRST  
PLACE WINNER OF THE PERSPECTIVES ART CONTEST CONDUCTED BY THE  
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PRESENTATION OF THE LONG RANGE FIRE DEPARTMENT PLAN DRAFT BY  
EMERGENCY SERVICES CONSULTING INTERNATIONAL



# 2025 Long-Range Master Plan

## Jonesboro Fire Department

### Jonesboro, Arkansas

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 [www.esci.us](http://www.esci.us)



**Emergency Services Consulting International**  
*Providing Expertise and Guidance that Enhances Community Safety*



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## Executive Summary

The Jonesboro Fire Department (JFD) stands as one of the City of Jonesboro's most vital public safety institutions, delivering fire suppression, emergency medical response, risk reduction, and community outreach to more than 80,000 residents and a daytime population that swells to 125,000. As Jonesboro continues to expand in size and complexity, the demands on JFD are expected to rise significantly. This Master Plan identifies challenges and opportunities while outlining a series of short-, mid-, and long-term recommendations to ensure JFD remains equipped to meet current and future needs. The following summary distills these recommendations into a roadmap for sustainable growth, operational excellence, and community safety.

In the short term, the focus is on strengthening leadership, improving firefighter health and wellness, and addressing immediate staffing and training needs. To provide adequate administrative oversight, the plan calls for the addition of a second Assistant Chief position, complemented by leadership and administrative training programs developed in partnership with Arkansas State University. These initiatives will ensure that JFD maintains a clear succession pipeline while enhancing overall organizational capacity. Firefighter health and safety emerge as equally urgent priorities, with recommendations to expand the role of the Wellness Coordinator, establish a peer support hotline with stipends for team members, require comprehensive medical evaluations, and appoint an Infection Control Officer. The installation of source-capture exhaust systems in all stations and the formation of a dedicated safety committee are also proposed to mitigate cancer risks and improve workplace safety.

Operationally, JFD is advised to increase its minimum daily staffing from 29 to 33 personnel in order to keep pace with rising service demand. Radio interoperability with private EMS providers should be improved to strengthen medical response capabilities, while overtime flexibility for Kelly Days will help maintain consistent coverage. Training capacity is another pressing issue. The acquisition of permanent training academy grounds from Craighead County and an increase in per-member training budgets for conferences and specialized courses are key steps in elevating professional development. Enhancing internal communication systems and expanding JFD's social media presence will also strengthen both workforce cohesion and public engagement. Financially, JFD must begin diversifying its revenue streams beyond reliance on the city's general fund, ensuring the resources needed for these initiatives are sustainable in the years ahead.



Over the mid-term horizon, the plan shifts toward expanding service capacity, enhancing emergency medical response, and modernizing infrastructure. Daily staffing should rise further, from 33 to 36 personnel, supported by the addition of a full-time Training Division position to manage the growing volume of professional development. The introduction of a Fire Services Data Analyst will enable more precise performance measurement, service planning, and resource allocation. In line with national trends, the plan also recommends equipping engines and ladder trucks with advanced life support (ALS) capabilities and exploring the feasibility of fire department-based EMS transport, which would reduce dependency on private ambulance providers.

Infrastructure improvements feature prominently in the mid-term recommendations, with the construction of Fire Station 8 to expand geographic coverage and reduce response times across underserved areas of the city. Additional radio operators should be hired to support the 911 Communications Center, while the appointment of a Public Information Officer will improve external communications and community outreach. Workforce development strategies also include regular compensation reviews to maintain regional competitiveness, the introduction of specialty incentive pay for advanced certifications, and the creation of a formal succession planning framework to prepare future leaders within JFD.

The long-term recommendations reflect transformational investments designed to ensure JFD remains resilient as the City of Jonesboro continues to grow. Central to these strategies is the creation of a City Emergency Manager position to coordinate disaster preparedness and response efforts across departments. The development of a Community Paramedicine Program is also proposed, aimed at addressing public health needs more proactively and reducing emergency call volumes. Staffing standards should be elevated to a minimum of four (4) personnel on all fire department units, aligning JFD with national benchmarks for safety and effectiveness. To support leadership and logistics demands, the addition of both a Chief of Staff and a Logistics Manager is recommended.

Finally, the long-term vision includes the construction of Fire Station 9, which will further improve response times and coverage as the city grows, alongside monitoring unit workloads to determine when future apparatus and crew expansions are warranted. Together, these measures will ensure that the Jonesboro Fire Department remains equipped to protect lives and property while adapting to the evolving risks and demands of a growing community.



In conclusion, the recommendations outlined in this Master Plan establish a clear path for the Jonesboro Fire Department. Short-term actions strengthen immediate capacity and firefighter well-being; mid-term strategies expand service delivery, staffing, and infrastructure; and long-term investments institutionalize resilience, broaden community health services, and align JFD with national best practices. By implementing this roadmap, the City of Jonesboro will ensure that its fire department remains a model of professional service, ready to meet the challenges of today while preparing for the opportunities of tomorrow.



## Acknowledgments

### **Jonesboro Fire Department**

Martin Hamrick, Fire Chief

Brett Bassham, Assistant Chief

Rickey Howton, Division Chief of Training

Dr. Jason Willis, Fire Marshal

Jonesboro Professional Firefighters Local 3718

### **City of Jonesboro, Arkansas**

Harold Copenhaver, Mayor

Tony Thomas, Chief Operating Officer

Brian Richardson, Chief Administrative Officer

Steve Purtee, Finance Director

Christy Wall, Finance Manager

Derrel Smith, Planning and Zoning Director

Dewayne Douglas, Human Resources Director

Jason Ratliff, Information Systems Director

Ronnie Sturch, E-911 Director



## Community Overview

Jonesboro, Arkansas, is the fifth-largest city in the state and serves as a regional hub for northeast Arkansas. As the county seat of Craighead County, the city continues to experience steady population growth. It spans approximately 80 square miles and has a population of just over 80,000. Because of Arkansas State University and its role as a regional employment center, the daytime population often reaches approximately 125,000. This increase places additional demand on public infrastructure, including emergency services, particularly during business hours and university events.

The city has a mix of densely populated urban areas, suburban neighborhoods, and rural communities, which creates challenges for fire and emergency services. The Jonesboro Fire Department must respond to emergencies in a variety of settings, including commercial corridors, apartment complexes, rural farmland, and industrial areas. Providing consistent and timely service across such a wide area requires careful planning, strategic use of resources, and a flexible response model.

Jonesboro's population is diverse and continues to change. In addition to a large student population, the city has growing Hispanic and African American communities. Household incomes and living conditions vary widely, leaving some neighborhoods more vulnerable to fire risks and health emergencies. Public education, community outreach, and fair access to services remain important priorities to address these differences.

Two major hospitals, St. Bernards Medical Center and NEA Baptist Memorial Hospital, serve the city and the surrounding region. These facilities draw staff and patients from neighboring counties, making coordination with the fire department essential, especially during severe weather events or mass casualty incidents. Both hospitals play a crucial role in the community's emergency response system.

Jonesboro is also crossed by two active rail lines, Union Pacific and BNSF Railway, which pass through populated areas and carry both freight and hazardous materials. This creates safety and operational challenges, including possible delays in emergency response. Incidents such as derailments or hazardous material leaks require specialized training and close cooperation between local, state, and federal responders. The fire department must remain prepared for rail emergencies that could affect roads, residential neighborhoods, or industrial areas near the tracks.



Environmental risks are another major concern. Located in an area known for frequent severe weather, Jonesboro has faced significant storms. In March 2020, an EF3 tornado caused widespread damage to homes and businesses, highlighting the need for strong disaster response capabilities and coordination. Maintaining readiness and ongoing training is essential for fire crews and the broader emergency management system.

The city is also near the New Madrid Seismic Zone, a fault line capable of producing powerful earthquakes. Although major earthquakes are rare, the potential for severe damage exists. Preparing for such an event requires specialized training, community preparedness, and strong cooperation among local and regional agencies.





## Governing Body

Jonesboro operates under a Mayor and Council form of government, as established by the Arkansas State Constitution for first-class cities with populations over 50,000. With just over 80,000 residents, Jonesboro falls into this category.

The Jonesboro City Council is made up of 12 members, with two elected from each of the city's six wards. As the legislative body, the council approves budgets, land use decisions, and municipal regulations. It passes ordinances, resolutions, and policies that guide city operations. The council meets on the first and third Tuesdays of each month at 5:30 PM, and agendas and minutes are available to the public on the city's website. Council members are elected every four years in November, with terms beginning on January 1.

The Mayor of Jonesboro serves as the Chief Executive Officer, responsible for managing city operations, enforcing ordinances, and presiding over City Council meetings. The Mayor sets meeting agendas and works with the City Clerk on matters such as property transactions when approved by the council. The Mayor is elected to a four-year term that follows the same election cycle as the council. The Mayor's administrative staff includes a Chief Administrative Officer, Chief Operating Officer, Director of Communications, Office Manager, and Administrative Assistant.

The City Clerk is also elected every four years and serves as the official recordkeeper and the link between citizens and the government. The clerk maintains records of council meetings, city ordinances, and laws; authenticates documents with the city seal; and administers oaths of office as allowed under Arkansas law.

The City Attorney, elected on the same schedule, manages the city's legal matters. This includes prosecuting misdemeanors, advising the Mayor and council on legal issues, and representing the city in court.

The city also has several key departments. The Jonesboro Police Department has 169 sworn officers and includes specialized units such as SWAT and K9. The Jonesboro Fire Department provides fire protection and life safety services. Other departments important to city operations include Grants and Community Development, Engineering, Sanitation, Finance, Human Resources, and the E911 Center.

As one of two county seats in Craighead County, the other being Lake City, Jonesboro serves as a center for education, healthcare, and industry, which shapes its governing



priorities. Since its incorporation in 1883, the City of Jonesboro has grown significantly, with Arkansas State University and industrial development after World War II contributing to its expansion. Today, Jonesboro is the fifth largest city in Arkansas, and its government continues to adjust to the needs of a growing population and its role as a regional hub.



## Organizational Overview

The Jonesboro Fire Department is a career fire agency in Jonesboro, Arkansas, with 136 full-time personnel organized into four divisions:

- **Administration:** Manages department operations, budgeting, and policy.
- **Operations:** Handles emergency response with a 48/96 shift schedule across three shifts.
- **Community Risk Reduction:** Focuses on fire code enforcement, inspections, investigations, and public education.
- **Training:** Provides new recruit, ongoing firefighter, and EMT training.

## Description of the Current Service Delivery Infrastructure

The Jonesboro Fire Department operates seven fire stations located across the city's 80 square miles to ensure quick response times. The department is organized into two battalions, each led by a Battalion Chief based at Fire Stations One and Two.

JFD is a basic life support agency, meaning firefighters can provide emergency medical care but do not transport patients to hospitals. Of the 120 operational staff members, approximately 80 are trained and certified in both firefighting and emergency medical care.

Response procedures are guided by Standard Operating Guideline #300, which outlines how crews respond to different types of emergencies, from medical calls to structure fires. Like many fire departments, most of the calls the Jonesboro Fire Department responds to are medical emergencies.

## Governance & Lines of Authority

The Jonesboro Fire Department operates as part of the City of Jonesboro's municipal government, with its authority and structure integrated into the city's broader administrative framework. JFD reports to the Mayor and City Council, which oversee public safety operations citywide. The City Council approves JFD's budget, major purchases, and key policies, while the City Clerk keeps official records of council decisions, including funding for new stations or equipment.

The Fire Chief serves as the head of JFD and is responsible for the overall administration, strategic planning, and day-to-day leadership of the department. The Fire Chief reports



directly to the Mayor or a designated city administrator to ensure JFD's priorities align with citywide goals.

Hiring and promotions within JFD are managed by the City of Jonesboro's Civil Service Commission, which oversees testing, interviews, and promotional exams. For example, the commission organizes written exams and physical agility tests for new firefighter candidates to ensure fair and consistent hiring practices.

JFD is organized into four main divisions: Administration, Operations, Community Risk Reduction, and Training. Each division has specific responsibilities and reports through a clear chain of command.

### Administration

Led by the Fire Chief, the administrative staff manages budgeting, policy development, and coordination with city officials.

### Operations

The Operations Division is the largest division, with 120 full-time firefighters working a 48 hours on/96 hours off shift schedule across three shifts. Each firefighter also receives 10 Kelly Hours off per 24-day cycle, resulting in an average 53-hour workweek. Personnel are stationed at seven fire stations strategically located across the city's 80 square miles to ensure rapid response times.

The chain of command within the Operations Division is as follows:

- The Assistant Chief oversees the entire division.
- Battalion Chiefs supervise two operational battalions across the city.
- Captains manage individual fire stations and apparatus, supervise firefighters, and coordinate emergency responses.
- Driver/Engineers are responsible for driving and operating fire engines, ladder trucks, and other emergency vehicles. They ensure that equipment is positioned correctly at incidents and operates safely and effectively during firefighting or rescue operations
- Firefighters handle emergency calls, conduct inspections, and participate in ongoing training.

The Operations Division responds to fires, medical emergencies, hazardous materials incidents, and other rescue calls. All emergency responses follow established protocols approved by the Fire Chief.



JFD's high level of service has earned it an ISO Class 1 rating from the Insurance Services Office, which benefits residents by helping lower insurance rates. Maintaining this top rating requires strict adherence to standards for staffing, equipment, and response times.

### Community Risk Reduction

This division is responsible for fire code enforcement, inspections, and fire investigations. The Division Chief also serves as the Fire Marshal and reports directly to the Fire Chief or a designated supervisor. The division works closely with the State Fire Marshal's Office when needed to investigate fire causes and ensure compliance with the Arkansas Fire Prevention Code.

### Training

The Training Division oversees all firefighter training and certification requirements. It ensures that all personnel meet standards set by the Arkansas Fire Training Academy. The Division Chief of Training reports to the Fire Chief or a designated supervisor.

### Budget and Oversight

JFD's budget is approved through the City of Jonesboro's annual budgeting process, with the City Council responsible for reviewing and approving funding for operations, equipment, and expansion. For example, proposals to build new fire stations to maintain the department's ISO Class 1 rating require council approval and may depend on funding sources such as a proposed 1% sales tax.

The Jonesboro Fire Department is deeply connected to the city's administrative structure, with ultimate oversight provided by the Mayor and City Council. The Fire Chief plays a central role in managing daily operations and advocating for the resources necessary to keep up with the city's growth. By adhering to state and national standards, JFD ensures professional and accountable service to the community.

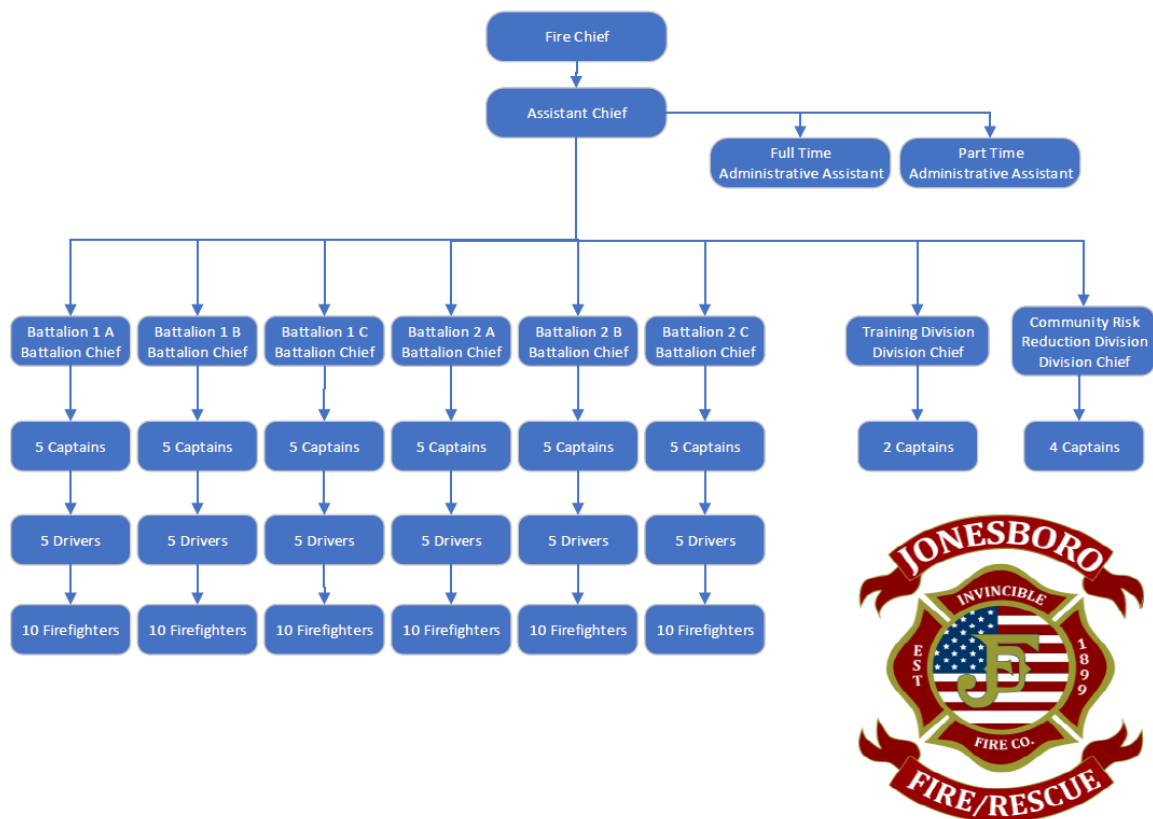


## Organizational Chart

This figure illustrates the organizational structure of the Jonesboro Fire Department as of 2024. It outlines the chain of command and shows the rank structure of JFD.

Figure 1. 2024 Organizational Chart

### Organizational Chart 2024





## Organizational Planning & Assessment

In today's world, effectively managing a fire and emergency service organization is a complex and expanding challenge, often impacted by financial constraints, political influences, and increasingly demanding community expectations. This effort requires strong leadership that can address these complexities with an efficient and flexible organizational structure, adequate and evolving emergency response structure, evaluation and maintenance of a qualified and competent workforce, and a stable, sustainable financial structure that looks to the future.

When an organization has key management components set in place, it provides a strong foundation that enables it to move forward in an efficient, organized, and unified manner. Lacking that foundation, an organization is left to struggle to find its identity, purpose, continuity, and path forward as it seeks to meet the needs of the community.

### Mission, Vision, Strategic Planning, Goals, & Objectives

The cornerstone of effective organizational management is the development and adoption of a clear mission statement and vision and associated strategic planning with goals and objectives. These fundamental principles serve as a compass, guiding each member of the organization in fulfilling their roles and responsibilities to the community they serve, the organization, and each other.

As the organization evolves, revisiting, revising, and reinforcing these principles in a collaborative and organized process is crucial. This ongoing effort ensures that the organization remains aligned with its mission, vision, and values, and that its work is consistent with its strategic plan.

By including the mission and vision as part of the strategic planning process, the organization establishes a clear picture of its desired future state. The resulting work is guided by the mission and propels the organization toward its vision, while the values reinforce the desired culture and behavior of personnel as they work together to move the organization forward.

Moreover, clearly defining the mission, vision, and values statement can also serve as a powerful tool for attracting and retaining talented personnel who share the same vision and values. Personnel who are aligned with the organization's mission and values tend to be more committed to their work, more engaged in their roles, and more likely to stay



with the organization for the long term. Currently JFD is engaged in creating a Vision Statement, but does have a Mission Statement which is as follows:

***“To save lives, protect property, and serve our community as professionals with courage, commitment, and compassion.”***

## **Internal & External Communications Processes**

Establishing appropriate documentation, policies, and procedures, and identifying internal and external issues affecting the agency are essential steps for any organization to achieve its goals. This is particularly important in the context of fire and EMS departments, where the ability to respond quickly and efficiently to emergencies can mean the difference between life and death.

To this end, the Jonesboro Fire Department, like many other fire departments across the nation, operates using a traditional paramilitary structure. This structure enables JFD to operate effectively in a high-demand environment where decision-making is decentralized and service delivery depends on standardized rules, regulations, and policies.

These guiding documents are vital for success in training at all levels and meeting the expectations of the citizens served by the department. Moreover, they play a critical role in establishing effective communication within the department and with its various constituent groups.

Communication is one of the most critical components of any fire department. Effective internal communication within the organization, as well as external communication with community partners, is vital to ensuring the efficiency and effectiveness of the fire service agency. Communication deficiencies are one of the more commonly identified issues that prevent a fire service organization from achieving its goals and objectives.

Therefore, it is essential to examine the current practices of the Jonesboro Fire Department regarding both internal and external communications. By doing so, JFD can identify areas for improvement and implement effective strategies to address any communication gaps that may exist.





## Internal Communications

To ensure effective communication within JFD, the department employs a multi-faceted approach to keep all personnel informed, especially given the challenges of irregular email usage and the recent shift from a 24/48 to a 48/96 schedule. JFD primarily shares information via email; however, recognizing that some team members are inconsistent with checking email regularly, JFD has been prompted to rely on additional channels. Previously, under the 24/48 schedule, weekly command staff meetings were held with Battalion Chiefs (BCs) to disseminate critical updates; now, with the 48/96 schedule, JFD has transitioned to quarterly command staff meetings where all BCs convene to receive and subsequently relay information to their Captains. Physical bulletin boards at each station serve as a reliable hub for posting essential updates, ensuring accessibility for all crew members. They also leverage the FirstDue platform, utilizing its events module for scheduling and its inspections module to track related data. To foster personal engagement, the Fire Chief conducts informal station visits for coffee and conversation, though these occur irregularly. Additionally, they hold an annual Chief's meeting around the start of the year—splitting sessions between morning and afternoon to accommodate crew schedules—where they discuss annual goals, needs, and priorities, reinforcing the commitment to transparent and inclusive communication.

## External Communications

Electronic and digital communication channels are indispensable tools that modern organizations employ to connect with their external audiences. The Jonesboro Fire Chief serves as the designated Public Information Officer, overseeing the organization's public outreach. The City of Jonesboro maintains a comprehensive website, with each department hosting a dedicated landing page. The Jonesboro Fire Department's webpage gives access to essential contact information for the organization. It also provides information for contacting the Fire Marshal Division, as well as specific safety tips for concerns like carbon monoxide, cooking safety, and fall prevention, to name a few.

In addition to the JFD webpage, the Jonesboro Fire Department manages a Facebook page that provides information on events and happenings. The department's Facebook page currently boasts over 9,200 followers. ESCI recommends incorporating links to the department's social media accounts on the homepage of their website.



## Document Control & Security

Proper record keeping and secure record archiving are essential functions in helping an organization meet legal, regulatory, and business best practices for government agencies. Secure document archiving can also play a critical role in addressing legal and/or other administrative actions confronting a fire department and helping ensure organizational transparency to the community, which is a foundation of public trust.

State law requires public access to certain fire and EMS department documents and records. The City of Jonesboro has a policy in place to facilitate requests for public records which includes the use of a software platform called JustFOIA that can be accessed through the city's website. Much of the time, those who need information from JFD will call headquarters, located at Station 1, to request it.

Hard copy files (paper records) before 1998 are adequately secured in the city's secure storage. Important files that are maintained on computers are backed up on a regular basis as part of the city's IT policy. Computers are also password protected to prevent unauthorized access to files. Computers are further protected through the use of firewalls and virus protection software. Since 1998, all record storage has been digital and is stored on servers or in secure cloud storage.

In addition to protecting documents and records, JFD has a significant investment in facilities, apparatus, equipment, and other items, along with its financial assets that personnel need to ensure are protected. Both city fire stations are consistently locked, with public access controlled and limited to public business areas of the facilities.

The Health Insurance Portability and Accountability Act (HIPAA) includes regulations that require all individually identifiable health care information to be protected to ensure privacy and confidentiality when stored, maintained, or transmitted. JFD has procedures in place to secure all sensitive records of employees, EMS patients, and the agency.

## Reporting & Recordkeeping

Every modern fire department has a tremendous amount of information, data, and records that must be maintained in an efficient manner. As part of the city's information technology infrastructure, JFD utilizes a networked computer system with a Windows operating system. The JFD computers are networked within the agency and the city-wide system.



The Jonesboro Fire Department currently utilizes the records management system (RMS) FirstDue to store incident information. The software is compliant with National Fire Incident Reporting System (NFIRS) standards and incidents. Electronic and hard-copy backup systems for critical data and files are also provided. The RMS is used to maintain incident data, patient care reports, asset management, pre-planning, and fire prevention information. Maintaining these records in the RMS allows for quick and efficient review and retrieval.

City and department records are maintained for employment history, discipline, commendations, work assignments, injuries, exposures, and leave time. Personnel records are maintained in a manner that protects the confidentiality of employee personal data and private medical information.

## Internal Assessment of Critical Issues

As part of JFD's planning process, ESCI reviewed the Jonesboro Fire Department's leadership's perspective on current critical issues and future challenges. To help jumpstart the process, ESCI considered the following list of potential issues and challenges:

- **Organizational Health**
  - Staffing Levels
  - Training and Development
  - Mental Health and Well-being
- **Financial Health**
  - Budget Constraints
  - Diversifying Funding Sources
- **Community Relations**
  - Public Perception and Trust
  - Community Outreach
- **Technological Adaptability**
  - Current Equipment
  - Data and Analytics
- **Regulatory Compliance**
- **Strategically Planning for the Future**



There are three larger critical issues that are more organizationally driven. The first is new fire stations. Overall, the fire station infrastructure for JFD is better than average. The community has invested in new fire stations with a standardized design with the capability to add more staffing as the community grows. Due to the geographic size of the community, distances and response times to certain areas are a concern. Adding additional fire stations to geographically remote areas should assist with incident response. The second is succession planning, which is a very common issue and is specific to the Chief Officer positions that serve in the administration at JFD. The third is discovering new funding sources to support operational and administrative needs. Many municipal fire service organizations have issues with funding the level of service that they would like to provide. This is often due to a community's tax structure and being funded through the General Fund in which funds are shared with other city departments.

## Internal Assessment of Future Challenges

The Fire Chief was given the opportunity to evaluate and share what he believes to be future challenges for JFD. At the top of his list was funding, which is a common concern for municipal fire departments. The City of Jonesboro is currently evaluating an opportunity to increase taxes to better support services. The second challenge is the primary mission of Emergency Medical Services (EMS) and maintaining or improving this service. As has been the trend in the modern fire service, EMS has become a larger component of service delivery for fire departments. Over recent years, JFD has been taking strides to add more EMS-certified personnel to their ranks. At the time of this Master Plan, it is understood that about two-thirds of suppression staff are EMTs. Additionally, there are two private ambulance companies that transport in Jonesboro, but there is concern by JFD about their ability to maintain service delivery.

## Review Elements of Organizational Planning

### Operational Planning

Successful fire service organizations share a common thread of solid planning for both routine daily activities as well as emergency incidents. In managing daily activities and expectations, JFD has established a set of departmental Standard Operating Guidelines (SOGs) that include the Code of Conduct, General Duties and Responsibilities, Following Orders, and Inappropriate Behavior, to name a few. These specific documents outline expectations of all members of JFD, as well as addressing elements such as rules and regulations, general administration, operations, and responsibilities of the Fire Marshal's



Office. One of the challenges of maintaining SOGs is ensuring that they are kept up to date on both department operations and legal standards.

In planning for emergency operations, JFD has additional SOGs that address incident communications, firefighter safety, and fire investigations. JFD also has a foundational operational document referred to as “The Playbook”. This document strives to provide a foundation for firefighting operations and associated fire ground activities and tactics at residential and commercial structure fires. There are guidelines for incident command, first and second arriving apparatus, and truck company operations. The document also addresses hydrant operations and the different hose loads utilized on firefighting apparatus.

Recognizing the potential for large-scale incidents that are beyond the capabilities of a single jurisdiction, JFD is part of the mutual aid agreement with the other ten fire departments located in Craighead County. This agreement defines the responsibilities and general guidelines when responding to an incident in each jurisdiction.

### Administrative Planning

Administrative planning consists of forecasting the organization's needs through the lens of people, equipment, and community organizations. Administrative planning comprises succession planning, capital equipment planning, and community development plans.

#### *Succession Planning*

Succession planning in the fire service is a critical strategy to ensure leadership continuity and organizational resilience in a high-stakes, dynamic environment. It involves identifying and developing personnel with the potential to fill key roles, such as Fire Chiefs, Battalion Chiefs, and other supervisory positions through targeted training, mentorship, and professional development programs. By fostering a pipeline of skilled leaders, fire departments can maintain operational effectiveness, preserve institutional knowledge, and adapt to evolving challenges like technological advancements and community demands. Effective succession planning mitigates the impact of retirements or unexpected departures, ensuring that the department remains prepared to protect lives and property without disruption.

JFD has no formal or informal succession plan, which has also been identified as a concern by the Fire Chief. JFD is a civil service department with clearly defined positions of Firefighter, Driver/Engineer, Captain, Battalion Chief, Division Chief, Assistant Fire



Chief, and Fire Chief. Much of the concern is identifying and preparing junior officers for the positions of Battalion Chief, Division Chief, Assistant Fire Chief, and Fire Chief. Since JFD follows the civil service process outlined in its manual, it is required that these positions be filled internally. Although filling these positions is often best with the right internal candidate, it is also challenging due to a lack of interest, training, and experience.

### *Capital Equipment/Facilities/Apparatus Planning*

Capital equipment, facilities, and apparatus planning for a fire department involves the strategic process of identifying, prioritizing, and budgeting for the acquisition, maintenance, and replacement of critical assets to ensure operational readiness and community safety. JFD evaluates the department's needs for major equipment (e.g., firefighting tools, protective gear), facilities (e.g., fire stations, training buildings), and apparatus (e.g., fire engines, ladder trucks), while considering factors like service life, technological advancements, and compliance with safety standards. JFD utilizes an internal strategic planning process that involves assessing current inventory conditions, forecasting future demands based on community growth or risk profiles, securing funding through grants or municipal budgets, and scheduling replacements or upgrades to avoid service disruptions. Effective planning ensures resources are allocated efficiently, align with the department's long-term goals, and maintain the ability to respond to emergencies effectively.

### *Community Development Planning*

The City of Jonesboro has a comprehensive community development and growth plan in place, exemplified by initiatives like the "Destination 100K" program, which prepares the city for its projected population milestone of 100,000 residents. This plan emphasizes strategic investments in infrastructure, affordable housing, and economic development, supported by the Grants and Community Development Department, which secured over \$6.77 million in grant funding in 2023 to support projects like the Community Development Block Grant (CDBG) programs. These programs focus on providing decent housing, enhancing public infrastructure, and fostering economic opportunities, particularly for low- and moderate-income communities, through partnerships with citizens, nonprofits, and the Jonesboro Regional Chamber of Commerce. The city takes pride in having a progressive approach which is further evidenced by its award-winning master parks plan, recognized for inclusivity and accessibility, and ongoing investments



in transportation, tourism, and workforce development to ensure sustainable growth and a high quality of life.

### Tactical Planning

Developing strategies for potential emergency incident response and internal projects is known as tactical planning, which includes preventative maintenance and inspection programs and mass casualty, snow removal, and active shooter plans. These tactical plans support the broader operational and strategic goals and the department's mission.

JFD has established comprehensive standard operating guidelines (SOGs) for many of the common concerns they may see in its community. Along with the standard operational SOGs that address firefighting and EMS incidents, there are many that also address specialty incident responses. These include but are not limited to hazardous materials response, elevator emergencies, bomb threat/explosive device, and confined space rescue.

### Organizational Planning

Organizational planning is also essential and is often overshadowed by emergency response planning efforts. Organizational planning involves two primary types of plans: master and strategic.

#### *Master Planning*

Master planning involves a comprehensive analysis of a fire department's programs and processes to provide a 10- to 15-year outlook that guides the department in meeting growth projections and service demands.

JFD has never had a comprehensive long-term Master Plan in place. Fortunately, this gap in planning was identified and ESCI was accessed to provide a plan.

#### *Strategic Planning*

Strategic planning provides an internal and external evaluation of the current conditions, development of initiatives, goals, and tasks organizing and obtaining commitment by the members in a three- to five-year implementation plan.

JFD has participated in an internal strategic planning process with a previous plan encompassing the years of 2019 to 2023, and a subsequent plan that covers 2022 to 2031. Both plans have a focus on adding additional fire stations, increasing staffing, and addressing the associated costs. The goal as stated in the most recent plan is to address the growth of Jonesboro over the last decade. Fire station locations have been identified



to improve community coverage, and the union also accessed the International Association of Firefighters (IAFF) to assist with a fire station location study. The geographic footprint of Jonesboro and the current location of its seven fire stations has certain areas of the city potentially receiving slower response times than other portions of the city.

### Financial Planning

The budget process is JFD's primary short-term financial planning tool. It provides the framework and funding needed to meet annual or biannual goals, ensuring that day-to-day operations continue while also supporting key priorities such as staffing, equipment replacement, and facility maintenance.

Good financial planning is more than just approving a yearly budget. It requires looking ahead, anticipating future costs, and making sure resources are aligned with the city's broader goals. For a department like the Jonesboro Fire Department where salaries, pensions, and apparatus replacements are major ongoing expenses, planning ahead is critical. These are long-term commitments, and waiting until they are due can strain the city's General Fund.

The annual budget should be paired with longer-range financial planning. Multi-year forecasts and capital improvement plans can help prepare for big investments, such as building new fire stations, purchasing expensive apparatus, or adding staff to meet growing service demands. Taking a longer view also allows the city to better manage the impact of inflation, growth, and future staffing needs.

Combining short-term and long-term planning will help JFD stay ready to meet the community's needs while giving city leaders the information they need to balance public safety with fiscal responsibility.





## Financial Analysis

The Jonesboro Fire Department’s financial trends over the past five years show a consistent effort to maintain and expand services. Total expenditures have increased from \$12.03 million in 2021 to a projected \$14.81 million in 2025, reflecting 23% growth. The increase is primarily driven by additional staffing, salary adjustments, benefits, and operational investments in equipment and facilities.

### Total Expenditures Trend

As shown in the following figure, expenditures remained stable between 2021 and 2023, averaging around \$12 million annually. In 2024, spending rose to \$13.38 million, and the 2025 budget projects \$14.81 million. This increase reflects strategic investments in staffing and operational readiness.

Figure 2. Total JFD Expenditures

Year	Total Expenditures	Percent Change
2021 Actual	\$12,026,011.81	N/A
2022 Actual	\$12,127,809.53	0.85%
2023 Actual	\$12,079,241.59	-0.40%
2024 YTD	\$13,377,258.75	10.75%
2025 Budget	\$14,808,178.00	10.70%



## Detailed Personnel Accounts

Personnel expenditures remain the largest portion of JFD's budget, increasing from \$10,172,189 in 2021 to a projected \$13,599,553 in 2025. As shown in the following figure, fire salaries represent the single largest expenditure, with \$8,983,690 budgeted for 2025. Other major personnel cost drivers include group insurance" (\$1,233,385), LOPFI pension contributions (\$2,190,975), and overtime (\$200,000). This upward trend reflects increased staffing levels, salary adjustments, and rising benefits costs to support retention and recruitment efforts.

*Figure 3. Personnel Account Expenditures (rounded)*

Description	2021	2022	2023	2024 YTD	2025 Budget
Salaries - Fire	6,701,519	7,070,962	7,556,899	8,289,397	8,983,690
12 FF - \$1M net \$600K ARPA funding	-	-	-	(440,712)	-
Holiday Pay	568	494	522	553	1,418
Group Insurance	1,043,154	1,077,390	1,142,696	1,203,766	1,233,385
Pension - City's Contribution	595	977	1,039	1,099	2,675
LOPFI - City's Contribution	2,829,503	2,925,503	1,955,623	2,060,528	2,190,975
LOPFI - SIT Credit	(1,033,698)	(1,009,190)	(1,167,640)	(1,189,125)	(1,179,325)
LOPFI - Local & Vol. Plan	-	-	1,147,652	1,298,492	1,315,745
Payroll Taxes	2,734	2,607	2,715	2,809	6,729
Uniforms	28,003	32,909	46,964	56,530	85,000
Laundry & Cleaning	6,790	7,068	10,535	16,491	12,000
Travel & Training	20,598	29,534	46,283	71,165	100,000
Part-Time Salaries	13,518	14,369	14,249	13,927	15,000
Overtime Salaries	162,568	165,965	154,757	256,112	200,000
Earned Benefits Payout	63,348	155,962	93,222	285,466	200,000
Unemployment/Wkrs. Comp.	202,710	189,011	196,876	268,464	270,816
Medicare Contributions	84,779	90,884	95,383	108,364	123,945
Longevity Pay	45,500	46,500	47,000	46,520	37,500
<b>O&amp;M Personnel Accounts Sub-Total</b>	<b>10,172,189</b>	<b>10,800,945</b>	<b>11,344,772</b>	<b>12,349,845</b>	<b>13,599,553</b>



## Detailed Operations Accounts

As shown in the following figure, operations expenditures, which cover equipment, facilities, and service costs, decreased from \$1,851,913 in 2021 to a planned \$1,206,125 in 2025. Key operational cost drivers include equipment maintenance, insurance, professional services, and fuel. The higher spending in 2024 and 2025 versus 2023 reflects planned investments in apparatus readiness, technology upgrades, and infrastructure maintenance to support growing service demands. Additionally, a significant reduction in fixed assets was realized due to the creation of a depreciable account from which all fire apparatus are now purchased, rather than through the fixed assets account.

*Figure 4. Operations Account Expenditures (rounded)*

Description	2021	2022	2023	2024 YTD	2025 Budget
Telephone Expense	4,811	133	-	-	-
Insurance & Licenses	70,385	88,212	114,133	137,195	133,000
Professional Services	37,508	8,111	17,989	8,250	100,000
Postage	1,011	1,591	1,193	884	1,500
Advertising & Printing	1,148	1,052	3,320	11,038	10,000
Maintenance Bldg. & Grns.	27,072	10,083	12,850	12,669	20,000
Equipment Maintenance	10,533	31,691	12,604	19,638	30,000
Auto Expense	85,507	140,430	197,706	251,497	250,000
Supplies	25,299	31,734	32,156	71,096	70,000
Office Supplies	4,736	3,319	2,540	3,295	4,000
Fuel	72,667	112,310	99,871	103,515	110,000
Dues & Subscriptions	3,144	3,632	5,305	3,470	8,000
Fixed Assets	1,447,874	763,066	51,068	181,479	226,000
Minor Equipment & Furniture	23,126	91,040	124,994	114,247	105,475
Rentals/Contracts	1,910	2,234	886	1,215	2,500
Computer Software	-	-	35	140	150
Mobile & Data Services	7,366	8,130	9,727	14,594	16,500
Maintenance Contracts	28,512	29,084	46,257	91,811	120,000
CWL Fire Hydrant Maintenance	1,214	1,012	1,835	1,383	1,500
<b>O&amp;M Operations Accounts Sub-Total</b>	<b>1,853,823</b>	<b>1,326,864</b>	<b>734,470</b>	<b>1,027,413</b>	<b>1,208,625</b>



## Staffing and Positions

JFD's staffing levels have grown steadily to meet increased service demand. Positions expanded from 122 in 2021 to a planned 141 in 2025, representing a 16% increase. The following figure shows the exact positions by classification.

*Figure 5. Staffing & Positions by Year*

Position	2021	2022	2023	2024	2025
Fire Chief	1	1	1	1	1
Assistant Fire Chief	1	1	1	1	1
Division Chief/Fire Marshal	1	1	1	1	1
Division Chief/Training Officer	1	1	1	1	1
Battalion Chief	6	6	6	6	6
Captain	33	33	33	33	36
Driver/Engineer	30	30	30	30	30
Firefighter	48	51	51	63	63
Mechanic/Emergency Vehicle Technician	0	0	0	0	1
Administrative Secretary	1	1	1	1	1
<b>Total</b>	<b>122</b>	<b>125</b>	<b>125</b>	<b>137</b>	<b>141</b>

It should be noted that a part-time administrative secretary role exists, although it is not reflected in the current budget documents.

## Salary Structure

JFD's compensation structure demonstrates competitive pay aligned with increasing responsibilities at each rank. Firefighters earn between \$46,771.08 and \$61,713.45 annually, while the Fire Chief earns \$126,250.

*Figure 6. Minimum, Median, & Maximum Annual Salary per Position*

Position	Minimum	Median	Maximum
Fire Chief	N/A	N/A	126,250
Assistant Fire Chief	96,942	102,875	109,172
Division Chief	83,961	89,982	96,426
Battalion Chief	83,961	89,982	96,426
Captain	72,114	78,043	84,476
Driver/Engineer	61,812	66,894	72,409
Firefighter	46,771	53,725	61,713
Recruit	N/A	N/A	45,122



## Employee Benefits

Employee benefits are a significant driver of personnel costs, accounting for more than 30% of total compensation. The largest benefit cost is the LOPFI pension system, which requires a 24% employer contribution per salary. Other key benefit costs include health and dental coverage averaging \$7,946.24 annually per employee, Medicare (1.45% of salary), life insurance, and MASA emergency transport coverage. These benefits are essential for retention but represent an increasing long-term financial obligation for the city.

*Figure 7. Benefits Costs*

Benefit	Average Annual Cost per Employee
LOPFI Pension (24%)	24% of Salary
Medicare (1.45%)	1.45% of Salary
Health/Dental (average)	\$7,946.24
Life Insurance	\$29
MASA	\$48

The City of Jonesboro offers both preferred provider organization (PPO) and high-deductible (HD) plans to meet the needs of single employees and families.

As shown in the following figure, the single PPO plan costs approximately \$4,873 annually, while the family PPO plan is more than double at \$10,470, reflecting the higher expense of dependent coverage. High-deductible plans range from \$4,989 for single employees to \$11,501 for family coverage. Mid-range options, such as employee plus dependents (\$5,835) and employee plus spouse HD (\$7,775) plans, provide flexibility for partial family coverage.

The average annual cost of health insurance across all six medical plans is \$7,573.76, and when adding dental coverage of \$372.48 per employee, the total average annual benefits cost rises to \$7,946.24 per employee. This level of investment in health benefits plays a key role in recruiting and retaining qualified fire service professionals, but also represents a significant and growing portion of JFD's personnel budget, particularly as family coverage continues to exceed \$10,000 annually.

*Figure 8. Health Insurance Options*

Health Plan	Cost
Single PPO	4,873.20
Family PPO	10,469.52
Single HD	4,988.64
Employee/Dependents	5,835.12
Employee/Spouse HD	7,775.04
Family HD	11,501.04
Dental	372.48

## Partnership with City Water & Light

The City of Jonesboro has partnered with local utilities to help offset capital costs associated with purchasing new fire apparatus.

In June 2022, the Jonesboro City Council approved Resolution RES-22:064, requesting that City Water & Light (CWL) contribute \$500,000 from its surplus funds to assist with the purchase of a new fire truck. The estimated cost of the apparatus was \$665,248, and the CWL contribution was intended to significantly reduce the financial impact on the city's General Fund.

A subsequent resolution, RES-23:143, adopted in August 2023, reaffirmed this request to CWL, demonstrating the ongoing collaboration between the City of Jonesboro and its public utility providers to support public safety infrastructure.

In 2024, Resolution RES-24:037 confirmed that City Water & Light would provide \$500,000, further strengthening this partnership and directly contributing to the acquisition of critical fire apparatus.

This partnership approach provides an effective method for funding essential public safety equipment by using surplus utility revenues. It helps reduce the burden on taxpayers while ensuring that first responders have access to reliable and modern equipment.

## Financial Summary

The Jonesboro Fire Department's 2025 budget totals \$14.8 million, reflecting the growing financial demands of maintaining a modern, full-service fire protection and emergency response organization. The largest portion of this budget is driven by personnel-related costs, which account for more than 85% of all expenditures. Salaries



remain the dominant cost factor at \$8.98 million, underscoring JFD's labor-intensive nature. This investment supports 24-hour staffing across multiple fire stations and ensures adequate response times to a growing community.

Pension obligations are another significant financial pressure. The city's mandatory contributions to the Local Police and Fire Retirement System total \$2.19 million in 2025, while the Local and Volunteer Plan adds an additional \$1.32 million. Combined, these pension-related costs represent nearly a quarter of all personnel expenditures and reflect both the long-term commitment to retired firefighters and the increasing costs of sustaining the current workforce. Group insurance is the fourth-largest cost driver at \$1.23 million, driven by rising health insurance premiums and a workforce with high family coverage enrollment.

Additional personnel-related expenses, such as unemployment and workers' compensation insurance (\$270,816), overtime salaries (\$200,000), and earned benefits payouts (\$200,000), provide operational flexibility to cover extended shifts, special assignments, and retirement or sick leave payouts. These expenses are essential to maintain staffing reliability but add to the financial strain during years with higher-than-expected leave usage or retirements.

Operational costs also exert increasing pressure on the budget. Auto expenses are projected at \$250,000 in 2025, driven by repairs and ongoing maintenance of the fire apparatus fleet. Fixed asset expenditures, budgeted at \$226,000, fund critical equipment necessary to maintain response readiness and meet national fire service standards.

The Jonesboro Fire Department's reliance on General Fund revenues, with minimal outside grants, limits its ability to offset these cost increases. The conclusion of American Rescue Plan Act (ARPA) funding in 2024 has further shifted the full burden of staffing and equipment costs back to the city's operating budget.

Looking forward, financial pressures are expected to continue rising. Inflation will drive up salaries, benefits, and equipment costs, while staffing expansion will be required to meet the needs of a growing population. Additionally, discussions around the potential construction of a new fire station represent a major future capital investment. Without careful long-term financial planning, these cost drivers may strain the city's General Fund. However, the investments being made today ensure that the Fire Department



remains fully staffed, well-equipped, and capable of delivering high-quality emergency response services to the community.





## Physical Resources

The Jonesboro Fire Department relies on a wide range of physical resources to carry out emergency response, fire suppression, rescue operations, and daily administrative functions. These resources include facilities, vehicles, and specialized equipment designed to protect both firefighters and the community.

The fire stations are the most important physical resources. They serve as central hubs where firefighters live, train, and maintain equipment. Each station includes living quarters with bedrooms, kitchens, and restrooms, as well as administrative offices, training rooms, and large apparatus bays where fire trucks and other vehicles are stored and maintained. JFD also uses a dedicated training facility equipped with a burn building and other props. These facilities allow firefighters to practice fire suppression, rescue techniques, and hazardous materials response in realistic conditions.

Firefighting vehicles, known as apparatus, are essential for emergency response. The most common include:

- **Fire Engines** – Equipped with pumps, hoses, nozzles, and tools for fire suppression. Engines also carry water tanks that typically hold 500 to 1,000 gallons, along with ladders and forcible-entry tools.
- **Aerial Apparatus (Ladder Trucks)** – Designed for high-angle rescues and elevated firefighting, equipped with extendable ladders or platforms.
- **Rescue Vehicles** – Specialized units for technical rescues such as vehicle extrications or confined-space rescues.
- **Brush Trucks** – Smaller, off-road vehicles used for grass and wildland fires.
- **Command Vehicles** – Outfitted with advanced communication systems for incident command operations.
- **Hazardous Materials (Hazmat) Vehicles** – Used to contain and clean up dangerous chemical or material spills.
- **Water Tenders** – Large-capacity trucks that transport water to areas without hydrants.
- **Ambulances** – Although ambulances are a key part of emergency medical response, the Jonesboro Fire Department currently does not own or operate any. Emergency medical transport is provided by outside agencies, but JFD personnel often assist on medical calls as a basic life support agency.



Firefighters rely on personal protective equipment (PPE) to stay safe during emergencies. Standard PPE includes fire-resistant turnout gear (coats, pants, gloves, boots, and helmets), self-contained breathing apparatus (SCBA), Nomex hoods, eye protection, and hearing protection. Firefighting tools and equipment include hoses, nozzles, fire extinguishers, thermal imaging cameras to detect heat sources, forcible entry tools, and ventilation fans to clear smoke.

For technical rescues, firefighters use hydraulic tools such as spreaders, cutters, and rams, along with ropes, harnesses, and pulleys for high-angle or confined-space rescues. JFD also uses equipment that supports its daily mission, including medical kits, trauma supplies, backboards, and portable radios for communication. Hazmat tools and salvage equipment such as tarps and squeegees help protect property during and after firefighting operations.

## Facilities

Fire stations play a critical role in the delivery of emergency services for several reasons. The location and design of fire stations can greatly impact response times to emergencies, and poorly located fire stations can result in significant delays, which can have adverse consequences such as the loss of property or even lives. Therefore, it is essential to research needs based on service demand, response times, types of emergencies, and projected population growth prior to making a station placement commitment.

In addition to location, it is important to ensure that fire stations are designed to meet the needs of the organization and its personnel and can effectively support a fire department's mission as it exists currently and into the future. ESCI utilizes the criteria in Figure 9 to rate the condition of fixed facilities. The following are key considerations when assessing fire stations:

- Apparatus and equipment storage, including decontamination and disposal of biohazards
- Residential living space and sleeping quarters for on-duty personnel of all genders
- Kitchen facilities, appliances, and storage
- Bathrooms and showers for all genders



- Administrative and management offices, computer stations, and office facilities for personnel
- Training, classroom, and library areas
- Firefighter fitness area
- Public meeting space



Figure 9. Fire Station Criteria

Excellent	<ul style="list-style-type: none"><li>• Like-new condition.</li><li>• No visible structural defects.</li><li>• The facility is clean and well-maintained.</li><li>• The interior layout is conducive to function with no unnecessary impediments to the apparatus bays or offices.</li><li>• No significant defect history.</li><li>• Building design and construction match the building's purposes.</li><li>• Age is typically less than ten years.</li></ul>
Good	<ul style="list-style-type: none"><li>• The exterior has a good appearance with minor or no defects.</li><li>• Clean lines, good workflow design, and only minor wear on the building interior.</li><li>• The roof and apparatus apron are in good working order, absent any significant full-thickness cracks or crumbling of the apron surface or visible roof patches or leaks.</li><li>• Building design and construction match the building's purposes.</li><li>• Age is typically less than 20 years.</li></ul>
Fair	<ul style="list-style-type: none"><li>• The building is structurally sound, with a weathered appearance and minor non-structural defects.</li><li>• The interior condition shows normal wear and tear but flows effectively to the apparatus bay or offices.</li><li>• Mechanical systems are in working order.</li><li>• Building design and construction may not match the building's purposes well.</li><li>• Shows increasing age-related maintenance but with no critical defects.</li><li>• Age is typically 30 years or more.</li></ul>
Marginal	<ul style="list-style-type: none"><li>• The building is structurally sound, with a weathered appearance and moderate non-structural defects.</li><li>• Full-thickness cracks and crumbling concrete on the apron may exist.</li><li>• The roof has evidence of leaking and/or multiple repairs.</li><li>• The interior is poorly maintained or showing signs of deterioration with moderate non-structural defects.</li><li>• Problematic age-related maintenance and/or defects are evident.</li><li>• It may not be well suited to its intended purpose.</li><li>• Age is typically greater than 40 years.</li></ul>
Poor	<ul style="list-style-type: none"><li>• The building is cosmetically weathered and worn with potential structural defects, although not imminently dangerous or unsafe.</li><li>• Large, multiple full-thickness cracks and crumbling concrete on the apron may exist.</li><li>• The roof has evidence of leaking and/or multiple repairs.</li><li>• The interior is poorly maintained or showing signs of advanced deterioration with moderate to significant non-structural defects.</li><li>• Problematic age-related maintenance and/or major defects are evident.</li><li>• It may not be well suited to its intended purpose.</li><li>• Age is typically greater than 50 years.</li></ul>



### Locations of Facilities

The Jonesboro Fire Department currently operates from seven stations, shown in the following figures, at these locations:

- Station 1: 3215 E. Johnson Ave.
- Station 2: 1413 W. Nettleton Ave.
- Station 3: 2212 Brazos St.
- Station 4: 3909 Harrisburg Rd.
- Station 5: 2525 Neely Rd.
- Station 6: 206 N. Patrick
- Station 7: 8461 C.W. Post
- Training Center: 3105 Fire Academy Dr.



Figure 10. Fire Station 1


<b>Address/Physical Location:</b> 3215 E. Johnson Ave., Jonesboro, AR 72405				
		<b>General Description:</b> Station 1 was built in 2000 and is the headquarters for JFD. The administrative, prevention, and maintenance staff are all located here. An engine, a truck, and a Battalion Chief operate daily from this station.		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2000		
Tornado Protection		No		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		5	Drive-through Bays	0 Back-in Bays
Special Considerations		Is also an emergency operations center		
Square Footage		28,997		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		9	Bedrooms	20 Beds
Maximum Station Staffing Capability		9	Normal	20 Emergency Ops.
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		Yes		
Washer/Dryer		Yes	Station Wear/Linen	Yes PPE
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry/Key		
Apparatus Exhaust System		Yes		



Figure 11. Fire Station 2


<b>Address/Physical Location:</b> 1413 W. Nettleton Ave., Jonesboro, AR 72405				
		<b>General Description:</b> Station 2 was built in 2009 and houses an engine and truck along with a Battalion Chief. with a typical daily staffing of six (6).		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2009		
Tornado Protection		Yes		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		3	Drive-through Bays	0
Special Considerations		N/A		
Square Footage		14,889		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		9	Bedrooms	9
Maximum Station Staffing Capability		9	Normal	9
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		Yes		
Washer/Dryer		Yes	Station wear/Linen	No
				PPE
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry/Key		
Apparatus Exhaust System		Yes		



Figure 12. Fire Station 3


<b>Address/Physical Location:</b> 2212 Brazos St., Jonesboro, AR 72405				
		<b>General Description:</b> Station 3 was built in 2008 and houses a frontline and a reserve engine, and a typical daily staffing of three (3). It is also the only station that has a Safe Haven baby box.		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2008		
Tornado Protection		Yes		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		3	Drive-through Bays	0 Back-in Bays
Special Considerations		Safe Haven Box		
Square Footage		15,439		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		8	Bedrooms	8 Beds
Maximum Station Staffing Capability		4	Normal	8 Emergency Ops.
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		Yes		
Washer/Dryer		Yes	Station wear/Linen	No PPE
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry/Key		
Apparatus Exhaust System		Yes		





Figure 13. Fire Station 4


<b>Address/Physical Location:</b> 3900 Harrisburg Rd., Jonesboro, AR 72405				
		<b>General Description:</b> Station 4 was built in 2012 and houses an engine and truck, with a typical daily staffing of five (5).		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2012		
Tornado Protection		Yes		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		3	Drive-through Bays	0
Special Considerations		N/A		
Square Footage		10,107		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		8	Bedrooms	8
Maximum Station Staffing Capability		4	Normal	8
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		No		
Washer/Dryer		Yes	Station wear/Linen	Yes
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry/Key		
Apparatus Exhaust System		Yes		



Figure 14. Fire Station 5


<b>Address/Physical Location:</b> 2525 Neely Rd., Jonesboro, AR 72405				
		<b>General Description:</b> Station 5 was built in 2014 and houses an engine and truck, with a typical daily staffing of five (5).		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2014		
Tornado Protection		Yes		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		3	Drive-through Bays	0 Back-in Bays
Special Considerations		N/A		
Square Footage		11,487		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		8	Bedrooms	8 Beds
Maximum Station Staffing Capability		4	Normal	8 Emergency Ops.
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		Yes		
Washer/Dryer		Yes	Station wear/Linen	No PPE
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry		
Apparatus Exhaust System		Yes		



Figure 15. Fire Station 6


<b>Address/Physical Location:</b> 206 N. Patrick St., Jonesboro, AR 72405				
		<b>General Description:</b> Station 6 was built in 2009 and houses a frontline and a reserve engine as well as a hazmat truck, and has a typical daily staffing of three (3).		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2009		
Tornado Protection		Yes		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		3	Drive-through Bays	0 Back-in Bays
Special Considerations		N/A		
Square Footage		11,452		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		8	Bedrooms	8 Beds
Maximum Station Staffing Capability		4	Normal	8 Emergency Ops.
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		No		
Washer/Dryer		Yes	Station wear/Linen	No PPE
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry		
Apparatus Exhaust System		Yes		



Figure 16. Fire Station 7



<b>Address/Physical Location:</b> 8455 C.W. Post Rd., Jonesboro, AR 72405				
		<b>General Description:</b> Station 7 was built in 2008 and houses an engine and a tanker with a typical daily staffing of three (3).		
<b>Structure</b>				
Construction Type		Masonry		
Date of Construction		2008		
Tornado Protection		Yes		
Auxiliary Power		Yes		
General Condition		Good		
Number of Apparatus Bays		3	Drive-through Bays	0 Back-in Bays
Special Considerations		N/A		
Square Footage		10,103		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		8	Bedrooms	8 Beds
Maximum Station Staffing Capability		4	Normal	8 Emergency Ops.
Exercise/Workout Facilities		Yes		
Kitchen Facilities		Yes		
Individual Lockers/Storage Assigned		Yes		
Training/Meeting Rooms		No		
Washer/Dryer		Yes	Station wear/Linen	No PPE
<b>Safety &amp; Security</b>				
Sprinklers		Yes		
Smoke Detection		Yes		
Decontamination Area		Yes		
Security		Keypad Entry		
Apparatus Exhaust System		Yes		



Figure 17. Training Facility

Address/Physical Location: 3105 Fire Academy Dr., Jonesboro, AR 72405				
		<b>General Description:</b> This facility is known as the Arkansas State Fire Training Facility Northeast and is leased to the JFD for use. The property is centered around a concrete training building, with additional props on site to train for vehicle extrication, and confined space. There is also a dedicated smoke building and a building that has a garage, office, classroom, and storage space for new hire academies.		
<b>Structure</b>				
Construction Type		Concrete		
Date of Construction		2008		
Tornado Protection		N/A		
Auxiliary Power		No		
General Condition		Marginal/Poor		
Number of Apparatus Bays		0	Drive-through Bays	1 Back-in Bays
Special Considerations		Shared Property		
Square Footage/Acreage		7.8 Acres		
<b>Facilities Available</b>				
Separate Rooms/Dormitory/Other		0	Bedrooms	0 Beds
Maximum Station Staffing Capability		0	Normal	N/A Emergency Ops.
Exercise/Workout Facilities		No		
Kitchen Facilities		No		
Individual Lockers/Storage Assigned		No		
Training/Meeting Rooms		Yes		
Washer/Dryer		No	Station wear/Linen	Yes PPE Dryer
<b>Safety &amp; Security</b>				
Sprinklers		No		
Smoke Detection		No		
Decontamination Area		No		
Security		Gate		
Apparatus Exhaust System		No		



## Fire Station Summary

After touring and analyzing the JFD stations, ESCI noted that the general condition of all the stations was good. The Jonesboro Fire Department has done an excellent job with standardizing the general layout and operational capacity of the stations. There are a handful of deviations from station to station where not all have a PPE extractor, a larger dedicated fitness space, or a training/meeting room. All in all, JFD has done well to provide members with basic needs such as appliances, station furniture, and workout equipment. All stations have more sleeping rooms and bay space than what is utilized daily, providing for future expansion in staffing and response apparatus.

JFD understands the risk of cancer in the fire service. Although none of the stations have dedicated source capture apparatus exhaust systems, the International Agency for Research on Cancer rates diesel engine exhaust as a Group 1 carcinogen, which means it is known to cause cancer in humans.

All stations utilize the full capacity of the Mach Alerting system from Motorola. The system alerts staff appropriately at all times of the day and assigns a response frequency.

## Apparatus & Vehicles

Fire stations need to have apparatus assigned to the station for them to be functional to provide emergency services to the citizens and visitors of Jonesboro. ESCI and JFD evaluated the condition of all JFD apparatus and vehicles. The condition listed is a baseline for JFD to use and does not necessarily indicate a need for replacement. The scoring of all apparatus is featured in Figure 19: Age, Condition, Serviceability.



Figure 18. Apparatus Scoring

Evaluation Components		Points Assignment Criteria	
<b>Age:</b>		One point is assigned for every year of chronological age, based on in-service date.	
<b>Miles/Hours:</b>		One point is assigned for every 10,000 miles or 1,000 hours.	
<b>Service:</b>		One, three, or five points are assigned based on service-type received: routine preventive, minor, or major. The more severe the service need, the higher the number of points.	
<b>Condition:</b>		One, three, or five points are assigned based on body condition, rust, interior condition, accident history, anticipated major repairs or upgrades, and similar items. The worse the condition, the higher the number of points.	
<b>Reliability:</b>		One, three, or five points are assigned based on the frequency a vehicle is out of service for repair. The lower the reliability, the higher the number of points.	
Point Ranges		Condition Rating	Condition Description
Under 18 points		Very Good	0–5 years of service; low mileage; no defects; performing as intended
18–22 points		Good	6–10 years of service; moderate mileage; minor defects; performing as intended
23–27 points		Fair	11–15 years of service; high mileage; moderate defects; functioning but worn
28 points or higher		Poor	16+ years of service; high mileage; minor or major defects; not functioning as desired
28 points or higher plus a risk to safety and/or health		Critical	16+ years of service; high mileage; major defects; not functioning; risk to safety and/or health

*Figure 19. Age, Condition, & Serviceability*

Apparatus	Manufacture	Year	Location	Mileage	Total Score	Condition Rating
<b>Engines</b>						
Engine 1	Pierce	2020	Station 1	45,784	13.6	Very Good
Engine 2	Pierce	2016	Station 2	56,687	20.7	Good
Engine 3	Pierce	2023	Station 3	10,178	6.0	Very Good
Engine 4	Pierce	2018	Station 4	45,039	16.5	Very Good
Engine 5	Pierce	2019	Station 5	35,935	14.6	Very Good
Engine 6	Pierce	2021	Station 6	43,578	13.4	Very Good
Engine 7	Pierce	2009	Station 7	92,982	31.3	Poor
<b>Ladder/Aerials</b>						
Truck 1	Pierce	2022	Station 1	15,044	7.5	Very Good
Truck 2	Pierce	2017	Station 2	42,189	16.2	Very Good
Truck 4	Pierce	2005	Station 4	81,100	28.0	Poor
<b>Reserve Apparatus</b>						
Engine 10	Pierce	2013	Training Site	80,516	26.1	Fair
Engine 11	Pierce	2006	Station 3	76,242	32.6	Poor
Engine 12	Pierce	2011	Station 6	82,046	29.2	Poor
Truck 5	Pierce	2003	Station 5	84,113	36.4	Poor
<b>Specialty Apparatus</b>						
HazMat 2	Kenworth	2004	Station 6	7,449	26.7	Fair
Rescue 1	Pierce	2004	Station 1	66,606	34.7	Poor
Tanker 1	Kenworth	2004	Station 7	9,136	28.9	Poor

## Distribution & Deployment

JFD is intentional about its deployment strategy, with consistent staffing of apparatus at all locations. It utilizes a single manufacturer for its firefighting apparatus, an approach that helps with continuity of training and consistency when staff move to different fire stations. Additionally, having the same manufacturer helps to improve maintenance costs and efficiency by having specific fluids, filters, and parts on hand. All but one of the frontline engines has a condition rating of “very good” or “good,” with Engine 7 receiving a “poor” rating. This engine is up for replacement currently. Two of the three frontline ladder trucks have a condition rating of “very good,” with Truck 4 having a rating of “poor” as the oldest frontline apparatus.





JFD is very fortunate to receive \$500,000 annually from Jonesboro City Water and Light (CWL), a municipal improvement district providing water, sewer, and electricity to Jonesboro. This money is used to make regular purchases to update firefighting apparatus.

Each of the seven fire stations has an engine with a minimum staffing of three (3). At Stations 1, 2 and 4 have a co-located ladder truck with a minimum staffing of two (2). When staffing is above minimums, additional staff are assigned to the ladder trucks. Reserve apparatus is located at fire stations as backups to frontline apparatus except for Engine 10, which is located at the training facility.

### Maintenance

Apparatus maintenance has been noted as a concern by the Fire Chief. Station 1 currently is equipped with the necessary tools and equipment to perform basic maintenance on all fire apparatus. Due to the nature of emergency services and the need to have an operational apparatus in service, there is often more time-sensitive work or more work in general to be done than staff to accomplish it. JFD has recognized that more dedicated staff are needed and has been approved to hire a mechanic.

It should be a priority to ensure that apparatus maintenance staff get the appropriate certifications from the Emergency Vehicle Certification Commission (EVCC). EVCC is a not-for-profit organization dedicated to improving the quality of emergency vehicle service and repair throughout the United States and Canada by means of a certification program that provides technicians recognition for the education, training, and experience acquired in the service and repair of emergency vehicles. The organization sponsors classes and certification testing across the United States and Canada through local, regional, and state conferences.

National Fire Protection Association 1901: *Standard for Automotive Fire Apparatus*, recommends that fire apparatus 15 years of age or older be placed into reserve status, and apparatus 25 years or older should be replaced. This is a general guideline, and the standard recommends using the following objective criteria in evaluating fire apparatus lifespan:

- Vehicle road mileage.
- Engine operating hours.
- The quality of the preventative maintenance program.
- The quality of the driver training program.



- Whether the fire apparatus was used within its design parameters.
- Whether the fire apparatus was manufactured on a custom or commercial chassis.
- The quality of workmanship by the original manufacturer.
- The quality of the components used in the manufacturing process.
- The availability of replacement parts.

### Future Needs

A conceptual model utilized by some fire departments is the Economic Theory of Vehicle Replacement. The theory states that, as a vehicle ages, the cost of capital diminishes, and its operating cost increases. The model suggests the optimal time to replace any piece of apparatus is when the operating cost begins to exceed the capital costs. This optimal time may not be a fixed point, but rather a range of time.

Shortening the replacement cycle to this window allows an apparatus to be replaced at optimal savings to the fire department. If an agency does not routinely replace equipment in a timely manner, the overall reduction in replacement spending can result in a quick increase in maintenance and repair expenditures.

Fortunately, due to an annual infusion of \$500,000 from Jonesboro City Water and Light, JFD is well positioned to replace apparatus at regular intervals. It is typical for JFD to put a significant amount of mileage and associated wear and tear on apparatus due to their response model, fire station locations, and overall footprint of the City of Jonesboro. Currently, there are two Type I fire engines on order, with one being delivered in 2025 and the other in 2026. JFD is also working toward purchasing a replacement 100-foot aerial ladder truck in 2025.

### Equipment

JFD capital equipment planning focuses on systematic replacement and maintenance to ensure operational readiness. For instance, 20 sets of bunker gear are replaced and staggered to keep primary sets under five years of age and reserve sets between five and 10 years of age. Similarly, ten SCBA bottles are replaced each year to ensure compliance is maintained. Other equipment, such as radios, SCBA, hazmat, and tech rescue gear, is replaced or added as needed, with JFD personnel tracking requirements and proposing updates through the annual budget process. An additional resource is a restricted state fund, ACT 833, which provides approximately \$200,000 annually, based on population, exclusively for training and equipment.



## Future Needs

Along with the internal strategic planning process, a “wish list” is maintained and helps prioritize discretionary items. JFD is currently developing a replacement plan for thermal imagers to maintain effective fire suppression capabilities. All in all, evaluating and prioritizing future needs is an ongoing and fluid process that takes into account the budget or current priority.



## Workforce Development & Training

The goal of staffing and managing personnel in any organization is to maximize the human resources of sufficient numbers and capabilities to achieve the mission of the organization. To be effective in personnel management, there must be quality leadership, well-communicated strategic direction, comprehensive policies and procedures, and a culture in which cooperation to achieve the day-to-day objectives is optimistic. Consistency, fairness, safety, and opportunities for personal and professional growth are key values for the healthy management of an organization. Additionally, a contemporary fire department must have enough administrative resources to adequately provide logistical support for the various services provided to the citizens.

Several national organizations recommend standards to address staffing issues. The Occupational Health and Safety Administration (OSHA) Respiratory Protection Standard and the National Fire Protection Association (NFPA) Standard 1710 are frequently cited as authoritative documents. In addition, the Center for Public Safety Excellence (CPSE) publishes benchmarks for the number of personnel recommended on an emergency scene for various levels of risk (known as the effective response force).

### Review & Evaluate Administration and Support Staffing Levels

Much like any fire department, the successful operation and administration of the wide range of services provided by the Jonesboro Fire Department requires the appropriate number of dedicated resources. Achieving the right balance between administrative/support staff and operational resources is critical to fulfilling JFD's mission and responsibilities. The following figure outlines the administrative and support structure of JFD.

*Figure 20. JFD Administrative Staff*

Position/Rank	No. of Positions
Fire Chief	1
Assistant Fire Chief	1
Division Chief (Training)	1
Captains (Training)	2
Administrative Assistant	1 full time, 1 part time
<b>Total</b>	<b>6.5</b>



JFD has two Division Chiefs. One is responsible for the Training Division and has two (2) Captains assigned to them. The other is responsible for Community Risk Reduction and also serves as the Fire Marshal. The Community Risk Reduction Division Chief supervises four Captains who work as fire inspectors and investigators. The Community Risk Reduction staff is not included in administrative staffing calculations because they have specific responsibilities that serve external customers through fire inspections, investigations, and enforcement of the fire code. Their duties are not intended to support internal JFD personnel, which distinguishes them from true administrative or support staff.

The Division Chief of Community Risk Reduction has a specifically defined role in administering and enforcing the fire code throughout Jonesboro. With the assigned staff and additional support from operational personnel, this division performs annual fire inspections for all commercial occupancies. Because of their externally focused responsibilities, the primary internal administrative duties, such as fleet management, personal protective equipment, uniforms, training, and staffing, are handled by the Fire Chief, Assistant Fire Chief, and the Division Chief of Training.

Administrative staffing currently represents approximately 5% of the total JFD workforce. Based on ESCI's experience, effective administrative staffing levels typically range between 12 and 15% of total personnel. After reviewing the functions and responsibilities assigned to administration, ESCI concludes that the number of full-time equivalents currently assigned to administrative duties is below what is needed to adequately support JFD's internal operational and organizational needs.

## Review & Evaluate Operational Staffing Levels

When developing an effective response force to address the needs of a community, several factors must be considered. NFPA 1710 addresses the recommended resources for different types of emergency incidents.

Tasks performed at the scene of a fire can be broken down into two key components: life safety and fire control, and extinguishment. Responders base life safety tasks on the number of building occupants and their location, status, and ability to take self-preservation action. Life safety-related tasks involve searching for, rescuing, and evacuation of victims. The fire control component involves delivering sufficient water to extinguish the fire and creating an environment within the building that allows safe entry by firefighters.



The number and types of tasks needing simultaneous action will dictate the minimum number of firefighters required to combat different types and magnitudes of fire. In the absence of adequate personnel to perform concurrent action, the commanding officer must prioritize the tasks and complete some in sequential order, rather than concurrently.

These tasks include:

- Command
- Water Supply
- Handline Operation
- Backup Hose Lines
- Search and Rescue
- Ground Ladders
- Ventilation
- Initial Rapid Intervention Crew

The first 15 minutes are the most crucial period in the suppression of a fire. The timing of this 15-minute period does not start when the firefighters arrive at the scene but begins when the fire initially starts. How effectively and efficiently firefighters perform during this period has a significant impact on the overall outcome of the event. This general concept is applicable to fire, rescue, and medical situations. Responders must perform critical tasks in a timely manner to control a fire or treat a patient. The Jonesboro Fire Department is responsible for ensuring that responding companies can perform all the tasks described in a prompt, efficient, and safe manner.

Considerable ongoing local, regional, and national discussion and debate draws a strong focus and attention to the matter of firefighter staffing. Frequently, this discussion is set in the context of firefighter safety. The jurisdiction may choose to establish response demand zones and use criteria outlined in NFPA standards. NFPA 1710, 2020 edition, specifies the number of firefighters assigned to an engine company to be a “minimum of four on-duty members per engine company.” ESCI notes that the more critical issue is the number of firefighters assembled at the scene of an incident in conjunction with the scope and magnitude of the tasks expected of them, regardless of the type or number of vehicles upon which they arrive. NFPA 1710 recommends that the number of on-duty fire suppression members should be sufficient to perform the necessary firefighting operations given the expected firefighting conditions. The standard further



recommends that the numbers shall be determined through task analyses that take the following factors into consideration:

- Life hazard to the City of Jonesboro, including both the resident and visitor populations
- Safe and effective firefighting performance
- Potential property loss
- Nature, configuration of protected properties
- The presence and application of standard procedures at all fire scenes

Some terms are interchangeable, such as “assembly of firefighters on an incident,” which may also be referred to as the “initial full alarm assignment,” “effective firefighting force” (EFF), or “effective response force” (ERF). For example, in the following figure, ESCI describes the NFPA 1710 level of staffing needed to safely and effectively mitigate a single-family, 2,000-square-foot, two-story residential structure without a basement and with no exposures.

*Figure 21. Full Alarm Assignment for Structure Fire, Initial*

Initial Full Alarm Assignment – 2,000 Sq. Ft. Residential Structure Fire	
Incident Commander	1
Water Supply Operator	1
2 Application Hose Lines	4
1 Support Member per Line	2
Victim Search and Rescue Team	2
Ground Ladder Deployment	2
Aerial Device Operator	1
Incident Rapid Intervention Crew (4 FF)	4
<b>Total</b>	<b>17</b>

Additional crews are necessary when a fire escalates beyond the initial assignment's capability, or has unusual characteristics such as a wind-driven fire, or when involving an accelerant with a highly flammable compound. There are also types of non-fire scenarios, such as mass casualty incidents, explosions, tornadoes, etc., that may need additional staffing. It is difficult or impossible to staff for these worst-case incidents.



These incidents may require a robust mutual aid or automatic aid plan for assistance and call-back policies.

## Staff Scheduling Methodology

Operations personnel are assigned to three shifts, and work a rotating 48-hours-on, 96-hours-off work schedule and are also given 10 Kelly Hours off per cycle. This averages out to a 53-hour workweek and 2,756 average annual hours. The maximum hours allowed by the FLSA for firefighters at JFD is 182 hours in a 24-day period. Any hours worked over the established 24-day threshold is paid at 1.5 times the hourly rate.

Administrative staff, including Chief Officers, Community Risk Reduction staff, and the full-time Administrative Coordinator, generally work on a daytime/weekday schedule totaling a 40-hour workweek.

*Figure 22. Daily Apparatus Staffing*

Station	Engine	Staff	Truck	Staff	Battalion	Staff	Minimum Daily Staffing
Station 1	Engine 1	3	Truck 1	2	Battalion 1	1	6
Station 2	Engine 2	3	Truck 2	2	Battalion 2	1	6
Station 3	Engine 3	3					3
Station 4	Engine 4	3	Truck 4	2			5
Station 5	Engine 5	3					3
Station 6	Engine 6	3					3
Station 7	Engine 7	3					3
Total Daily Minimum Staffing							29

## Current Deployment Methods & Staffing Performance

There are three operational shifts that operate out of seven fire stations. Each shift has 40 firefighters assigned to it with a daily minimum staffing of 29 as illustrated in Figure 22. The 11 positions that are often not staffed daily are due to normal issues for JFD. These are vacations, sick leave, workers' compensation, military leaves, vacancies, and Kelly Day hours. JFD predominately staffs fire engines with three (3) personnel and ladder





trucks with two (2) personnel. When there is additional staffing above 29 minimum, those personnel are typically assigned to a ladder to better support staffing for that apparatus. JFD is looking into the implications of increasing daily minimum staffing to include three (3) personnel on each ladder truck.

## **Policies, Rules, Regulations, Manuals, & Handbooks**

Policies, rules, regulations, manuals, and handbooks are essential documents that establish the framework for operational, administrative, and behavioral standards within JFD. The policies at JFD outline broad guidelines for decision-making, covering areas like emergency response protocols, safety procedures, and personnel conduct, while rules and regulations provide specific, enforceable directives to ensure compliance with local, state, and federal laws. Manuals, such as the standard operating guidelines (SOGs), offer detailed instructions on daily operations, equipment use, incident management, and workplace expectations. The SOGs are designed to promote consistency, accountability, and safety, ensuring firefighters and staff operate efficiently and professionally while aligning with JFD's mission and legal requirements. Along with SOGs, other foundational documents are the Medical Protocols for providing medical care in the field and "The Playbook," which provides a framework for fire ground operations. Regular updates and training on these materials are critical to adapting to evolving standards and maintaining effective service delivery.

## **Compensation**

The Jonesboro Fire Department's ability to attract, hire, and retain employees directly impacts its ability to provide the desired services effectively and efficiently. JFD should provide periodic reviews of current compensation structures, market competitiveness, and City of Jonesboro compensation philosophies. These internal and external comparisons of equitable positions and workloads ensure JFD can attract and maintain an effective workforce. The pay scales for JFD as compared to surrounding jurisdictions show that they are very competitive with pay and benefit packages. Raises are part of the annual budgetary process with the City of Jonesboro, and JFD personnel are given pay increases at the rate of other City of Jonesboro employees.

## **Labor-Management Relationships & Issues**

The labor-management relationships at JFD involve the dynamic between Jonesboro Fire Department leadership and its workforce. At JFD the labor force is represented by the International Association of Firefighters (IAFF), which often negotiates working



conditions, wages, benefits, and certain operational policies into a Collective Bargaining Agreement. The labor union and the City of Jonesboro do not currently have a Collective Bargaining Agreement in place. Nonetheless, these relationships are critical for maintaining morale, ensuring effective service delivery, and addressing issues such as staffing shortages, overtime demands, and safety concerns. Effective labor management requires open communication, mutual respect, and collaborative problem-solving to align fire department goals with employee needs, fostering a productive environment while ensuring the community receives high-quality emergency services. The labor union and management meet regularly to address issues and concerns in an open forum.

## Certifications & Licensing

JFD has a robust internal training program for EMS and basic firefighting, led by the Division Chief of Training and supported by two Captains. Certifications are earned through the Arkansas State Fire Training Academy, which is affiliated with Southern Arkansas University Tech. They are accredited by the International Fire Service Accreditation Congress (IFSAC), the National Board on Fire Service Professional Qualifications (Pro-Board), and the Arkansas Department of Health to provide numerous certifications to emergency and community responders. Through the Arkansas State Fire Training Academy, JFD has access to certifications and the associated levels for basic Firefighting, Fire Officer, Driver/Operator, Fire Instructor, Fire Inspector, Fire Investigator, Technical Rescue, and Hazardous Materials. Most EMS training is provided through internal staff at JFD. Currently, approximately two-thirds of the operational staff are certified to the EMT-Basic level with no Advanced Life Support-certified personnel.

## Disciplinary Process

Standard Operating Guideline 101.00 addresses disciplinary action at JFD. Whereas disciplinary action is used by supervisors to address unacceptable performance or conduct, it aims to improve departmental efficiency. Any action must respect employees' legal rights and be based on objective, non-discriminatory factors, disregarding age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, or sexual orientation. The potential actions include verbal warnings, written reprimands, suspension, demotion, or termination. The City of Jonesboro Employee Handbook can be used for assistance and provides more detail. This SOG, along with the process outlined by the City of Jonesboro's Civil Service, encapsulates discipline for JFD. The City of Jonesboro's Civil Service and its associated manual specifically outline the disciplinary process as follows:



*Any employee who has completed his or her probationary periods with the Fire Department shall not be terminated, demoted, suspended or reduced in compensation, except for violation of the rules and regulations of their respective departments or for other good cause.*

*Any employee who is terminated, demoted, suspended or reduced in compensation shall be given a written statement setting forth the factual reasons for the action taken, signed by his or her supervisor and the department head. Any employee who is terminated, demoted, suspended or reduced in compensation may request a hearing with the department head regarding the reasons for the action taken by submitting a written request for a hearing to the department head within five (5) working days from receipt of the written statement from the department.*

*The department head shall, after the hearing is concluded, prepare a written summary of the facts and conclusions and deliver one (1) copy to the employee. If the action is upheld by the department head, then the employee shall be terminated, demoted, suspended or reduced in compensation, unless within ten (10) days (the ten-day notice begins the first day the employee is served notice), from the receipt of the written findings of facts and conclusions, the employee files an Appeal with the Commission requesting a trial and setting forth the issues to be determined by the Commission.*

*The Commission shall set a trial date not more than fifteen (15) days from the receipt of the appeal and shall notify the employee or his or her representative of the time, place, and date of the hearing. The employee may be represented by Counsel at the hearing. The parties shall exchange lists of witnesses at least five (5) days prior to the trial. All witnesses shall testify under oath. The parties shall have the right to cross-examine the witness.*

*Each party shall have the right to one (1) continuance. Any request for continuance shall be made at least forty-eight (48) hours prior to the trial date. All other continuances may only be for good cause shown. The quorum of the Commission shall sit as jury in the trial and the Chairman of the Commission or Acting Chairman shall preside over the trial and shall rule on the questions of evidence and pleadings. A majority vote of the members of the Commission shall be necessary to decide the case. All votes of the Commission must be made in an open meeting and the yea's and the no's of the Commission shall*



*decide if the reasons for discharge or reduction were well founded or proper, and if so, the said discharge or reductions shall be effective as of the date of notice.*

*If an employee is dissatisfied with the decision of the Commission, the employee shall appeal to the Circuit Court of Craighead County by filing with the Commission a Notice of Appeal within thirty (30) days after the Commission's decision. The Commission shall send a complete transcript to the Circuit Court Clerk's office. An employee who desires a copy of a transcript must purchase it from the court reporter who transcribed the proceedings.*

*A record shall be prepared of all hearings and other precedents before the Jonesboro Civil Service Commission, and all hearings before the Commission shall be steno-graphically recorded.*

*No person in the department affected hereby shall be appointed, reduced, suspended, discharged or otherwise discriminated against because of his political opinion or affiliation, or because of his race, religion, sex or national origin. Members of the fire departments shall be expected to comply with all laws of the State of Arkansas, the Federal Government, and the City of Jonesboro, and violations of any of the same may result in disciplinary action being taken against said individual up to and including dismissal from the department. Conviction of any felony shall result in dismissal from the department.*

*In the event a member shall be found guilty, the member shall be immediately discharged from the roles of said department and shall receive all wages previously withheld during the suspension, less any remuneration which such officer may have received from other sources and pending the final determination of this case.*

## **Application & Recruitment Processes**

The City of Jonesboro and specifically the Jonesboro Fire Department utilize civil service testing for recruitment. Civil service testing is a structured, merit-based process used by many municipalities and government agencies in the United States to evaluate and hire candidates for firefighter positions. The goal is to ensure that hiring is fair, transparent, and based on qualifications, skills, and abilities, rather than favoritism or political influence.



The typical process is that a job opening or job openings for firefighter position(s) are posted through the City of Jonesboro's human resources department. The announcement includes eligibility requirements, such as education (high school diploma or GED), a valid driver's license, and not being convicted of an imprisonable crime. Additionally, applicants will have to pass a written examination with a minimum score of 75%, as well as a physical fitness test.

The written examination is designed to evaluate cognitive abilities and job-related knowledge. It includes topics such as reading comprehension, basic mathematics, mechanical reasoning, spatial orientation, situational judgment, firefighting terminology and procedures, and memory and observation skills. The test is administered in a proctored setting and consists of multiple-choice questions.

The physical fitness assessment is scored on a pass or fail basis and includes the following components:

- Stair climb with a weighted vest
- Hose drag
- Equipment carry
- Ladder raise
- Rescue drag (pulling a mannequin)
- Ventilation simulator

Once an applicant passes these minimum requirements, they are ranked from highest to lowest with their written score and put on the eligibility list. The applicant will be interviewed by the Fire Chief or their representative(s). Per the Jonesboro Civil Service Commission, the Fire Chief is required to hire one of the top five applicants on the list.

## Testing, Measuring, & Promotion Processes

Civil service testing for promotions within the Jonesboro Fire Department is governed by the City of Jonesboro's Civil Service Commission and follows a structured, merit-based process to ensure fairness and transparency. The process is designed to evaluate firefighters' qualifications, skills, and readiness for higher ranks, such as Driver/Engineer, Captain, or Battalion Chief.

The City of Jonesboro's Civil Service manual states that:



*The Commission shall give notice of all fire promotional examinations by posting notice thereof on the bulletin board or front doors of Jonesboro City Hall, in conspicuous places at the respective departments, and by written notification to the chiefs of the respective departments, at least thirty (30) days prior to the examination date. The notice shall state the time, manner and place of making application for admission to such test, and any other information which the Commission considers pertinent. All applications must be submitted to the Jonesboro Civil Service Commission office at least fourteen (14) days prior to the time set for the examination. The promotional process for JFD typically involves multiple stages, including eligibility verification, written exams, practical assessments, interviews, and seniority considerations.*

*To be eligible for promotion and to compete in the promotional cycle, a firefighter must have completed five (5) years from their current hire date for the position of driver. An individual must complete the probationary period of their new rank and hold that rank for a total of one (1) year before being eligible to compete in the promotional cycle for the next higher rank.*

Promotion examinations are held on the first Saturday in March, with additional processes occurring as needed under the rule of the Civil Service Commission. Each rank will have a specific test that may include written or oral questions; trial of the performance of work; inquiries into facts relating to education, experience, or accomplishments; investigations of the records and success attained; personal characteristics; or any combination of these tests.

The practical test for Driver/Engineer is based on NFPA 1002: *Standards for Fire Apparatus Driver/Operator Qualifications*, and to pass the candidate will require a minimum score of 30% or, at the election of the Commission with a score determined by computing 75% of the highest score made on the examination. To pass the written examination, the candidate must have a score of 70% or, at the election of the commission with a score determined by computing 75% of the highest score made on the examination during each cycle of examination for each rank.

For the oral examination, the Fire Chief or his/her authorized representative appoints a committee of individuals with supervisory/leadership skills and background. The oral promotional interview candidates shall be evaluated on the answering of appropriate questions and pass the examination with a score of 30% or at the election of the



Commission with a score determined by computing 75% of the highest score made on the examination during each cycle of examination for each rank.

The composite score for promotion applicants for the positions of Captain, Battalion/Division Chief, and Assistant Chief is composed of a weighted percentage of 62.5% of the written examination and 37.5% of the oral examination. The candidate must obtain a score of 70% on the written examination and a score of 30% on the oral examination to be placed on the eligibility list. The composite score for promotion applicants for the positions of Driver/Engineer is composed of a weighted percentage of 40% of the written examination, 40% of the practical examination, and 20% of the oral examination. The candidate must obtain a score of 70% on the written examination, a score of 30% on the practical examination, and a score of 30% on the oral examination to be placed on the eligibility list.

The promotion eligibility list shall be certified by the Commission. The highest composite score attained will be assigned eligibility rank #1, the second highest composite score will be assigned eligibility rank #2, etc., with all candidates being ranked who have passed all promotional exams. All lists shall remain in effect for a period of one (1) year from the certification date, or a period set by the Commission. No list shall remain in effect for more than two (2) years.



## Training Program

Training is the foundation of all aspects of emergency services. An individual's ability to effectively utilize resources and equipment is dependent on the level of training an organization provides. The following section provides an overview of the equipment, facilities, execution, and efficacy of the current training program.

### General Training Competencies

The Jonesboro Fire Department puts a focus on the physical and technical skills for fire suppression activities that encompass a comprehensive set of abilities to ensure firefighters can effectively and safely combat fires. Physically, firefighters must develop strength, endurance, and agility through rigorous fitness training, including cardiovascular exercises, weightlifting, and simulations like ladder climbs or hose drags, to handle the demands of heavy gear and intense environments. Technically, they must master skills such as fire behavior analysis, ventilation techniques, hose management, and forcible entry, often practiced through live-fire training and scenario-based drills. Proficiency in operating equipment like pumps, nozzles, and thermal imaging cameras, along with knowledge of building construction and fire dynamics, is critical as well. These competencies are created for new recruits in a training academy setting and reinforced through regular training, certifications, and adherence to standards like those set by the National Fire Protection Association (NFPA), ensuring firefighters are prepared for diverse fire suppression scenarios while prioritizing safety and teamwork.

### Training Administration

The JFD Training Division is led by a Division Chief with two assigned Captains that assist with the facilitation of training programs. The Division Chief primarily works out of headquarters and has additional responsibilities. The Training Captains have an office at the training facility and are tasked with creating lesson plans and facilitating recruit training, along with monthly training associated with Insurance Services Organization (ISO) requirements.

### Training Schedule

The training schedule is managed by the Division Chief of Training with the utilization of the TargetSolutions software platform.





## Training Facilities

JFD has a use agreement with Craighead County to use the local fire training asset located at 3105 Fire Academy Dr., Jonesboro, Arkansas. This facility is centered around a multi-story concrete training structure that can be utilized for search and rescue, live fire activities, and many other structural firefighting drills. The property consists of 7.8 acres that also house props for confined space training, propane fires, pump testing, and vehicle extrication. The property is most heavily utilized for training academies to prepare new staff for shift work. There are two additional buildings, one serving as a “smoke” building to simulate a low-visibility residential environment. The other building is where the office of the two Training Captains is located, along with a classroom, garage, and storage facility for bunker gear and other associated equipment. Although these facilities are functional, they are in need of updating and repair. Since the facility is a training school asset and JFD utilizes the property through a use agreement, they have little to no ability to improve the property.

## Training Program Goals & Objectives

The main tenet of the JFD training program is to prepare and improve the firefighting staff to do their jobs at the highest and safest level. The goal would be to have enough staff and the type of training facility to move beyond just providing the basic and required annual training. It is becoming more common that the Training Division is tasked with providing multiple training academies each year. Having only three (3) dedicated staff to manage logistics, building the schedule and providing training is becoming more challenging. Additionally, the growing number of JFD personnel who are certified as emergency medical technicians (EMTs) has also increased the demand for training. Continuing education units (CEUs) required to maintain EMT certification add to the workload of the Training Division, requiring additional scheduling, instruction, and coordination.

## Training Procedures & Manuals

JFD solely utilizes the organization's SOGs as well as the training hours defined in the Fire Suppression Rating Schedule (FSRS) from Insurance Services Organization. Although only accounting for nine points, the training guidelines and associated scoring provide adequate direction for the Training Division. The specific areas and their descriptions are as follows in the following figure.

*Figure 23. Fire Suppression Rating Schedule Training Hours*

Category	Description
Facilities & Use	For maximum credit, each firefighter should receive 18 hours per year in structure fire-related subjects as outlined in NFPA 1001.
Company Training	For maximum credit, each firefighter should receive 16 hours per month in structure fire-related subjects as outlined in NFPA 1001.
Classes for Officers	For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on- or off-site.
New Driver & Operator Training	For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.
Existing Driver & Operator Training	For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.
Training On Hazardous Materials	For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.
Recruit Training	For maximum credit, each firefighter should receive 240 hours of structure fire-related training in accordance with NFPA 1001 within the first year of employment or tenure.

### Recordkeeping

JFD solely utilizes the software platform TargetSolutions, now part of Vector Solutions, as their online training and tracking platform. TargetSolutions is designed specifically for fire departments to assist with firefighter training, compliance, and operational efficiency. It offers many and varied hours of fire and EMS training courses, including NFPA-compliant modules (e.g., NFPA 1001, 1021, 1500), wildland firefighting, and EMS continuing education. The platform features a Learning Management System for scheduling, delivering, and tracking training. TargetSolutions has customizable content and ISO training tracking, and streamlines recordkeeping and helps to ensure compliance.

### Clerical Support

The Training Division receives some clerical support from the administrative staff but is typically self-reliant. Additional staff are often requested to assist with academies when needed, but this is dependent on the overtime budget and staff availability.



## Health, Safety, & Wellness

A comprehensive approach to health, safety, and wellness is essential to maintaining an effective and resilient fire department. For the Jonesboro Fire Department, supporting the well-being of its personnel is a critical component of operational readiness and workforce sustainability. As the demands of fire and emergency services continue to evolve, so too must the strategies that protect and promote the physical and mental health of department members.

This section will include an analysis of existing policies, procedures, and programs aimed at reducing occupational risk, improving overall wellness, and supporting mental and physical health across the organization. ESCI will examine a variety of key areas, including employee assistance programs, fitness and injury prevention efforts, behavioral health resources, and safety practices.

### Counseling Services

The Jonesboro Fire Department currently provides access to several counseling and mental health resources intended to support the emotional and psychological well-being of its personnel. Under Arkansas state law, all fire service members are entitled to 12 fully covered visits with a licensed mental health professional. This benefit is a valuable resource, offering firefighters and staff confidential access to care without financial barriers. It serves as a key component of JFD's mental health support framework.

In addition to the state-provided counseling benefit, the City of Jonesboro offers an Employee Assistance Program (EAP) to all municipal employees, including JFD personnel. This program provides short-term counseling services, crisis support, and referrals for more specialized care as needed. The EAP is designed to assist employees in managing a variety of personal and work-related challenges, including stress, family issues, substance use, and other behavioral health concerns.

The City of Jonesboro also employs a Wellness Coordinator under the Jonesboro Police Department who is available to assist all city departments. Although this position is not embedded within JFD, the Wellness Coordinator contributes to the overall support system available to fire personnel. This role can serve as a bridge between JFD members and the various wellness resources offered throughout the City of Jonesboro, including counseling services, mental health awareness initiatives, and general wellness programs.



During site visit interviews, it was noted that there is limited engagement between the Wellness Coordinator and the Jonesboro Fire Department staff. Although the Wellness Coordinator is technically available to all city employees, firefighters expressed a need for more consistent and meaningful interaction. Increased visibility and relationship-building between the Wellness Coordinator and JFD personnel could significantly improve the accessibility and effectiveness of mental health support.

One of the most effective ways to strengthen this connection is through proactive outreach efforts, such as station visits, participating in crew dinners, and conducting ride-alongs. These informal interactions create opportunities for the Wellness Coordinator to develop trust and familiarity with JFD members outside of crisis situations. Building these relationships ahead of time can reduce the stigma surrounding mental health and make it more likely that personnel will seek support when challenges arise.

This approach aligns with industry best practices, which emphasize the importance of proactive mental health strategies, confidentiality, and cultural competency. Leading fire departments often integrate behavioral health professionals into their daily operations to ensure timely, trusted access to care. When firefighters have a pre-existing connection with a wellness professional who understands their work environment and stressors, they are more likely to reach out for help. Increasing the Wellness Coordinator's presence within the Jonesboro Fire Department can serve as a practical step toward building a more supportive and responsive mental health infrastructure.

## Peer Support

The Jonesboro Fire Department has established a foundation for peer support services, recognizing the importance of providing internal resources to help personnel manage stress, trauma, and other challenges associated with emergency response work. Currently, JFD has 10 members who have received some form of peer support training. These individuals serve in a voluntary capacity and offer support to their colleagues, providing a trusted option for those who may not feel comfortable seeking professional assistance immediately.

In addition to the peer support team, JFD has two chaplains who are available to offer spiritual guidance and emotional support to personnel. This added resource plays a valuable role, particularly in times of crisis or after traumatic incidents. Furthermore, Jonesboro Fire Department personnel can access support services through Arkansas



State University. For example, members in need of financial counseling or assistance can be referred to ASU staff with expertise in budgeting and financial planning.

Although these resources represent a meaningful commitment to peer-based support, there are areas for growth. Currently, there is no centralized hotline or contact system in place to connect personnel directly with peer support team members. This lack of streamlined access may delay support in urgent situations. Additionally, the peer support program operates entirely on a volunteer basis, which may limit the program's capacity and sustainability over time, particularly as JFD grows or demand for support increases.

## Wellness Activities

The Jonesboro Fire Department currently implements several wellness activities aimed at maintaining the physical readiness of its personnel. One key component is the annual physical fitness test, known as the Firefighter Employment and Training System (FEATS), which all members are required to pass each October within a 10-minute time frame. The department has established a clear progressive discipline process for those who fail the test: members have 90 days to retake it after a first failure, are assigned to a mandatory workout during shifts after a second failure, and face a career review if they fail a third time. This structured approach reinforces accountability while providing opportunities for improvement.

In addition to the fitness testing program, Jonesboro Fire Department supports physical fitness through well-equipped facilities. Fitness equipment is available in every fire station, with larger gyms located at Stations 2 and 3. Personnel are permitted to use these resources both during duty hours and on their own time, which encourages regular exercise and helps foster a culture of fitness throughout JFD.

JFD's annual medical physicals are currently paused except for those on the Hazmat Team. These exams typically serve as a critical component of overall wellness by identifying health issues early and ensuring members are medically fit for duty. It is recommended that these comprehensive medical evaluations continue on either an annual or biennial basis as part of JFD's ongoing commitment to employee health and wellness.



## Cancer Risk Reduction Initiatives

Cancer prevention has become a critical focus in the fire service, with increasing awareness of the occupational risks associated with firefighting. The Jonesboro Fire Department has taken several proactive steps to reduce cancer risk among its personnel, in line with many of the 11 best practices outlined in the updated *Lavender Ribbon Report* by the International Association of Fire Chiefs' Volunteer and Combination Officers Section (VCOS) and the National Volunteer Fire Council (NVFC). Following is a side-by-side comparison of the recommendations and current practices at JFD:

- 1. Full PPE and SCBA must be worn throughout the incident, including during salvage and overhaul.**  
*Compliant. Required by SOPs; enforced on all incidents.*
- 2. Provide a second hood to all entry-certified personnel.**  
*Compliant. Exceeds standard by issuing a full second set of turnout gear, including hood.*
- 3. Perform gross decontamination on scene using soap, water, and brushes while still on air.**  
*Partially compliant. Gross decontamination is not done on scene; decontamination occurs after returning to the station.*
- 4. Wipe down exposed skin (neck, face, arms, hands) immediately on scene.**  
*Compliant. Encourages use of wipes post-incident; wipes are available on apparatus.*
- 5. Change and wash clothes immediately after exposure.**  
*Compliant. Stations are equipped with washers and dryers; gear is laundered at the station.*
- 6. Shower as soon as possible after exposure ("shower within the hour").**  
*Compliant. Crews are allowed to remain out of service to shower immediately after fire incidents.*
- 7. Prohibit PPE, especially turnout pants, from entering living areas or the household.**  
*Compliant. Signage is posted prohibiting turnout gear in kitchens, sleeping areas, and other living spaces.*



8. **Use wipes or soap and water to clean apparatus seats, SCBA, and cab interiors after exposure.**

*Compliant. Standard practice after fire incidents.*

9. **Receive annual physicals to support early detection.**

*Not currently compliant. Annual medical physicals are paused; reinstatement is recommended.*

10. **Prohibit use of all tobacco products, including dip and e-cigarettes.**

*Partially compliant. Tobacco use is discouraged but not prohibited on- or off-duty.*

11. **Fully document all fire and chemical exposures in incident and personal exposure reports.**

*Compliant. Members are responsible for documenting exposures in reports.*

Furthermore, although fitness equipment is available in all Jonesboro Fire Department stations to support firefighter health and wellness, a significant portion of it is located within the apparatus bays. These bays, while spacious and conveniently accessible, are also high-risk environments for airborne contaminants such as diesel exhaust, soot, and other hazardous particulates generated during vehicle operations. Fire apparatus is frequently started, idled, or returned to the bay with hot exhaust systems emitting fumes directly into the area, often in close proximity to the workout equipment and personnel using it.

The absence of a source capture exhaust system in these stations exacerbates the issue. Without a dedicated system to directly remove exhaust emissions at the tailpipe, these harmful fumes can accumulate in the air and settle on surfaces, including the fitness equipment itself. This creates a situation where firefighters may unknowingly inhale or come into contact with carcinogenic particles while engaging in health-promoting activities. Long-term exposure to diesel exhaust has been linked to increased risks of respiratory illnesses, cardiovascular disease, and certain types of cancer, making this an urgent occupational health concern.

To address this issue, it is recommended that JFD install a source capture exhaust system in each station to significantly reduce airborne exposure to diesel particulates, improving overall air quality and creating a safer environment for both physical fitness and daily operations. Also, for future station designs it is recommended that fitness



equipment be located in a clean, ventilated space separate from the apparatus bays. These improvements would not only enhance firefighter safety but also align with national standards and best practices for cancer prevention in the fire service.

## Incident Safety

The Jonesboro Fire Department has implemented foundational practices to support firefighter safety during emergency incidents. One of the key assignments is the designation of the second Battalion Chief as the Incident Safety Officer on significant incidents. This individual is responsible for monitoring conditions, identifying hazards, and ensuring that operational safety procedures are followed throughout the duration of the event. By assigning this role to a senior command officer, JFD ensures a dedicated focus on scene safety during high-risk operations.

Additionally, JFD assigns the third-arriving engine company as the Rapid Intervention Team (RIT) on multi-company incidents. This proactive measure ensures that a team is available and equipped to perform firefighter rescue operations in the event a crew member becomes lost, trapped, or incapacitated. Having a designated RIT is a recognized standard across the fire service and reflects Jonesboro Fire Department's commitment to ensuring firefighter survivability on complex scenes.

However, one notable gap in JFD's incident safety structure is the absence of a designated Infection Control Officer (ICO). In today's operating environment, where firefighters routinely face biological and environmental hazards including bloodborne pathogens, contaminated materials, and pandemic-related exposures, this role is increasingly essential. Without a dedicated ICO, consistent tracking, reporting, decontamination procedures, and post-exposure protocols may lack the coordination needed to protect members from long-term health impacts.

Another significant incident safety issue identified during ESCI's site visit was the lack of radio interoperability between the Jonesboro Fire Department and the private EMS providers operating in the area. Currently, JFD personnel are unable to communicate directly with EMS units via radio. To relay a message, fire personnel must first contact the 911 communications center. A dispatcher there must then call the private EMS company's dispatch center, where a dispatcher there must relay the message to the EMS crew. This multi-step communication process introduces critical delays, especially in time-sensitive safety situations where seconds matter. For example, if an EMS crew needs to be warned of a rapidly changing hazard on scene or provided with immediate





patient information, the lack of direct communication can compromise both responder and patient safety. This gap in interoperability can hinder coordinated operations and efficient scene management during high-acuity incidents. Improving radio interoperability between JFD and EMS units is essential to ensuring timely, effective communication during emergency responses. Addressing this issue would significantly enhance situational awareness, coordination, and overall safety for all personnel operating at the scene.



## Community Service Delivery

A fire department's community service delivery encompasses a comprehensive range of critical functions designed to protect and enhance public safety. Fire suppression involves rapid response to extinguish fires, minimizing property damage and saving lives. Emergency medical services (EMS) provide immediate medical care and transportation for individuals experiencing health crises, ensuring timely intervention. Public education initiatives engage the community through outreach programs, teaching fire safety practices and emergency preparedness. Fire prevention inspections proactively identify and mitigate hazards by conducting thorough assessments of buildings and enforcing safety codes, reducing the risk of fires and enhancing overall community resilience.

### Fire Suppression

The Jonesboro Fire Department has seven stations and operates two battalions daily. They provide fire suppression activities to the City of Jonesboro through a structured, coordinated approach that ensures rapid response, effective resource allocation, and comprehensive coverage. The seven fire stations are strategically located across the community to provide the best coverage of different geographic areas, minimizing response times. Each station houses a fire apparatus (e.g., engines, ladder trucks, or specialized equipment) and personnel trained in fire suppression, emergency medical services (EMS), and other emergency responses. Stations 1, 2 and 4 also house ladder trucks as well as engines, for optimal response to those geographic areas.

The two battalions are administrative and operational units that oversee the stations and one of two districts in the city. Each battalion is led by a Battalion Chief who coordinates activities across a subset of stations; one battalion oversees four stations and the other oversees three. Battalion Chiefs ensure unified command during incidents, manage resources, and maintain readiness.

JFD employs a structured approach to fire suppression, as outlined in a document titled "The Playbook," for residential and commercial fires. The first arriving Battalion Chief, as the incident commander, initiates a rapid 360-degree assessment of the structure, evaluating risks, life safety, and fire conditions to develop an Incident Action Plan (IAP). This plan prioritizes rescue, exposure protection, confinement, extinguishment, overhaul, ventilation, and salvage (RECEO-VS). The Battalion Chief communicates critical details via an initial radio report, including the incident's nature, building description,



and strategy (offensive or defensive), while coordinating resources and ensuring accountability. Risk management principles guide decisions, limiting responder risks to situations with potential to save lives or property, and shifting to defensive operations when risks are excessive. The second arriving Battalion Chief fills the role of safety officer as the incident commander continuously revises the IAP, coordinates with other agencies, and often conducts an After-Action Review (AAR) to improve future responses.

Fire suppression tasks are distributed among engine and truck companies. The first engine company focuses on fire attack, with the officer conducting a size-up, selecting the appropriate hose line (e.g., 1.75" or 2.5" speedlay), and leading the interior attack with tools like thermal imagers and irons for forcible entry. The second engine secures a water supply via forward or reverse hose lays and deploys a backup line. The third engine establishes a Rapid Intervention Team (RIT) for firefighter safety, setting up tools and ladders for potential rescues. The first truck company prioritizes primary search and rescue, using methods like right/left hand or oriented searches, while the second truck handles ventilation (e.g., positive pressure or vertical) and ground ladders. Specialized operations, such as standpipe use in high-rises, involve tailored hose loads and pressure calculations. This coordinated effort, supported by clear communication and standard operating guidelines, ensures effective fire suppression across the community.

## Emergency Medical Services

The Jonesboro Fire Department does not directly provide ambulance transport services. Instead, emergency medical services (EMS) response is integrated into JFD's operations, with firefighters trained to at least the emergency medical responder (EMR) or emergency medical technician (EMT) level to deliver pre-hospital care.

JFD's Operations Division, staffed with 120 full-time personnel across three shifts, responds to medical emergencies from seven fire stations covering over 80 square miles, including Arkansas State University. Firefighters are cross-trained, with many certified as EMRs or EMT-Basics, with no ALS providers currently, enabling them to provide basic life support (BLS) at the scene. This includes initial patient assessment, stabilization, and treatment (e.g., CPR, bleeding control, or defibrillation using AEDs).

JFD units are dispatched to life-threatening calls, often arriving within minutes to begin care before an ambulance arrives. JFD's 911 dispatch center, part of the City of Jonesboro's emergency communications, uses trained dispatchers to provide pre-arrival



instructions to callers, such as CPR guidance, to stabilize patients until responders arrive.

The City of Jonesboro has two private EMS transport providers that serve the community. They are Emerson Ambulance Service and Medic One Ambulance who operate 24/7, 365 days a year, using advanced equipment and trained crews (EMTs and paramedics) to provide BLS and ALS transport.

Both providers handle emergency (911) and non-emergency transports, ensuring ambulances are available for critical calls while non-emergency calls (e.g., hospital transfers) are managed separately to maintain response capacity.

When a 911 call is received, the City of Jonesboro's dispatch center prioritizes it based on the nature of the emergency. For life-threatening situations, JFD units are dispatched alongside a private ambulance. JFD firefighters provide initial care, such as airway management, defibrillation, or hemorrhage control, until the ambulance arrives.

The ambulances, staffed with EMTs and/or paramedics, take over for advanced treatment and transport to hospitals, such as NEA Baptist Memorial Hospital or St. Bernards Medical Center in Jonesboro. Dispatchers may guide callers through critical interventions (e.g., CPR, childbirth assistance) until responders arrive.

JFD units are equipped with BLS equipment, including automatic external defibrillators (AEDs), oxygen, and basic trauma supplies. Private ambulances (Emerson and Medic One) typically provide ALS capabilities, including 12-lead EKG monitors, advanced airway management, and medications for cardiac, respiratory, or trauma emergencies.

EMS protocols are in alignment with Northeast Arkansas Regional Protocols, which are progressive and used by other regional EMS providers, ensuring standardized, evidence-based care.

## Public Education

A fire department's public education program is designed to inform and educate the community about fire safety, prevention, and emergency preparedness to reduce fire-related injuries, deaths, and property damage. These programs are typically tailored to the community's needs and delivered through various methods to reach diverse audiences, including children, adults, seniors, and businesses.



JFD takes a proactive approach to public education with the annual delivery of targeted education to the local schools, focusing on kindergarten through the third grade. They utilize an assembly-type approach to provide specific fire prevention education messaging that includes tours of the firefighting apparatus.

Additionally, there are ongoing requests for JFD to do community outreach with both suppression and prevention staff. In these instances, an educational message is typically included. JFD also has a Juvenile Fire Setter program, which is also known as the Youth Firesetter Intervention Program. These programs are a specialized initiative run by fire departments to address and prevent fire-setting behaviors in children and adolescents, typically aged 2 to 17. These programs aim to reduce the frequency and severity of fires caused by youth through education, intervention, and counseling, focusing on fire safety and the consequences of fire misuse. JFD has a Captain who is the assigned lead when these concerns are brought to the attention of the organization. They organize and deliver the programs' curriculum to the youth or youths.

## Fire Prevention Inspections

JFD has an ISO Class I rating and strives to complete annual inspections of all occupancies that the public can or will occupy. The vast majority of inspections are done at the company level with support from fire prevention staff. A singular divergence is that prevention staff are specifically mandated to perform daycare inspections. The staff assigned to prevention duties spend most of their time on new construction and the many associated tasks. Prevention personnel support company personnel by providing two annual training opportunities regarding fire prevention inspections as well as assisting when major fire code violations are found. The Fire Marshal and the four Captains assigned to prevention are commissioned law enforcement officers, which allows them to fully fulfill all their duties. Company officers, as part of their preparation for promotion, must complete an 80-hour fire inspection course. This is the minimum requirement; many suppression personnel have gone above and beyond and hold certifications as fire inspectors.



## External Relationships

Strong and strategic external partnerships are essential to the Jonesboro Fire Department's ability to provide effective emergency services to the community. JFD has established working relationships with a variety of partners, including Craighead County Emergency Management, Arkansas State University (ASU), local law enforcement, EMS providers, and regional emergency response teams. These relationships enhance coordination, expand access to shared resources, and improve overall service delivery. They also help ensure preparedness for large-scale or multi-jurisdictional incidents.

The City of Jonesboro does not have a designated City Emergency Manager, which presents a notable gap in municipal emergency preparedness leadership. In the absence of this role, JFD maintains a collaborative relationship with the Craighead County Director of Emergency Management and participates in activities coordinated through the County Emergency Operations Center (EOC). This connection helps bridge the city's emergency planning needs but adding a dedicated City Emergency Manager would significantly enhance coordination, streamline communication, and better align emergency planning with city-specific needs.

The Jonesboro Fire Department also works closely with Arkansas State University, which has its own Emergency Manager. JFD has conducted joint drills with ASU, reinforcing readiness for campus-related emergencies and strengthening the university's integration with citywide response protocols. These collaborative drills reflect a proactive approach and serve as a model for engagement with other institutions and stakeholders in the community.

On the regional level, JFD contributes to regional response teams and Arkansas Task Force 1, providing highly trained personnel to regional operations such as hazardous materials (HazMat) response. Notably, members serving on these teams do so voluntarily and without additional pay, demonstrating strong professional commitment. Although these regional collaborations are effective in augmenting resources during large-scale events, continued investment in training, equipment, and compensation would improve long-term sustainability.

The Jonesboro Fire Department meets regularly with the Craighead County Fire Coordinator and Chiefs of Craighead County's Emergency Services Districts (ESDs) through quarterly Fire Chief meetings and generally maintains a positive dialogue. However, there is limited joint training conducted with surrounding Craighead County



fire departments. Although JFD makes its open training days available to these departments, participation is typically low. To improve mutual aid readiness and tactical coordination, greater emphasis should be placed on joint training exercises and shared standard operating procedures.

Internally within the city, the Jonesboro Fire Department reports a good working relationship with the Jonesboro Police Department and EMS providers. These relationships are critical for coordinated responses to major incidents and ensure seamless patient handoff during EMS transports. Communication with the City of Jonesboro's 911 dispatch center and its director is also positive; however, the increasing call volume handled by JFD highlights the need for additional radio operators to maintain effective dispatch performance.

Although many of Jonesboro Fire Department's current external partnerships are strong and productive, there are areas requiring development to better align with JFD's mission of delivering timely, professional, and effective emergency services. Closing existing gaps, such as the absence of a City Emergency Manager and limited joint training with neighboring departments, will strengthen regional collaboration and enhance JFD's operational readiness and service to the community.



## Service Delivery & Performance

Service delivery and performance are the metrics that best illustrate the services provided by the fire department to the community.

### Service Demand Analysis

When assistance is requested, a demand for service from the fire department is requested. Analyzed by each calendar year, the primary analyses of service demand include the types of incidents, when they occur, and where they occur.

### Incident Type Analysis

Documentation of response to incidents includes recording the type of incident that was found by an arriving unit. The National Fire Incident Reporting System (NFIRS) and its successor, the National Emergency Response Information System (NERIS), are industry standard systems used by the local fire department to record this information. The systems track over one hundred incident types which are grouped into series as illustrated in the following figure.

*Figure 24. NFIRS Incident Series*

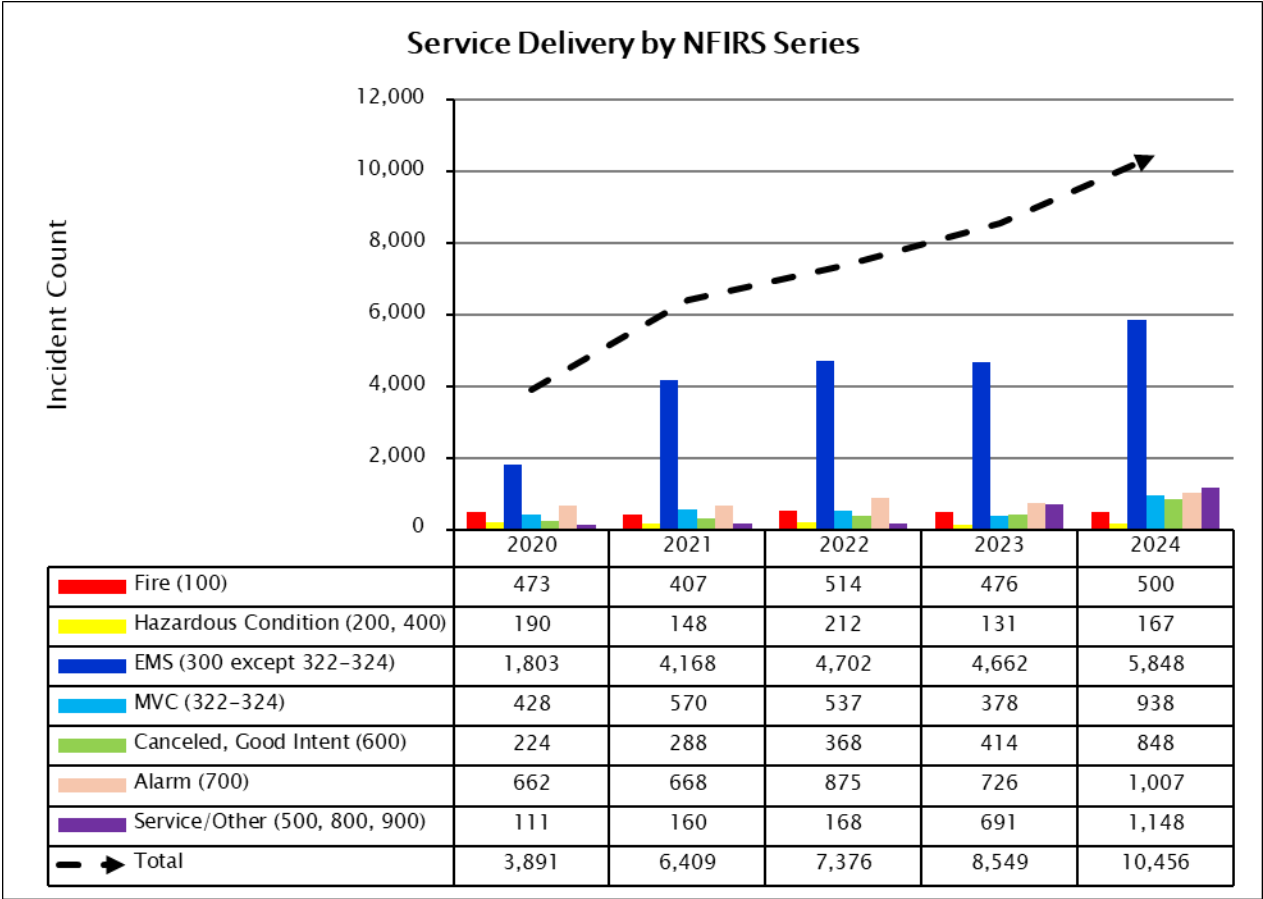
Incident Series	Incident Heading
100-Series	Fires
200-Series	Overpressure Rupture, Explosion, Overheat (No Fire)
300-Series	Rescue and Emergency Medical Service (EMS) Incidents
400-Series	Hazardous Condition (No Fire)
500-Series	Service Call
600-Series	Canceled, Good Intent
700-Series	False Alarm, False Call
800-Series	Severe Weather, Natural Disaster
900-Series	Special Incident Type





The following figure illustrates the types of incidents JFD has responded to over the past five years. The 2023 total includes 1,071 incidents with no incident type documented.

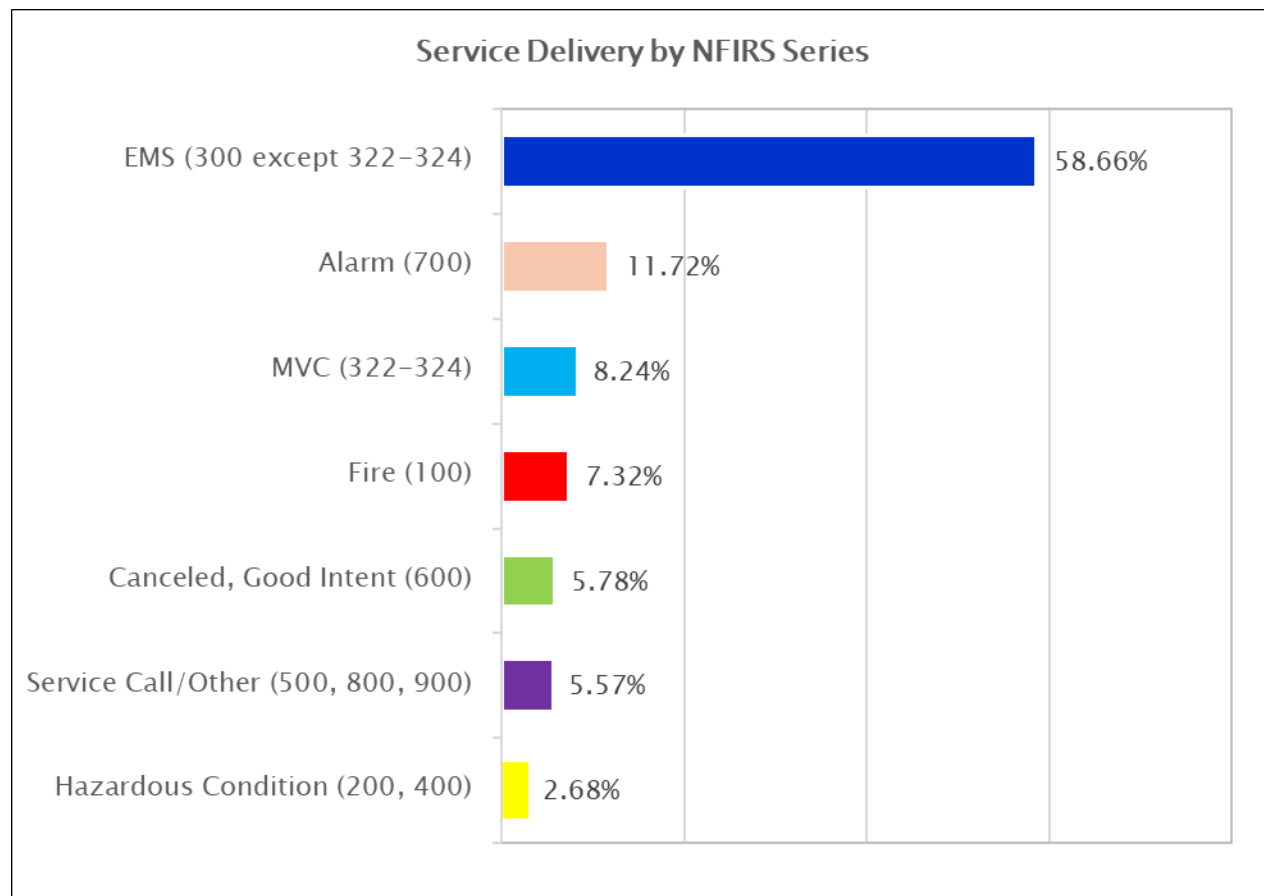
Figure 25. JFD Service Demand by NFIRS Series, 2020-2024





Another consideration is to determine the percentage represented by each category comprising the entirety of service demand, as illustrated in the following figure.

Figure 26. JFD Service Demand by NFIRS Series, 2020–2024





## Temporal Analysis

Another data point documented for each incident response is the time at which it occurs. This may be analyzed from three different views—month, day, and hour—as illustrated in the following figures.

Figure 27. JFD Service Demand by Month, 2020-2024

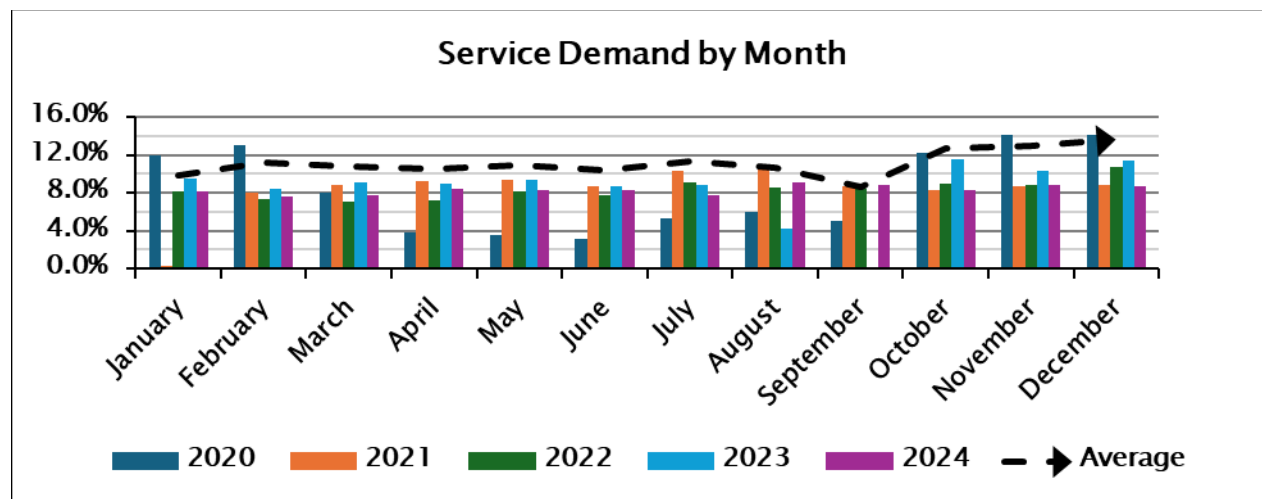


Figure 28. JFD Service Demand by Day, 2020-2024

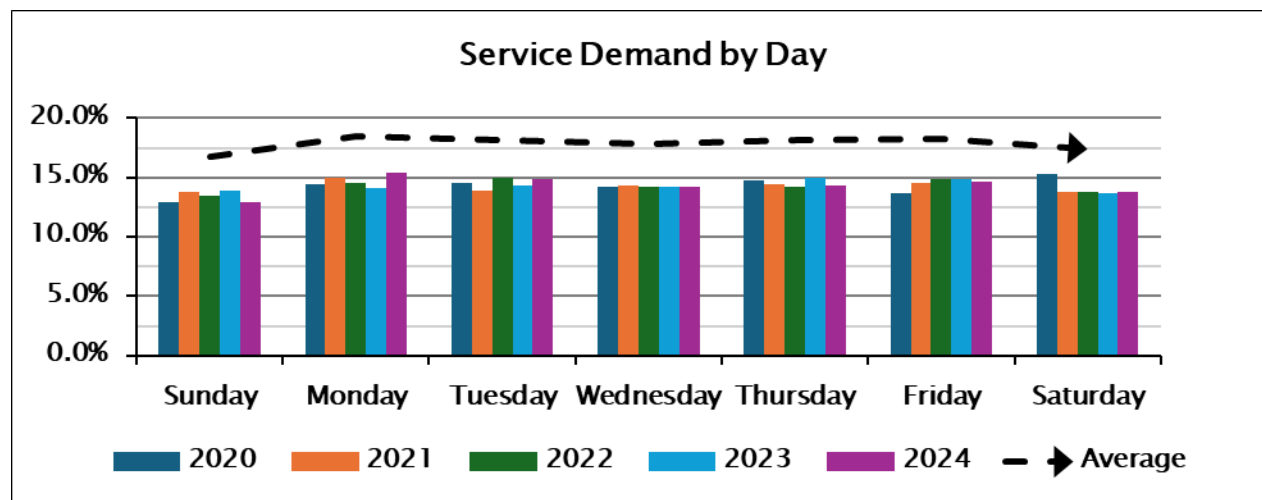
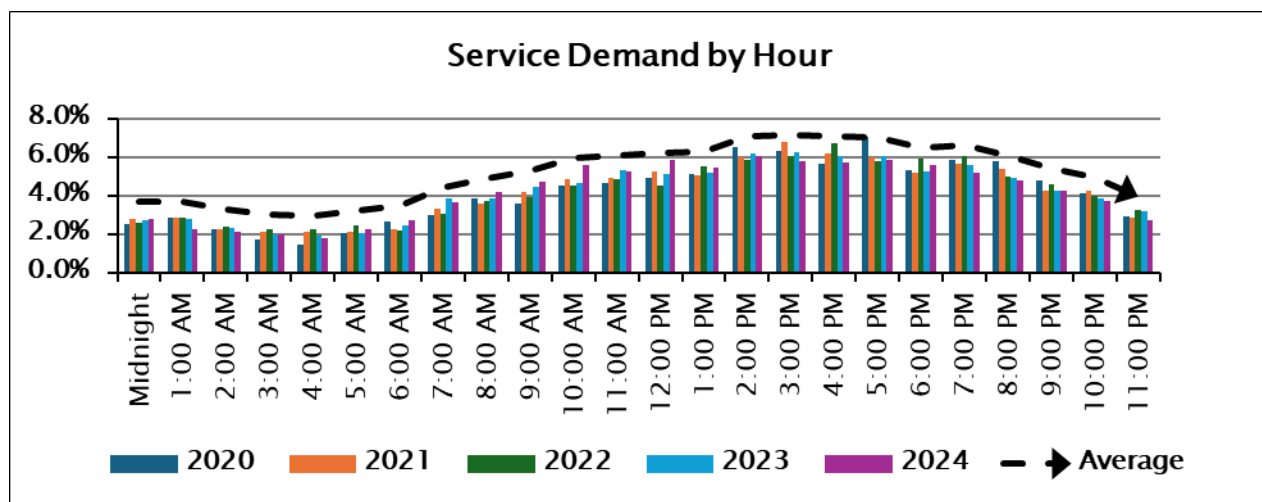




Figure 29. JFD Service Demand by Hour, 2020–2024



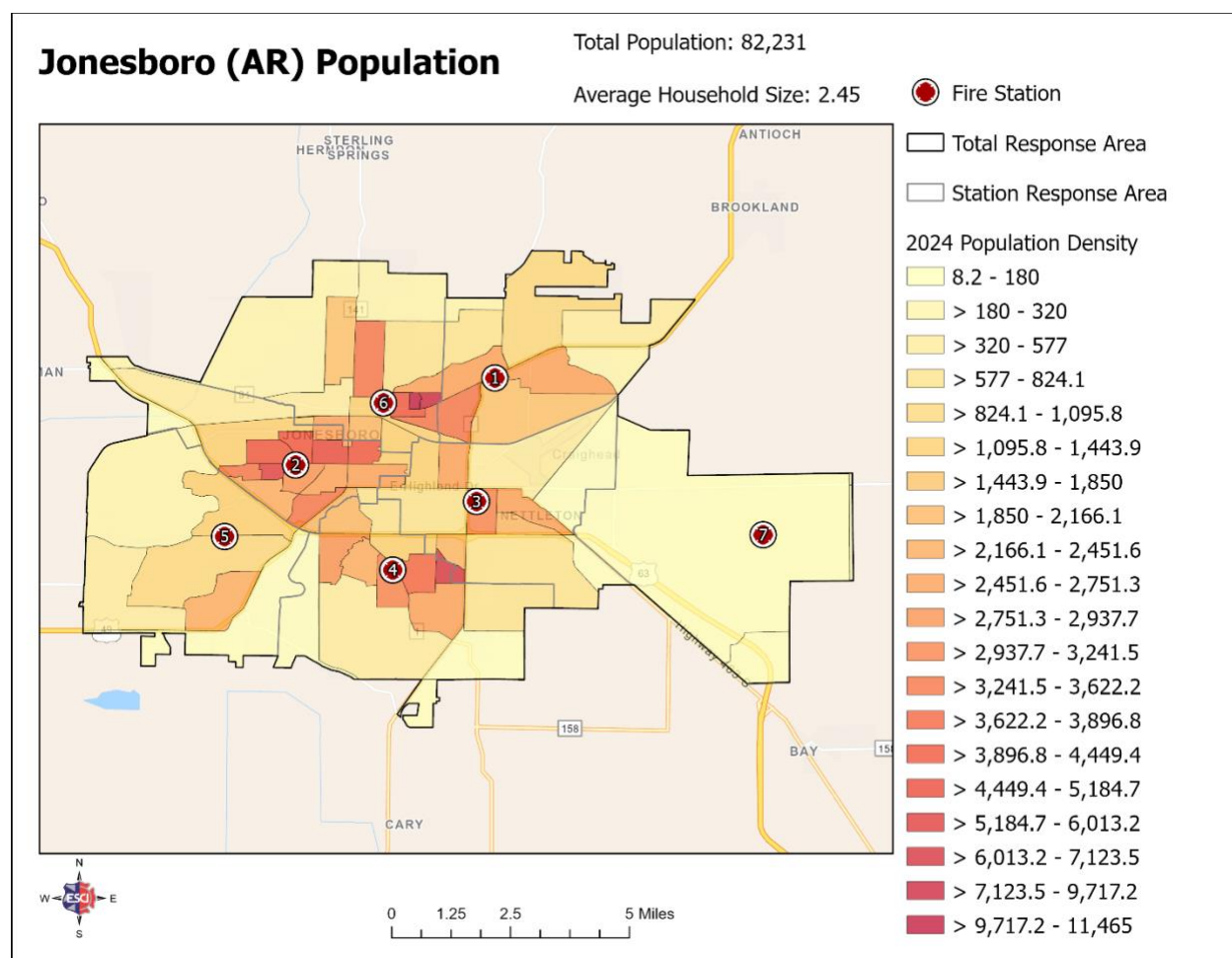
One additional note for time of day: based on a recently published national study, from 2018 to 2020, the occurrence of residential structure fires with fatalities were highest between midnight and 1:00 AM. The eight-hour peak period (11:00 PM to 7:00 AM) accounted for 45% of residential fatal fires<sup>1</sup>.

<sup>1</sup> *Fatal Fires in Residential Buildings (2018–2020)*, Topical Fire Report Series Volume 22, Issue 2 /June 2022, U.S. Department of Homeland Security, U.S. Fire Administration, National Fire Data Center.

## Geographic Analysis

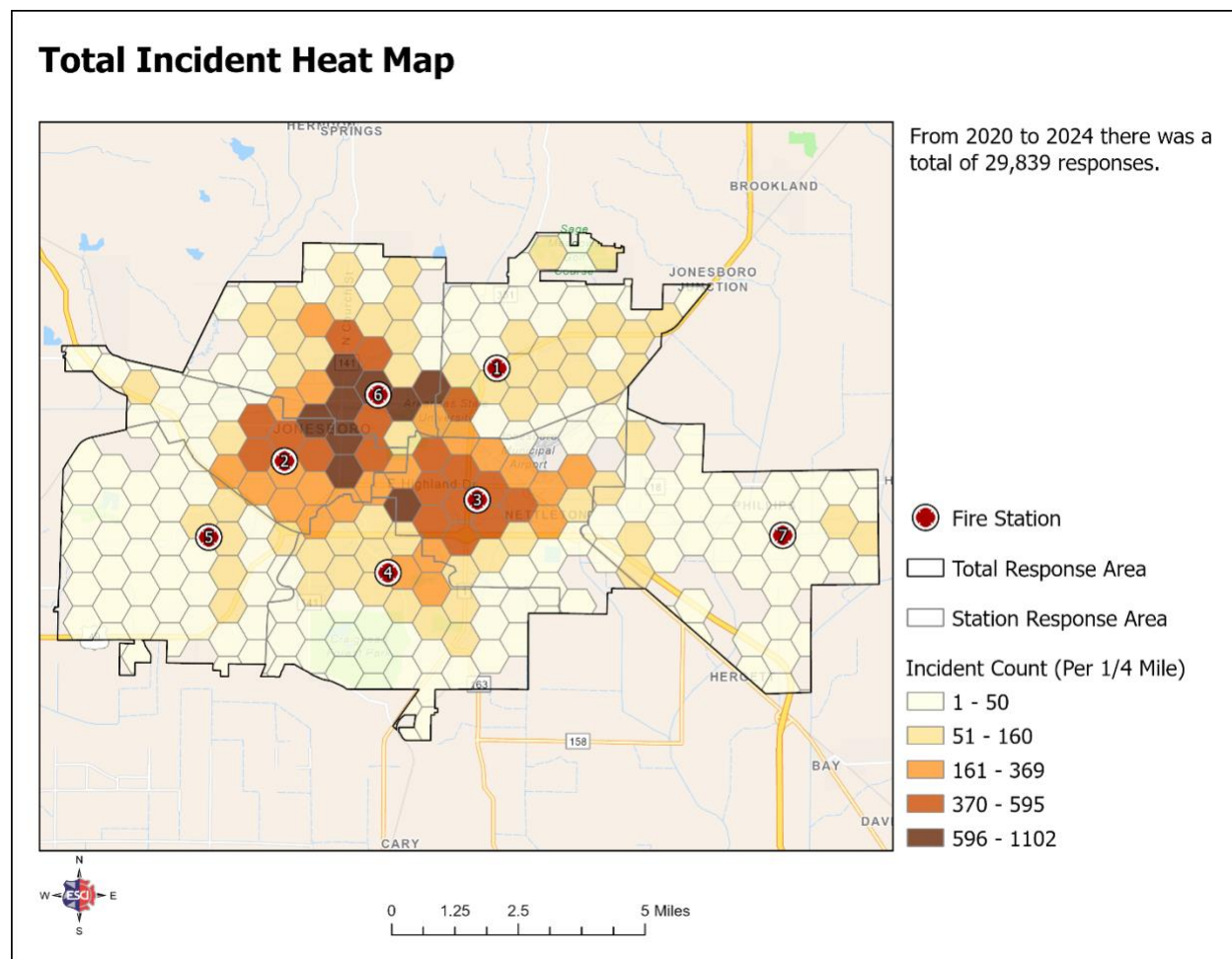
The location of incidents is closely related to the population density within the community. In other words, where there is greater population density (number of people per unit area such as square mile), there tends to be greater incident density. Heat maps are used to display this information. To compare the initial relationship of incidents and population, the first information needed is the population density, as illustrated in the following figure.

Figure 30. JFD Population Density, 2024



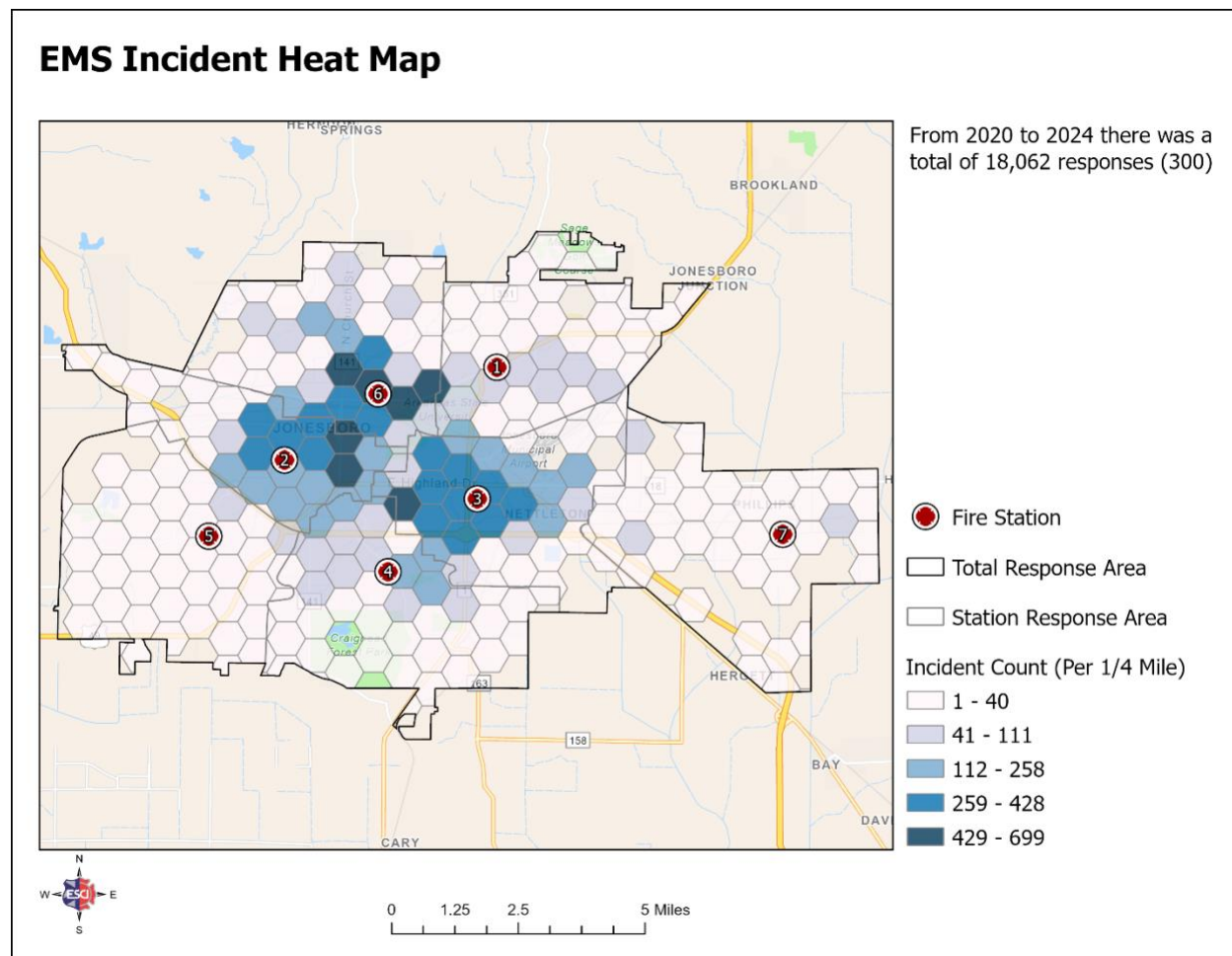
Another datapoint documented for each incident response is the location of the incident, either by address and/or the latitude and longitude of the incident. The first view of incident density includes all responses within the service area, regardless of incident type, as illustrated in the following figure. It should be noted that the incident counts on incident density figures will vary from those in the incident type analysis figures. Incident type analysis includes all incidents regardless of location and whether there is a valid latitude/longitude, whereas incident density only includes those incidents within the service area with a valid latitude/longitude.

Figure 31. JFD Incident Density (All Incidents), 2020-2024



The second view of incident density includes only emergency medical services incidents, as illustrated in the following figure.

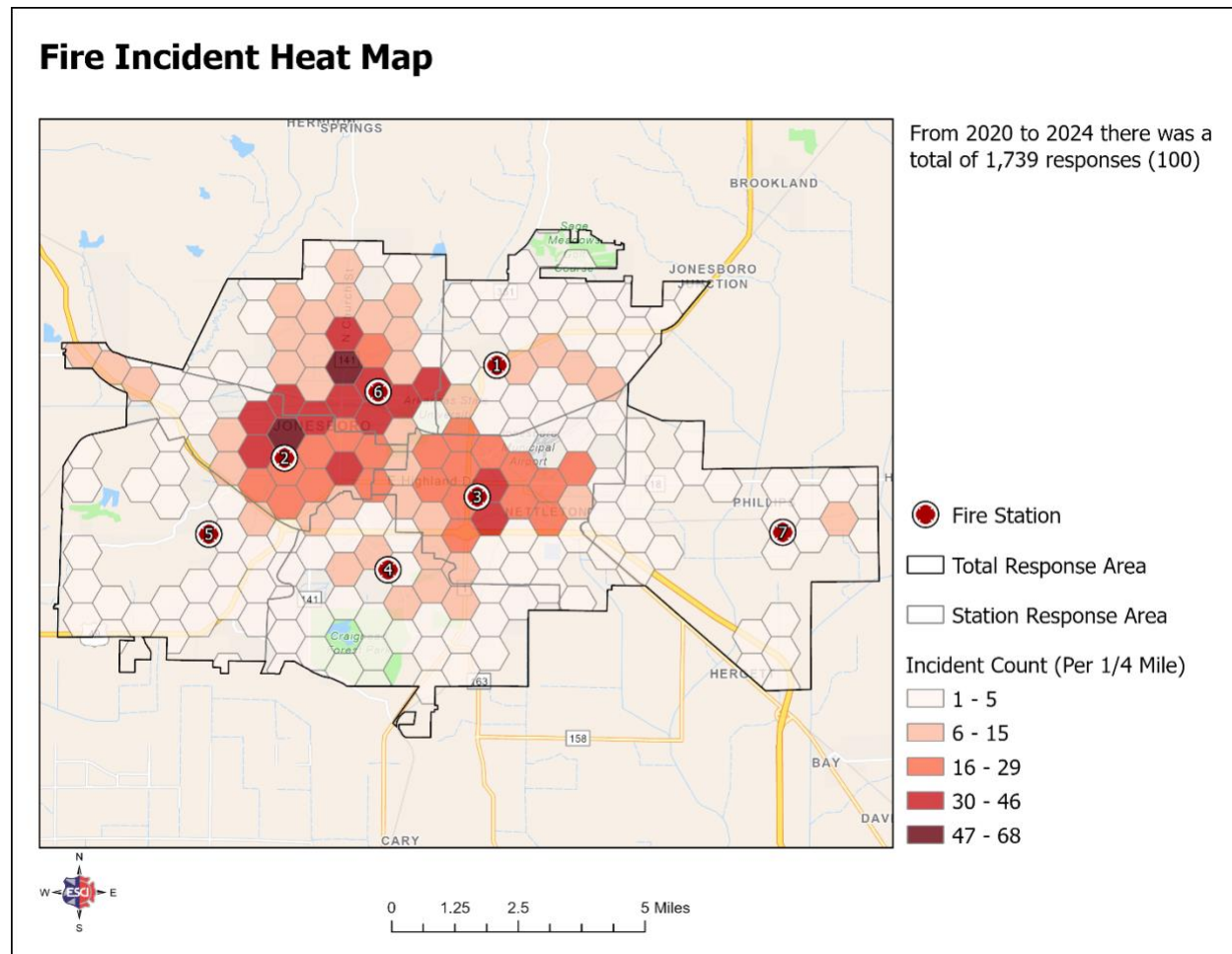
Figure 32. JFD Incident Density (EMS), 2020-2024





The third view of incident density includes only fire incidents, as illustrated in the following figure.

*Figure 33. JFD Incident Density (Fire), 2020–2024*







## Resource Distribution Analysis

The placement of emergency services resources within the community should be compared to the location of incident density as well as being guided by various industry standards and best practices.

### ISO Distribution

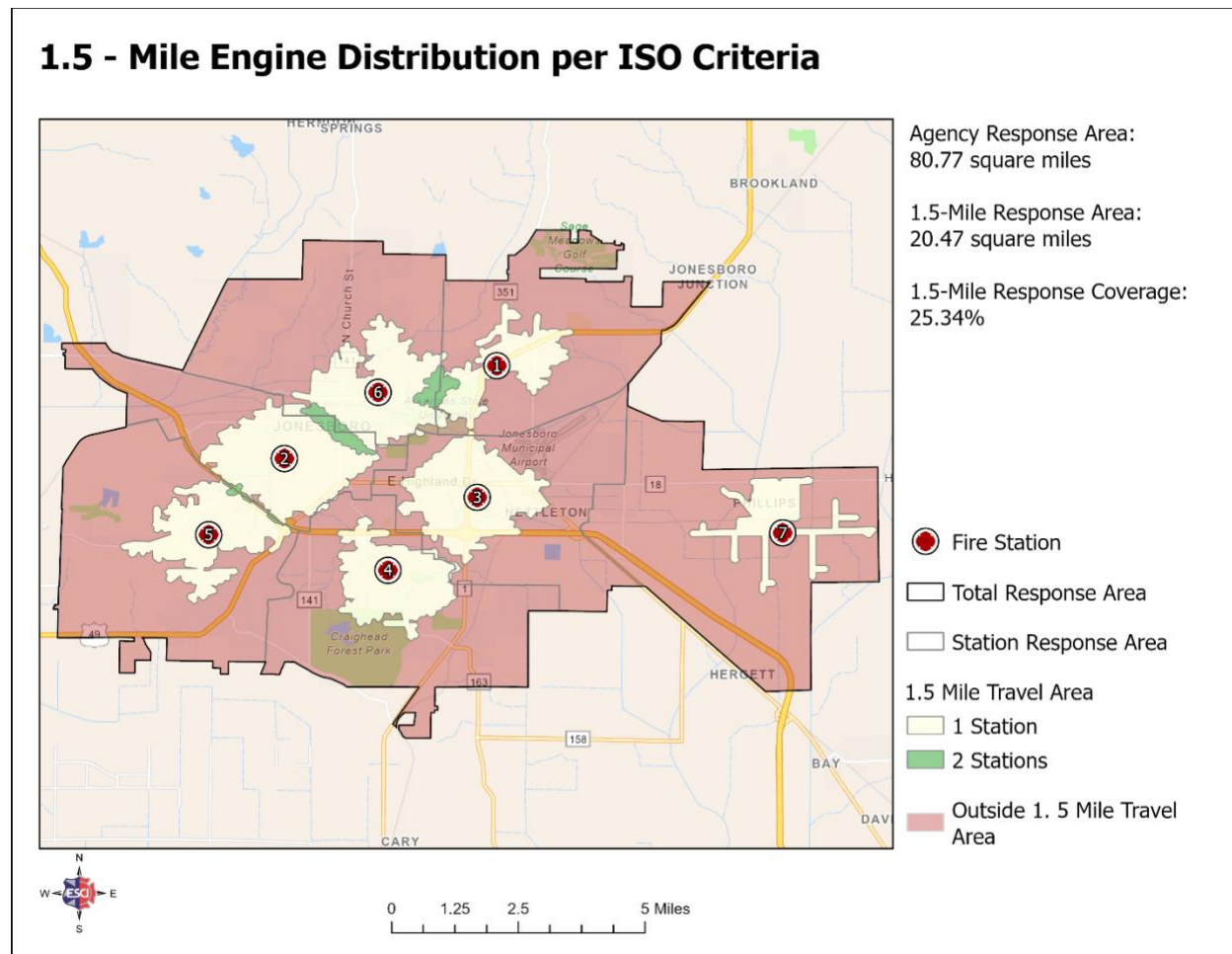
The Insurance Services Office, Inc. (ISO) is a national insurance industry organization that evaluates fire protection for communities across the country. A community's ISO rating is an important factor when considering fire station and apparatus concentration, distribution, and deployment as there is a correlation between a community's ISO rating and the cost of fire (homeowners') insurance for residents and businesses.

To receive maximum credit for station and apparatus distribution, ISO evaluates the percentage of the community (contiguously built-upon area) that is within specific distances of fire stations, central water supply access (fire hydrants), engine/pumper companies, and aerial/ladder apparatus.

### 1.5-Mile Engine Distribution

ISO's first measure is the overall percentage of the service area that lies within a 1.5-mile travel distance of the first due fire engine from a fire station, as illustrated in the following figure.

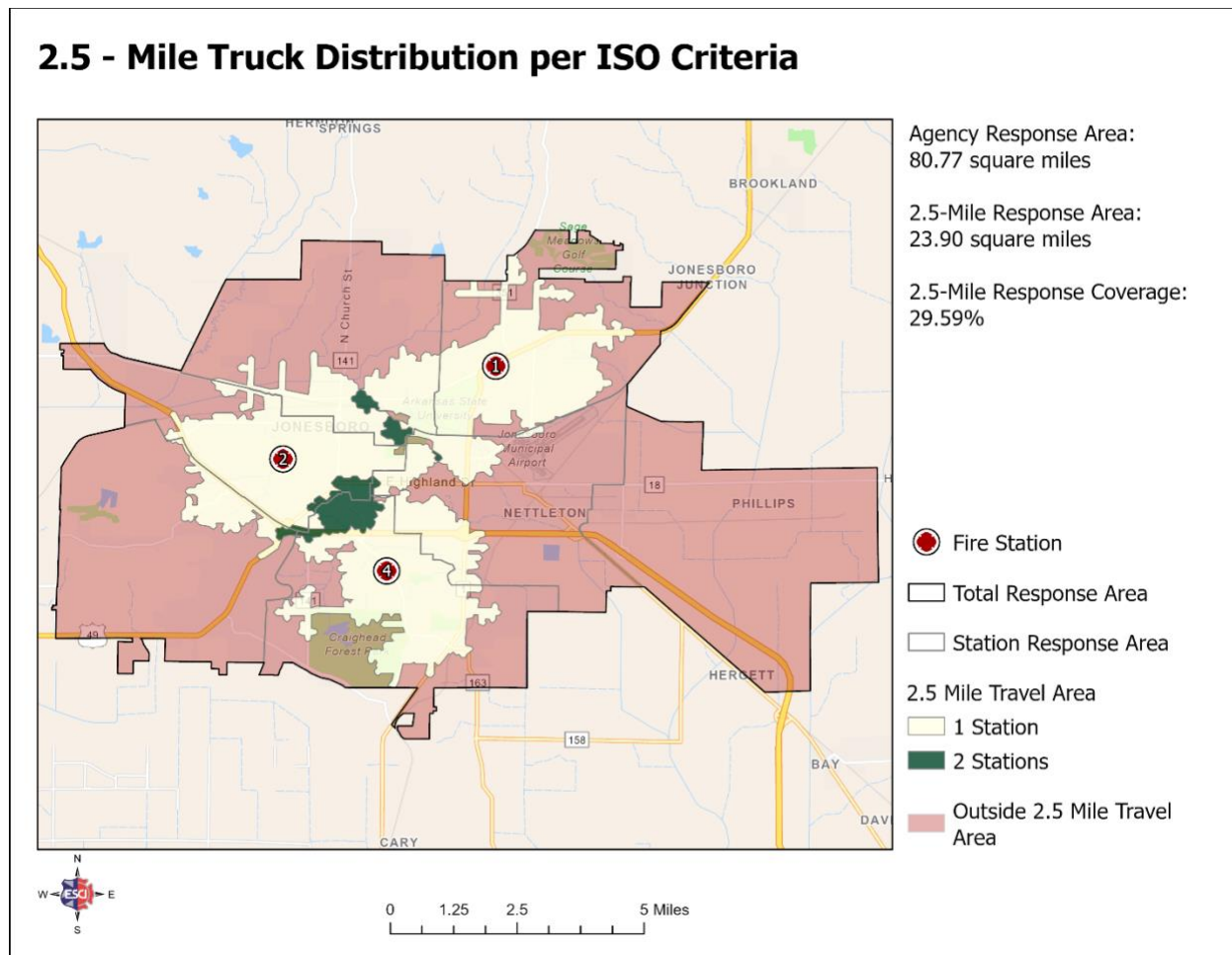
Figure 34. JFD 1.5-Mile Engine Distribution



## 2.5-Mile Aerial Distribution

ISO's second measure is the overall percentage of the service area that lies within a 2.5-mile travel distance of the first due aerial apparatus from a fire station, as illustrated in the following figure.

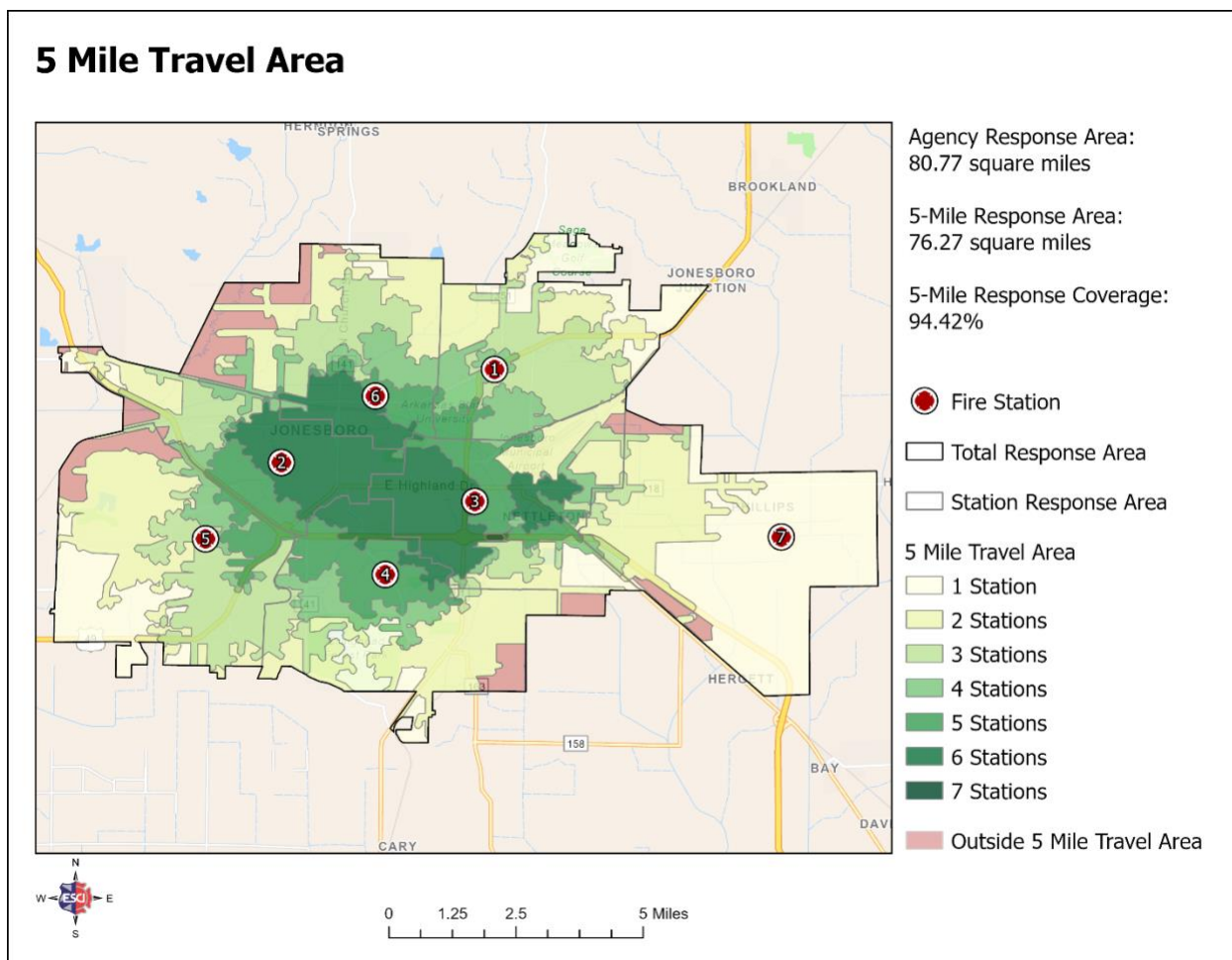
Figure 35. JFD 2.5-Mile Aerial Distribution



### 5-Mile Distribution

ISO's third measure is the overall percentage of the service area that lies within a 5-mile travel distance of a fire station, as illustrated in the following figure. Areas outside of the 5-mile travel distance are subject to a PPC® rating of 10 (no fire department protection available).

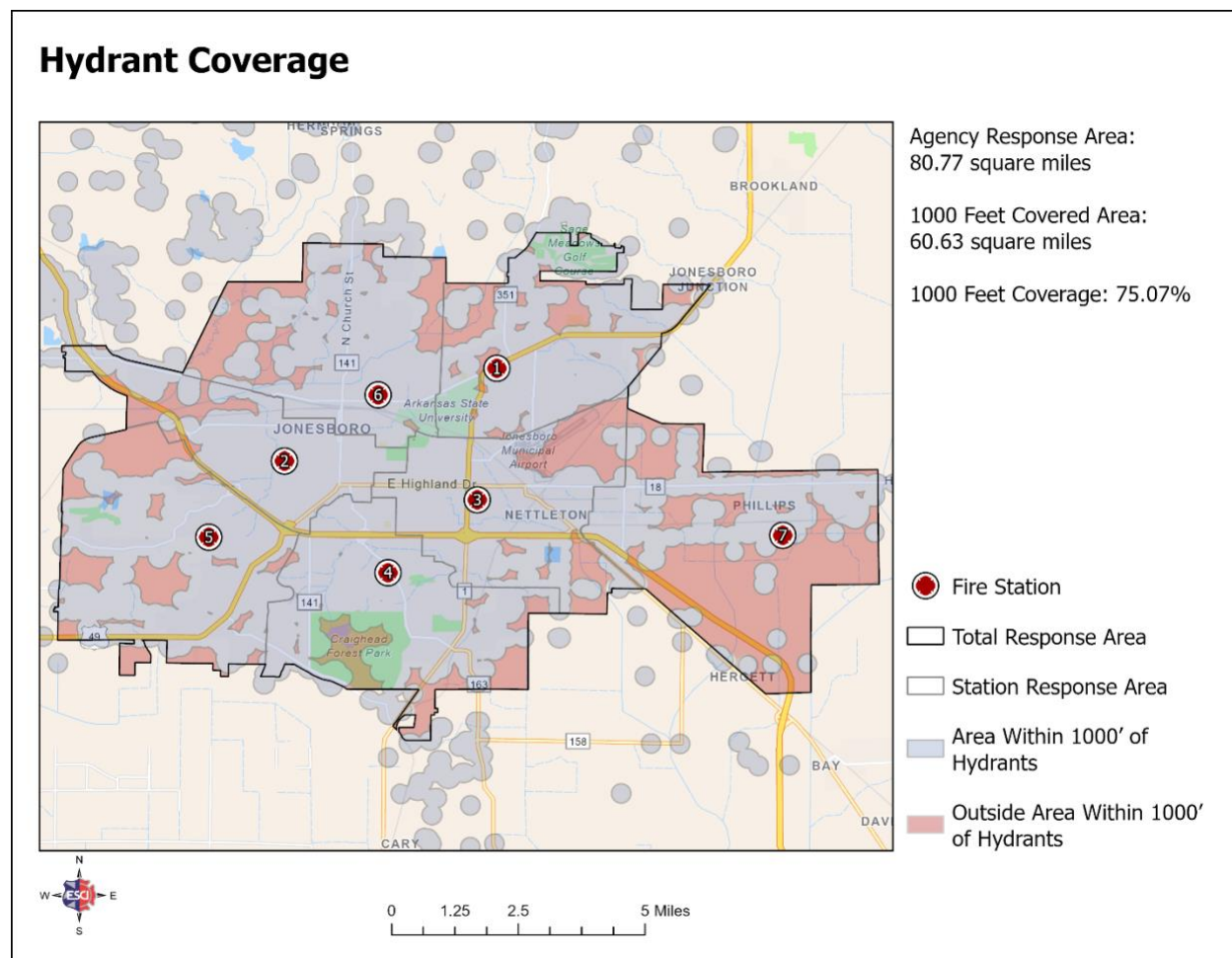
Figure 36. JFD 5-Mile Station Distribution



## Water Supply

ISO's fourth measure is the overall percentage of the service area that lies within a 1,000-foot travel distance of a fire hydrant, as illustrated in the following figure. Exceptions are made when a fire department can show that a dry hydrant or a suitable water tanker operation can provide the needed volume of water for fire suppression activities for a specific period.

Figure 37. JFD Hydrant Distribution





## NFPA Distribution

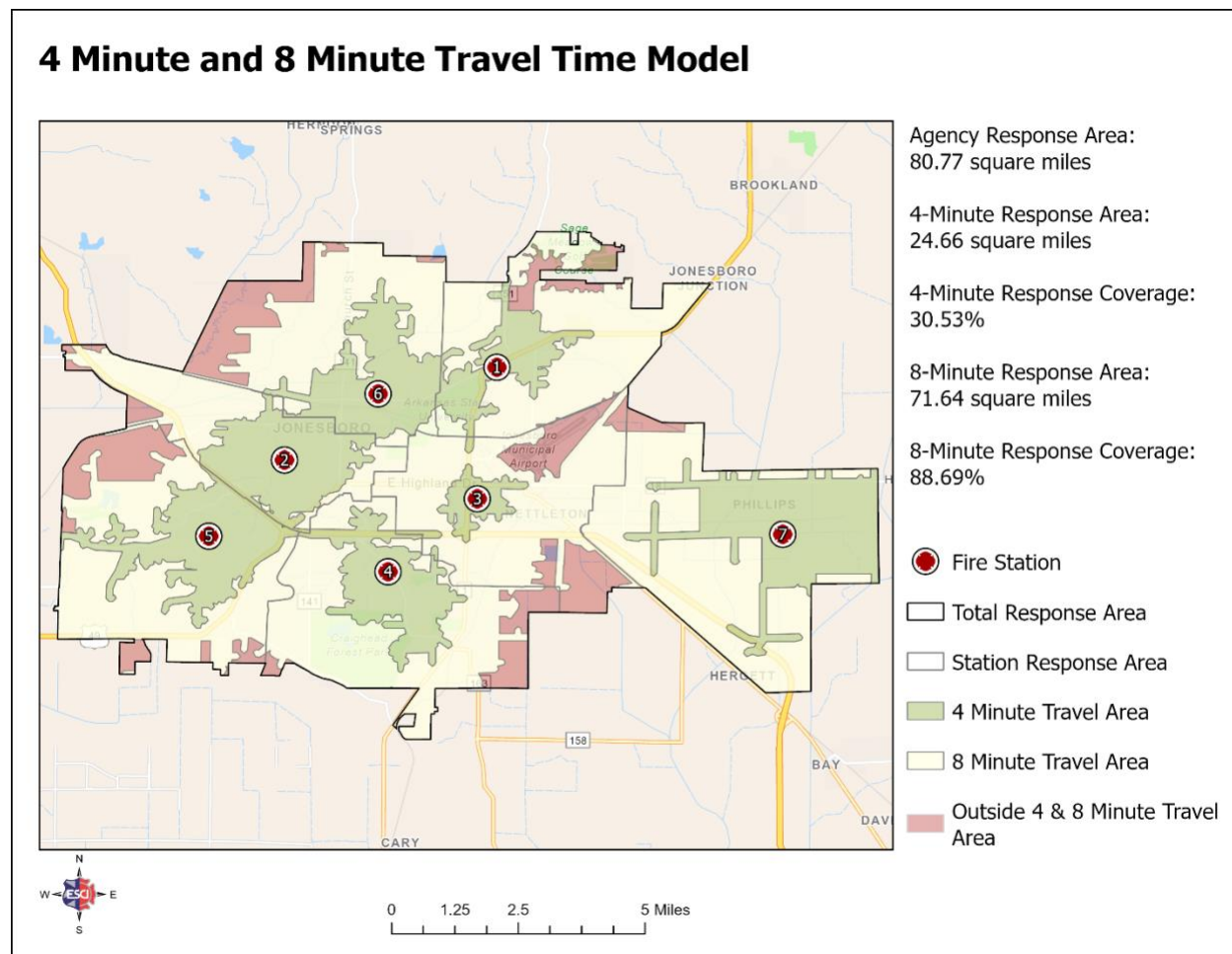
The National Fire Protection Association (NFPA) is an industry trade association that develops and provides standards and codes for fire departments and emergency medical services for use by local governments.

The standard, NFPA 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, serves as a national consensus standard for career fire department performance, operations, and safety. Within this standard, a travel time of four (4) minutes 90% of the time is identified as the benchmark for *career* departments to reach emergency incidents within their jurisdiction with the first arriving unit. Additionally, the balance of the response (called the effective response force or ERF) is required to arrive at the incident within eight (8) minutes 90% of the time.



The following figure illustrates the JFD service area that falls within the 4-minute and 8-minute travel times of a fire station.

Figure 38. JFD 4/8-Minute Travel Time per NFPA Criteria



The previous graphic provides theoretical travel times based on all units within the station at the time of dispatch. The following figure illustrates actual travel times by calendar year, grouped into 4-minute increments.

Figure 39. JFD Travel Time Analysis, 2020-2024

Travel Time Category	2020	2021	2022	2023	2024
4 Minutes or Less	74.27%	73.51%	72.96%	76.64%	77.49%
4-8 Minutes	24.15%	24.52%	25.39%	21.81%	20.85%
8-12 Minutes	1.27%	1.62%	1.39%	1.31%	1.36%
Greater than 12 Minutes	0.31%	0.35%	0.26%	0.24%	0.30%



## Resource Concentration Analysis

Each of the prior measures provided a view specifically associated with the arrival of the first unit to an incident scene. Although arriving at an incident in a quick and safe manner is important, the ability to safely mitigate the incident is also impacted by the arrival of sufficient resources within an appropriate amount of time. The measure of this ability is referred to as effective response force (ERF) and ensures that sufficient personnel and resources arrive on scene early enough to safely control a fire or mitigate other types of emergencies prior to substantial damage, injury, or loss of life. ERF is also commonly referred to as the “full assignment” to the incident. The following figure illustrates the ERF recommended through standards such as NFPA 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments* and the Commission on Fire Accreditation (CFAI) Standards of Cover.

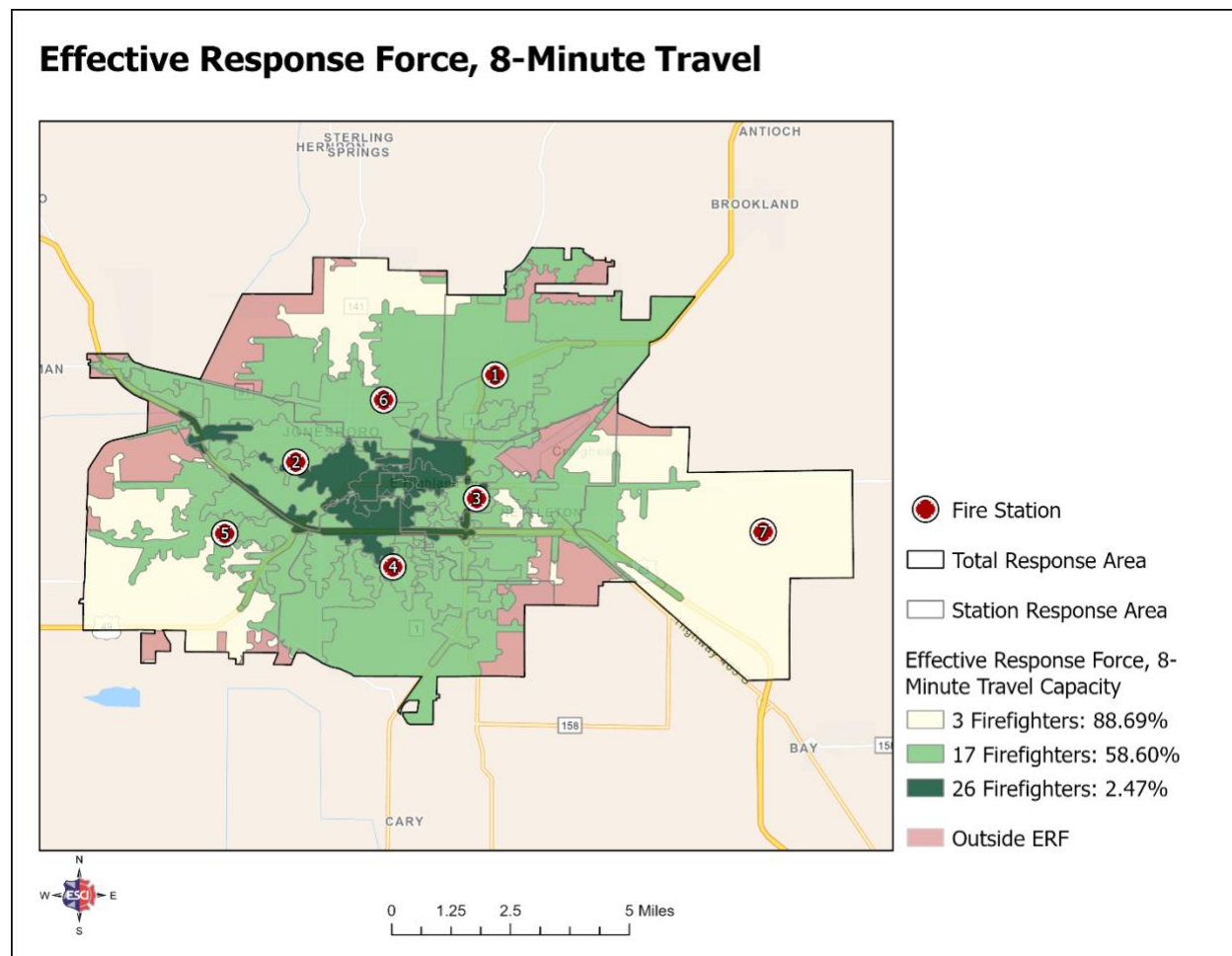
Figure 40. NFPA 1710 ERF Recommendations Based on Risk

Function/Task	Single-Family Residence (2,000 ft²)	Open-Air Strip Shopping Center (13,000–196,000 ft²)	3-Story Garden Apartment (1,200 ft²)
Command	1	2	2
Apparatus Operator	1	2	2
Handlines (2 members each)	4	6	6
Support Members	2	3	3
Victim Search and Rescue team	2	4	4
Ground Ladders/Ventilation	2	4	4
Aerial Ladder Operator (If ladder used)	(1)	(1)	(1)
Initial Rapid Intervention Team	4	4	4
Initial Medical Care Component	N/A	2	2
<b>Total</b>	<b>16 (17)</b>	<b>27 (28)</b>	<b>27 (28)</b>



The following figure illustrates the concentration of firefighters that may arrive within the 8-minute travel time. Where responses from more than one station overlap, the number of firefighters arriving increases.

Figure 41. JFD Effective Response Force per NFPA 1710



## Resource Reliability Analysis

To consider the reliability of a unit to respond to incidents within their primary response, workload and zone unit first arrived should be analyzed.



## Commitment Time

A fair measure of workload by each unit within a fire department is to evaluate the amount of time assigned to incidents as compared to the total time the unit is in service, called a commitment factor. Although there are limited formal performance measures to use as a target measure, in May 2016, the Henrico County (VA) Division of Fire published an article after studying their department's EMS workload.<sup>2</sup> As a result of the study, the Henrico County Division of Fire developed a commitment factor scale for their department. The following figure is a summary of the findings as they relate to commitment factors that may be utilized by JFD's leadership as a base for developing internal workload measures. These workload measures may vary based on the type of apparatus (i.e. fire engine versus transport ambulance).

*Figure 42. Commitment Factors as Developed by the Henrico County (VA) Division of Fire, 2016*

Factor	Indication	Description
16%–24%	Ideal Commitment Range	Personnel can maintain training requirements and physical fitness and can consistently achieve response time benchmarks. Units are available to the community more than 75% of the time.
25%	System Stress	Community availability and unit sustainability are not questioned. First due units are responding to their assigned community 75% of the time, and response benchmarks are rarely missed.
26%–29%	Evaluation Range	The community served will experience delayed incident responses. Just under 30% of the day, first due ambulances are unavailable; thus, neighboring responders will likely exceed goals.
30%	"Line in the Sand"	Not Sustainable: Commitment Threshold—The community has a less than 70% chance of timely emergency service and immediate relief is vital. Personnel assigned to units at or exceeding 0.3 may show signs of fatigue and burnout and may be at increased risk of errors. Required training and physical fitness sessions are not consistently completed.

<sup>2</sup> *How Busy Is Busy?* Retrieved from <https://www.fireengineering.com/articles/print/volume-169/issue-5/departments/fireems/how-busy-is-busy.html>



The following figures illustrate the commitment factors by unit.

*Figure 43. JFD Commitment Times (Administration), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
BC01	0.00%	0.02%	2.73%	2.36%	2.45%	2.45%
BC02	0.00%	0.04%	3.10%	2.14%	2.28%	2.28%
C01	0.04%	0.22%	0.39%	0.01%	0.14%	0.10%
FireMar	0.00%	0.00%	0.00%	0.00%	0.10%	0.10%
BR01	0.09%	0.02%	0.11%	0.01%	0.00%	–0.09%
C02	2.14%	2.24%	0.40%	0.05%	0.00%	–2.14%
C03	2.34%	2.61%	0.48%	0.02%	0.00%	–2.34%
C04	0.35%	0.39%	0.57%	0.09%	0.00%	–0.35%
C06	0.00%	0.03%	0.03%	0.01%	0.00%	0.00%
C07	0.10%	0.06%	0.02%	0.05%	0.00%	–0.10%
C09	0.16%	0.09%	0.05%	0.09%	0.00%	–0.16%
C10	0.23%	0.17%	0.17%	0.04%	0.00%	–0.23%

*Figure 44. JFD Commitment Times (Station 1), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E01	2.31%	4.08%	4.41%	4.45%	6.23%	3.92%
TRK01	0.00%	0.00%	1.09%	1.61%	2.75%	2.75%
TNK01	0.00%	0.00%	0.08%	0.15%	0.03%	0.03%
R01	0.03%	0.10%	0.04%	0.01%	0.00%	–0.03%
WAV01	0.10%	0.00%	0.11%	0.03%	0.00%	–0.10%

*Figure 45. JFD Commitment Times (Station 2), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E02	3.25%	4.32%	5.22%	6.19%	7.28%	4.03%
TRK02	1.74%	2.31%	3.01%	1.99%	2.51%	0.77%
SQ02	0.07%	0.03%	0.08%	0.00%	0.00%	–0.07%
WAV02	0.05%	0.00%	0.10%	0.04%	0.00%	–0.05%

*Figure 46. JFD Commitment Times (Station 3), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E03	3.49%	6.57%	6.51%	5.68%	6.23%	2.74%
E11	0.30%	0.48%	0.03%	0.04%	0.13%	–0.17%
SQ03	0.00%	0.00%	0.00%	0.00%	0.01%	0.01%

*Figure 47. JFD Commitment Times (Station 4), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E04	2.44%	3.75%	4.66%	4.79%	5.07%	2.64%
TRK04	1.81%	2.09%	1.85%	1.39%	1.39%	–0.42%

*Figure 48. JFD Commitment Times (Station 5), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E05	1.33%	1.85%	2.21%	2.71%	3.14%	1.81%
TRK05	0.11%	0.51%	1.07%	0.00%	0.00%	–0.11%

*Figure 49. JFD Commitment Times (Station 6), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E06	0.34%	5.50%	6.42%	6.87%	8.13%	7.79%
SQ06	0.00%	0.00%	0.00%	0.00%	0.01%	0.01%
E12	3.47%	1.58%	0.02%	0.06%	0.00%	–3.47%
HazMat	0.03%	0.00%	0.26%	0.01%	0.00%	–0.03%

*Figure 50. JFD Commitment Times (Station 7), 2020–2024*

Unit	2020	2021	2022	2023	2024	Change Over Study Period
E07	0.96%	1.42%	1.66%	1.56%	1.68%	0.72%

### Response Zone Coverage by Response Zone Units

Ideally, incidents within each fire station response zone (or planning zone) would receive initial services from a unit primarily responsible for that zone (usually the closest unit). Following the same concept as that of the commitment factor and although no formal standard exists, this should occur for greater than 75% of incidents—allowing for units that may be committed already on other calls, or the first arriving unit was a unit that is not normally the closest unit. Although this is not a specific standard, it is a starting point for JFD’s leadership to consider when evaluating the reliability of units and potential need for additional resources.

The following figure illustrates the percentage of times that the primary responsible unit for a zone was the first to arrive on a call in that zone.

*Figure 51. JFD Zone Unit First Arrival, 2020–2024*

Zone	2020	2021	2022	2023	2024
Station 01	100.0%	99.7%	99.6%	98.0%	96.3%
Station 02	95.8%	98.1%	99.7%	98.5%	97.4%
Station 03	97.2%	98.4%	98.3%	98.3%	97.1%
Station 04	97.8%	98.4%	98.0%	96.2%	95.0%
Station 05	97.0%	98.4%	96.8%	92.0%	90.5%
Station 06	97.5%	98.7%	97.8%	97.8%	96.3%
Station 07	96.3%	98.0%	99.5%	98.4%	95.5%

## Response Performance Analysis

How quickly a unit arrives at the scene of a caller’s emergency is a key factor in their valuation of the services provided. Industry standards and best practices recommend that departments regularly monitor this performance (total response time), as well as all of the following time performance measures that are subsets of total response time:

- Alarm handling time
- Turnout time
- Travel time
- Response time
- Total response time

In analyzing response performance, ESCI aligns with national standards and best practices and generates percentile measurements of time performance. Percentile measurements are a more accurate measurement of performance standard compliance. A 90<sup>th</sup> percentile measurement means that 10% of the values are greater than the value stated, and all other data are at or below this level. This can be used as a performance objective to determine the degree of success in achieving the goal.

As this report progresses through response performance analysis, it is important to keep in mind that each component of response performance is not cumulative. Each is analyzed as an individual component, and the point at which the percentile is calculated exists in a set of data unto itself. Each of the following analyses only included those incidents where the response was coded as “emergency” priority.



## Alarm Handling Time

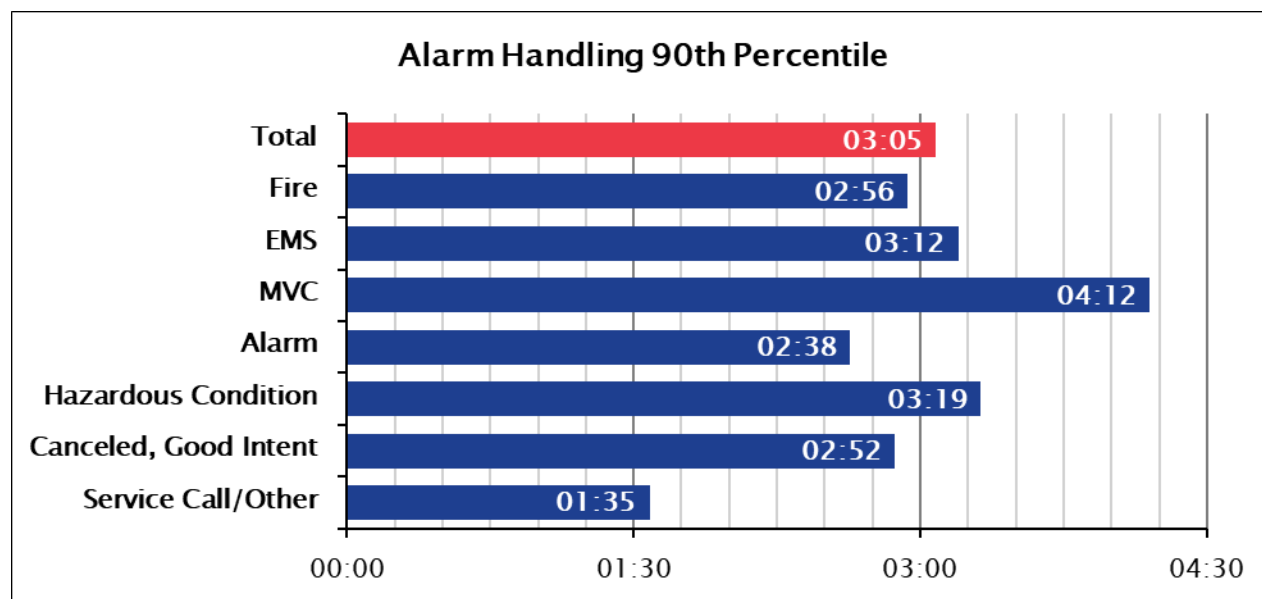
The measure of time between answering the 911 call and dispatch of resources is known as alarm handling time. For this measure there is one applicable standard as illustrated in the following figure.

Figure 52. NFPA 1225 Standard

Standard	Performance
NFPA 1225: <i>Standard for Emergency Services Communications</i> (2022 Edition)	60 seconds at the 90 <sup>th</sup> percentile

The following figure illustrates JFD's alarm handling time performance. The years 2022 and 2023 were excluded from the analysis due to data issues.

Figure 53. JFD Alarm Handling Time Performance, 2020-2021, 2024





## Turnout Time

The measure of time between notifying the fire department (dispatching) and the time that the first unit goes en route is known as the turnout time. For this measure the applicable standard is illustrated below.

Figure 54. NFPA 1710 Turnout Standard

Standard	Performance
NFPA 1710: <i>Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments</i>	<u>Fire and Special Operations Incidents</u> 80 seconds at the 90 <sup>th</sup> percentile
	<u>All Other Incidents</u> 60 seconds at the 90 <sup>th</sup> percentile

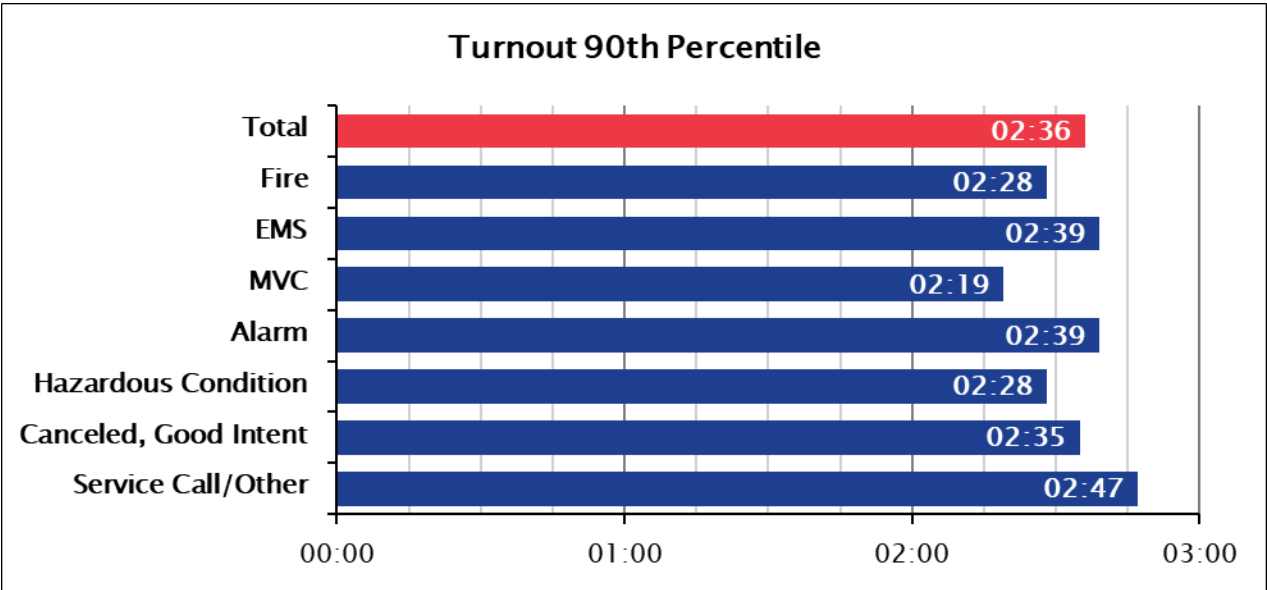
As this is the first measure under direct control of the Jonesboro Fire Department, JFD leadership may consider the various actions that occur within this measure and determine if there are areas where process changes could improve performance. These factors include:

- Systems used to notify personnel of an incident.
- Station design as it relates to the movement of personnel from living quarters to the apparatus bay.
- Personnel adherence to departmental policies and acting with appropriate speed towards the apparatus.
- Time required to don protective equipment prior to responding.
- Moving equipment between apparatus when units are cross-staffed.
- Time from starting apparatus until radio system is capable of transmitting.

The following figure illustrates the turnout times for the first responding units.



Figure 55. JFD Turnout Time Performance, 2020–2024



Travel Time

The measure of time between apparatus moving toward the scene of the emergency and arrival at the scene of the emergency is known as travel time. For this measure there is one applicable standard as illustrated below.

Figure 56. NFPA 1710 Travel Time Standard

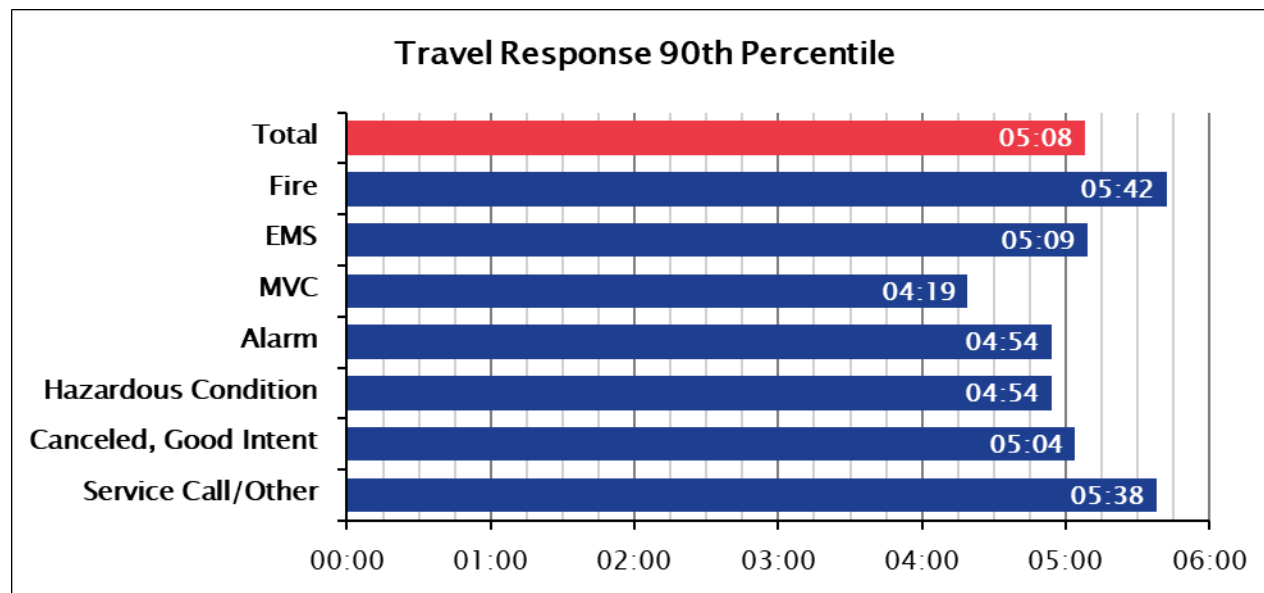
Standard	Performance
NFPA 1710: <i>Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments</i>	4 minutes at the 90 <sup>th</sup> percentile





The following figure illustrates the travel time for the first responding units.

Figure 57. JFD Travel Time Performance, 2020-2024



## Response Time

The measure of time between dispatch of units and arrival at the scene of the emergency is known as response time. For this measure, there is not a specific applicable standard. However, by combining the individual component standards, the following figure illustrates expected performance.

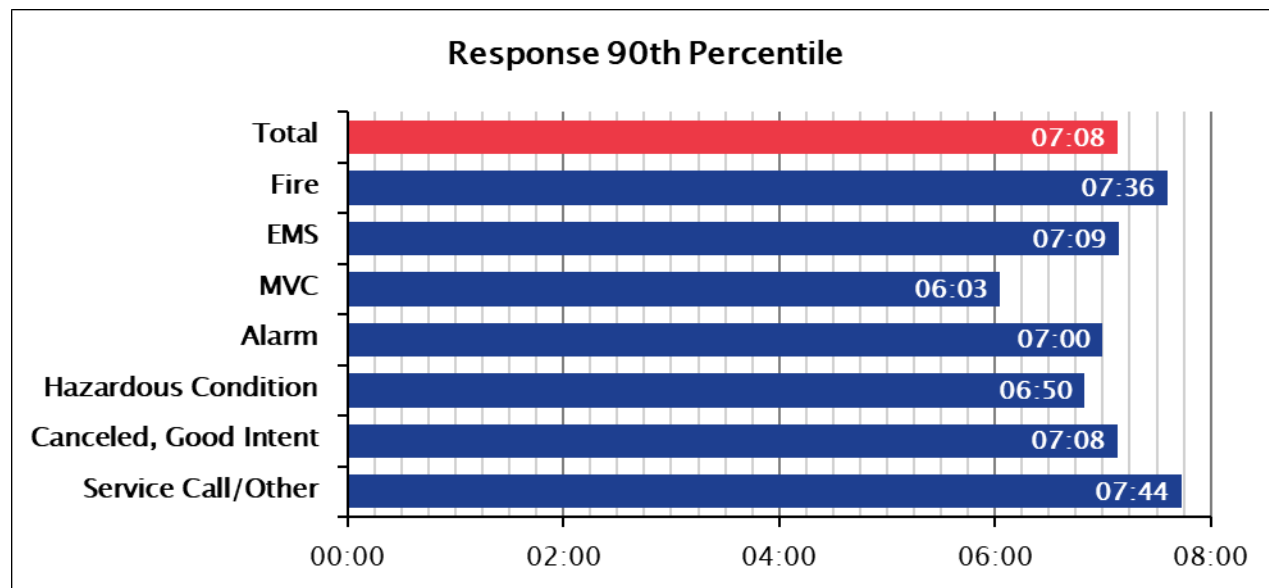
Figure 58. Response Time Calculation

Component	Performance
Turnout Time	<u>Fire and Special Operations Incidents</u> 80 seconds at the 90 <sup>th</sup> percentile
	<u>All Other Incidents</u> 60 seconds at the 90 <sup>th</sup> percentile
Travel Time	4 minutes at the 90 <sup>th</sup> percentile
Combined	<u>Fire and Special Operations Incidents</u> 5 minutes, 20 seconds at the 90 <sup>th</sup> percentile
	<u>All Other Incidents</u> 5 Minutes at the 90 <sup>th</sup> percentile



The following figure illustrates the response times for the first responding units.

Figure 59. JFD Response Time Performance, 2020–2024



### Total Response Time

The measure of time between answering the 911 call and arrival at the scene of the emergency is known as total response time. For this measure, there is not a specific applicable standard. However, by combining the individual component standards, the following figure illustrates expected performance.

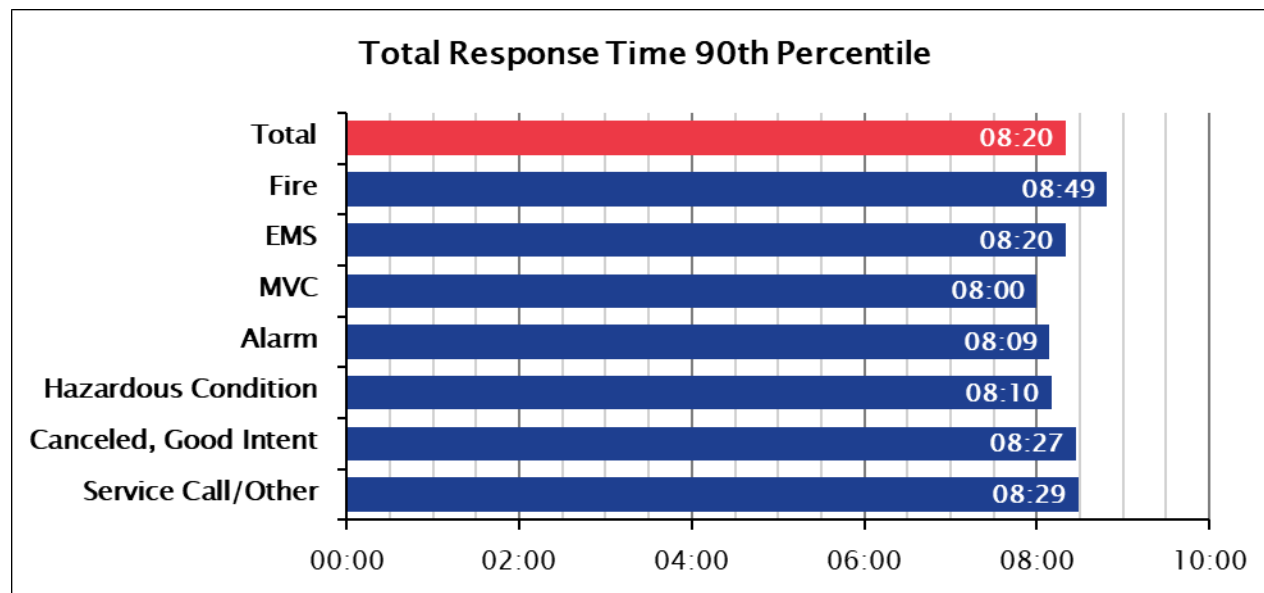
Figure 60. Response Time Calculation

Component	Performance
Alarm Handling Time	60 seconds at the 90 <sup>th</sup> percentile
Turnout Time	<u>Fire and Special Operations Incidents</u> 80 seconds at the 90 <sup>th</sup> percentile
	<u>All Other Incidents</u> 60 seconds at the 90 <sup>th</sup> percentile
Travel Time	4 minutes at the 90 <sup>th</sup> percentile
Combined	<u>Fire and Special Operations Incidents</u> 6 minutes, 20 seconds at the 90 <sup>th</sup> percentile
	<u>All Other Incidents</u> 6 Minutes at the 90 <sup>th</sup> percentile



The following figure illustrates the total response time for the first responding units.

*Figure 61. JFD Total Response Time Performance, 2020–2024*



## Mutual and Automatic Aid

Fire departments throughout the nation enter into agreements with neighboring agencies whereby resources are shared. Within an automatic aid agreement, resources from all agencies are included in an initial dispatch to the incident. Within a mutual aid agreement, outside agency resources are only dispatched upon the request of the primary agency.

The following figure illustrates the agreements currently in place for JFD.

*Figure 62. Automatic & Mutual Aid Agencies*

Agency	Agreement Type
Bay Fire Department	Mutual
Bono Fire Department	Mutual
Brookland Fire Department	Mutual
Caraway Fire Department	Mutual
Cash Fire Department	Mutual
Lake City Fire Department	Mutual
Monette Fire Department	Mutual
Philadelphia Fire Department	Mutual
Southridge Fire Department	Mutual
Valley View Fire Department	Mutual



## Support Services

A fire department's support services are critical functions that ensure operational readiness, efficiency, and effectiveness in delivering emergency response and public safety. Support services for the Jonesboro Fire Department include Emergency Communications, which manages the receipt, processing, and dispatch of emergency calls. Administrative Support provides clerical, financial, and human resources functions, such as budgeting, payroll, record-keeping, policy development, and compliance with regulations. Information Technologies (IT) maintains and secures computer systems, networks, software, and data management tools. Logistics and Resource Systems oversee the procurement, inventory, and distribution of equipment, supplies, and resources (e.g., PPE, medical supplies, firefighting tools). Fleet Maintenance manages the repair, maintenance, and replacement of JFD vehicles, including fire engines, ambulances, and support vehicles, and ensures vehicles are operational, safe, and compliant with regulations. Facility Maintenance maintains fire stations and training facilities, including repairs, upgrades, and routine upkeep of buildings, utilities, and grounds. These support services collectively enable JFD to focus on its core mission of protecting lives and property by providing the necessary infrastructure, resources, and operational support.

## Emergency Communications

The Jonesboro E-911 Dispatch Center serves as the vital communication hub for the Jonesboro Fire Department and other public safety agencies throughout Craighead County. Operating 24/7, the center is staffed by 22 full-time dispatch operators, four shift supervisors, a training coordinator, a deputy director, and the E-911 department head, ensuring continuous coverage and efficient emergency response coordination. Each dispatcher undergoes rigorous on-the-job training and specialized courses in areas such as suicide intervention, mobile command, and tactical dispatch, enabling them to handle both emergency and non-emergency calls with precision and empathy. The center employs advanced technologies, including TDD/TTY for communication-impaired callers and the CodeRED system for automated alerts like weather warnings and evacuations, enhancing its ability to serve the diverse needs of the community while prioritizing rapid response to protect lives and property.

The Jonesboro Fire Department, supported by the E-911 Dispatch Center, responds to a significant volume of emergency calls across its jurisdiction, which spans over 80 square



miles, including the Arkansas State University campus. In 2024, the center handled approximately 40,000 emergency calls for service countywide. These calls encompass a range of incidents, from structural fires and medical emergencies to hazardous materials incidents, reflecting JFD's all-hazards approach. Despite challenges with cellular call routing due to Craighead County's multiple jurisdictional boundaries, the dispatch center's collaboration with other agencies and its use of systems like Smart911, which provides preloaded medical and location data, ensures effective and timely responses to emergencies, reinforcing its critical role in public safety.

## Administrative Support

Clerical support is mostly provided by the full- and part-time administrative staff at JFD. The City of Jonesboro's administrative or clerk's office also handles specific clerical tasks for JFD and ensures proper documentation of building permits, inspections, and additional public safety records. City clerks may assist with public inquiries related to JFD services, such as fire code questions, community outreach programs, and general inquiries, often utilizing a third-party software vendor.

The City of Jonesboro's finance department allocates funds to JFD through the municipal budget, covering salaries, equipment, training, and facility maintenance. This is based on tax revenues, grants, or special assessments as directed. During the annual budget cycle, the finance department meets with JFD leadership to create a budget for the upcoming fiscal year. The city's Finance Division processes firefighter salaries, overtime, pensions, and benefits (e.g., health insurance, retirement plans), ensuring accurate and timely compensation.

The human resources (HR) department assists with recruitment, promotions, discipline, and hiring through compliance with civil service regulations. At the request of the Fire Chief, they may also assist with labor relations, addressing grievances and ensuring compliance with labor laws. It is the responsibility of the City of Jonesboro's HR team to administer health insurance, workers compensation, and any other associated benefits to JFD. The human resources department will also ensure that JFD adheres to city policies on diversity, workplace safety, and anti-discrimination, while managing personnel records and performance evaluations.

## Information Technologies

The information technology (IT) department for the City of Jonesboro supports JFD by providing and maintaining critical technological infrastructure, systems, and services to



enhance operational efficiency, safety, and emergency response capabilities. This specifically pertains to ensuring reliable network connectivity for fire stations, vehicles, and mobile devices, enabling real-time communication and data sharing. The IT department manages and maintains computers, servers, tablets, and other devices used by JFD personnel, and provides secure cloud storage and computing solutions for data management and backup as needed. Another major component is the protection of sensitive data (e.g., incident reports, personnel records) through firewalls, encryption, and antivirus software. The IT department manages access control to the network for all JFD users with user authentication and role-based access to ensure only authorized personnel access critical systems.

## Logistics & Resources Systems

JFD's logistics and resource management is a collaborative effort overseen by multiple personnel with specific roles to ensure operational efficiency. Currently, a Captain is assigned to manage all EMS supplies, while the Training Chief oversees personal protective equipment (PPE) and all Training Division needs, including new-hire and promotion testing, books, props, and external training requests. The Assistant Chief handles fixed asset purchases, leads apparatus acquisitions, manages small tools and equipment, and supervises fleet maintenance. Large purchases and professional services are managed by the administrative lead, with all items requiring a purchase order (\$2,000 or more) needing approval from both JFD's administration and city finance. Two firefighters serve as SCBA Technicians, maintaining breathing air compressors, while another firefighter manages radios and the station alerting system. A Captain is assigned to oversee the hazmat program, and another Captain manages the technical rescue program. The Administrative Secretary handles routine station supplies and uniforms, while Battalion Chiefs address minor day-to-day crew needs not available at Station 1. Most assets and resources are tracked using the First Due software asset module, ensuring streamlined oversight and accountability.

## Fleet Maintenance

JFD has designated equipment and staff to perform basic fleet maintenance at Station 1. Currently, the volume of maintenance needed is outpacing the assigned staff. A dedicated and certified fleet maintenance position has been approved and funded and will be filled. Even with this additional position, JFD administration still believes they will not be able to keep up with demand. For more major repairs due to wear and tear or



physical damage, or that are motor- or manufacturer-specific, outside repair shops are accessed depending on the type and severity of the issue.

## Facility Maintenance

A city facility department manages a fire department's needs by overseeing the maintenance, repair, and operational readiness of fire stations. This involves addressing infrastructure issues like HVAC, plumbing, and electrical systems, and ensuring compliance with fire codes and accessibility regulations. Minor issues are often handled by the staff at JFD; bigger issues require the submittal of a work order to the Facility Department. Repairs and issues within the scope of the Facility Department are handled by them. Those issues that are out of the scope and expertise of the facility staff are outsourced. This practice is important in maintaining a proactive maintenance schedule and having a swift response to emergency repair requests.



## Future Projections

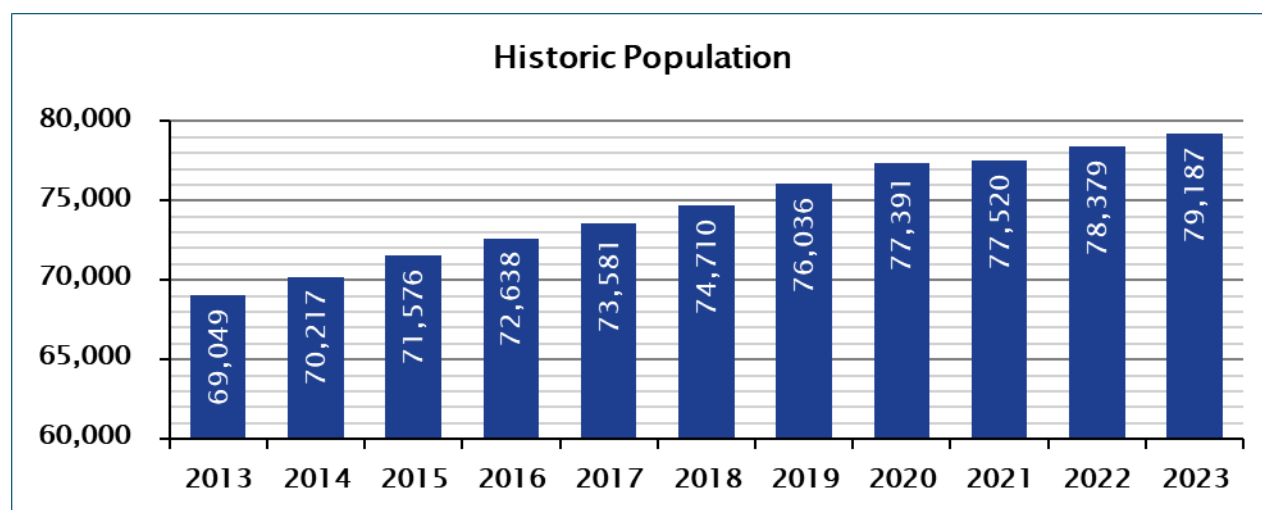
The project moves forward with an assessment of the future community conditions, service demand, and fire protection risks that the Jonesboro Fire Department can be expected to experience. ESCI will analyze potential growth projections and interpret their impact on emergency service planning and delivery.

## Population Growth Projections

### Population History

Based on population trend data from the American Community Survey, there was an increase of population within the JFD service area of 16.26% from 2013 to 2023, as illustrated in the following figure. This results in a compounded annual growth rate of 1.38%.

*Figure 63. JFD Population, 2013-2023*



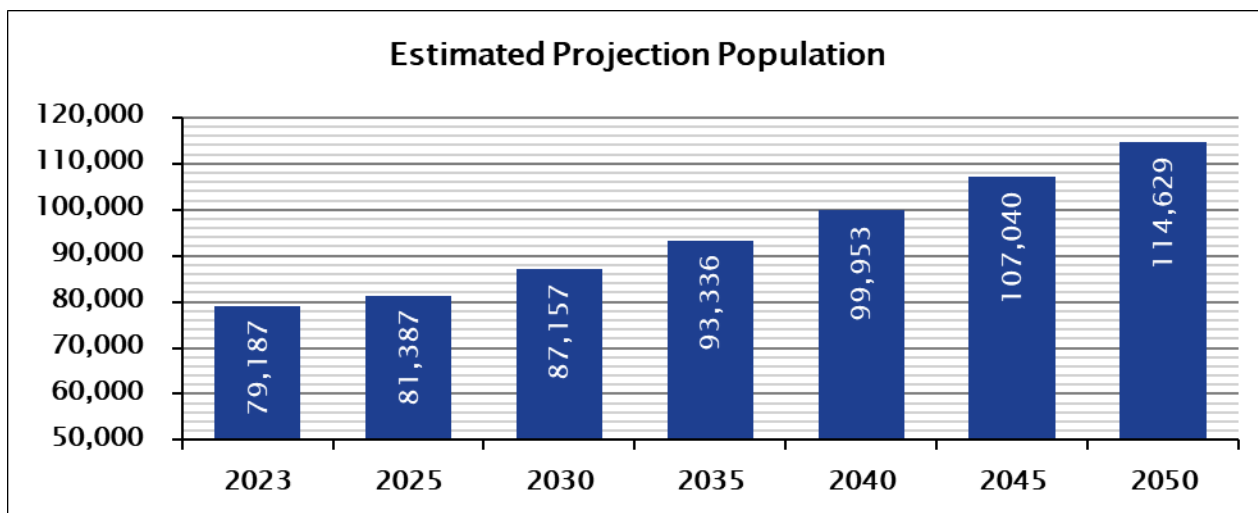




## Population Projection

Using the compounded annual growth rate of 1.38%, future population growth may be theorized, as illustrated in the following figure.

*Figure 64. JFD Estimated Population, 2023-2050*





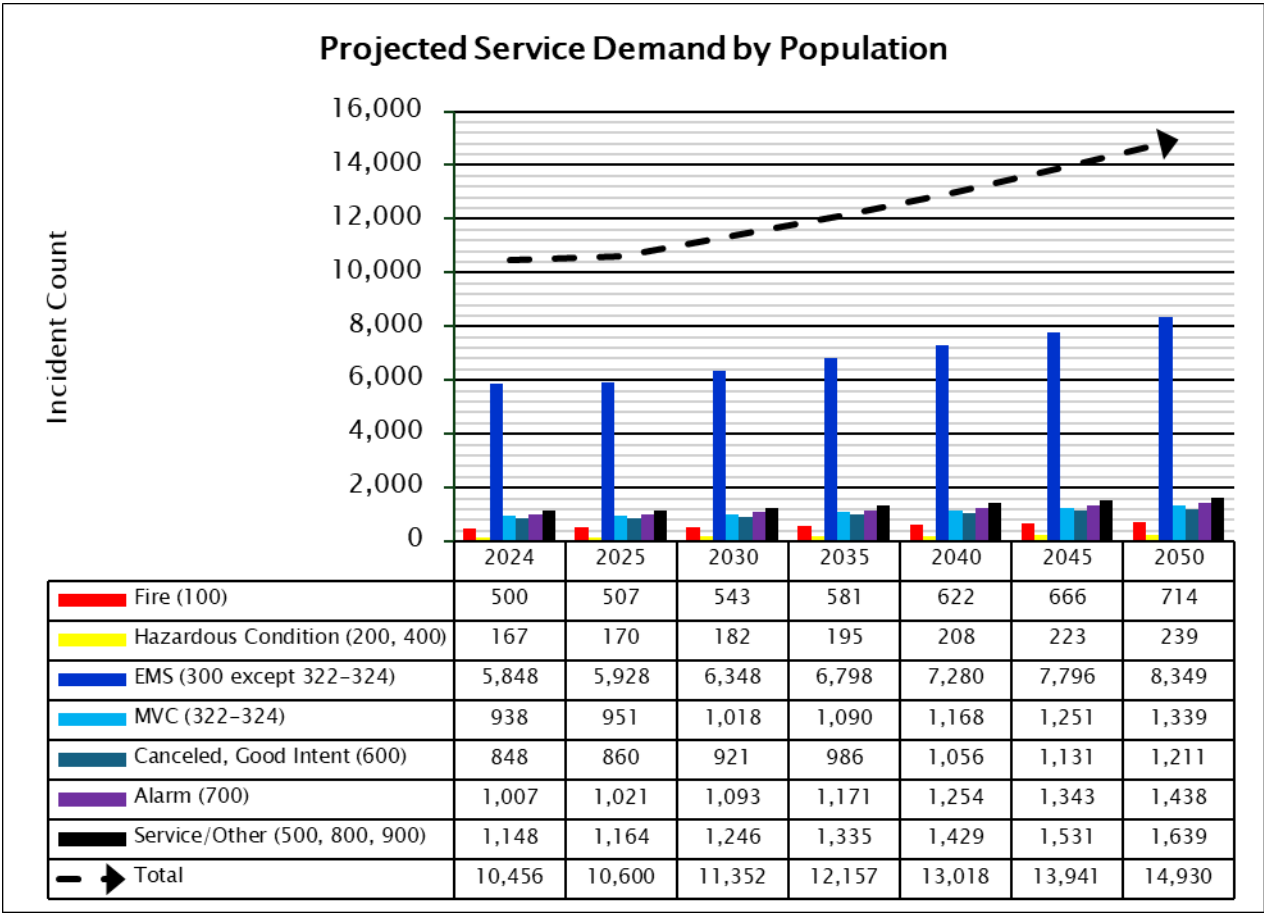
Service Demand Projections

ESCI uses two formulas to compute future service projections, historical incident trends, and population trends. These two trends provide upper and lower boundaries for forecasting call volumes.

Future Service Demand by Population

By evaluating the current number of incidents per 1,000 in population and applying that to the projected population growth from the preceding figure, it is possible to forecast a lower future service demand boundary within the community, as illustrated in the following figure. The figure shows 2024 actual numbers as well.

Figure 65. JFD Projected Service Demand by Population Change, 2025-2050

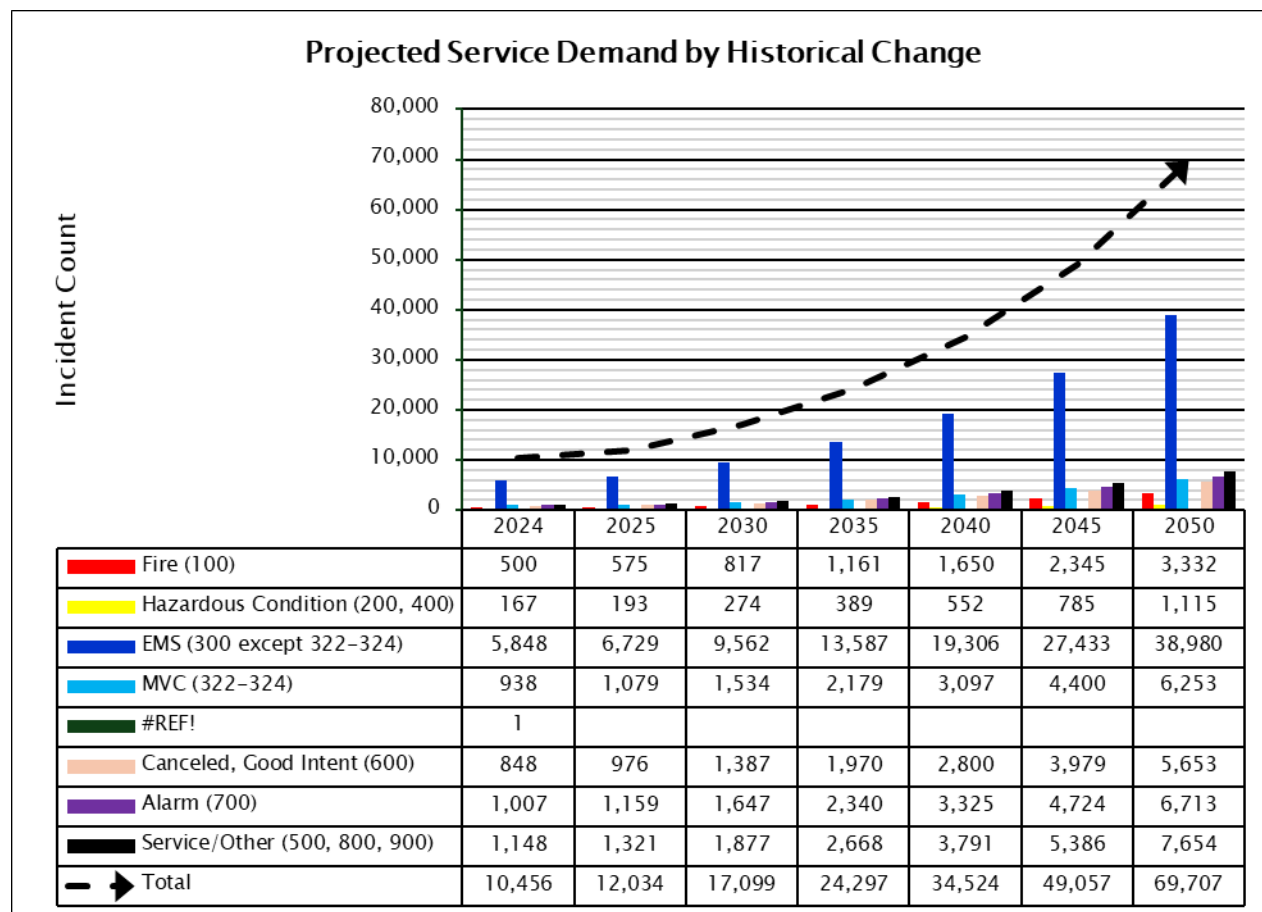




### Future Service Demand by Historical Change

By applying the compounded annual growth rate (7.28%) derived from the incident type analysis (using only the change from 2021 to 2022 due to data issues in other years), it is possible to forecast an upper future service demand boundary within the community, as illustrated in the following figure. The figure shows 2024 actual numbers as well.

Figure 66. JFD Projected Service Demand by Historical Change, 2025-2050



### Staffing Impacts

Population growth projections, along with historical and forecast incident rates, directly influence future staffing requirements for the Jonesboro Fire Department). As the City of Jonesboro continues to expand both geographically and demographically, the demand for emergency services will increase proportionally.

Over the past five years, JFD's total annual incident volume has shown a steady upward trend, consistent with the city's population growth rate. The city's daytime population frequently swells to approximately 125,000 due to Arkansas State University and



regional employment activity, placing additional strain on emergency response resources, particularly during peak business hours and university events. Historical data suggests that medical emergencies—already representing the majority of call volume—will continue to grow faster than fire-related incidents, following national fire service trends.

To maintain compliance with NFPA 1710 and JFD’s ISO Class 1 rating, staffing levels must expand to keep pace with this increasing service demand. Current projections estimate that Jonesboro’s population will exceed 100,000 residents within the next decade, with proportional increases in emergency service demand. For every 10% growth in population, incident demand is expected to increase by an estimated 8–12%, depending on community risk factors and demographic shifts.

The Jonesboro Fire Department has already increased its operational staffing from 122 personnel in 2021 to a planned 141 personnel in 2025, reflecting a 16% increase. However, as population density increases in developing suburban and commercial areas, additional staffing will be required to ensure that effective response force (ERF) standards can be consistently met across all risk levels.

Failure to expand staffing proportionally with population and incident growth will negatively impact response times, increase firefighter workload, and could eventually threaten JFD’s ISO Class 1 designation. Strategic planning should therefore include workforce projections tied directly to population and incident rate forecasts to ensure sustainable, high-quality service delivery.

## Work Schedule Options

Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand. As Jonesboro’s population approaches the projected 100,000-resident milestone over the next decade, the increased service demand will have direct implications on firefighter scheduling and overall workforce management.

The Jonesboro Fire Department currently operates on a 24/48 shift schedule. However, JFD is transitioning to a 48/96 schedule (48 hours on duty followed by 96 hours off). This change is expected to reduce shift changes, improve crew continuity, and provide longer recovery periods, which can help mitigate fatigue and improve overall firefighter wellness.



As JFD gains operational experience with the 48/96 schedule, future considerations should include evaluating alternative schedules that not only maintain service reliability but also address responder burnout, a growing concern in the fire service nationwide as call volumes increase. Reducing total weekly work hours where feasible is one strategy that some departments have used to combat chronic fatigue, improve mental health, and enhance long-term retention. However, as service demand grows, work schedule options should remain flexible and adaptable to balance operational performance, firefighter wellness, and budgetary considerations.

Many fire service organizations have successfully implemented alternative shift schedules to better align staffing with workload demands. These schedules can be further modified through Kelly Days (regularly scheduled time off to reduce weekly hours) or debt days (additional shifts added periodically to maintain required annual work hours). This flexibility allows departments to target a weekly hour standard that is both operationally sustainable and financially feasible.

Following is a summary of potential schedule options JFD may consider in the future.

### 1. 1-3-2-3 Schedule

- **Pattern:** 24 hours on, 72 hours off, 48 hours on, 72 hours off.
- **Average Workweek:** ~56 hours (before Kelly Day adjustments).
- **Benefits:** Provides long off-duty recovery periods; may reduce cumulative fatigue and burnout.
- **Considerations:** Requires additional staffing to cover longer off-duty intervals; may increase overtime if not offset with debt days. This schedule is common for fire departments when transitioning from a 24/48 or 48/96 to a 24/72.

### 2. 24/72 Schedule

- **Pattern:** 24 hours on, 72 hours off.
- **Average Workweek:** Adjustable to ~42-56 hours with debt days.
- **Benefits:** Significantly increases recovery time between shifts, potentially reducing burnout and improving long-term retention.
- **Considerations:** Higher staffing levels required to maintain daily minimums; may increase costs unless paired with debt days or careful overtime management.



### 3. 24 On/24 Off, 24 On/5 Days Off (With Debt Days)

- **Pattern:** Two 24-hour shifts separated by 24 hours off, followed by 5 consecutive days off. A debt day is worked periodically to balance annual hours.
- **Average Workweek:** Adjustable to ~42–56 hours with debt days.
- **Benefits:** Provides extended recovery time after two consecutive shifts; can be budget-neutral when balanced with debt days.
- **Considerations:** May complicate scheduling due to irregular debt days; requires careful planning to ensure adequate coverage.

### 4. 24 On/48 Off, 24 On/96 Off (With Debt Days)

- **Pattern:** 24 hours on, 48 hours off, 24 hours on, 96 hours off, with periodic debt days added to meet required work hours.
- **Average Workweek:** Adjustable to ~42–56 hours with debt days.
- **Benefits:** Similar to 24/72, but provides more frequent work intervals while still offering extended recovery time; can be tailored to meet budgetary and staffing needs.
- **Considerations:** Slightly more complex rotation for scheduling; requires adequate staffing to maintain minimum daily coverage.



## Conclusions & Recommendations

The following conclusions and recommendations are intended to provide strategic guidance for the future development and operation of the Jonesboro Fire Department. They are organized into three planning horizons: short-term, mid-term, and long-term. The short-term recommendations address immediate needs and are intended for implementation within the next three years. Mid-term recommendations, projected for three to seven years, involve initiatives that require additional planning, budgeting, and resource allocation to improve service delivery and prepare for anticipated growth. Long-term recommendations, projected for seven to fifteen years, focus on strategic initiatives that will support sustained community growth, enhance service capabilities, and ensure that JFD continues to meet high performance standards well into the future.

Cost projections associated with these recommendations are based on the best available forecasting methods and data at the time of this report. These projections are intended to provide a reasonable estimate of financial impact; however, future costs may vary due to a number of factors. Changes in economic conditions, inflation, labor and benefits expenses, equipment availability, construction and material costs, supply chain disruptions, and shifts in city growth or service demand may all affect final costs. These estimates should therefore be viewed as planning tools rather than fixed amounts.

It is important to emphasize that these recommendations are advisory in nature. The City of Jonesboro and the Jonesboro Fire Department maintain full discretion regarding whether, when, or how to implement them. Each recommendation has been developed through a combination of direct observations, stakeholder interviews, and data collection. The analysis was conducted in comparison with established industry best practices and applicable standards, as well as the professional experience of ESCI consultants.

### Short-Term Strategies

The following short-term strategies are intended to address immediate operational needs and enhance overall service delivery and efficiency within the next three years. These recommendations focus on practical, achievable improvements that can be implemented with minimal disruption to current operations. They are designed to strengthen JFD's existing capabilities, address identified gaps, and lay the groundwork for future mid- and long-term initiatives.



### Recommendation 1 –A: Add a Second Assistant Chief Position

It is recommended that the Jonesboro Fire Department establish a second Assistant Chief position to improve executive-level oversight and organizational effectiveness. Currently, JFD operates with one Assistant Chief responsible for a broad scope of responsibilities. By adding a second Assistant Chief, duties can be more effectively divided, one position dedicated to Operations and the other to Administration. This dual-Assistant Chief model is a widely adopted structure in fire departments of comparable size and call volume, offering enhanced focus, accountability, and strategic leadership across core departmental functions.

At present, the Division Chief of Training is tasked with managing many administrative responsibilities that would traditionally fall under the purview of a second Assistant Chief. This limits the Division Chief's capacity to fully focus on developing and executing training initiatives critical to JFD's mission. Establishing a second Assistant Chief would relieve this burden.

Implementing this change would allow for clearer separation and specialization of executive responsibilities within JFD. The Assistant Chief of Administration would be dedicated to managing high-level administrative functions such as budget development, policy oversight, personnel management, and interagency coordination. Meanwhile, the Assistant Chief of Operations would focus exclusively on ensuring operational readiness, overseeing daily emergency response coordination, managing incident command procedures, and supporting the effectiveness of front-line personnel.

Additionally, establishing a second Assistant Chief position strengthens JFD's succession planning and leadership continuity. With two high-ranking officers overseeing distinct operational and administrative domains, JFD gains greater flexibility and resilience in leadership coverage. Either Assistant Chief would be well-positioned to step in and fulfill the duties of the Fire Chief during periods of absence, ensuring consistent executive oversight and decision-making. This structure not only supports smoother transitions during leadership changes or temporary vacancies but also provides a clearer pathway for leadership development within JFD, helping to prepare the next generation of senior leaders.

The total annual cost of adding an Assistant Chief position is estimated at \$144,979 when factoring in salary and full benefit obligations. The base salary is \$109,172, with an additional \$26,201 for LOPFI pension contributions (24% of salary) and \$1,583 for





Medicare (1.45% of salary). Average health and dental coverage adds \$7,946 annually, while life insurance and MASA emergency transport coverage add \$29 and \$48, respectively, as shown in the following figure.

*Figure 67. Assistant Chief Add-On*

Item	Costs
Salary (Max)	\$109,172
LOPFI Pension (24%)	\$26,201
Medicare (1.45%)	\$1,583
Health/Dental (average)	\$7,946
Life Insurance	\$29
MASA	\$48
<b>Total</b>	<b>\$144,979</b>

### Recommendation 1 –B: Increase Wellness Coordinator Engagement with Fire Department

It is recommended that the City of Jonesboro and the Jonesboro Fire Department take steps to increase the involvement of the city’s Wellness Coordinator with JFD personnel. This can be achieved through intentional outreach efforts such as regular station visits, attending shift meals, and participating in ride-alongs with crews. These informal interactions provide a valuable opportunity to build trust and familiarity between staff and the Wellness Coordinator, which is essential for creating a supportive environment where firefighters feel comfortable seeking mental health assistance. Establishing relationships before services are needed aligns with industry best practices and can lead to earlier intervention and better outcomes.

If the current workload of the Wellness Coordinator limits their capacity to regularly engage with all city departments, the City of Jonesboro should evaluate the feasibility of adding an additional Wellness Coordinator. This added capacity would allow for a more focused and consistent presence within JFD, enabling the proactive development of relationships and ensuring fire personnel have accessible and trusted mental health support. A dedicated or shared-position approach tailored to public safety employees could significantly enhance the overall wellness strategy and demonstrate a strong organizational commitment to the health and resilience of the fire service workforce.



### Recommendation 1–C: Establish a Peer Support Hotline

It is recommended that the Jonesboro Fire Department establish a dedicated peer support hotline to enhance accessibility and improve the effectiveness of its peer support program. This hotline would serve as a central point of contact, allowing personnel in need of support to quickly and confidentially connect with one of JFD’s trained peer support team members. Implementing a single, easy-to-remember number that routes calls to available peer support team members will streamline the process, reduce barriers to access, and ensure timely assistance, particularly during high-stress or crisis situations.

Creating a peer support hotline aligns with industry best practices and demonstrates JFD’s commitment to strengthening its internal mental health support infrastructure. It also supports early intervention by providing firefighters with a reliable, trusted resource when they may be hesitant to seek professional counseling. As the peer support team currently operates on a volunteer basis, establishing a hotline will also help distribute the workload more evenly and ensure coverage across shifts and timeframes.

### Recommendation 1–D: Consider Providing a Stipend for Peer Support Team Members

It is recommended that the Jonesboro Fire Department consider offering a stipend to members of the peer support team in recognition of their time and commitment and the emotional demands associated with the role. Currently, the program operates entirely on a volunteer basis, which is commendable but may limit future growth, availability, and sustainability of the service. Providing a modest financial incentive can help acknowledge the importance of peer support, encourage continued participation, and attract additional qualified members.

Offering a stipend also aligns with practices in other departments that have successfully formalized their peer support programs. As peer support team members are often called upon outside of regular duties and may handle sensitive, high-stress situations, compensating them for this added responsibility reflects the value placed on mental health and wellness within the organization. This investment would support the long-term viability of the program and reinforce JFD’s commitment to building a strong, resilient workforce.



### **Recommendation 1 –E: Implement Regular, Comprehensive Medical Evaluations**

It is recommended that the Jonesboro Fire Department implement regular, comprehensive medical evaluations for all personnel, integrated into an annual or biennial physical exam. These evaluations should align with NFPA 1582 standards, which provide guidelines for medical requirements for firefighters, including cardiovascular screening, cancer risk assessments, and mental health screenings. Adhering to NFPA 1582 ensures that medical evaluations are thorough, consistent, and tailored to the unique risks faced by fire service members.

Regular medical screenings offer significant benefits beyond immediate health monitoring. Early detection and management of cardiovascular disease, cancer, and musculoskeletal conditions can substantially reduce long-term medical costs and improve quality of life for firefighters. It is important to note that many existing cost analyses underestimate the true financial benefits of these programs, as they often exclude non-occupational injuries and the extended costs related to premature morbidity and mortality. Preventing chronic diseases and reducing early disability can result in substantial long-term cost savings for JFD and the City of Jonesboro.

To balance thoroughness with budget considerations, many fire departments conduct these comprehensive medical evaluations every two years instead of annually. This biennial schedule maintains effective health oversight while managing program costs. Implementing a structured medical evaluation program in accordance with NFPA 1582, whether annually or biennially, will reinforce JFD's commitment to employee wellness and operational readiness.

Although the cost of an annual NFPA 1582 physical can be significant, often ranging from \$500 to \$1,000 per firefighter depending on the scope of testing and regional healthcare pricing, it is important to view this expense as an investment in both personnel health and long-term cost savings.

### **Recommendation 1 –F: Install a Source Capture Exhaust Systems in All Stations**

It is recommended that the City of Jonesboro and the Jonesboro Fire Department prioritize the installation of source capture exhaust systems in all fire stations. These systems are essential for removing hazardous diesel exhaust directly from the tailpipes of fire apparatus before it can contaminate the air in apparatus bays and adjacent living or working spaces. Diesel exhaust is a known carcinogen, and prolonged exposure



increases the risk of respiratory illness, cardiovascular disease, and certain cancers among firefighters.

Currently, Jonesboro stations do not have any form of source capture ventilation, and much of JFD's fitness equipment is located in the apparatus bays. This creates a compounding risk, as personnel engaging in physical training may be exposed to harmful airborne particulates while exercising. Implementing source capture systems would significantly reduce this risk by improving indoor air quality and aligning JFD with national health and safety best practices.

Although the upfront costs of system installation can vary depending on station design and system specifications, grant funding and cost-sharing opportunities may be available through state and federal occupational safety grants programs. The long-term benefits, such as improved firefighter health and longevity, can make this a financially and operationally sound investment in JFD's future.

The estimated cost to install source capture exhaust systems can range from approximately \$25,000 to \$40,000 per station, depending on the size of the apparatus bays, the number of vehicles served, and the complexity of the installation. For all seven stations, the total projected cost is estimated at approximately \$175,000 to \$280,000. These projections are based on current industry averages and may vary due to changes in equipment pricing, labor costs, material availability, or other economic factors.

### **Recommendation 1–G: Designate an Infection Control Officer**

It is recommended that the Jonesboro Fire Department formally designate an Infection Control Officer (ICO) in alignment with NFPA 1581: *Standard on Fire Department Infection Control Program*. NFPA 1581 outlines the minimum requirements for an infection control program, including the assignment of a qualified individual to oversee the development, implementation, and management of policies and procedures aimed at reducing occupational exposure to infectious diseases.

Designating an ICO will ensure JFD has a dedicated individual responsible for coordinating infection control measures, training personnel on appropriate protective practices, and ensuring compliance with federal, state, and local health regulations. This role is particularly important in today's operational landscape, where firefighters are increasingly exposed to biological hazards during emergency medical responses, fireground operations, and public health crises. An ICO would also serve as the primary



point of contact for managing exposure incidents and ensuring proper documentation, reporting, and follow-up procedures are in place.

### Recommendation 1-H: Increase Minimum Daily Staffing from 29 to 33

#### Personnel

It is recommended that the Jonesboro Fire Department increase its minimum daily staffing from 29 to 33 personnel. To support this increase and maintain the appropriate staffing factor to cover vacation, sick leave, Kelly Days, and other time off, JFD should hire 15 additional firefighters (five per shift.) The four additional on-duty personnel per day would be assigned as follows:

1. One (1) firefighter added to each of JFD's three ladder trucks, increasing their staffing from two (2) to three (3).
2. One (1) firefighter added to Engine 7, increasing its staffing from three (3) to four (4).

Increasing the staffing on ladder trucks from two (2) to three (3) personnel significantly enhances operational effectiveness and firefighter safety. With only two (2) personnel, ladder companies are limited in their ability to perform critical tasks such as search and rescue, ventilation, and forcible entry upon arrival. Adding a third (3<sup>rd</sup>) firefighter ensures that these units can immediately begin independent operations without waiting for engine company support, improving the speed and coordination of fireground tasks and better supporting the rescue and protection of both civilians and fellow firefighters.

The staffing increase on Engine 7 is also a strategic improvement. Engine 7 is located on the outskirts of the city where backup from other units often faces delays. By staffing four (4) personnel, the engine crew will be able to comply with the "two-in, two-out" OSHA requirement for interior structural firefighting, enabling a safer and more immediate interior attack without waiting for additional units. Additionally, Station 7 houses a water tanker that is often needed in non-hydranted areas. Currently, this unit responds with a single firefighter when dispatched. With four (4) personnel, the station can deploy two (2) members on the engine and two (2) on the tanker, greatly improving operational safety and efficiency.

The latest Insurance Services Office (ISO) rating for JFD showed deployment scores of 8 out of 15, indicating room for improvement in staffing and response capabilities. Increasing minimum staffing as recommended will strengthen JFD's ability to meet staffing and response standards, which can boost these deployment scores. Improving



this metric is critical to helping Jonesboro maintain its ISO Class 1 rating, ensuring the highest level of fire protection and potentially lowering insurance costs for the community.

The total annual cost of adding a firefighter at top pay is estimated at \$85,442 when including salary and full benefit obligations. This amount consists of a base salary of \$61,713, with an additional \$14,811 for LOPFI pension contributions (24% of salary) and \$895 for Medicare (1.45% of salary). Health and dental coverage add \$7,946 annually, while life insurance and MASA emergency transport coverage add \$29 and \$48, respectively. When projected across 15 firefighters, the total annual cost rises to approximately \$1,281,630, as shown in the following figure.

*Figure 68. 15 Firefighters Add On*

Item	Costs
Salary (Max)	\$61,713
LOPFI Pension (24%)	\$14,811
Medicare (1.45%)	\$895
Health/Dental (average)	\$7,946
Life Insurance	\$29
MASA	\$48
Total per Firefighter	\$85,442
<b>Total for 15 Firefighters</b>	<b>\$1,281,630</b>

### **Recommendation 1 –I: Purchase Training Academy Grounds from Craighead County**

It is recommended that the City of Jonesboro pursue the purchase of the current training academy grounds, which are presently leased from Craighead County for a nominal fee. Although the cost of the lease, \$10 annually, is not a financial burden, the lack of ownership presents a significant limitation. Specifically, the Jonesboro Fire Department is restricted in its ability to make long-term capital investments or permanent improvements to the site, including the addition of new training props or infrastructure necessary to enhance firefighter preparedness and safety.

Ownership of the property would provide JFD with the stability and authority needed to fully develop the site into a modern, comprehensive training facility. This includes the potential for permanent live fire training structures, technical rescue training areas, specialized props for hazardous materials and EMS training, and classroom or support



facilities. With full control over the property, JFD could seek grant funding or capital improvement resources to support these enhancements—opportunities that are currently difficult to pursue on leased land. Additionally, the training grounds are ideally situated within city limits, allowing Jonesboro Fire Department personnel to conduct regular, on-duty training without leaving their primary response districts.

### **Recommendation 1-J: Improve Radio Interoperability with Private EMS Providers**

It is recommended that the Jonesboro Fire Department work with local private EMS providers and the 911 communications center to establish direct radio interoperability between JFD personnel and responding EMS units. The current process, which requires messages to be relayed through two separate dispatch centers, creates unnecessary delays that can jeopardize responder and patient safety during emergency incidents.

Implementing a system that allows for real-time, direct communication between JFD units and EMS providers will enhance coordination on critical scenes, improve patient care handoffs, and reduce the risk of miscommunication. This can be achieved through shared radio channels, cross-patching systems, or by issuing interoperable radios to EMS providers. Exploring state or federal grant opportunities, such as those available through the Department of Homeland Security or the Assistance to Firefighters Grant (AFG) program, may help offset implementation costs.

### **Recommendation 1-K: Establish and Empower a Fire Department Safety Committee**

It is recommended that the Jonesboro Fire Department establish a safety committee aligned with best practices consistent with Chapter 4 of the National Fire Protection Association's Standard on Fire Department Occupational Safety, Health, and Wellness Program. Creating a dedicated safety committee and giving it the authority to actively address firefighter safety can be one of the most effective ways to reduce risks and promote a culture of safety within JFD.

The safety committee should meet monthly with a clear mission to raise awareness and encourage behavior changes that foster a safer work environment. Its responsibilities should include reviewing all accidents, injuries, near-miss events, and safety-related suggestions submitted by members. By carefully analyzing this information, the committee can identify trends, hazards, and opportunities for improvement, then report their findings directly to the Fire Chief.



Rather than only responding to incidents with new rules, the committee should proactively focus on safety education and promoting individual accountability for safety among members. Meetings should be held regularly in accessible locations with minutes recorded and shared department-wide to maintain transparency and encourage engagement. The committee should include members representing all ranks to ensure diverse perspectives and buy-in across JFD. ESCI emphasizes that sustaining an active, empowered safety committee is critical to enhancing firefighter safety and wellness over the long term.

### Recommendation 1-L: Evaluate Fire Service Mechanic Compensation and Contracting Options

To ensure the operational readiness and longevity of its fire apparatus fleet, the Jonesboro Fire Department has appropriately posted a position for a certified Fire Service Mechanic with Emergency Vehicle Technician (EVT) credentials. ESCI commends the City of Jonesboro for recognizing the critical need for this role and for proactively initiating the hiring process. The currently advertised salary range is \$50,293 to \$54,654.

However, based on national and regional compensation data, this salary range is below average for certified EVT diesel mechanics. According to data from PayScale, certified EVTs earn an average salary of approximately \$66,000 annually and the U.S. Bureau of Labor Statistics lists the median salary for diesel service technicians at \$60,640. These figures suggest that the current range may limit the City of Jonesboro's ability to attract experienced and qualified candidates.

It is recommended that the City of Jonesboro consider reposting the EVT position with a more competitive salary range, ideally between \$60,000 and \$70,000 annually. Increasing the salary offer will help align with market expectations, improve recruitment efforts, and minimize potential delays in apparatus maintenance due to the prolonged vacancy.

In addition to adjusting compensation, it is also recommended that the City of Jonesboro conduct a cost-benefit analysis to compare the financial implications of hiring a full-time, in-house, EVT-certified fire service mechanic versus contracting these services to a third-party vendor. Factors to be analyzed should include wages, benefits, tool allowances, training, long-term retention, service turnaround time, and vendor reliability. Having a certified EVT Mechanic either internally or through contract is critical for ensuring the safety, performance, and uptime of fire department apparatus.





### Recommendation 1 –M: Evaluate the 48/96 Work Schedule After Implementation

The Jonesboro Fire Department is currently transitioning from a traditional 24/48 schedule to a 48/96 work schedule. ESCI recommends that the City of Jonesboro conduct a comprehensive evaluation of this change 18 to 24 months after full implementation. The purpose of this assessment should be to determine the impacts of the new schedule on critical operational and personnel outcomes.

Key areas of evaluation should include:

- Responder burnout and fatigue
- Employee retention and recruitment trends
- Operational readiness and effectiveness
- Overtime expenditures
- Reported injuries, sick leave utilization, and accidents

It is important to monitor whether the change in shift schedule contributes negatively to any of these factors. This data-driven review will help inform whether the 48/96 schedule continues to meet the operational and workforce needs of JFD or if further adjustments are warranted.

Additionally, the City of Jonesboro should remain aware of national trends and evolving standards related to firefighter work hours. A growing number of fire departments across the country are actively working to reduce their average workweeks to 48 hours or less in order to improve workforce sustainability and safety. Most notably, the State of Florida recently passed House Bill 929, which reduces the standard firefighter workweek to 42 hours.

As part of long-term workforce planning, the City of Jonesboro should remain open to reevaluating its schedule structure in the future and consider strategies that align with national best practices and legislative shifts aimed at improving firefighter wellness and retention.

### Recommendation 1 –N: Develop Leadership and Administrative Training Tracks in Partnership with Arkansas State University

Through stakeholder interviews, ESCI identified succession planning as a key area of concern within the Jonesboro Fire Department, particularly in relation to preparing personnel for leadership and administrative roles. These roles require knowledge and



skills beyond emergency operations, including personnel management, human resources, budgeting, and strategic planning.

To address this need, it is recommended that JFD collaborate with Arkansas State University to develop a structured leadership development program tailored to the fire service. This program can provide firefighters with the academic and professional foundation needed to assume greater leadership responsibility as they progress through their careers.

One approach is to create three distinct development tracks:

1. **Company Officer Track** – Focused on preparing firefighters for initial supervisory roles, such as Lieutenant or Captain.
2. **Battalion/Division Chief Track** – Designed to support mid-level management and operational leadership readiness.
3. **Executive Track** – Intended for Assistant Chief– and Fire Chief–level roles, emphasizing strategic leadership and executive decision-making.

ASU offers several academic programs and courses that align well with these development goals, including:

- Communication Studies (e.g., interpersonal and organizational communication)
- Organizational Leadership
- Organizational Supervision
- Financial Management
- Public Health
- Public Administration

By leveraging local higher education resources, JFD can establish a sustainable pipeline of future leaders with the skills needed to manage increasingly complex organizational demands. Additionally, this initiative demonstrates a strong commitment to career development and workforce investment, further supporting recruitment and retention objectives.

### **Recommendation 1–O: Consider Additional Revenue Sources**

ESCI recommends that the City of Jonesboro and the Jonesboro Fire Department actively pursue additional sources of revenue to support the implementation of the recommendations outlined in this report. These enhancements are aimed at improving



service delivery, maintaining operational readiness, and ensuring long-term sustainability of JFD. Although some recommendations may require significant investment, there are a number of potential funding mechanisms that can help offset these costs without placing the entire burden on existing general funds, as described:

### *Establish a Fire Service Fee on Hotel Occupancy to Support Fire and Emergency Services*

ESCI recommends the City of Jonesboro explore the implementation of a fire service fee on hotel occupancy. This nominal fee—\$1 or \$2 per night per occupied room—would be added to guests' nightly hotel bills, similar to tourism or convention fees used in other municipalities.

With 2,380 hotel rooms currently in Jonesboro, this initiative could generate meaningful revenue to support fire department equipment replacement, public safety programs, and other needs tied to visitor-related service demands.

Visitors to Jonesboro benefit from fire protection and emergency services during their stays, and implementing a modest fire fee aligns with industry practices in other cities that recognize the impact of tourism on public safety systems. The following figure illustrates the projected annual revenue that could be generated by implementing a fire service fee of \$1 or \$2 per night, based on varying hotel occupancy rates using the estimated 2,380 hotel rooms.

*Figure 69. Projected Annual Revenue Based on Fire Fee & Occupancy Rate*

Occupancy Rate	\$1 /Night Fee	\$2/Night Fee
25% Occupancy	\$217,375	\$434,750
50% Occupancy	\$434,350	\$869,500
75% Occupancy	\$652,125	\$1,304,250
100% Occupancy	\$869,500	\$1,739,000

### *Cost Recovery for Vehicle Extrications*

One viable and increasingly common source of revenue among fire departments across the country is cost recovery for vehicle extrication services. These services often require the use of specialized tools and highly trained personnel and can result in significant wear on equipment. Fire departments are not traditionally reimbursed for these resource-intensive operations unless specific billing mechanisms are in place.



The Jonesboro Fire Department should consider implementing a cost recovery program for vehicle extrications. This could be done in one of two ways:

1. **Comprehensive Billing** – Recovering costs for *all* vehicle extrications, regardless of residency.
2. **Targeted Billing** – Focusing solely on *non-resident* vehicle extrications, which allows the City of Jonesboro to recoup costs from individuals who are not contributing to the local tax base but still utilize emergency services.

The latter option is a commonly used approach that balances the need for cost recovery while minimizing the financial impact on local taxpayers. This policy is already in place in several municipalities throughout the United States and is often viewed as a fair method to recover the true costs of service provision.

Cost recovery amounts can vary depending on time, personnel, and equipment used, but typically range from \$500 to \$1,500 per incident. Implementation can be managed through third-party billing services, minimizing administrative burden and ensuring compliance with legal and insurance guidelines.

### *Consider a Dedicated Sales Tax Increase for Public Safety*

Currently, the City of Jonesboro has a sales tax rate of 1%, one of the lowest municipal sales tax rates in the state of Arkansas. Although this has historically been a point of pride for the city, it also limits available revenue needed to support a growing population and the increasing demands placed on critical public services, including fire, EMS, and police.

ESCI recommends the City of Jonesboro consider a sales tax increase specifically dedicated to public safety. A dedicated public safety tax ensures transparency and accountability, with all revenue directly earmarked for staffing, equipment, facility improvements, and other operational needs within the Jonesboro Fire Department and other public safety agencies.

Sales tax increases for public safety have been successfully implemented in numerous cities across Arkansas and the broader U.S. and often receive strong community support when the funding is tied to essential services. Even a small increase could generate significant recurring revenue, helping offset the costs of the recommendations in this report, such as station expansions, minimum staffing, vehicle replacements, and critical administrative support, without placing the full burden on property taxpayers.



Additionally, a portion of sales tax revenue is generated from non-residents who shop, dine, and conduct business in the city, creating a fairer and more diversified revenue base.

### *Implement a Per-Semester Fire Fee for Arkansas State University Students*

The Jonesboro Fire Department provides comprehensive fire protection and emergency medical services to Arkansas State University, including all academic, residential, and athletic facilities, as well as the student population. This coverage is delivered with no direct contribution from the university or its students toward the operational costs required to maintain this essential service.

To help support and sustain the level of service provided, ESCI recommends that the City of Jonesboro and Arkansas State University collaborate to implement a nominal fire protection fee per student, per semester. Nominal fees of this kind are common practice at universities nationwide, especially when city fire departments provide direct emergency response to campus properties. The funds generated can help support service levels without impacting local taxpayers and ensure continued safety for students, faculty, and visitors.

The following figure shows projected revenue based on semester fees of \$5, \$10, and \$20, using an enrollment of 14,000 students.

*Figure 70. Projected Annual Revenue from Student Fire Fees at ASU*

Semester Fee	Enrollment	Semesters per Year	Annual Revenue
\$5	14,000	2	\$140,000
\$10	14,000	2	\$280,000
\$20	14,000	2	\$560,000

### *Pursue Grant Opportunities to Supplement Funding*

Jonesboro Fire Department should actively pursue federal grant programs. Grants can provide critical funding support for staffing, equipment, training, and other operational needs that align with JFD's goals and recommendations as outlined in this report. Two common fire service grants are:

1. **Staffing for Adequate Fire and Emergency Response (SAFER)** program is a federal grant administered by the Federal Emergency Management Agency (FEMA) that provides funding to help fire departments increase or maintain the number of



trained, front-line firefighters available in their communities. SAFER grants primarily support hiring new personnel, rehiring laid-off firefighters, or retaining firefighters who might otherwise be laid off.

2. **Assistance to Firefighters Grant (AFG)** program, also administered by FEMA, provides funding for a wider range of needs, including firefighter training, equipment acquisition, personal protective gear, health and safety programs, and vehicle and facility improvements. The AFG program is designed to help fire departments enhance their operational capabilities and improve overall firefighter and public safety.

Although the City of Jonesboro has applied for these grants in the past, success has been limited, largely due to the city's substantial reserve funds. Granting agencies often consider local funding reserves when evaluating applications, which can impact competitiveness. Nonetheless, continued strategic grant applications, possibly emphasizing specific needs or gaps that cannot be funded locally, may increase chances of success. ESCI recommends that the City of Jonesboro maintains dedicated personnel or contract expertise to manage grant writing and tracking, ensuring timely and competitive submissions. Securing grant funding can help offset costs associated with the recommended improvements, reduce the burden on local revenues, and accelerate the implementation of critical initiatives.

### *Implementation of Fire Inspection Fees*

ESCI recommends that the Jonesboro Fire Department consider implementing fire inspection fees as an additional revenue source. Fire inspection fees are charged to businesses, institutions, and certain occupancies that require periodic fire and life safety inspections. These fees help offset the costs, including personnel time, administrative support, and related resources, associated with conducting these inspections.

Implementing a structured inspection fee schedule is a common practice among fire departments nationwide and aligns with the principle that those who benefit directly from fire prevention services contribute to their costs. Such fees can also incentivize compliance and enhance fire safety within commercial and public buildings.

The City of Jonesboro should carefully evaluate current inspection processes, staffing capacity, and local economic conditions to develop a fair and sustainable fee structure. This could include tiered fees based on the type or size of occupancy, frequency of inspections, or complexity of the inspection required. Revenue generated from



inspection fees can support critical fire prevention programs, training, and equipment, ultimately helping to reduce the frequency and severity of fire incidents.

### *Implementation of Lift Assist Fees for Commercial Assisted Living Facilities*

ESCI recommends that the Jonesboro Fire Department consider implementing lift assist fees for emergency responses to commercial assisted living facilities that have trained staff capable of providing resident support. Lift assist incidents occur when emergency responders are called to help individuals who have fallen but do not require medical transport or urgent care.

Charging a nominal fee for these non-emergency lift assists at assisted living facilities with trained personnel helps offset the operational costs associated with such responses and encourages facilities to enhance their internal care capabilities.

This fee structure is common among fire departments nationwide and supports the principle that non-emergency calls that can be managed by the facility's trained staff should carry an associated cost. Implementing lift assist fees can help reduce unnecessary resource deployment and improve overall departmental efficiency. The City of Jonesboro should develop clear guidelines defining eligible facilities, fee amounts, and billing procedures to ensure fairness and transparency.

### *Implementation of Impact Fees*

ESCI recommends that the City of Jonesboro consider implementing impact fees for new residential and commercial developments. Impact fees are one-time charges imposed on developers to help offset the costs associated with the increased demand for fire and emergency services generated by new growth.

As the community expands, new developments create additional call volume, infrastructure needs, and strain on existing fire department resources. Impact fees provide a fair and equitable method for ensuring that new growth contributes its share toward funding facilities, apparatus, personnel, and other critical resources necessary to maintain appropriate levels of service.

These fees are widely used by fire departments and municipalities across the nation as a proactive way to support public safety infrastructure in growing communities. Impact fees are typically calculated based on factors such as the size and type of development, projected population increase, and expected impact on emergency services.



### *Implementation of Standby Fees for Major Events*

The Jonesboro Fire Department frequently provides standby or upstaffing services for major events within the City of Jonesboro, including Arkansas State University football games and other large gatherings. These events often require additional personnel and resources beyond normal staffing levels, resulting in significant overtime and operational costs for JFD.

ESCI recommends that JFD and the City of Jonesboro implement standby fees to recover costs associated with providing these enhanced emergency services during major events. Charging event organizers a standby fee ensures that the financial burden of additional staffing is fairly allocated to those who benefit directly from the service. The fee structure should be clearly defined, transparent, and based on actual staffing and resource needs, including overtime wages, equipment usage, and related expenses.

### **Recommendation 1 –P: Increase Training Budget Per Member to Support Conferences and Outside Training**

ESCI recommends that the Jonesboro Fire Department increase its annual training budget allocation per member to allow for greater participation in professional conferences, seminars, and outside training opportunities. Although in-house training is critical to maintaining core competencies, exposure to national and regional training events offers additional benefits that directly enhance operational effectiveness and organizational growth.

Attending conferences and specialized training provides firefighters and officers with access to the latest best practices, emerging technologies, and innovative operational strategies. Equally important, these events create networking opportunities with peers from other fire departments, allowing attendees to learn from the successes and challenges of comparable agencies. This exchange of ideas can be invaluable, as members can return with new concepts, policies, or training approaches that have been proven effective elsewhere, adapting them to meet JFD's specific needs.

Many comparable departments allocate \$750 to \$1,500 per firefighter annually for professional development, depending on size and resources. Although increasing the training budget represents an added annual expense, the benefits often far outweigh the cost. Lessons learned through networking and exposure to innovative programs can result in operational efficiencies, reduced injuries, improved retention, and better risk management, which could potentially save JFD significant amounts in overtime, workers'





compensation, and equipment losses. Additionally, investment in professional development supports succession planning by preparing future leaders with the knowledge and relationships needed to guide JFD effectively.

### Recommendation 1–Q: Enhance Internal Communications and Information Sharing

ESCI recommends that the Jonesboro Fire Department implement structured internal communication strategies to improve information sharing, consistency, and transparency across all ranks. Effective communication ensures that critical updates, policy changes, and organizational priorities are clearly understood by all personnel, reducing the risk of miscommunication and promoting a stronger sense of engagement within JFD.

Several strategies are recommended to strengthen internal communications:

- **Daily Virtual Briefings** – Conduct short daily Microsoft Teams meetings with all on-duty personnel to provide operational updates, review staffing or apparatus status, and relay time-sensitive information. These briefings should be concise but consistent, establishing a clear and reliable flow of information.
- **Monthly Fire Chief Podcasts or Video Updates** – The Fire Chief should record a monthly podcast or video briefing to share department-wide updates, upcoming initiatives, accomplishments, and other important information. This format provides a direct line of communication from leadership to all members, helping build trust and alignment with departmental goals.
- **Written Documentation of Orders and Directives** – All verbal orders, directives, or important information passed through the chain of command should also be documented in writing. This information should be stored in a centralized, easily accessible digital platform so that all members can retrieve and review it at any time, ensuring consistency and accountability.
- **Weekly or Bi-Weekly Email/Newsletter Updates** – Create a concise weekly or bi-weekly internal email or digital newsletter summarizing key updates, upcoming training opportunities, policy changes, and notable achievements. This provides another written record of updates for members who may miss verbal communications or meetings.
- **Anonymous Feedback or Suggestion Platform** – Implement an online anonymous feedback form or suggestion box to allow personnel to submit ideas, concerns, or questions directly to leadership. This can help leadership identify and address issues that might otherwise go unreported.



- **Standardized Shift–Change Briefing Templates** – Develop a standardized written or digital shift–change briefing template for company officers to ensure critical information is consistently passed between shifts (e.g., apparatus status, ongoing incidents, special assignments, or administrative reminders).
- **Internal SharePoint or Intranet Portal** – If not already in use, establish a centralized intranet or SharePoint portal where all directives, SOPs, training materials, and important updates are archived. Personnel should have easy access from any station, ensuring consistency and reducing dependency on word–of–mouth communication.

### Recommendation 1–R: Allow Kelly Days to Be Worked as Overtime to Maintain Consistent Staffing

With the transition to the 48/96 schedule and the implementation of ten–hour Kelly days, maintaining consistent minimum staffing levels will become increasingly important. ESCI recommends that the Jonesboro Fire Department allows members to voluntarily work their Kelly Days as overtime when needed.

Allowing this option will provide greater flexibility in filling staffing gaps created by Kelly Days and will help ensure that minimum staffing requirements are consistently met. This approach is a common practice in departments operating under extended shift schedules and can reduce the need for forced holdovers or other disruptive scheduling measures.

Although overtime does carry an additional financial cost, the operational benefit of maintaining proper staffing levels, improving response capability, enhancing firefighter safety, and ensuring compliance with best practices provides significant value. Properly managed, this system also gives personnel more control over their schedules while supporting JFD’s goal of maintaining reliable service delivery.

### Recommendation 1–S: Expand Social Media Presence and Integration for Information Sharing and Recruitment

The Jonesboro Fire Department currently manages a Facebook page with over 9,200 followers that is used to share information about events and departmental activities. ESCI recommends expanding JFD’s social media presence to include additional platforms such as Instagram and X (formerly Twitter). These platforms can be valuable tools for improving information sharing with the community, promoting fire and life safety



education, and enhancing recruitment efforts by showcasing JFD's culture, training, and community involvement.

It is further recommended that JFD incorporate links to all active social media accounts directly on the homepage of its website. Providing clear access to these platforms will increase public engagement and encourage residents to follow and share departmental updates.

Expanding JFD's use of multiple social media platforms also creates opportunities to reach different audiences. Instagram is particularly effective for sharing photos and videos of training, community outreach, and day-to-day operations, which can help build community trust and attract new recruits. X can be used for quick, real-time updates, such as emergency notifications, road closures, and fire safety tips. A broader and more coordinated social media strategy will strengthen community relationships and support both operational transparency and recruitment initiatives.

### Recommendation 1-T: Develop Strategic Plans

It is recommended that the Jonesboro Fire Department develop a formal strategic plan to guide organizational priorities and track progress toward key goals. Traditionally, fire service strategic plans have been designed as five-year documents; however, many agencies are now moving toward three-year plans. A shorter planning horizon allows for greater flexibility, more frequent evaluation, and the ability to adjust to changing community needs and operational demands.

The strategic plan should include goals derived from this Master Plan as well as other departmental initiatives that may emerge over time. These goals should serve as a clear roadmap for what JFD intends to accomplish within the next three years. By breaking down the broader recommendations of the Master Plan into focused, manageable objectives, the strategic plan will allow JFD to address priorities in a deliberate and achievable manner.

For improved accountability, each goal or objective in the strategic plan should be assigned to a specific individual within JFD. That person would be responsible for overseeing the progress of the assigned goal, reporting on milestones, and ensuring that timelines are met. This approach distributes responsibility across the organization, encourages ownership of outcomes, and provides leadership with a clearer view of progress toward strategic objectives.



### Recommendation 1–U: Develop Annual Reports

It is recommended that the Jonesboro Fire Department produce an annual report to review and communicate JFD’s progress on strategic goals and key initiatives. The annual report should serve as a checkpoint to evaluate accomplishments from the previous year, identify areas where additional work is needed, and ensure continued alignment with JFD’s strategic plan and overall mission.

In addition to tracking progress, the annual report provides an opportunity to highlight and celebrate departmental achievements. This may include recognizing significant milestones, improvements in service delivery, or successful completion of major projects. The report should also honor the contributions of JFD members by acknowledging promotions, commendations, and exemplary performance. Recognizing individual and team accomplishments not only boosts morale but also reinforces JFD’s commitment to professionalism and excellence.

By documenting progress and celebrating successes each year, the annual report will improve transparency with City of Jonesboro leadership and the community while strengthening accountability and pride within JFD.

### Mid–Term Strategies

The mid–term strategies focus on initiatives that should be considered within the next three to seven years to enhance the Jonesboro Fire Department’s overall effectiveness and prepare for anticipated community growth. These strategies typically involve a higher level of planning, budgeting, and resource allocation than short–term actions, and may include capital improvements, staffing adjustments, or program development. Although some of these strategies may not be immediately necessary, as current demand may not yet justify their implementation; however, they address areas where there is a high likelihood of increased demand within the next three to seven years. The recommendations in this section are intended to address projected service needs, improve operational efficiency, and position JFD to meet evolving industry standards. Implementing these strategies during this timeframe will help ensure that JFD keeps pace with population changes, incident trends, and technological advancements while maintaining high–quality emergency services.



## Recommendation 2–A: Increase Minimum Daily Staffing from 33 to 36 Personnel

It is recommended that the Jonesboro Fire Department increase staffing on each of its three ladder trucks from three (3) to four (4) firefighters. To support this change, JFD's minimum daily staffing would need to increase from 33 to 36 personnel. To maintain appropriate coverage for leave such as vacation, sick days, and Kelly Days, JFD should hire an additional 12 firefighters, four (4) per shift.

Increasing ladder truck crews to four (4) personnel will enhance operational capabilities by providing the necessary manpower to manage complex and evolving fireground tasks more effectively. With four (4) firefighters, ladder companies gain additional flexibility to assign specialized roles without sacrificing other critical functions. This staffing level improves coordination and allows crews to operate more safely and efficiently, particularly on large or multi-story structures where workload and hazards are increased.

This recommendation also aligns with national standards like NFPA 1710, which emphasize the importance of adequate staffing for firefighter safety and effective incident management. By adopting four-person ladder crews, JFD will improve its ability to execute tactical operations swiftly and safely, reduce firefighter fatigue, and strengthen overall response capacity, resulting in better protection for both firefighters and the community.

As mentioned, the most recent Insurance Services Office evaluation assigned the Jonesboro Fire Department a deployment score of 8 out of 15, highlighting opportunities to improve operational readiness. By increasing minimum staffing as proposed, JFD will enhance its capacity to respond quickly and effectively, which should lead to higher deployment scores in future assessments. Strengthening these scores is important for JFD to retain its prestigious ISO Class 1 rating, reflecting superior fire protection services and benefiting the community through potentially reduced insurance premiums.

The total annual cost of adding a firefighter at top pay is estimated at \$85,442 when including salary and full benefit obligations. This amount consists of a base salary of \$61,713, with an additional \$14,811 for LOPFI pension contributions (24% of salary) and \$895 for Medicare (1.45% of salary). Health and dental coverage adds \$7,946 annually, while life insurance and MASA emergency transport coverage add \$29 and \$48,



respectively. When projected across 12 firefighters, the total annual cost rises to approximately \$1,025,308.

*Figure 71. Add On of 12 Firefighters*

Item	Costs
Salary (Max.)	\$61,713
LOPFI Pension (24%)	\$14,811
Medicare (1.45%)	\$895
Health/Dental (average)	\$7,946
Life Insurance	\$29
MASA	\$48
Total per Firefighter	\$85,442
<b>Total for 12 Firefighters</b>	<b>\$1,025,308</b>

### Recommendation 2-B: Equip Engines and Ladder Trucks with ALS Capabilities

It is recommended that the Jonesboro Fire Department initiate a phased implementation of advanced life support (ALS) capabilities across all ten front-line apparatus, which includes seven engines and three ladder trucks. This initiative addresses a critical public safety need stemming from a growing shortage of paramedics, particularly within private ambulance services. These shortages can lead to delayed ALS response times, which directly impact patient care during life-threatening emergencies such as cardiac arrest, respiratory failure, and major trauma. By equipping JFD units with ALS capabilities, the City of Jonesboro can enhance its ability to deliver timely, high-level medical care to residents and visitors alike.

To achieve this, JFD must invest both in personnel development and ALS medical equipment. Supporting firefighters in obtaining their paramedic certification is essential. The following financial assistance programs are recommended to promote participation and reduce personal financial barriers:

- **Tuition reimbursement:** \$5,000–\$7,500 per paramedic student
- **Upfront education sponsorships:** Approximately \$7,500 per member (as an alternative to reimbursement)
- **Annual stipend:** \$2,500–\$4,000 for certified paramedics

Assuming JFD sponsors 10 paramedics per year, the annual cost for education support and stipends would range from \$75,000 to \$120,000, depending on the incentive model adopted.



Each ALS-equipped apparatus will require a standard set of equipment, including:

- Cardiac monitor/defibrillator (e.g., LifePak 15 or Zoll X Series): \$30,000–\$35,000
- Advanced airway equipment and bag–valve masks: \$1,500
- ALS medication box with lockable storage: \$2,000
- IV kits, suction devices, and miscellaneous supplies: \$1,000
- Monthly restocking and maintenance: approximately \$3,000 per year per unit

For all ten front–line apparatus, the initial capital investment for equipment would total approximately \$350,000–\$400,000, with recurring annual maintenance and restocking costs of \$30,000.

With EMS calls making up a high percentage of JFD’s total call volume, this investment will provide a direct and measurable benefit to the public. Equipping fire apparatus with ALS capability ensures faster access to advanced care, improves patient outcomes, and reduces reliance on overextended private ambulance services. It also positions the Jonesboro Fire Department to better meet the evolving emergency needs of the community.

### **Recommendation 2–C: Add One FTE Position to the Training Division**

It is recommended that the Jonesboro Fire Department add one full–time equivalent (FTE) position to the Training Division, increasing the training staff from three (3) to four (4) personnel. The current structure includes a Division Chief and two Captains. Expanding the team will support JFD’s growing operational demands, particularly as more personnel obtain EMT certifications and JFD prepares to implement advanced life support (ALS) capabilities across front–line apparatus.

With the addition of this position, the three (3) FTEs under the Division Chief should be assigned distinct areas of responsibility to increase efficiency and expertise, while maintaining flexibility to support each other during major training initiatives. The proposed areas of focus are:

1. **Recruit Training:** Responsible for the design, delivery, and evaluation of recruit academies and initial onboarding.
2. **Field Training and Officer Development:** Oversees ongoing training for incumbent personnel, including hands–on drills, simulations, and leadership development for aspiring officers.



- 3. EMS Training and Coordination:** Dedicated to ensuring all EMS-certified members receive required continuing education, maintain licensure, and stay current with medical protocols and procedures.

The growing number of EMT-certified firefighters, combined with the recommendation to equip engines and ladder trucks with ALS capabilities, has created a clear need for a full-time EMS Training and Coordination role. This position would oversee scheduling and documentation of continuing education credits, liaise with the Arkansas Department of Health EMS Section and the local Medical Director, and ensure compliance with all recertification requirements. Additionally, as more personnel are added to JFD through other staffing recommendations, the demand for ongoing training across all disciplines will increase significantly. This additional training officer will be essential to maintaining high standards of readiness, consistency, and professional development for a larger workforce.

The estimated annual cost of adding a new full-time equivalent (FTE) position for training varies depending on the rank selected for the position. At top pay, a Driver/Engineer costs approximately \$98,860 and a Captain costs \$113,998 annually when factoring in salary and full benefit obligations. These totals include base salary, LOPFI pension contributions (24% of salary), Medicare (1.45% of salary), and average health, dental, life insurance, and MASA emergency transport coverage.

The City of Jonesboro could staff the position as a Driver/Engineer to reduce costs or as a Captain to provide higher-level administrative oversight and leadership within the training program. Decision-makers must weigh the additional cost of higher-ranking officers against the operational benefits of enhanced training oversight

*Figure 72. Training FTE Add-On Costs*

Item	Driver/Engineer	Captain
Salary (Max.)	\$72,409	\$84,476
LOPFI Pension (24%)	\$17,378	\$20,274
Medicare (1.45%)	\$1,050	\$1,1225
Health/Dental (average)	\$7,946	\$7,946
Life Insurance	\$29	\$29
MASA	\$48	\$48
<b>Total</b>	<b>\$98,860</b>	<b>\$113,998</b>





## Recommendation 2–D: Add Additional Radio Operators to the 911 Communications Center

It is recommended that the City of Jonesboro add additional radio operators to the 911 Communications Center to address the increasing call volume of the Jonesboro Fire Department and ensure the safe and efficient management of emergency communications. As emergency call volumes continue to grow, the workload placed on existing dispatch personnel has reached a point where it may compromise operational effectiveness and responder safety.

Currently, it is not uncommon for a single dispatcher to be responsible for monitoring multiple radio channels while simultaneously handling call-taking duties. This practice creates a significant risk of missed or delayed radio transmissions, particularly during high-tempo incidents where seconds can mean the difference between a successful outcome and a critical failure. Fireground communications require constant vigilance and clear, timely information exchange between field units and the communications center. Overburdened dispatchers may unintentionally miss critical updates such as mayday calls, changes in incident conditions, or urgent resource requests.

Adding dedicated radio operators would significantly reduce these risks by ensuring focused monitoring of JFD channels and improving the overall situational awareness of dispatchers during active incidents. This investment would enhance firefighter safety, improve response coordination, and increase the resilience of the City of Jonesboro's emergency communication infrastructure as a whole. As the city grows and public safety demands rise, staffing the 911 center to meet operational needs is essential to supporting a modern, responsive fire service.

## Recommendation 2–E: Conduct Regular Reviews of Compensation Structures and Market Competitiveness with a Regional Focus

Attracting and retaining skilled personnel is essential for the Jonesboro Fire Department to maintain effective and reliable service delivery. To support this, it is recommended that the City of Jonesboro and JFD conduct regular reviews of current compensation structures, market competitiveness, and overall compensation philosophies. These reviews should include both internal assessments and comparisons to regional peer departments, not just statewide averages, since neighboring and nearby fire departments often represent more realistic competitors for recruitment and retention.



Focusing on regional comparables allows JFD to better understand local market conditions and ensure compensation packages remain competitive with departments in close proximity. This approach is crucial because employees often consider neighboring agencies with similar community sizes and cost of living when making career decisions. Addressing these factors can help reduce turnover and support long-term workforce stability.

The City of Jonesboro should also explore incentive and pay progression programs that reward skill development and career advancement outside of formal promotional tracks. Such programs have proven effective in improving employee morale, retention, and professional growth opportunities, especially in departments where promotional positions are limited. Regularly updating and communicating compensation philosophies will help ensure JFD remains an attractive employer and can sustain a qualified, motivated workforce.

### **Recommendation 2-F: Construct Fire Station 8**

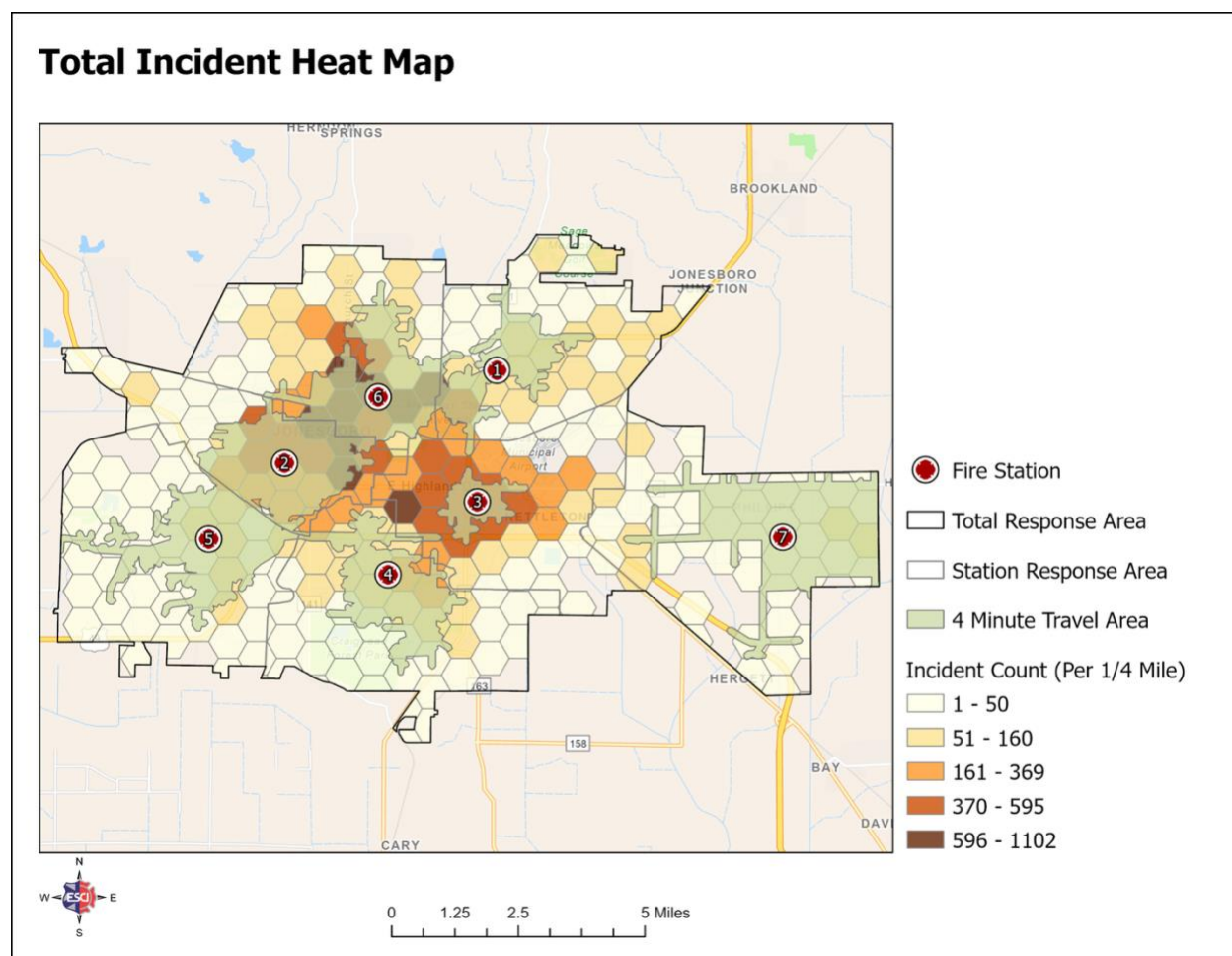
The City of Jonesboro should move forward with the development and construction of Fire Station 8 to improve fire and emergency medical service (EMS) delivery, address existing service gaps, and meet future demands driven by population growth and development patterns. ESCI has reviewed system performance metrics, incident density, population distribution, and geographic response coverage.

Fire departments must balance the cost of expanding services with the expectations and safety needs of the community. Although there is no universal threshold to trigger the need for a new station, ESCI recommends applying a combination of incident volume, population growth, and geographic response gap criteria to determine appropriate fire station placement.

ESCI's analysis shows that a central portion of the City of Jonesboro exhibits high call demand and increasing development density but lacks sufficient response coverage within recommended time benchmarks. The location of Fire Station 8 should be centered within this underserved region to optimize travel times and reduce the burden on existing units, especially those already experiencing high call volumes and concurrency issues. In evaluating service coverage, ESCI considered nationally recognized standards including a four-minute response time for initial arrival of emergency resources. This standard is used to assess equity in protection, especially for higher-risk occupancies such as residential neighborhoods, commercial districts, and institutional facilities.

The following figure illustrates the current four-minute travel time polygon overlaid on the total incident heat map. This visualization highlights the relationship between incident demand and existing station coverage. Areas with a high concentration of incidents that fall outside the four-minute travel time polygon indicate locations where response times may be extended due to the lack of a nearby station. These gaps in coverage suggest that the current station distribution does not fully align with the highest areas of service demand. Identifying and addressing these areas is important for improving overall response performance, particularly for time-sensitive emergencies such as cardiac arrests and structure fires where rapid intervention is critical to saving lives and limiting property damage.

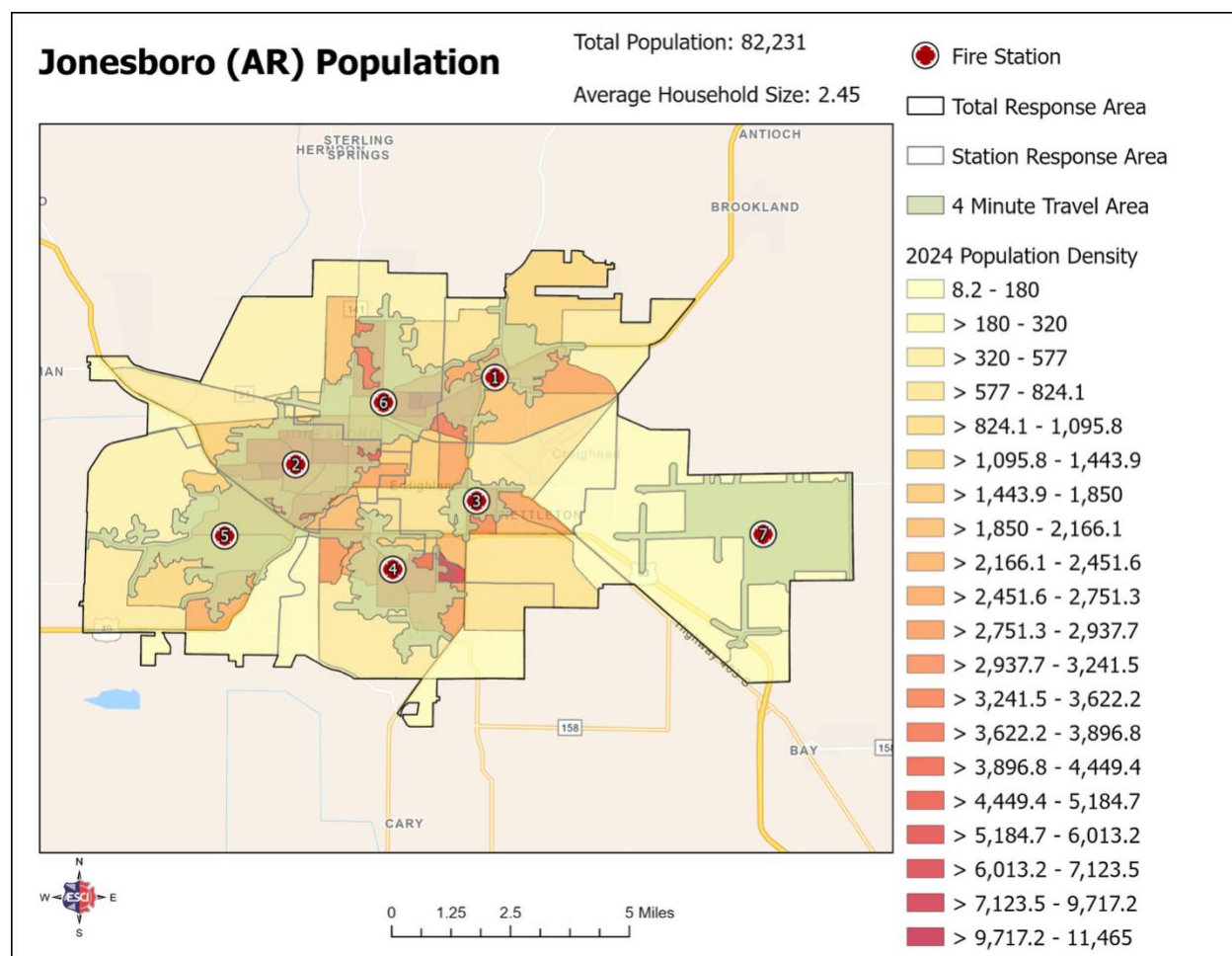
Figure 73. Four-Minute Travel Time with Heat Map



The following figure presents the four-minute travel time polygon overlaid on the population density map. Because population distribution is the primary driver of emergency service demand, this visualization is an important tool for evaluating

coverage. Areas with higher population densities that fall outside the four-minute travel time polygon represent locations where a significant number of residents may experience longer response times during emergencies. Identifying these gaps helps prioritize future resource allocation and station placement to ensure that growing or densely populated areas receive timely emergency services.

Figure 74. Four-Minute Travel Time with Population Density



### Key Factors Supporting Fire Station 8

- **Population Growth and Urban Expansion:** The City of Jonesboro's central core and surrounding neighborhoods continue to grow in both residential and commercial development, increasing service demands on JFD.
- **Incident Volume:** Incident heat mapping reveals that this area accounts for a significant portion of the City of Jonesboro's emergency calls, indicating an immediate need for localized resources to reduce response times.



- **Response Time Gaps:** Current coverage modeling shows that portions of the City of Jonesboro fall outside the desired four-minute response area from existing stations, presenting a challenge to meeting operational benchmarks.
- **Call Concurrency and Unit Workload:** Rising incident numbers can lead to multiple overlapping calls, stressing the available resources and delaying response to subsequent emergencies.
- **Risk Reduction and Equity:** The new fire station would provide timely service to previously underserved areas, improving overall system effectiveness and promoting community equity in emergency protection.

### *Strategic Planning Considerations*

- **Location:** The station should be strategically located based on incident density, road networks, and anticipated development patterns to maximize impact.
- **Staffing:** Although adding a fully staffed new unit presents a cost challenge, ESCI recommends a cost-conscious strategy by initially staffing Fire Station 8 through the reallocation of an existing unit. One potential option would be to relocate the ladder truck from Station 2 or Station 4, which currently house multiple units. This approach would provide immediate response capability from Station 8 without requiring the hiring of new personnel, helping to reduce initial operating costs. Over time, as call volume and development continue to increase, JFD could reevaluate and expand staffing at Station 8 through additional hiring, ensuring long-term sustainability and effectiveness. The initial unit assignment should be determined based on community risk analysis and operational need (e.g., whether an engine, ladder, or combination unit is best suited for the area).
- **Revenue and Cost Planning:** The City of Jonesboro should monitor revenues from development (e.g., assessed valuation, impact fees) and consider long-term funding mechanisms to support capital and operational costs.

### *Cost Estimates*

Some important considerations will impact the ultimate cost and timing of constructing a new fire station in Jonesboro:

- It is possible to construct a fire station for more or less than these estimates; however, engaging a qualified architect with demonstrated expertise in fire station design will be essential to develop accurate cost estimates and ensure the facility meets operational needs.
- These estimates assume a 12,000-square-foot station based on typical modern fire station design. ESCI was not contracted to conduct space programming, and final square footage should be validated during the design phase.



- These figures include soft costs and contingencies but do not include the cost of purchasing fire apparatus or hiring, training, and employing personnel to staff the new station.

*Figure 75. Estimated Fire Station Construction Costs (12,000–Sq.–Ft. Station with 25% Soft Cost and 15% Contingency)*

Fire Station Construction Costs	
Projected Size – Square Feet	12,000
Site Size	Three Acres
Square Foot Cost Range	\$500.00 - \$750.00
Land Costs (Three Acres)	\$1.5 million
2025 Total Project (No Land)	\$6.00 - \$9.00M
Bid 2026 (No Land)*	\$6.3M – \$9.45M
Bid 2027 (No Land)*	\$6.62M – \$9.92M
Bid 2028 (No Land)*	\$6.95M – \$10.42M
Bid 2029 (No Land)*	\$7.29M – \$10.94M
Bid 2030 (No Land)*	\$7.65M - \$11.48M
Foundation	Concrete
Exterior Wall	Masonry
Interior Wall	Wood frame/masonry
Roof Type	Metal clad
Floor Type	Concrete
<i>*5% inflation used for each year</i>	

The projected cost to construct a 12,000–square–foot fire station in Jonesboro in 2025 ranges from \$6.0 million to \$9.0 million, excluding land acquisition. Land costs for a three–acre site are estimated at \$1.5 million. With an assumed 5% annual construction inflation rate, the total project cost could rise to between \$7.65 million and \$11.48 million by 2030 if delayed.

This investment reflects a modern fire station design capable of supporting multiple apparatus bays, living quarters, training and support spaces, and administrative functions. Although significant, this capital investment is necessary to meet the growing service demands of the City of Jonesboro and to maintain nationally recommended response times in high–growth areas. Early site selection, architectural programming, and funding commitments will be critical to control costs and avoid additional inflationary impacts.





## Recommendation 2–G: Establish a Structured Internal Development Framework for Succession Planning

To further support succession planning efforts within the Jonesboro Fire Department, it is recommended that JFD develop a formal internal development framework that aligns career progression with years of service, certifications, and educational achievements.

Such a framework provides a clear and objective roadmap for professional growth and promotion readiness. By recognizing and rewarding accomplishments in training, experience, and education, JFD can more effectively prepare personnel for leadership roles while promoting transparency and consistency in advancement opportunities.

The following figure shows an example framework, although JFD should tailor specific criteria and requirements to fit the needs and structure of the organization.

*Figure 76. Example Career Development and Succession Planning Matrix*

Level	Years of Service at Prior Rank	Certifications	College Credits/ Degree
Driver/ Engineer	4	<ul style="list-style-type: none"><li>• Driver/Operator – Pumper</li><li>• Driver/Operator – Aerial</li></ul>	N/A
Captain	2	<ul style="list-style-type: none"><li>• Fire Officer I and II</li><li>• Fire Inspector I</li><li>• ICS 300</li></ul>	30
Battalion/ Division Chief	2	<ul style="list-style-type: none"><li>• Fire Officer III</li><li>• Fire Instructor I</li><li>• ICS 400</li></ul>	60 or Associate's Degree
Assistant Chief	2	<ul style="list-style-type: none"><li>• Fire Officer IV</li></ul>	Bachelor's Degree
Chief	2		Master's Degree

This development model encourages continual learning, enhances organizational preparedness, and creates a succession pipeline by aligning leadership readiness with structured achievement benchmarks. The process should be reviewed regularly and adjusted based on evolving departmental goals, workforce trends, and regional best practices.



### Recommendation 2–H: Hire a Fire Services Data Analyst

To support operational planning, performance evaluation, and informed decision-making, it is recommended that the Jonesboro Fire Department hire a dedicated Fire Services Data Analyst. This position will enhance JFD’s ability to analyze and interpret response data, track key performance indicators, and ensure alignment with recommendations provided in this report.

The selected candidate should meet the qualifications outlined in NFPA 1022: *Standard for Fire and Emergency Services Analyst Professional Qualifications*. This ensures that the Fire Services Data Analyst is proficient in areas such as incident data analysis, performance metric evaluation, geographic information systems (GIS) mapping, and predictive modeling—all critical capabilities in a modern fire and emergency services organization.

This role will be instrumental in monitoring metrics tied to recommendations made throughout this report, including response time trends, staffing needs, unit hour utilization (UHU), and resource allocation. Additionally, the Fire Services Data Analyst will support JFD’s efforts to maintain its Insurance Services Office (ISO) Class 1 rating by ensuring JFD continues to meet the required documentation and reporting standards across all grading components.

The position can be structured as a civilian administrative role. Based on current industry benchmarks, a recommended salary range for a qualified Fire Services Data Analyst is \$65,000 to \$85,000 annually, depending on experience, credentials, and regional market conditions.

### Recommendation 2–I: Establish a Public Information Officer

During ESCI’s assessment, it was noted that the Jonesboro Fire Department currently lacks a designated Public Information Officer (PIO). Although the department’s current size may not necessitate a full-time, stand-alone PIO position, the growing need for effective internal and external communications, media coordination, and community outreach supports the creation of this role.

A designated PIO is vital for managing incident-related media inquiries, disseminating timely and accurate public safety information, coordinating social media, and supporting recruitment, education, and engagement initiatives. In today’s information-driven environment, this position also strengthens transparency and trust between a fire department and the community it serves.





To ensure cost-effectiveness and operational flexibility, it is recommended that this position be combined with other administrative support functions, such as:

- Social media management and digital content creation
- Grant writing and reporting
- Records management
- JFD newsletter or internal communication coordination
- Community risk reduction and education support

The position may be filled by either a sworn member with relevant experience and communication skills or by a civilian professional. For a civilian hire, the typical salary range for a PIO with public safety experience is approximately \$55,000 to \$70,000 annually, depending on qualifications and regional salary trends.

Designating a PIO, either full-time or as a hybrid role, will help JFD maintain a proactive communication strategy, improve public perception, and support key operational functions in line with modern fire service best practices.

### Recommendation 2-J: Long-Term Planning for Potential Fire Department-Based EMS Transport

As the primary mission of emergency medical services continues to grow within the fire service, ESCI recommends that the Jonesboro Fire Department begin long-term strategic planning for the potential addition of fire department-based EMS transport services. Although the City of Jonesboro is currently served by two private ambulance providers, there are ongoing concerns regarding their ability to maintain consistent and reliable service delivery over time.

As EMS now accounts for the majority of call volume in most departments, JFD has already taken proactive steps to enhance its EMS capability by increasing the number of certified personnel, with approximately two-thirds of suppression staff now holding EMT certifications. These efforts demonstrate JFD's commitment to improving prehospital care and providing high-quality service to the community.

Although immediate transition to fire-based transport is not being recommended at this time, ESCI strongly advises that JFD begin evaluating what would be required should long-term service issues arise with current third-party providers. This planning process should include:



- Assessing the community's EMS transport needs and identifying service gaps.
- Evaluating costs associated with apparatus, equipment, and personnel for fire-based EMS transport.
- Reviewing potential funding sources, including billing models, grants, and dedicated public safety taxes.
- Considering incremental approaches, such as limited transport capability or specialized interfacility transport, as a first phase.

Developing a contingency plan now will ensure JFD is prepared to act quickly if private EMS providers reduce service levels or are unable to meet future demand. A fire department-based transport service, if implemented, would provide the City of Jonesboro with greater control over EMS quality and reliability, ensuring consistent emergency medical care for its residents and visitors.

### *Cost-Benefit Considerations*

#### *Benefits of Fire-Based EMS Transport*

- Greater local control over EMS service quality and response reliability.
- Ability to ensure seamless integration between fire suppression and EMS response.
- Potential revenue generation through transport billing to help offset operational costs.
- Improved continuity of care by keeping EMS within the same responding agency.
- Enhanced ability to meet community expectations if private providers reduce services.

#### *Challenges & Costs to Consider*

- High initial capital investment for ambulances, medical equipment, and station modifications.
- Additional personnel costs for paramedics and EMTs.
- Administrative requirements for EMS billing and compliance with Medicare and insurance regulations.
- Ongoing training and continuing education requirements for advanced life support (ALS) personnel.

Despite these costs, many fire departments across the country have successfully implemented EMS transport services by leveraging billing revenue, public safety taxes, and grants (such as the Assistance to Firefighters Grant for EMS equipment).

The following table provides a general estimate of potential EMS transport revenue based on call volume and an average reimbursement rate of \$450 per transport (a conservative



figure based on national averages for BLS/ALS transport billing). Note: These figures are gross revenue estimates and do not account for billing collection rates, which typically range between 60% and 80% depending on payer mix.

*Figure 77. Projected EMS Transport Revenue*

Number of Transports	Average Revenue Per Transport	Projected Annual Revenue
2,500	\$450	\$1,125,000
3,500	\$450	\$1,575,000
5,000	\$450	\$2,250,000

It is also important to note that, although EMS transport is listed as a revenue source, fire departments rarely see a true net profit from transport operations. The revenue generated typically serves to offset a portion of the added costs associated with providing the service, such as personnel, equipment, and administrative expenses. The primary goal of fire-based EMS transport is to ensure reliable emergency medical care for the community, with financial recovery viewed as a means to reduce the overall burden on the City of Jonesboro's General Fund rather than as a profit-generating endeavor.

### **Recommendation 2-K: Consider Specialty Incentive Pay**

It is recommended that the Jonesboro Fire Department consider implementing specialty incentive pay for personnel who obtain and maintain advanced certifications in specialized areas such as Rescue Technician, Hazardous Materials Technician, and other technical disciplines critical to emergency response. Providing additional compensation for these specialized skills encourages personnel to pursue and maintain certifications that enhance JFD's operational capabilities and improve the level of service provided to the community.

Specialty incentive pay also serves as an effective recruitment and retention tool. Offering financial recognition for advanced skills can help attract qualified candidates who are seeking professional growth opportunities while motivating current members to remain with JFD. Retaining experienced personnel with specialized training reduces turnover, preserves institutional knowledge, and ensures that JFD maintains a highly skilled workforce capable of handling complex incidents.



### *Cost Considerations & Examples*

The cost of implementing specialty incentive pay will vary depending on the number of personnel certified and the incentive amount selected by JFD. Many fire departments provide stipends ranging from \$500 to \$2,000 annually per specialty certification, with some offering higher amounts for advanced technical skills or multiple certifications, such as:

- **Hazardous Materials Technician Pay** – Departments commonly provide \$1,000 to \$1,500 per year for technicians who maintain active certification and participate in team assignments.
- **Rescue Technician or Technical Rescue Team Pay** – Incentives typically range from \$750 to \$1,500 annually depending on the level of training and call-out responsibilities.
- **Multiple Certification Incentives** – Some agencies cap incentive pay at a maximum (for example, \$3,000 per year) regardless of how many certifications an employee holds, while others provide a set stipend for each certification.

Assuming between 25 and 50 firefighters hold or pursue these advanced certifications, the total annual cost could range from approximately \$25,000 to \$100,000, depending on the number of certifications recognized and the stipend amount chosen. These costs are relatively modest when compared to the benefits of retaining skilled personnel and improving specialized response capabilities.

By supporting the professional development of its members through targeted incentives, the Jonesboro Fire Department can enhance its technical response capabilities, increase retention of highly trained personnel, and continue providing high-quality service to the residents it protects.

### *Long-Term Strategies*

The long-term strategies are focused on initiatives projected for consideration within the next seven to fifteen years. These recommendations are primarily strategic in nature and are intended to support sustained community growth, maintain high levels of service, and ensure the Jonesboro Fire Department remains well-positioned to meet future challenges. Many of these strategies may not be necessary under current conditions; however, they address areas where there is a strong possibility of increased demand as the City of Jonesboro continues to grow and develop over time. By identifying these potential needs in advance, JFD and the City of Jonesboro can better prepare for



future service demands and continue providing effective and reliable emergency services well into the future.

### **Recommendation 3-A: Establish a City Emergency Manager Position**

It is recommended that the City of Jonesboro create a full-time Emergency Manager position dedicated to overseeing and coordinating citywide emergency preparedness, planning, and response operations. At present, emergency management responsibilities within the city fall under the broader umbrella of Craighead County. Although collaboration with the county has been positive, the absence of a dedicated city-level emergency manager limits the City of Jonesboro's ability to focus on its own preparedness and response needs with the continuity and specificity required.

This new position may be either a civilian or sworn role and would fall under the organizational structure of the Jonesboro Fire Department, an approach that is commonly used by fire departments across the United States. Housing the role within JFD leverages its existing experience in incident command, training, and interagency coordination. Alternatively, the City of Jonesboro may choose to establish a standalone Office of Emergency Management to provide citywide leadership and strategic direction on emergency preparedness and resilience. Either structure would allow for a focused approach tailored to Jonesboro's unique risks and operational landscape.

The Emergency Manager would be responsible for maintaining and updating the City of Jonesboro's emergency operations plan, coordinating response activities during major incidents, organizing citywide training exercises, applying for and managing emergency management grant funding, and serving as the primary liaison with state and federal emergency agencies. This role would also strengthen collaboration with key community stakeholders such as Arkansas State University, local healthcare providers, and private industry. Establishing this position would enhance the City of Jonesboro's preparedness, improve response coordination, and significantly bolster the city's overall emergency management capability.

### **Recommendation 3-B: Develop a Community Paramedicine Program**

The Jonesboro Fire Department should pursue the development of a community paramedicine program to address the growing and complex healthcare needs of residents and visitors. Community paramedicine uses trained EMS personnel to deliver in-home care and follow-up visits to individuals with chronic health conditions, recent hospital discharges, or those who frequently use emergency services. This approach



helps stabilize patients before their conditions escalate into emergencies, ultimately reducing unnecessary 911 calls, emergency transports, and emergency department visits.

Much like fire prevention programs reduce fire incidents, a community paramedicine program improves public health while easing the operational strain on a fire department's EMS resources. National studies suggest that approximately 15% of emergency room transports could be safely treated in non-urgent settings. Implementing this program would help JFD operate more efficiently, improve patient outcomes, and redirect emergency resources where they are most needed.

Key to the program's success will be strong partnerships with Arkansas State University and local hospitals. ASU can provide valuable academic support, including program development, data analysis, and student involvement from nursing, public health, and emergency management programs. Faculty and students may also assist with patient outreach and wellness checks, providing educational benefits while supporting public health. Local hospitals can contribute by identifying high-risk patients, coordinating post-discharge care, and sharing patient outcome data to improve care continuity.

These partnerships can also help offset the costs of the program. ASU may be able to provide grant-writing support or secure academic grants related to public health innovation. Hospitals that benefit from reduced re-admissions may also contribute financially or provide in-kind resources such as medical supplies, training support, or shared staffing. By leveraging these partnerships, the Jonesboro Fire Department can reduce startup and operational costs while building a sustainable and impactful community paramedicine program that enhances care delivery across the city.

### Recommendation 3-C: Add a Logistics Manager Position

It is recommended that the Jonesboro Fire Department create a dedicated Logistics Manager position to oversee the management of critical supplies and assets, including uniforms, personal protective equipment, firefighting gear, and other departmental property. This role would ensure that inventory is accurately tracked, maintained, and replenished in a timely and efficient manner, reducing delays and improving operational readiness.

The Logistics Manager position could be staffed as either a sworn firefighter or a civilian employee, depending on departmental needs and available resources. Having a focused employee managing logistics will streamline supply chain processes, support daily



operations, and free up other personnel to focus on emergency response and training activities. This investment will enhance overall departmental efficiency and ensure that firefighters consistently have access to the equipment and resources they need to perform safely and effectively.

Staffing the Logistics Manager as a sworn firefighter would cost approximately \$98,860 annually if filled by a Driver/Engineer and \$113,998 annually if filled by a Captain. These figures represent the full annual compensation package, including salary and benefits, required to maintain a sworn position.

Although using a sworn firefighter ensures operational experience and familiarity with departmental logistics, it also represents a significant ongoing financial commitment. A civilian hire, by contrast, would likely reduce long-term costs, although it may require initial training to gain familiarity with specialized firefighting equipment and PPE standards. The decision will depend on balancing financial sustainability with the operational benefits of having a sworn member with fire department experience in this critical support role.

*Figure 78. Logistics Manager Add-On Costs*

Item	Driver/Engineer	Captain
Salary (Max)	\$72,409	\$84,476
LOPFI Pension (24%)	\$17,378	\$20,274
Medicare (1.45%)	\$1,050	\$1,1225
Health/Dental (average)	\$7,946	\$7,946
Life Insurance	\$29	\$29
MASA	\$48	\$48
<b>Total</b>	<b>\$98,860</b>	<b>\$113,998</b>

### **Recommendation 3–D: Consider Minimum Staffing of Four Personnel on All Fire Department Units**

It is recommended that the Jonesboro Fire Department work toward staffing all frontline apparatus with a minimum of four (4) firefighters per unit. This staffing level enhances firefighter safety, improves operational effectiveness, and aligns with the best practices outlined in NFPA 1710: *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*. Additionally, the Insurance Services Office (ISO) evaluates deployment and staffing as part of its fire department scoring system, and



meeting the four-person minimum can positively impact future ISO evaluations and help maintain Jonesboro's ISO Class 1 rating.

ESCI acknowledges that implementing this recommendation in full would carry a significant cost. To meet this standard department-wide, Jonesboro would need to hire approximately 21 to 24 additional firefighters, or seven (7) to eight (8) per shift, accounting for standard staffing factors such as time off, leave, and training. As a phased approach, Jonesboro Fire Department could begin by staffing units located in single-company fire stations (stations housing only one apparatus) with a minimum of four (4) firefighters. These stations often respond alone to emergencies in their first-due areas, and increased staffing at these locations would offer the most immediate safety and operational benefits.

The total annual cost of adding one firefighter at top pay is estimated at \$85,442. This amount consists of a base salary of \$61,713, LOPFI pension contributions at 24% (\$14,811), Medicare at 1.45% (\$895), health and dental coverage averaging \$7,946, and life insurance and MASA emergency transport coverage totaling \$77 annually.

When projected across the estimated staffing need, the total annual cost would range from approximately \$1,794,282 for 21 firefighters to \$2,050,608 for 24 firefighters. These projections are based on current pay and benefit structures and may vary in the future due to economic conditions, labor costs, or changes in benefit rates.

*Figure 79. Add-On of 21–24 Firefighters*

Item	Costs
Salary (Max)	\$61,713
LOPFI Pension (24%)	\$14,811
Medicare (1.45%)	\$895
Health/Dental (average)	\$7,946
Life Insurance	\$29
MASA	\$48
Total per Firefighter	\$85,442
<b>Total for 21 Firefighters</b>	<b>\$1,794,282</b>
<b>Total for 24 Firefighters</b>	<b>\$2,050,608</b>

### Recommendation 3–E: Fire Station 9

The City of Jonesboro should continue to evaluate citywide growth patterns, incident demand, and response time performance as part of a long-term strategic approach to





emergency service planning. Although ESCI's current analysis does not identify an immediate operational need or a clearly defined location for Fire Station 9, future conditions may warrant the addition of another facility as the city continues to expand.

As population density increases and development spreads into new areas, changes in service demand and response performance can create emerging gaps in coverage. It is essential that decisions regarding the construction and placement of future fire stations be grounded in real-time performance data, call volume trends, and geographic response modeling.

ESCI recommends that the City of Jonesboro regularly conduct system-wide reviews of incident locations, response time compliance, and call concurrency to identify when and where additional resources may be needed. Based on current growth trends, three potential long-term locations for a future Fire Station 9 include:

1. **The northeast area** of the city, which may see residential and commercial expansion.
2. **The northwest area** of the city, as new developments continue to stretch response capacity.
3. **A central location between Fire Stations 3 and 7**, which may improve overall balance and reduce overlapping service demands in that corridor.

It is important to emphasize that the placement of any new station should be a data-driven decision supported by comprehensive analysis. Factors such as road infrastructure, traffic conditions, land use, population density, incident types, and anticipated development should all be considered. In conclusion, although the need for Fire Station 9 is not immediate, proactive planning and regular evaluation will allow the City of Jonesboro to respond efficiently and effectively to future service demands as the city evolves.

### **Recommendation 3-F: Monitor Unit Workload and Consider Future Unit Expansion**

At the time of this evaluation, ESCI did not identify any immediate concerns with unit workload, as measured by unit hour utilization (UHU), across the Jonesboro Fire Department. However, with steady increases in call volume anticipated over time, overall UHU is expected to rise as well.



Maintaining appropriate UHU levels is critical to ensuring that response units remain available for emergency calls and that response times remain within acceptable ranges. As UHU levels increase, the risk of delayed responses and resource strain also increases.

It is recommended that the Jonesboro Fire Department continually monitor the UHU of all frontline units. For example, if units such as Engine 3 experience sustained increases in UHU, it may become necessary to evaluate the need for an additional unit to be staffed at Fire Station 3. This proactive step would help balance workload, improve operational reliability, and maintain high service levels within that response area.

### **Recommendation 3–G: Establish a Chief of Staff Position**

To support the increasing administrative demands on the Fire Chief and Assistant Chief(s), ESCI recommends the creation of a Chief of Staff position within the Jonesboro Fire Department. This role would serve as a key advisor and coordinator, managing high-level projects, interdepartmental communications, and strategic initiatives to ensure JFD operates efficiently and remains focused on its long-term goals.

The Chief of Staff position could be structured as either a sworn or civilian role, offering flexibility based on internal capacity and candidate qualifications. If designated as a sworn position, this role could be assigned at the Captain rank, which would not only align with operational command structure but also contribute to JFD's succession planning efforts by offering a pathway for personnel preparing for executive-level leadership. Adding this position will help offload routine and strategic administrative tasks from the Fire Chief and executive team, allowing them to focus more directly on leadership, policy, and community engagement.



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# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

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MINUTES FOR THE CITY COUNCIL MEETING ON NOVEMBER 18, 2025



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes City Council

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Tuesday, November 18, 2025

5:30 PM

Municipal Center, 300 S. Church

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### PUBLIC SAFETY COUNCIL COMMITTEE MEETING AT 5:00 P.M.

#### 1. CALL TO ORDER BY MAYOR HAROLD COPENHAVER AT 5:30 P.M.

#### 2. PLEDGE OF ALLEGIANCE AND INVOCATION

#### 3. ROLL CALL (ELECTRONIC ATTENDANCE) INITIATED AND CONFIRMED BY CITY CLERK APRIL LEGGETT

**Present** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent** 2 - David McClain and LJ Bryant

#### 4. SPECIAL PRESENTATIONS

*Mayor Harold Copenhaver said, It's a good time of year, Council, and it's always nice to stand before you, as always. But this evening, I'd like to recognize, we have a new member to our team. Before he stands, I want to give you a little bit of background. His name is Chris Richey from Benton, Arkansas. He's going to be the city's new Director of Grants and Community Development. His previous experience includes being the Chief Executive Officer of the Boys and Girls Clubs of Saline County, where he led the development, submission, and stewardship of federal, state, local, and private foundation grants. He also oversaw the communication of all structural and operational details for board review and approval for facilities operated by the organization. He also previously served as the Executive Director of the Phillips County Chamber of Commerce. He also represented Helena-West Helena in District 12 in the Arkansas House of Representatives. In those roles, he advocated for economic development, educational issues, and job training through organizational programming and collaborations with local, state, and national organizations. Having known Chris through the legislature, I'm excited to bring his experience, knowledge, and integrity to the City of Jonesboro to fill one of our most important roles, Community Development and Grants. Two areas that are crucial for the growth at the highest level of the City of Jonesboro. As Grants and Community Development ritual oversee and direct all operations of the department, including grant management, neighborhood initiatives, community and economic development. He's a graduate at Ouachita Baptist University where he earned his bachelor's degree in history and political science. He holds a master's degree in history at Arkansas State University that was awarded in 1995. Chris and his lovely wife Holly, they have two children. He's now on a sub and he has a young son that's in 10th grade. They plan on making their home here in Jonesboro. So, I would appreciate Council and those in the room tonight to give a warm welcome, a Jonesboro welcome to Chris Richey as our new Grants Director.*

[COM-25:052](#)

## THANKS FOR GIVING COMMUNITY VOLUNTEER AWARD RECOGNITION

*Mayor Harold Copenhaver said, Now on to a part of the community that this time of year, it's always a joyful season for many and humblesome for others. But this is Thanks for Giving Community Volunteer Awards in 2025 and it's sponsored by Centennial Bank of Jonesboro. This is where we recognize the contributions of our community volunteers who Thanks for Giving Community Volunteer Awards. These dedicated individuals selflessly give of their time, talents, expertise, and resources to support the vital work of our city departments and make a meaningful impact in our community. They're essential to our community. The success of many programs and initiatives have benefited our residents and enhance the quality of life right here in Jonesboro. Without their dedication and service, many of these initiatives would simply just not be possible. We extend our heartfelt gratitude to Centennial Bank for sponsoring this effort to honor these outstanding individuals. Together, we collaborate the commitment with a positive difference they make every day. So I'm going to begin this evening. Brittany, if you would please come up, she represents Centennial Bank. The first awardee is Pastor Matt Smith. Pastor Matt, if you would, please come forward. Pastor Matt, who I've known for quite a while. He is a Pastor of Refuge Church and Assembly of God. He serves our community with exceptional dedication as the Chair of the Mayor's Faith Advisement Council and sponsor of the E-911 Dispatch Center. The Mayor's Faith Advancement Council meets monthly with the city administration as a bridge between the City of Jonesboro and our diverse faith communities. The purpose is to provide insight, guidance, and support on community needs while fostering collaboration and open communication. The council spends time in prayer together over concerns and helps strengthen outreach efforts with insight from pastors perspectives to promote a more connected and a compassionate Jonesboro. Pastor Smith has been instrumental in strengthening, the partnership between the faith communities and the public safety through his development and initiative of programs that empower faith leaders to adopt dispatch centers, offering support, encouragement, and vital resources to our dispatchers. Often, on a first point of contact during an emergency. His efforts exemplify the spirit behind, Thanks for Giving Community Volunteer Awards. Thank you again and congratulations.*

*Ms. Shalinda Woolbright, would you please come forward. Now, mind you, I don't think they truly knew what they were receiving this evening. So, it's once again an honor, and I tell you, this woman has a heart. I can't explain it because very few people are given heart that you have. She's the Founder and Executive Director of NEA Divine Intervention. Ms. Woolbright has emerged as a transformative leader whose passion and dedication significantly strengthened the Jonesboro community. A work from her heart under her tenacious leadership, that is right, NEA Divine Intervention has grown to a critical peer based recovery support organization offering nonjudgmental safe zones for individuals struggling with substance abuse, mental health challenges, homelessness, and more. Under her direction, NEA Divine Intervention has expanded both in physical presence and in scope. The organization recently moved to a larger facility within Jonesboro, over 8,000 square feet, designed for more welcoming spaces and a functional facility, which includes a dedicated room such as the Dress for Success clothing room to help clients prepare for work and reentry into our community, as well as game room, kitchen, art room, and conference space. Ms. Woolbright works exemplify the spirit of volunteerism and community service, with a vision that goes beyond the crisis. The vision entails building long term infrastructure to sustain recovery and empower community all together, which directly affects our community. So, I want to say thank you Shalinda. Thank you so much. Congratulations.*

*And last, but not least if Colonel C.H. Overbay would come forward, please. Thank you.*



*It's an honor. Colonel Overbay has long served not only in the City of Jonesboro, but our nation. He served it with pride, perseverance, and unsurpassed patriotism. The latest contribution to his service record is working with city leadership, and myself, to help navigate often complicated waters of assistance to veterans who need our support more than ever. Veterans who are struggling with mental health challenges, financial struggles, and even homelessness. Previously, Colonel Overbay worked to modernize the Craighead County Veterans Service Office and now proudly serves on the Board of the Beck Center, which helps streamline the challenges and barriers to recovery for one's homeless heroes who begin their path to recovery. I am honored to present this award to a friend of the veteran community, Colonel Overbay not only for his support of the City Jonesboro, but for his lifetime of service of the United States of America. We want to express our appreciation to each of you for your service this evening, but it goes above self, and that's what this reward is. You are making an influence and a difference in our community. Thank you so much, Colonel.*

*Council, thank you for allowing the time this evening for that to be done. It's really critical that we show those that really give of their time in the community in a very positive manner, and they do so without getting a pat on the back, so it's nice to have that done every now and then.*

**Read**

[COM-25:048](#)

PRESENTATION BY JOHN KEETING BAKER OF MITCHELL, SELIG, GATES & WOODYARD, P.L.L.C. REGARDING FOIA CHANGES

**Attachments:** [2025-07-10 FOIA Overview.pdf](#)

*Mayor Harold Copenhaver said, we do also have a presentation this evening by John Keeting Baker of Mitchell, Selig, Gates, and Woodyard, P.L.L.C. regarding FOIA changes, and I think this is an important update for Council and all of our committees to hear, so.*

*Mr. Baker said, thank you, Mayor. Thank you. I represent several governmental bodies all around Arkansas and we have seen significant changes this legislative session in the Freedom of Information Act, and I have been going to many of my clients to train them and make sure they're aware of these changes. City Attorney Duncan invited me to come visit with you about this presentation because it is important and these are some significant changes that affect this body. You have been given a six-page outline of my view of those changes, and I'm not going to go through all six pages, but I do want to start really with what I think is the most important point. If you'll turn the page three, and that's number three. This is probably the most significant change worked over by this law and it is a fundamental change in the way governing bodies do their work. Historically, you have been permitted to talk to one another outside of public meetings about the business that comes before the council. That has been the way it has been for a long, long time. Well, that has now changed because the legislature believes that all of your deliberations and discussions, your views about your opinions on a topic, your views about opposing a topic, all of those things are now required to be discussed among you only in a noticed public meeting. And that is a fundamental change in the way things have been done in our state for long as any of us can remember. And so, and now there are teeth involved. If you decide to violate these new laws, citizens or even a fellow council person, can ask a court to invalidate the action you vote on, on the topic that you may have discussed outside of a public meeting. And, we have to be real careful here. So it's not only you orally talking amongst each other about the topics that may come before this body, it's texting each other, it's messaging each other, it's emailing each other. You can't do anything of that. The legislature wants the sausage of public policy making to be made only in this room so the public can hear it. That is where*

you are to discuss it now only. So that is a big change in the way you have operated if you've been in a governing body. And so I want to give you a few examples of pitfalls that I think are out there. You can talk to your constituents about these issues. That's not changed, okay? That has no restriction, but listen to this quick fact pattern. Let's say that there's a forum online, whether it's a post, a thread, on some social media, about some event or issue in the city and you decide you want to weigh in on it and you type up a response. Well, what if several other members of your governing body are also on that post or able to be a part of that communication, that arguably, is a violation now of this, because the two of you, as members of this governing body, are communicating about a topic that is coming before the body. And you didn't mean to do that, you didn't intend to communicate with your fellow council member, but if you both are on the feed, you both have access to the feed, a creative lawyer could make your life hard. And so here's the deal. I recommend strongly that you talk to one another about matters that are to come before this body, only in this room, and only in a noticed meeting, where the issue can be vetted and aired in public. That is the significant change. There are others. I want you to read the summary. That is a huge change, though.

Now, can you ask one another for background information? That is an exception to this. You can. So if you want to ask your fellow council member, hey, on this agenda item, can you give me some background information on X, Y, and Z, please? You can do that. You can also ask that of staff. Staff can ask you of that. But you can't talk about your views on the actual issue at hand. How you're leaning, your views, for or against it, you can't solicit what are your thoughts, Council member Moore on that agenda item? You can't solicit each other's views on it? It is tightened down much more than we've ever seen before. And so I caution you to proceed and really read this, talk to your city attorney, whenever you have questions about this new law because it has teeth in it, and your actions can be invalidated by a court if it can be shown that someone has violated this in connection with that matter that got voted on. So this is a big seat change and so I want to answer any questions you have. I'm mindful of your time, but I hope you review this closely and seek counsel because we are in a new regime now as a governing body members. And, this is effecting every one of you guys around the state, planning commission, public facilities boards, A&P commissions. I mean everybody's affected by this. You're not the only one. Don't feel put upon. But, what questions can I answer tonight?

Councilmember John Street said, this is very timely. We have an item on the agenda tonight, it's on second reading, and it was weighed in on in an email just last week by a councilperson. Would we have to start that process over again, or would we just continue where it's at tonight so that it would not be invalidated? I mean that councilperson just expressed their opinion on this particular agenda. Mr. Baker replied, so yeah, the problem is the new law doesn't tell you what to do if somebody has stumbled into an error or how to clean that up, or how to clean the slate. The law, unfortunately, does not tell us or give us any guidance on that. I think your city attorney may have some views on that. I have some ideas as well. I don't know if Carol if you want to weigh in. City Attorney Carol Duncan said, I anticipated that this might be a question tonight and I think that the best...there is no guidance, right? It doesn't say, oh, if this happens, do this, right? Because most of it didn't anticipate us finding out about a violation prior to a vote, I think, on the issue. So, or a potential violation, I would say that the best, I think best way for us to move forward would be, the legislation's on second reading to tonight, and the legislation we're referencing just for the public and anybody in question is ORD-25:037, which is the legislation proposing a change to the code involving registration, licensing of boat trailers and recreational vehicles on private lots. I think that whatever the desire of the Council is as far as what delay you think is sufficient for the public to be able to weigh in, I believe the best way to move forward would be to hold the legislation, either keep it

on second reading until next time, or keep it on second reading for 30 days. Whatever Council thinks is an appropriate amount of time, just kind of hold it where it is. Allow any member of the press or public time to request a copy of the correspondence, review it, and appear at a public meeting if they want to speak to it, and give them time to have a full understanding of what the potential violation was, even though I don't know if it was an intentional at the time, right? This is new to all of us. But give them that opportunity to express their views and or speak to the issue and see what the communication was so that we're above board in all respects on that, before we vote on it. I think that's the cleanest way to...nobody can predict what a court would do with it, right, if it ever got there. But I think at least that would show a judge that we tried to act in good faith to notify the public of what we think could have been a potential violation and give them an opportunity to respond to it. Does that make sense? That's my best offer of guidance. Mr. Baker replied, and I think another option is literally to pull that item from the agenda and make it start over. That's the other option. But even that is no guarantee that the court could not invalidate something. But that idea that Carol has is good one as well. You're all in uncharted water here, all of us are. So we're going to have to come up with some...I don't advise that you sweep it under the rug and not acknowledge it because that to me is when you're really going to get hammered by a judge. Ms. Duncan said, correct. Mr. Baker continued, people need to come forward and say, "Look, I believe we may have had it inadvertent communication that shouldn't have occurred. Get it out to the sunshine is my advice, but how to do that, I'm going to let your City Attorney give you the final advice on that. But, I'm just here to make sure everybody understands how serious this change is because it is serious. Yes, ma'am.

Councilmember Janice Porter asked, supposing one of us is appearing before a political group and we are asked questions by the audience or quizzed as to how we feel about certain issues, would giving an answer potentially be a violation? Because the word could be disseminated to our other councilmembers, how we feel? Mr. Baker responded, no, I don't believe that that fact pattern presents a problem. Now, if Dr. Coleman is in the same room at the time you are conversing and sharing these views, that's a problem. Because now two of you are communicating. He has ears. You have a mouth. You're communicating about an issue. That's a problem I believe or vulnerable to a problem. Ms. Duncan said, I might also err on caution if it's being recorded or broadcast over social media if the meeting is being recorded or broadcast, then maybe you say, thank you, I'm just here to get input and I'll come to council or watch us and you'll see where I stand on this. Mr. Baker replied, well, that's true. Councilmember Porter said, basically, that was my concern because it would be similar to the email. Ms. Duncan said, and maybe not all meetings are broadcast, right? But some are. So just be aware of. Councilmember Porter replied, some are. Yeah, you never know who has a phone. Ms. Duncan said, well, I mean, there's that. Mr. Baker said, but if they're live feeding it on a blog or on a social post that Dr. Coleman has fed into and tapped into or any of you, then we have that problem where you are communicating with another member of the governing in real time. Ms. Duncan replied, whether you know it or not. Now, my advice is always going to be to err on the side of caution. Mr. Baker said, but you can't be muzzled from talking to your constituents. I mean, you're elected to represent them. So, you just have to be careful in the context and setting that you communicating with your constituents. That has not been muzzled.

Councilmember Chris Moore said, counselors, Dr. Coleman and I like to hold Town Hall meetings in our ward, and during those events, we're both present, and then we field questions from the audience on topics that may or may not come before the Council or have been before the Council, is that a violation even though it's a public meeting? Ms. Duncan stated, I think they do publicize those ward meetings so that anybody in media and anybody that wants to attend can be there. That is publicized,

if that helps. Mr. Baker replied, I think that may be permissible. Councilmember Moore said, that's just the general idea of a Town Hall meeting. We publicize that we are going to be there and we show up to answer and field questions in our ward. Since both of us represent the same ward, we're both there present together. Mr. Baker replied, yeah, I would like to ponder on that a little bit because the notice you're giving is not for a meeting of the governing body. It is a meeting where two governing body members are present. It's the old duck blind notice that Game & Fish always gives. When three Game & Fish commissioners go duck hunting together, they give a notice just to make sure if anybody got mad about it, they could say, they gave notice of a potential public meeting. I would want to think a little bit about that. Councilmember Moore said, well, while you're thinking about that, also think about the fact that Dr. Coleman and I also like to attend other councilmembers ward meetings. So for instance, there was a ward meeting held over at Allen Park a couple of months ago and I think there was probably four or five councilmembers present in addition to the two from that ward. So, it's not just Dr. Coleman and I in our ward, but it's a called public meeting and as elected officials, we feel obligated to go and listen to the constituents' complaints, even if they're not in our ward. Mr. Baker stated, and it's laudable. Ms. Duncan said, I would say that listening is not the problem. It's responding with an opinion or we will present legislation on that or you know, that type of thing that would go into the danger zone. Councilmember Moore replied, obviously, you haven't been to the Town Hall meetings. Ms. Duncan said, I understand that people want you...oh, I have. Councilmember Moore said, you attend a Town Hall meeting, you're going to be asked a question. Ms. Duncan replied, you are. Councilmember Moore said, Carol, so how come you didn't get the Citizens Bank building down sooner? Ms. Duncan replied, right, and I think that...luckily we've already voted on that. And I don't have a vote. But, I think that you have to express why you have caution is that you, you know, the format of the meeting might need to change a little, where citizens can express to you their concerns, but you don't answer opinionated questions about things that might come to Council for a vote.

Mayor Copenhaver stated, Well, I would suggest Council that we give Mr. Baker some ammunition here to really ponder on and maybe get back with some of our questions. I think they're very valid. I know they are, because it's concerning. We want to communicate with our community and that's the basis of that. Mr. Baker replied, sure. Ms. Duncan said, I also think we're unusual in having a twelve member Council. Mr. Baker replied, you have a lot of people out there and about. Ms. Duncan said, right, so there are two from every ward. A lot of places have one or they have six. You know, I mean, it's not, we're a big group. Mr. Baker said, one other item I just want to clarify on. There's nothing, the statute, the new change permit you to communicate with one another about ministerial items. Like, if the Mayor calls or somebody calls you another councilmember and says, can you, could we put together a special meeting for Friday the 12th? Would you be around? That's not a violation. Ms. Duncan agreed, right. Mr. Baker continued, so, a ministerial scheduling sort of issue, that is not considered a violation of communicating about a topic before. And again, seeking background information, if Councilmember Moore says, can any of my fellow councilmembers give me information about the drainage issue on 16th Street and how long it may have been going on? You're seeking information. That's fine. That's also an exception. So that is permissible. And again, this is all in the six-page summary, but you're going to have to get your lanes tight here on your behavior. And, we will ponder on your fact pattern and get back to you. That's a tough one or an interesting one I should say. Ms. Duncan said, and I do think, I know that you want to be done with us, I do think that as budget process coming up, I think it's important to note sometimes in the past we've had budget meetings with council where council could come ask questions of staff about the budget and I think you can still ask those questions. I just think that, you know, staff should never be saying, are

we good now? Or, anything else I can do? Mr. Baker replied, and you should never tell the staff, hey, I'm good with this budget. That's a no-no. Ms. Duncan said, you can ask all your questions and let them provide all their information and then the meeting just ends. Nobody gives an opinion on, but you can still meet with our budgeting staff and ask your questions about the budget or what is this for or what is that? You know, whatever your questions are in advance because I do know that's an important part sometimes of our budgeting process. Mr. Baker said, and part of what she's getting at, too, is what we call polling staff, but that has always been illegal.

Ms. Duncan replied, right, which has always been wrong. Mr. Baker continued, staff can't say, you know, hey, are you good with this budget? Ms. Duncan said, like thumbs up or thumbs down, no. Mr. Baker continued with the example, are you good with that? You are trying to count the no's is outside of the public meeting, you cannot do that. And, that is explicitly now prohibited. It's always been the law by case law. Now it's in the statute. Nobody can poll. The Mayor can't poll. You can't poll each other. Staff can't poll you. Staff can't communicate to each, to any of you, how they view any of you might vote on a matter. You know, Councilmember Street, it looks good to me. Councilmember Moore, you can't do that any more.

Councilmember Moore said, okay, let me ask you one other, and we'll move on. So, let's say the Mayor decides he wants to create a new park and the Mayor calls me. We go out and look at the property. Can he pitch the park to me as long as he's not polling me? He takes me out. We go look at a 100-acre tract over here off of Cornerstone, he says, "I think this would be an ideal location." Mr. Baker replied, that sort of meeting between the two of you should not occur now. Ms. Duncan said, it should be staff that takes you and educates you on the benefits of that property location and that's it. Mr. Baker said, staff can take you out there and says, we've got a councilmember whether it's the Mayor or any of you who is interested in making this a park, we wanted to go out here and see if you have any questions. There's no more in governing member body communication outside of this meeting, on a topic that's going to come before this body. The sausage all has to be made here. It all has to be discussed for the first time here between the governing body members. It's a big seat change.

Councilmember Chris Gibson asked, and this falls on the same legislator or legislation that passed this law? Mr. Baker replied, no, the legislature does not have these limitations. They can talk about anything they want anywhere they want. Ms. Duncan said, and also, in addition to invalidating the legislative act, I think it's important to remember it's also a Class C Misdemeanor, right. You can be charged with a Class C Misdemeanor if you intentionally violate FOIA. So just keep that in mind. Mr. Baker said, that's true. Ms. Duncan continued, not to be a Debbie Downer. Mr. Baker said, if you violate this and start talking each other or start texting each other, or tweeting each other or whatever about any of this, you are, in theory, yes, you can be prosecuted for the commission of misdemeanor and, you know, have a criminal conviction on your record. So, I mean, it is a serious law. It's always had that criminal component. But, we're now in a much more precarious fact pattern world now. And so everybody needs to say their peace at these public meetings. That's where you make the sausage. I appreciate your time Mayor, thank you. Mayor Copenhagen said, thank you very much, Mr. Baker.

Read

## **5. CONSENT AGENDA**

### *Approval of the Consent Agenda*

**A motion was made by Councilperson Chris Gibson, seconded by Councilperson Brian Emison, to Approve the Consent Agenda. The motioned PASSED**

**Aye:** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

[MIN-25:097](#)

MINUTES FOR THE CITY COUNCIL MEETING ON NOVEMBER 4, 2025

**Attachments:** [CC Minutes 11042025.pdf](#)

**This item was passed on the Consent Agenda.**

[RES-25:139](#)

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND CITY CLERK TO ACCEPT A PERMANENT DRAINAGE EASEMENT FROM CHRISTOPHER AND MARILYN NEWSOME FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING DRAINAGE IMPROVEMENTS

**Attachments:** [Permanent Drainage Easement - Newsome.pdf](#)

**This item was passed on the Consent Agenda.**

Enactment No: R-EN-171-2025

[RES-25:140](#)

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND CITY CLERK TO ACCEPT A PERMANENT DRAINAGE EASEMENT FROM MICHAEL AND RAHEL CASTORENA FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING DRAINAGE IMPROVEMENTS

**Attachments:** [Permanent Drainage Easement - Castorena.pdf](#)

**This item was passed on the Consent Agenda.**

Enactment No: R-EN-172-2025

[RES-25:161](#)

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND CITY CLERK TO ACCEPT A RIGHT-OF-WAY DEDICATION FROM ZP NO 319 LLC FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING ROADWAY IMPROVEMENTS

**Attachments:** [ZP NO. 319, LLC - Right-Of-Way Dedication - 10.28.2025.pdf](#)

**This item was passed on the Consent Agenda.**

Enactment No: R-EN-173-2025

[RES-25:162](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH BAILEY CONTRACTORS, INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE 911 AND REAL TIME CRIME CENTER PROJECT

**Attachments:** [911 & RTCC Agreement - Bailey.pdf](#)

**This item was passed on the Consent Agenda.**

Enactment No: R-EN-174-2025

[RES-25:163](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, FOR THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE NORTHEAST ARKANSAS INDUSTRIAL DEVELOPMENT COMMISSION (NAIDC) FOR FUNDING OF ECONOMIC DEVELOPMENT SERVICES

**Attachments:**     [Contract City-NAIDC 2025-26 unsigned \(002\).pdf](#)  
[NAIDC QTR 1 2025.pdf](#)  
[NAIDC QTR 2 2025.pdf](#)  
[NAIDC Report 3rd Quarter 2024.pdf](#)  
[NAIDC Annual Report 2024.pdf](#)

**This item was passed on the Consent Agenda.**

Enactment No: R-EN-175-2025

*RESOLUTIONS REMOVED FROM THE CONSENT AGENDA*

[RES-25:137](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO CONDEMN PROPERTY LOCATED AT: 233 S. Fisher St. Jonesboro, AR 72401: Parcel # 01-144073-17500

**Attachments:**     [233 S Fisher Inspection Report.pdf](#)  
[233 S Fisher Pre-Condemnation Notice Affidavit.pdf](#)  
[233 S Fisher Pre-Condemnation Notice Returned Cert Letter.pdf](#)  
[233 S Fisher.png](#)

**A motion was made by Councilperson Chris Gibson, seconded by Councilperson Chris Moore, that this matter be Passed. The motion PASSED with the following vote.**

**Aye:** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

Enactment No: R-EN-176-2025

[RES-25:138](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO CONDEMN PROPERTY LOCATED AT: 505 W Woodrow St. Jonesboro, AR 72401: Parcel # 01-144073-17500

**Attachments:**     [505 W Woodrow Board and Secure Affidavit.pdf](#)  
[505 W Woodrow Board and Secure Returned Cert Letter.pdf](#)  
[505 W Woodrow Inspection Report.pdf](#)  
[505 W Woodrow Pre-condemnation Notice Affidavit.pdf](#)  
[505 W Woodrow Pre-condemnation Notice Returned Cert Letter.pdf](#)  
[505 W Woodrow.png](#)

**A motion was made by Councilperson Chris Gibson, seconded by Councilperson Brian Emison, that this matter be Passed. The motion PASSED with the following vote.**

**Aye:** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

Enactment No: R-EN-177-2025

[RES-25:165](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS REQUESTING CITY WATER AND LIGHT (CWL) TO PROVIDE CONTRIBUTION COMMITMENTS TOWARD THE PURCHASE OF TWO NEW FIRE TRUCKS FOR THE JONESBORO FIRE DEPARTMENT

*Councilmember John Street asked to be recused from discussion and voting on RES-25:165 due to the fact that he serves on the CWL Board.*

**A motion was made by Councilperson Chris Moore, seconded by Councilperson Joe Hafner, that this matter be Passed. The motion PASSED with the following vote.**

**Aye:** 9 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

**Recused:** 1 - John Street

Enactment No: R-EN-178-2025

**6. NEW BUSINESS**

**7. UNFINISHED BUSINESS**

**ORDINANCES ON SECOND READING**

[ORD-25:033](#)

AN ORDINANCE TO AMEND CHAPTER 6 - ALCOHOLIC BEVERAGES TO COMPLY WITH CHANGES TO THE ARKANSAS LAW REGARDING PRIVATE CLUB PERMITS

**Attachments:** [Alcohol Permit Application 2025.docx](#)  
[Final Jonesboro Application for Change in Business Operation of Private Club](#)  
[Final Jonesboro Application for Transfer of Location of Private Club Permit.docx](#)

*James Elywn Hinds, 508 Ridgecrest, said, first, let me say that I really don't have a preference one way or the other whether you pass this or not. I just do want it on the record that, you know, that you all do have a choice, this is not the law. State law changed and therefore we have to change. You'd have to make it a city ordinance instead of state ordinance. But the truth is, I'm going to say something, in some cases, this would just be one last lie that a person would have to tell to get a permit. It's my understanding and the City Attorney can correct me if I'm wrong, actually the law about these being, these private club permits as far as these contributions, there's no teeth in the law. There's no provision and there was no provision in the old law for it to be monitored to be sure these payments were being made. And if they were, if a place was out of compliance, I don't think there was a law that said, what can we do about it? You know, do you throw the owner in jail or whatever. So really, it doesn't make a whole lot of difference, but I just wanted it on the record that, you know, there are multiple things that could be done here. Mayor Copenhaver said, thank you, Mr. Hinds.*



**Held at second reading**[ORD-25:037](#)

AN ORDINANCE TO AMEND CHAPTER 117 ARTICLE VIII, SECTION 117-324(g) TO REMOVE THE REQUIREMENT TO HAVE A VALID REGISTRATION OR LICENSE ON A BOAT, TRAILER, OR RECREATIONAL VEHICLE PARKED OUTDOORS ON RESIDENTIAL LOTS IN THE CITY OF JONESBORO

*City Attorney Carol Duncan said, this is what we discussed earlier. Councilmember John Street said, Mayor, yeah, this is the one that was pertaining in order to be open and not be any kind of a conflict, I'd ask Carol, should we table it or should we pull it and go back and start it over? Ms. Duncan replied, I think that, I mean as we said during the FOIA discussion, I don't think there's any guidance on how to do it. I just think doing one or the other allows us to show a judge that we tried to act in good faith, to correct our mistake, to let the public know what the communication was. So, I would say it's the desire of the Council whether you postpone for two weeks, postpone for 30 days or pull it and start it over. I will say that the part of my brain that thinks like a prosecutor thinks that if you wanted to manipulate the system, any time there was an ordinance that you didn't like, you could send a communication out to all the aldermen that would then kill it, because it's a FOIA violation. I don't think that, I'm not suggesting that's what happened in this case in any way, shape or form. I think these rules changed and we're just getting familiar with them. But I'm just saying, I don't want to set a dangerous precedent that I'm just throwing that out there. I think that the public needs to know when there's a communication, but I think that people play politics sometimes, not this circumstance, but in the future. And I hate to see that be an easy way to kill any ordinance you just don't agree with, and just hope you don't get prosecuted or fined by a court, right? So, my suggestion is to postpone it. It's up to the desire of the Council. Councilmember Joe Hafner said, I'll make a motion. Ms. Duncan continued, how long that is. Councilmember Hafner said, postpone for 30 days. Ms. Duncan said, for 30 days. Mayor Copenhagen asked, do we have a second? We have a motion on the floor. Ms. Duncan said, there's a second down here. Mayor Copenhagen said, we do have a second. Ms. Duncan continued, so, instead of saying 30 days, do you want to give the date of our meeting April, so that we know the date? City Clerk April Leggett said, December 16, 2025. Ms. Duncan said, so December 16th, maybe the 16th meeting. Councilmember Hafner said, postpone until the December 16th meeting. Mayor Copenhagen said, alright, so we're in discussion of ORD-25:037. In order for that to be postponed until December 16th, 2025. Ms. Duncan said, as a clarification for the City Clerk, do we want it to remain on second reading at that? Okay, thank you. It will have to be a voice vote.*

*Councilmember Joe Hafner motioned, seconded by Councilmember Brian Emison, to postpone temporarily ORD-25:037 until the December 16, 2025 City Council meeting to which the item will be placed on the second reading. All voted aye.*

**Councilmember Joe Hafner motioned, seconded by Councilmember Brian Emison, to postpone temporarily ORD-25:037 until the December 16, 2025 City Council meeting to which the item will be placed on the second reading. All voted aye.**

**Aye:** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

[ORD-25:038](#)

AN ORDINANCE BY THE CITY OF JONESBORO TO PLACE VARIOUS TRAFFIC SIGNS AT DESIGNATED LOCATIONS AS DETERMINED BY THE TRAFFIC CONTROL COMMITTEE

**Held at second reading**[ORD-25:039](#)

AN ORDINANCE TO ADD SECTION 2-289 TO THE JONESBORO CODE OF ORDINANCES TITLED FIREFIGHTER BILL OF RIGHTS

**Attachments:**     [Firefighter Bill of Rights.pdf](#)

**Held at second reading****ORDINANCES ON THIRD READING**[ORD-25:035](#)

AN ORDINANCE FOR THE APPROVAL OF AN APPLICATION FOR A PRIVATE CLUB PERMIT TRANSFER OF LOCATION FOR THE PARSONAGE, LLC

**Attachments:**     [Parsonage Private Club Transfer.pdf](#)  
                              [Receipt.pdf](#)

*James Elwyn Hinds, 508 Ridgecrest, said, as far as moving, I don't really have any objection to that cause you know, it's really not that big of move from one place to another that they are asking for. The thing that I want to mention and I want to be on record because there is a tendency when this happens and if they move one for somebody else, come in and say, oh, what was it used for? It was used for this purpose last time, so let's issue a new permit to do that, and I really think if that happens, we need to stop that kind of practice from happening and keep in mind, hey, that license that was there still exists. We don't need to issue a new one.*

**A motion was made by Councilperson John Street, seconded by Councilperson Joe Hafner, that this matter be Passed. The motion PASSED with the following vote.**

**Aye:** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

Enactment No: O-EN-039-2025

**8. MAYOR'S REPORTS**

*Mayor Harold Copenhaver reported on the following:*

*So good evening again, Council. It's been two weeks of course, since we've met, but we've had an abundance of activity in the community, and so in my opinion, it shows our vibrant heart and willingness to move forward. I'll start with something near to my heart and I'm sure near to yours as well. It's Veteran's Day and celebrations to go with it. I want to start with the story of a young lady down at Valley View School District. Her father was a 15-year veteran, and myself and some staff members went and met with her. He committed suicide, within the past year. This young lady's very strong, she's very vibrant, and she wants to tell her story at the same time she's suffering in the same context. So we also took her to the Veterans' Cottages so she could see what we're doing to help veterans recover to get their feet back on the ground. You know, we learn from youth of all ages and individuals, but more importantly, this young lady is strong, but yet she needs us as well, and she wants to help others at her dealing with that. So again, it's important that we understand what PTSD and subsequently, what happens in many cases.*

*I hope that you had the pleasure, though, of some of us attended the Nettleton High School, East Veterans Day Program. It's obviously a wonderful program that goes on for two hours. They take great pride. It was a packed facility, at St. Bernard's Auditorium, and I can't say enough for what those students do, and they celebrate, and they're learning in the same process about honoring our veterans and demonstrating the abundance of patriotism. If you never attended this program and luncheon, I encourage you to do so next year.*

*The retirement of Lt. Colonel Morgan Weatherly at Arkansas State University also occurred this past week at Military Science and Leadership. It was celebrated at the Cooper Alumni Center. I appreciate his service to our community and more importantly, Northeast Arkansas, and many of the colleagues that have moved on in military careers through Arkansas State University.*

*The Daughters of the American Revolution made an outstanding contribution to the Veterans Cottages and at the ASU Armory. It was great seeing a \$47,000 of contribution come the way to the Veterans Cottages for use.*

*In other matters, we attended ASU Catalyst at Northeast Arkansas Economic Development and Leadership, hosted by Dr. Shields of Arkansas State University. It was a packed house with over 500 attendees.*

*I also had the honor of welcoming the 15th Annual Supervisor Seminar Conference as well as the Arkansas Municipal League 2025 Regional meeting at the Fowler Center.*

*Some of you are also probably aware that Riceland Foods Annual meeting was also held here in Jonesboro. It's invigorating to see so many visitors come to Jonesboro and take time and hear their impressions about our community.*

*Something you may not be aware of is that Jonesboro Public Schools Dynamic Integrated Security Program. It's a fascinating, high level outsource program of protection for our students. These are highly trained security personnel, but the goal is to stop school violence before it happens. I was fortunate to sit on a council, a panel with Misty Doyle, Todd Nelson, and their facilitator, the developer of their company. Visitors from neighboring school districts attended for a look at what's being done right here in the Jonesboro School District to keep our kids and teachers safe at our schools.*

*In closing, I want to say how proud I am and how proud I am of you too, because of what's going on at the Ridge Athletic Center. Progress is being made there, and I think we've got some pictures that we can put up. And at the end, I know Chris Moore's going to be very jealous of what I was able to do, but I want you to look at some of these pictures. We're going to have an eight court separated basketball facility. There will be a 65,000 sq. ft. gymnasium that will hold an additional volume of basketball courts. We have a 35,000 sq. ft. gymnasium, an Olympic sized pool that's already been poured, a 25x25 warm up pool concrete that's being poured, and it's still on track for opening in the first quarter of 2027. Tournaments are already being booked, but at the end of this, if you see the crane over to the left, that was a crane that was six times the size of the crane that we had to bring down to the Citizens Bank building. And it could validate over 450,000 pounds of moving object, and they really needed a great crane operator, so guess who volunteered? myself. That's pretty awesome. Pretty awesome to see. Councilmember Chris Gibson joked, we can't talk amongst each other, but you can drive a crane?! Mayor Copenhagen replied, I can. City Attorney Carol Duncan said, that scares me a little bit. Mayor Copenhagen joked, I know. The operators is right there. So, it doesn't move fast. But I tell you what, we need to take pride in what's going on here, and these walls are*

going up, the community's talking about it. It's going to be an impact for this community that I think that we're going to be very proud of for our grandchildren and others to be able to use this facility. So again, it was an honor to be out there to see that. We'll continue to give you updated reports on that process.

So next, we'll move on to item number nine. Excuse me, wait a minute. I have one other thing. Matthew, if you would, please come forward, this is DPZ. I want to give you an update of our Master Growth Plan. We started the process this week. We had many community members engaged, and that's going to be a process that we will continue to do, but we want to be very transparent and Matthew, who is the leader at DPZ, so you have the floor, sir.

Mr. Matthew Lamberth with the firm DPZ said, thank you Mayor and Council. I'm here just a few days with members of my team and Crafton Tull. We haven't gotten started on anything yet, really collecting some data from staff from different agencies. And, we came here for a few days to meet with the Steering Committee that was established. We had a meeting today with about 26 members of the community, very diverse members of the community to get their input on how to engage and to understand different opinions around the city, about its future. We've had a number of one on one 30-minute interviews with other community members to begin to understand their thoughts on the community today and its future. And we have met with staff and toured around the city to see what is happening everywhere today. This is just the very beginning of our process. We don't even have our website up yet. So, be on the lookout on the city's website and on the Destination100K website. We will begin to provide information there. This is really an initial fact finding, talking to folks before we even start thinking about how to put the process together. So, we're going to begin working on a public engagement plan and Crafton Tull will lead that. And that will take us into the first quarter of next year when we'll start to, after the holidays, begin to execute on engagement, which is outreach to the community as a whole, surveys, engagement, in person, in say, February, March, in connection with the State of the City. But, we've also set the dates for the public charette series, which we've discussed before with you. That's a week-long effort where we bring a whole team of folks from both of our firms to draw, to talk, to host meetings with stakeholder groups and public meetings to discuss the future of the city. And, those dates are March 30th through April 3rd. So, we just want to hold those now. We're going to put that on the calendar. Once we have our website together, posts to share that with the community. Another thing that we've been doing this week is asking who should we talk to in the community? Who else? How should we cast our net wide to make sure that we reach broad constituency of residents and get them engaged in the process. So, after that week-long charette, we'll begin working on the first draft of the plan. However, we will also come back again and engage out in the community about the outcomes, about what we heard about what our ideas are before we actually draft a first portion of that plan. We'll begin that drafting through the summer, and then in the early fall, have some more opportunities to share, to hold a public meeting on what's in the first draft of another survey with the community. And, then, we will continue through subsequent drafts into the beginning first quarter to second quarter of 2027 to bring this before you for adoption. So, we're just starting. Again, we don't even have our website together, the name, the branding, the message. We just wanted to get out here, talk to folks and really start to understand where people sit today. So, I'm happy to answer any questions if you have them. Again, we're just here getting the lay of the land. Thank you. Mayor Copenhagen asked, any questions Council. All right. Matthew, I appreciate it very much. Thank you so much. You bet. Matthew, if you don't mind, please introduce the rest of your team that's back there. Mr. Lamberth said, yeah, I am a partner at DPZ. DPZ is the main company, the main consultant. We have Camille Cortez, who is the project manager on our team with DPZ. Then, we have Julie Kelso, who's the principal on it now for Crafton Tull, yeah,

the VP in charge of the project for Crafton Tull. And then we have Issac Sims who is the PM from Crafton Tull. So, we also have the head of Engineering for Crafton Tull, Brad, who was with us meeting with the MPO and Public Works for a few days. Okay. Mayor Copenhaver said, alright, thank you, Matthew. Sorry to put you on the spot there, buddy.

[COM-25:050](#)

September 2025 Financials

**Attachments:** [September 2025 Financials.pdf](#)

Filed

## **9. CITY COUNCIL REPORTS**

*Councilmember John Street said, I would like to wish everybody a Happy Thanksgiving.*

[COM-25:051](#)

COJ Litigation Report 11182025

**Attachments:** [COJ Litigation Report 11182025.pdf](#)

*Mayor Copenhaver said, alright, thank you very much Council. Carol would like to make a comment. City Attorney Carol Duncan said, Councilmember Moore requested a municipality report on litigation for the City of Jonesboro. I just wanted to point out that each of you have one of those front of you that we can take a review. You have any questions, feel free to contact me. I think it's, my office worked hard on it. It's pretty self explanatory as far as a brief description of the case, what we know about the progress on it, who is representing each side of the litigation whether it's my office, whether it's the AML, that type of thing, and kind of just where each case stands. So, if you have any questions, feel free to reach out. Mayor Copenhaver said, okay. Thank you, Carol. I appreciate that.*

Filed

## **10. PUBLIC COMMENTS**

*Patti Lack, 4108 Forest Hill Road, said, I'm here to talk about the left hand turn that we have on Elmhurst and Parker Road, and there's been a lot of close calls that I've seen when I'm driving by. And, just a little history on this is that I think it came into more of a spotlight when the MAPC was approving the last, I think it was Final plans of the storage unit out there in the back area. And, Mr. Ford, who is on the MAPC said that Elmhurst is a city street now, and it's going to be increased traffic soon after the large facility gets built and all the remaining property gets developed too. And, one of these days it's going to get developed. And, he said it would make sense for the city to make Elmhurst Drive and Parker Road a right hand turn only. It only makes a lot of sense. I know after that, it sparked to have a traffic study. And, I think all of you guys were included on that. And, it was a traffic study that was done on Thursday, September 18th. It was for 13 hours. And, the traffic study how it showed is that on Parker Road going to the west, there was 5,600 cars and going to the east, there was about 6,300 cars. But, more important, is that the people making a left hand turn, I hope you guys are with me, is that Elmhurst is right there by the oil changing place, is that there's a left hand turn that you have to cross over two lanes of traffic to go towards Home Depot. And during this time, they said that there was, the traffic study showed 295 cars in that 13-hour period. And, so, when you break it down, it's like 22, 23 cars an hour, 5 or 6 cars every 15 minutes. But, they said at the*

peak hour at 4 o'clock in the afternoon, there were 35 cars that turned left there. I don't know about you guys, but that traffic out there is just horrible at that time. They said that there was no accident since 2019, but with the increased traffic there, that is going to change. If you go to the intersection right there, if you're cutting down south past Popeye's, there's that road right there and it's meant for the 18-wheeler trucks to go to Walmart. There used to be a no left hand turn sign there. It's gone now, but people are not allowed to turn left. They can't turn left, they can turn right. But the other day, and I will send this to you, there was an 18-wheeler truck that was making a left hand turn so close to the intersection. There's going to be an accident that's going to happen because that road is going to get widen pretty soon of what they're doing. The question is, is that how do these delivery trucks from Walmart exit that area? Because if they can't make a left hand turn, then they have to go right down Harrisburg Road and really to weave and all that around Elmhurst, it's a windy road. I don't know how people or the 18-wheeler trucks make that turn that ARDOT specifically told the City of Jonesboro that if you are on Parker Road, you cannot make a left hand turn after that signal. There's a sign right there. And that's the only reason that they were or we were allowed to put a street there is that you cannot make left hand turns. I see people every once in a while. And the reason I thought, well probably, because it's dangerous, because you're crossing over a couple of lanes of traffic. That makes sense. So, I decided I was going to call up ARDOT and ask them why they specifically put that sign there. Two interesting things. They told me that Elmhurst Drive and the road right after the intersection right there, going south on Harrisburg was too close to the intersection. It really shouldn't have been built. That was kind of interesting to hear from them. But the reason they say that they put a left hand or no left hand turn sign right there on Parker to turn onto Elmhurst was because it's dangerous and they were concerned about the citizens and the driver's safety. Wow. But, what we're doing as a city is that we're allowing people to make a left hand turn onto Parker doing what they think is a customer and a driver's safety, and it's dangerous, but we're allowing it to be done. So, if possible, I think the City of Jonesboro needs to look at this before that area expands because if you already had 295 cars turning left, when it's not developed yet, when we don't have the storage, the 300 or 400 units, that area is going to develop. That wasn't really a planned area. Mayor Copenhagen said, your time is up. Ms. Lack continued, I hope we can make the change and we can be concerned about it. Thank you. Mayor Copenhagen said, thank you very much.

## **11. ADJOURNMENT**

**A motion was made by Councilperson Chris Moore, seconded by Councilperson Joe Hafner, that this meeting be Adjourned. The motion PASSED with the following vote.**

**Aye:** 10 - Brian Emison;Chris Moore;Chris Gibson;Joe Hafner;Kevin Miller;Anthony Coleman;Janice Porter;John Street;Charles Coleman and Ann Williams

**Absent:** 2 - David McClain and LJ Bryant

\_\_\_\_\_ Date: \_\_\_\_\_

Harold Copenhaver, Mayor

**Attest:**

\_\_\_\_\_ Date: \_\_\_\_\_

April Leggett, City Clerk



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

**File Number: RES-25:164**

**Agenda Date:**

**Version: 1**

**Status:** Recommended to  
Council

**In Control:** Finance & Administration Council Committee

**File Type:** Resolution

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPROVE THE ADOPTION AGREEMENT AND AMENDMENT ONE FOR THE CITY OF JONESBORO, ARKANSAS NON-UNIFORMED EMPLOYEES 457 (b) RETIREMENT SAVINGS PLAN AND TRUST

WHEREAS, the City of Jonesboro, Arkansas, a municipality of the State of Arkansas, (the “Employer”) has previously established the City of Jonesboro, Arkansas, Non-Uniformed Employees 457(b) Retirement Savings Plan and Trust (the “Plan”); and

WHEREAS, Section 11.01 of the Plan allows the City, through appropriate action of the City Council, to amend the Plan at any time and from time to time; and

WHEREAS, the Employer desires to approve the Adoption Agreement amending the Plan eligibility rules to provide that uniformed police, fire department personnel and elected officials of the City of Jonesboro are no longer Excluded Employees; and

WHEREAS, the Adoption Agreement amends changing the name of the Plan to the City of Jonesboro 457(b) Plan; and

WHEREAS, this Amendment is effective on January 1, 2026.

WHEREAS, this Amendment provides that these excluded employees are now eligible to make pre-tax elective deferrals to the Plan without city matching contributions; and

WHEREAS, this Adoption Agreement does not amend or change the City of Jonesboro Non-Uniformed Employees 401(a) Defined Contribution Plan.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: The City Council hereby approves and adopts the Adoption Agreement amending the Plan eligibility rules.

Section 2: The Mayor and City Clerk are hereby authorized to execute the Adopting Resolution and



Amendment One and are authorized and directed to execute, file, record and deliver such documents and instruments and to take such other action as is necessary in order to implement and otherwise carry out the intent of this resolution.

**AMENDMENT ONE  
TO THE  
CITY OF JONESBORO, ARKANSAS NON-UNIFORMED EMPLOYEES  
457(B) RETIREMENT SAVINGS PLAN AND TRUST  
(as amended and restated effective September 24, 2024)**

The Adoption Agreement is hereby amended, effective January 1, 2026, to change the name of the Plan to the City of Jonesboro 457(b) Plan.

The Adoption Agreement is hereby further amended, effective January 1, 2026, to provide that uniformed police, fire department personnel, and elected officials of the City of Jonesboro, Arkansas are no longer Excluded Employees.

This Amendment is detailed on the attached pages 1(amended) and 2(amended) and is effective on January 1, 2026.

**ADOPTION AGREEMENT FOR  
ELIGIBLE GOVERNMENTAL 457 PLAN**

The undersigned Employer, by executing this Adoption Agreement, establishes an Eligible 457 Plan ("Plan"). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Plan provisions. This Adoption Agreement, the basic plan document and any attached Appendices, amendments, or agreements permitted or referenced therein, constitute the Employer's entire plan document. *All "Election" references within this Adoption Agreement or the basic plan document are Adoption Agreement Elections. All "Article" or "Section" references are basic plan document references. Numbers in parentheses which follow election numbers are basic plan document references.* Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

1. **EMPLOYER (1.11).**

Name: City of Jonesboro, Arkansas

Address: 300 S Church Street  
Street

Jonesboro Arkansas 72401  
City State Zip

Telephone: (870) 932-0820

Taxpayer Identification Number (TIN): 71-6013749

2. **PLAN NAME.**

Name: City of Jonesboro 457(b) Plan

3. **PLAN YEAR (1.25).** Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every (Choose one of a. or b. and choose c. if applicable): [Note: Complete any applicable blanks under Election c. with a specific date, e.g., "June 30" OR "the last day of February" OR "the first Tuesday in January." In the case of a Short Plan Year or a Short Limitation Year, include the year, e.g., "May 1, 2013."]

a. ☒ **December 31.**

b. ☐ **Plan Year:** ending: \_\_\_\_\_.

c. ☐ **Short Plan Year:** commencing: \_\_\_\_\_ and ending: \_\_\_\_\_.

4. **EFFECTIVE DATE (1.08).** The Employer's adoption of the Plan is a (Choose one of a. or b. Complete c. if new plan OR complete c. and d. if an amendment and restatement. Choose e. if applicable):

a. ☐ **New Plan.**

b. ☒ **Restated Plan.** The Plan is a substitution and amendment of an existing 457 plan.

**Initial Effective Date of Plan**

c. ☒ January 1, 2012 (enter month day, year; hereinafter called the "Effective Date" unless 4d is entered below)

**Restatement Effective Date** (If this is an amendment and restatement, enter effective date of the restatement.)

d. ☒ September 24, 2024 (enter month day, year)

**Special Effective Dates: (optional)**

e. ☐ **Describe:** \_\_\_\_\_.

5. **CONTRIBUTION TYPES.** (If this is a frozen Plan (i.e., all contributions have ceased), choose a. only):

**Frozen Plan**

a. ☐ **Contributions cease.** All Contributions have ceased or will cease (Plan is frozen).

1. **Effective date of freeze:** \_\_\_\_\_ [Note: Effective date is optional unless this is the amendment or restatement to freeze the Plan.]

**Contributions.** The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan (Choose one or more of b. through d. if applicable):

- b. ☒ **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement (Choose one or more as applicable.):

And will Matching Contributions be made with respect to Elective Deferrals?

1. ☐ **Yes.** See Question 16.

2. ☒ **No.**

And will **Roth Elective Deferrals** be made?

3. ☒ **Yes.** [Note: The Employer may not limit Deferrals to Roth Deferrals only.]

4. ☐ **No.**

- c. ☐ **Nonelective Contributions.** See Question 17.

- d. ☒ **Rollover Contributions.** See Question 30.

6. **EXCLUDED EMPLOYEES (1.10).** The following Employees are Excluded Employees and are not eligible to participate in the Plan (Choose one of a. or b.):

- a. ☐ **No exclusions.** All Employees are eligible to participate.

- b. ☒ **Exclusions.** The following Employees are Excluded Employees (Choose one or more of 1. through 4.):

1. ☒ **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than 40 hours per week.

2. ☐ **Hourly-paid Employees.**

3. ☒ **Leased Employees.** The Plan excludes Leased Employees.

4. ☒ **Specify:** Employees subject to a collective bargaining agreement, seasonal employees i.e., based on the classification in the Employer's payroll system, Employees who work in a position that is meant to be for a limited time or duration, or Employees whose services are limited to a specific/ seasonal project or job.

7. **INDEPENDENT CONTRACTOR (1.16).** The Plan (Choose one of a., b. or c.):

- a. ☐ **Participate.** Permits Independent Contractors to participate in the Plan.

- b. ☒ **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

- c. ☐ **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate:

—

[Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.]

8. **COMPENSATION (1.05).** Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

**Base Definition** (Choose one of a., b., c. or d.):

- a. ☒ Wages, tips and other compensation on Form W-2.

- b. ☐ Code §3401(a) wages (wages for withholding purposes).

- c. ☐ 415 safe harbor compensation.

- d. ☐ Alternative (general) 415 Compensation.

[Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125, 132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.]

\* \* \* \* \*

The Employer executes this Amendment on the date specified below.

City of Jonesboro, Arkansas

Date: \_\_\_\_\_

By: \_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
[print name/title]

### ADOPTING RESOLUTION

The undersigned authorized representative of City of Jonesboro, Arkansas (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on the date specified below, and that such resolution has not been modified or rescinded as of the signature date below:

RESOLVED, that Amendment One to the City of Jonesboro, Arkansas Non-Uniformed Employees 457(b) Retirement Savings Plan and Trust (subsequent to the Amendment to be known as the City of Jonesboro 457(b) Plan), presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the amendment.

The undersigned further certifies that attached hereto is a true copy of Amendment One to the City of Jonesboro, Arkansas Non-Uniformed Employees 457(b) Retirement Savings Plan and Trust approved in the foregoing resolution.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
[print name/title]

**CITY OF JONESBORO, ARKANSAS NON-UNIFORMED EMPLOYEES  
457(B) RETIREMENT SAVINGS PLAN AND TRUST  
(NOW KNOWN AS THE CITY OF JONESBORO 457(B) PLAN)**

**SUMMARY PLAN DESCRIPTION  
MATERIAL MODIFICATIONS**

**I  
INTRODUCTION**

This is a Summary of Material Modifications regarding the City of Jonesboro, Arkansas Non-Uniformed Employees 457(b) Retirement Savings Plan and Trust ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of January 1, 2026. This is merely a summary of the most important changes to the Plan and information contained in the Summary of 457 Plan Provisions ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

**II  
SUMMARY OF CHANGES**

**1. Am I eligible to participate in the Plan?**

If you are a member of a class of employees identified below, you are not an eligible employee for Plan purposes. The employees who are excluded are:

- Employees who normally work less than 40 hours per week
- Leased employees
- Employees subject to a collective bargaining agreement, seasonal employees i.e., based on the classification in the Employer's payroll system, Employees who work in a position that is meant to be for a limited time or duration, or Employees whose services are limited to a specific/ seasonal project or job

Independent contractors are not eligible to participate in the Plan.

**2. Plan name.** The full name of the Plan is now the City of Jonesboro 457(b) Plan.

**For Further Information**

Plan Website: [www.millimanbenefits.com](http://www.millimanbenefits.com)

Plan Call Center Number: (866) 767-1212



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-25:166

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**Agenda Date:**

**Version:** 1

**Status:** Recommended to  
Council

**In Control:** Finance & Administration Council Committee

**File Type:** Resolution

### A RESOLUTION REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR TRAFFIC SIGNALS

WHEREAS, the City of Jonesboro is requesting that City Water and Light provide free utilities at the following locations:

1506U N. Church Street (HAWK Signal)

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF  
JONESBORO, ARKANSAS THAT:

Section 1: That City Water and Light be requested by this resolution to provide free utilities to the locations listed above.

Section 2: To permit such services to be provided without charge, the City of Jonesboro hereby affirms to City Water and Light that the ultimate use of CWL utilities so provided is now and shall remain a use or purpose which the City is engaged in as part of its governmental or proprietary functions under authority to it by state law.





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:040

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**Agenda Date:**

**Version:** 1

**Status:** First Reading

**In Control:** Public Safety Council Committee

**File Type:** Ordinance

### AN ORDINANCE TO AMEND ORD-17:026 RELATING TO TOWING SERVICES IN THE CITY OF JONESBORO

WHEREAS, the City Council of the City of Jonesboro, Arkansas currently regulates the price structure for towing services for the citizens of Jonesboro, and

WHEREAS, this ordinance only relates to requests for towing initiated by departments of the City of Jonesboro, and

WHEREAS, data has been submitted that demonstrates the rates established in 2017 are not in conformity with current economic standards; and

WHEREAS, the following amended language of Chapter 66-83 is to be adopted with all other language remaining the same.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS:

SECTION ONE: That sections of Chapter 66-83 shall be updated with the following language:

Section (a)(2)-Change the after hours release fee from \$30 to \$75.

Section (a)(16): (16) Change the following fees as follows:

City-wide base response rate..... from \$125 to \$225

Secondary tow... from \$75 to \$150

Per loaded mile outside city limits.....from \$2 to \$5

Winch...\$100

Standby charges per hour..... \$150

Daily storage per day..... \$50/\$100 per day for electric

After hours release...\$75.00

# **Arkansas Towing Company Prices**

## Mississippi County Towing Companys

Item	Company 1	Company 2	Company 3	Column 4	Average
Light Duty	\$ 200.00	\$ 250.00	\$ 200.00	\$ 175.00	\$ 206.25
motorcycle towing					
After Hours Towing	\$ 250.00		\$ 200.00	\$ 205.00	\$ 218.33
Milage	\$ 5.00		\$ 3.50	\$ 50.00	\$ 19.50
Storage	\$ 50.00	\$ 50.00	\$ 50.00		\$ 50.00
Winching	\$ 350.00		\$ 150.00		\$ 250.00
Recovery	\$ 350.00		\$ 300.00		\$ 325.00
Admin Fee			\$ 50.00		\$ 50.00
Labor	\$ 75.00		\$ 50.00		\$ 62.50
Clean Up	\$ 100.00		\$ 50.00	\$ 50.00	\$ 66.67
Colloison Wrap					
Second Tow					
Wait Time	\$ 60.00				\$ 60.00
After Hours Release	\$ 40.00				\$ 40.00
Gate Fee					
Set Out Fee					
Inclement Weather					
EV Towing					
EV Storage					
Fuel Surcharge					
Hazardous Conditions					
Oil Dry				\$ 25.00	\$ 25.00
Additional Equipment					

*A-1 Wrecker Service*

Mississippi County

1800 W. Main St.

Blytheville, Ar. 72315

(870-762-1662)

*Tow Rates*

*(In Town)*

8am - 4pm ————— \$150.00

4pm - 12am ————— \$200.00

12am - 8am ————— \$250.00

*Out of Town Rates*

Armored ————— \$150.00

Burdette ————— \$100.00

Leachville ————— \$150.00

Luxora ————— \$125.00

Mamla ————— \$100.00

Osceola ————— \$150.00

Monette ————— \$150.00

Wilson ————— \$200.00

Lake City ————— \$175.00

I-55 s / Co. Line ————— \$250.00

Jonesboro ————— \$250.00

Memphis starts at ————— \$350.00

*Additional Services*

Storage ————— \$50.00 per day

Inside Storage ————— \$60.00 per day

Extra Person \$ 70.00 per hour

Clean Up ————— \$100.00 per hour

Extra Labor ————— \$75.00 per hour

Transport Miles ————— \$5.00 per loaded mile

Extra Driver ————— \$50.00 per hour

Extra Towel ————— \$150.00 per hour

# Rudi's Towing, Inc.

Phone: (870) 236-6410 • Fax: (844) 273-5230 • <http://www.rudistowing.com>

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## Accident Rates Tractor/Trailer

	<u>Per Hour</u>
Rotator	\$950.00
Heavy Duty Wrecker 35Ton	\$750.00
Heavy Duty Wrecker 25Ton	\$550.00
Heavy Duty Rollback	\$450.00
Medium Duty Wrecker	\$350.00
Medium Duty Rollback	\$300.00
Light Duty Rollback	\$250.00
Skid Steer	\$250.00
Excavator	\$250.00

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## Accident Tow Rates Light Duty

In Town Accidents	\$225.00
County Accidents	\$250.00

## Storage Per Day

Heavy Rates	\$100.00
Light Rates	\$50.00
Inside Storage Per Stall	\$100.00

### Tow Rate

In-Town Work Hours Tow — \$100

In-Town After Hours/Weekend Tow — \$200

In-Town Accident Tow — \$200

Labor Time On Scene — \$50 Per Hour Per Man

Rollover Rate — \$300

Debris Fee/Road Cleanup — \$50

Winching Out Rate — \$150

Tractor Rate — \$250

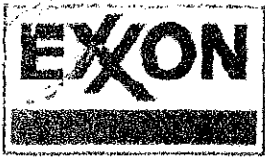
### Out of Town Tows

Hook-Up Fee — \$75

Price Per Mile (Unloaded) — \$2.50

Price Per Mile (Loaded) — \$3.50

#3



Hopper & Son's Inc.  
528 Park Street • Blytheville, AR 72315  
Phone (870) 763-8815 • Fax (870) 762-5523

## TOWING RATES

March 14, 2025

	<u>Basic Rates</u>	
	8:00 AM - 5:00 PM	5:00 PM-8:00 AM
In Town Tow	\$125.00	\$195.00
5 mile radius	\$175.00	\$205.00
Over 5 miles	\$25.00 hook up fee plus 5.00 per loaded mile plus basic rate.	

There will be an automatic \$50.00 fee for recovering a vehicle that the person did not leave the keys, plus basic fee. Extra fees are charged for waiting time if called by police and we wait more than 20 minutes to hook up. Storage is \$50.00 per day.

Winching fees and rollovers will have to be calculated according to how many feet from pavement or how many rehooks it takes to get the vehicle. Sweeping and cleaning street will be \$50.00. If oil dry is necessary to clean oil or hazardous spill, we will charge \$25.00 per bag. In the case a second wrecker or 2<sup>nd</sup> man is needed will result in \$125.00 per hour.

We have been in business for 48 years and will try to accommodate the customer the best we can with the least expense possible. Thank you.

Hopper & Son's Inc.

Exxon 870-763-8815 day  
Teddy 870-838-9991 night  
Sherrie 870-740-1735 night

Doyle Hopper  
870-763-1909 night



## Green County Towing Companies

Item	Company 1	Company 2	Company 3	Company 4	Column 5	Average
Light Duty	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00		\$ 237.50
motorcycle towing	\$ 300.00	\$ 300.00				\$ 300.00
After Hours Towing	\$ 250.00					\$ 250.00
Milage						
Storage	\$ 60.00	\$ 50.00	\$ 60.00	\$ 50.00		\$ 55.00
Winching	\$ 200.00	\$ 50.00	\$ 100.00			\$ 116.67
Recovery	\$ 250.00	\$ 300.00				\$ 275.00
Admin Fee	\$ 125.00					\$ 125.00
Labor	\$ 125.00	\$ 75.00				\$ 100.00
Clean Up	\$ 125.00	\$ 75.00				\$ 100.00
Coltison Wrap			\$ 50.00			\$ 50.00
Second Tow						
Wait Time						
After Hours Release						
Gate Fee			\$ 35.00			\$ 35.00
Set Out Fee						
Inclement Weather						
EV Towing						
EV Storage						
Fuel Surcharge						
Hazardous Conditions	\$ 250.00	\$ -				\$ 125.00
Oil Dry	\$ 15.00	\$ 35.00				\$ 25.00
Additional Equipment				\$ 250.00		\$ 250.00



Greene  
County

*Prestige* TOWING  
&  
RECOVERY

894 GREENE ROAD 890  
PARAGOULD, AR 72450  
PHONE -- (870) 573-7600  
FAX -- (870) 210-2661

LIST OF POSSIBLE CHARGES

CITY TOWING .....	\$200 -
COUNTY TOWING .....	\$250-300
AFTER HOURS TOWING .....	\$50
STREET CLEANUP .....	\$125
WINCHING (LIGHT) .....	\$150-200
WATER RECOVERY .....	\$250 PER HOUR
CITY MOTORCYCLE TOW .....	\$200
COUNTY MOTORCYCLE TOW .....	\$250-300
AFTER HOURS .....	\$50
DAILY STORAGE .....	\$60
ADMINISTRATION FEE .....	\$125
OFF ROAD RECOVERY W/ 4X4 .....	\$250 PER HOUR

2

WAYNE'S TOWING  
P.O. BOX 864  
PARAGOULD, AR 72451

(870) 476-5452

(870) 240-5769

PRICE LIST

ROLLBACK TOW	\$250.00
IMPOUND	\$250.00
ABANDON VEHICLE IN TOWN	\$200.00
ACCIDENT TOW	\$250.00
ACCIDENT CLEAN UP STARTS AT	\$75.00
OIL DRY	\$35.00 PER BAG
WINCHING (FIRST 30 MINUTES)	\$50.00
WINCHING (ADDITIONAL 10 MINUTES)	\$50.00
ROLLOVER	\$300.00
WATER RECOVERY	\$300.00 MINIMUM
STORAGE RATE PER DAY (OUTSIDE SECURED)	\$50.00
STORAGE RATE PER DAY (INSIDE SECURED)	\$50.00
TOWING MILEAGE PER MILE	\$6.00
DAMAGE FREE MOTORCYCLE TOW	\$300.00
LOCKOUT SERVICES	\$50.00

DISCLAIMER: ALL OF THE ABOVE FEES ARE SUBJECT TO CHANGE DEPENDING ON LOCATION OF INCIDENT, TIME SPENT AT THE INCIDENT, THE TIME OF DAY, & WEATHER CONDITIONS.

L/TH

# Rudi's Towing, Inc.

Phone: (870) 236-6410 • Fax: (844) 273-5230 • <http://www.rudistowing.com>

## Accident Rates Fractor/Trailer

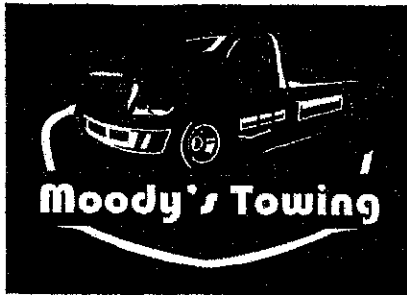
	<u>Per Hour</u>
Rotator	\$950.00
Heavy Duty Wrecker 35Ton	\$750.00
Heavy Duty Wrecker 25Ton	\$550.00
Heavy Duty Rollback	\$450.00
Medium Duty Wrecker	\$350.00
Medium Duty Rollback	\$300.00
Light Duty Rollback	\$250.00
Skid Steer	\$250.00
Excavator	\$250.00

## Accident Tow Rates Light Duty

In Town Accidents	\$225.00
County Accidents	\$250.00

## Storage Per Day

Heavy Rates	\$100.00
Light Rates	\$50.00



3rd

927 North 15<sup>th</sup> Avenue Paragould 72450

Light Duty Non-Consent Towing Pricing

Rotation Call \$250-\$350 Depending on miles

Winch \$100 and up

Clean up \$50. \$100/ hour for extra labour and clean up

Dry Sweep \$25/Bag

Crash Wrap \$50

Storage \$60/day

~~After Hours Rate~~

Gate Fee \$35 after hours

Admin \$60

Lock Out and Jump Start \$50 - \$100

All Pricing Above exclude State Taxes of ~~8.63%~~ 9.375%

Susan Marie Harris

## Pulaski Towing Company's

Item	Company 1	Company 2	Company 3	Company 4	Company 5	Company 6	Average
Light Duty	\$ 200.00	\$ 265.00	\$ 275.00	\$ 200.00	\$ 200.00	\$ 250.00	\$ 231.67
motorcycle towing			\$ 375.00				\$ 375.00
After Hours Towing							
Milage	\$ 3.00	\$ 3.50			\$ 4.50	\$ 3.00	\$ 3.50
Storage	\$ 55.00	\$ 65.00	\$ 50.00	\$ 50.00	\$ 40.00	\$ 50.00	\$ 51.67
Winching		\$ 300.00					\$ 300.00
Recovery	\$ 150.00			\$ 200.00	\$ 135.00		\$ 161.67
Admin Fee	\$ 75.00	\$ 75.00		\$ 65.00		\$ 65.00	\$ 70.00
Labor			\$ 85.00		\$ 100.00	\$ 155.00	\$ 113.33
Clean Up	\$ 40.00	\$ 100.00		\$ 40.00		\$ 125.00	\$ 76.25
Collision Wrap		\$ 35.00			\$ 35.00		\$ 35.00
Second Tow							
Wait Time		\$ 132.50					\$ 132.50
After Hours Release		\$ 100.00			\$ 50.00	\$ 100.00	\$ 83.33
Gate Fee							
Set Out Fee							
Inclement Weather		\$ 318.00			\$ 40.00		\$ 179.00
EV Towing						\$ 275.00	\$ 275.00
EV Storage						\$ 100.00	\$ 100.00
Fuel Surcharge			\$ 25.00			\$ 50.00	\$ 37.50
Hazardous Conditions	\$ 125.00	\$ 318.00				\$ 50.00	\$ 164.33
Oil Dry							
Additional Equipment		\$ 475.00			\$ 100.00		\$ 287.50



Pulaski County

## Phillips Brothers Towing

### 2024-2025 Price List

Services	Private Property	Cash Customer	NLR Police	State Police	PCSO
Tow Fee					
Light	\$ 250.00	\$ 75.00	\$ 150.00	\$ 200.00	\$ 200.00
Med	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Heavy	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
Heavy Semi Trailer	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
Mileage Light	\$3 UN/\$3 Load	\$3 UN/\$3 Load	None	None	None
Mileage Med/Heavy	\$5 Un/\$5 Load	\$5 Un/\$5 Load	\$5 Un/\$5 Load	\$5 Un/\$5 Lo	\$5 Un/\$5 Load
Storage Per Day	\$55.00	\$55.00	\$30.00	\$45.00	\$45.00
Admin Fee	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Clean Up	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
Recovery Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Letter Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
2nd Truck/Person Fee	\$ 250.00	\$ 65.00	\$ 150.00	\$ 150.00	\$ 150.00
Hazmat Fee	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
Boot Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Light Duty Service	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00



#2

## NON CONSENT TOWING CHARGES 2025

TOWING	ROLLBACK	LIGHT	MEDIUM	HEAVY
PER HOUR	\$265	\$175	\$450	\$800
MILEAGE		\$3.50	\$4.50	\$7.50
STORAGE		\$65	\$85	\$100
WINCHING		\$150 PER HR. PORT TO PORT 2 HR MIN	\$425 PER HR. PORT TO PORT 2 HR MIN	\$750 PER HR. PORT TO PORT 2 HR MIN
HAZARDOUS LOCATION		PLUS 20%		
INCLEMENT WEATHER		PLUS 20%		
WAIT TIME		50% OF HOURLY RATE	50% OF HOURLY RATE	50% OF HOURLY RATE

ROADSIDE SERVICES				
LABOR PER HR.		\$135		
SAFETY SUPERVISOR		\$235 PER HR.		
ROAD SERVICE		\$175 PER HR. 2 HR MIN.	\$175 PER HR. 2 HR MIN.	\$175 PER HR. 2 HR MIN.



**MISCELLANEOUS  
FEES**

ADMIN FEE		\$75		
AFTER HRS. RELEASE		\$100		
CLEAN UP		\$100		
SUBLET LABOR		COST PLUS 25%		
CERTIFIED LETTER		\$25		
RENTAL EQUIPMENT		COST PLUS 25% PLUS DELIVERY AND PICKUP		
OWNED EQUIPMENT		\$475 PER HR. PORT TO PORT		
WINDOW WRAP		\$35 USE AND ONLY IF NEEDED		
PERMITS		COST PLUS 25%		



## Price List Effective 07-01-2011

THESE RATES ARE POSTED IN ACCORDANCE WITH ARKANSAS LAW

### ABANDONED VEHICLE - TOWING RATES - WITHIN PULASKI COUNTY

#### ONE TON AND UNDER

Wrecker - Flatbed \$200

Hookup - \$75

Extra person labor - \$85 per hour

Storage - \$50 per calendar day

Fuel Surcharge - \$25 will be applied to every invoice

Motorcycles - \$300

Hookup - \$75

Motorcycle trailer if needed - \$400

Hookup - \$75

Extra person labor - \$85 per hour

Inside Storage - \$60 per calendar day

#### Big Truck - RV's

Tractors, bob trucks, dump trucks - \$375 per hour (2 hr. min.)

Extra person labor - \$85 per hour

Storage - \$85 per calendar day

Trailers - empty or loaded - \$375 per hour (2 hr. min.)

Escort vehicles - \$125 per hour (2 hr. min.)

Extra person labor - \$85 per hour

Heavy Duty Equipment (Backhoes, dozers, rollers, excavators) - \$750 per hour (2 hr. min.)

Extra person labor - \$85 per hour

Escort vehicle - \$125 per hour (2 hr. min.)

Storage - \$150 per calendar day

Fuel Surcharge - \$25 will be applied to every invoice

\*Arkansas sales tax applicable to all charges.

JUL 18 2024



18523 Arch St  
Little Rock, Ar 72206  
501-261-4499

11/4

Prices for Class A Towing: Wrecker or towing vehicle capable of transporting vehicles with a GVWR weight of up to 9,600 pounds.

Towing/Hauling Class A- Charge: \$200.00

Service Calls for Class A- Charge: \$65.00

Price includes services for tire changes or jump starts or to unlock vehicles, other minor vehicle service calls in lieu of towing vehicles.

Recovery 1 Class A- Charge: \$110.00

Additional charge for vehicles which cannot be towed or easily loaded due to missing or excessive damage to axles or rims or because there are not enough inflated tires to permit a typical tow (Ex: stripped-burned-excessive crushed vehicle, etc.)

Recovery 2 Class A- Charge: \$200.00

Additional charges for vehicles that require services to retrieve/winching from situations such as:

1. Body of water,
2. Steep grade embankment,
3. In an adjacent non-roadway area, not encompassed within the public right-of-way, that is difficult to access due to terrain or natural or man-made features or obstructions,
4. In an overturned status causing winching and/or additional towing vehicle assistance.

Accident Scene Clean Up- Class A- Charges: \$40.00

Storage Charge- Class A vehicle: \$50.00 per calendar day

Delivery Towing/Hauling Class A- Charges: \$85.00-\$175.00

Prices include delivery towing/hauling to one (1) location within the county where tow originated- from towing storage facility. Any mileage charge outside the original tow county will be negotiated and approved by the owner/agent prior to towing outside the original tow county.

Certified Letter Fees: \$25.00 per notification

These charges and time limits are set by the Arkansas Towing & Recovery Board and the Arkansas State Law Code (27-50-1203)(j) "The (Arkansas Towing & Recovery Board) shall have the authority to establish a maximum amount to be charged by a towing business for each notification to an owner and a lienholder..."

Administrative Fees: \$65.00

Administrative Fees will not be charged prior to the (3rd) day of storage. These fees, if assessed, are for administrative services rendered, in accordance with State Law and company procedures.

	PRICE LIST	
	ARKANSAS STATE POLICE	#5.
IMPOUND FEE		160.00
WRECK FEE		200.00
RECOVERY 1	EXCESSIVE DAMAGE, I.E. TIRES, BUMPERS, ETC	65.00
RECOVERY 2	WATER, STEP EMBANKMENT, ROLLOVER, ETC	135.00
	JACKSONVILLE POLICE DEPT	
IMPOUND FEE		140.00
WRECK FEE		200.00
RECOVERY 1	EXCESSIVE DAMAGE, I.E. TIRES, BUMPERS, ETC	65.00
RECOVERY 2	WATER, STEP EMBANKMENT, ROLLOVER, ETC	135.00
	LONOKE COUNTY SHERIFF	
IMPOUND FEE		140.00
WRECK FEE		200.00
RECOVERY 1	EXCESSIVE DAMAGE, I.E. TIRES, BUMPERS, ETC	65.00
RECOVERY 2	WATER, STEP EMBANKMENT, ROLLOVER, ETC	135.00
	CABOT POLICE DEPT	
IMPOUND FEE		140.00
WRECK FEE		185.00
RECOVERY 1	EXCESSIVE DAMAGE, I.E. TIRES, BUMPERS, ETC	65.00
RECOVERY 2	WATER, STEP EMBANKMENT, ROLLOVER, ETC	135.00
	PULASKI COUNTY SHERIFF	
IMPOUND FEE		190.00
WRECK FEE		200.00
RECOVERY 1	EXCESSIVE DAMAGE, I.E. TIRES, BUMPERS, ETC	65.00
RECOVERY 2	WATER, STEP EMBANKMENT, ROLLOVER, ETC	135.00

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	PRICE LIST	
<b><u>STORAGE RATES</u></b>		
OUTDOOR	PER CALENDAR DAY	40.00
INDOOR	PER CALENDAR DAY	50.00
<b><u>PCSO-STORAGE RATES</u></b>		
OUTDOOR	PER CALENDAR DAY	40.00
INDOOR	PER CALENDAR DAY	50.00
<b><u>MISC PRICES</u></b>		
RESPONSE	NO TOW	50.00
AFTER HOURS LET OUT		50.00
INCLEMENT WEATHER		40.00
HOOK UP		50.00
SNATCH BLOCK		40.00
TARP FEE		75.00
WINDOW WRAP	PER WINDOW	35.00
LOCK OUT		50.00
PER MILE		4.50
PERSONAL PROP REM		250.00
SPECIAL EQUIP		100.00
EXTRA TRUCK		100.00
<b><u>EXTRA MAN</u></b>		100.00

7303 Highway 70  
North Little Rock,  
AR 72117



PH: (501) 955-2400  
Fax: (501) 955-3892

#6

**24 Hour Towing & Recovery  
Non Consent Towing Charges 2024**

	ROLLBACK	LIGHT	MEDIUM	HEAVY	LANDOLL TRAILER
PER HOUR	\$250.00	\$250.00	\$375.00	\$600.00	\$600.00
MILEAGE		\$3.00	\$3.50	\$4.50	\$4.50
STORAGE		\$50.00	\$75.00	\$100.00	

MISCELLANEOUS	
LABOR PER HOUR	\$155.00
CLEAN-UP	\$125.00 Per Hour
CERTIFIED LETTERS	\$25.00
ADMIN FEE	\$65.00
AFTER HOURS RELEASE/GATE FEE	\$100.00
ELECTRIC VEHICLE TOW	\$275.00
ELECTRICK VEHICLE STORAGE	\$100 Per Day
INCLEMENT WEATHER	20%
HAZARDOUS LOCATION	20%
SKID STEER & OPERATOR	\$575.00 Per Hour
RENTED EQUIPMENT	Cost + 25%+ Drop-off & Pick-up
SKY TRACK & OPERATOR	\$575.00 Per Hour
SUBLET OPERATIONS	Cost +25%
PRESERVATION FEE	\$100.00
SUPERVISOR FEE (assisting w/ Large Tractor & Trailer wrecks for safety)	\$275.00 Per Hour
MINI X & OPERATOR	\$350.00 Per Hour
TOWING STATE POLICE UNITS	No Charge

✓

**White County Towing Company's**

Item	Company 1	Company 2	Company 3	Company 4	Company 5	Average
Light Duty motorcycle towing	\$ 175.00	\$ 200.00	\$ 250.00	\$ 195.00	\$ 175.00	\$ 199.00
After Hours Towing	\$ 275.00	\$ 350.00	\$ 350.00		\$ 250.00	\$ 306.25
Milage	\$ 5.00	\$ 6.00	\$ 6.00	\$ 5.00	\$ 6.00	\$ 5.60
Storage	\$ 50.00	\$ 65.00	\$ 65.00	\$ 55.00	\$ 65.00	\$ 60.00
Winching	\$ 75.00	\$ 100.00	\$ 100.00	\$ 75.00		\$ 87.50
Recovery	\$ 300.00	\$ 300.00	\$ 300.00	\$ 100.00		\$ 250.00
Admin Fee	\$ 35.00	\$ 35.00	\$ 35.00	\$ 48.00	\$ 25.00	\$ 35.60
Labor	\$ 100.00	\$ 200.00	\$ 250.00	\$ 100.00		\$ 162.50
Clean Up	\$ 75.00	\$ 100.00	\$ 100.00			\$ 91.67
Colloison Wrap						
Second Tow		\$ 185.00				\$ 185.00
Wait Time					\$ 150.00	\$ 150.00
After Hours Release	\$ 75.00	\$ 100.00	\$ 75.00	\$ 50.00		\$ 75.00
Gate Fee			\$ 75.00			\$ 75.00
Set Out Fee		\$ 75.00	\$ 75.00			\$ 75.00
Inclement Weather	\$ 75.00	\$ 100.00	\$ 150.00			\$ 108.33
EV Towing			\$ 300.00	\$ 195.00		\$ 247.50
EV Storage			\$ 100.00	\$ 55.00		\$ 77.50
Fuel Surcharge						
Hazardous Conditions	\$ 300.00					\$ 300.00
Oil Dry			\$ 75.00			\$ 75.00
Additional Equipment	\$ 50.00	\$ 150.00	\$ 150.00			\$ 116.67



Tri County Towing and Recovery LLC  
 184 Pete Hall Rd.  
 Searcy, Ar 72143  
 501-388-3720

#1

1. Light and Medium Duty

- a. \$175.00 Hourly Labor Rate
- b. \$5.00 Mileage per mile From the point of  
Pick up to shop
- c. \$75.00 Winch Charge. \*Minimum Fee
- d. \$50.00 Dolly Charge
- e. \$175.00 Second Truck \*Minimum Fee  
plus mileage
- f. \$100.00 Second man charge
- g. \$150.00 Over Turned on Dry land
- h. \$75.00 Clean up Fee of Accident scene  
\*Minimum Fee

2. Motorcycle/ATV Additional to standard vehicle Fee

- a. \$100.00 Motorcycle/ATV Fee

3. Burned vehicle Additional to standard vehicle fee

- a. \$150.00 Burned vehicle Fee

4. Water Recovery

- a. \$200.00 Low Water Recovery
- b. \$250.00 Low Water Recovery Overturned
- c. \$300.00 Deep Water Recovery
- d. \$400.00 Deep Water Recovery Overturned
- e. \$250.00 Diver Charge \*Minimum Fee
- f. \$250.00 Boat Charge \*Minimum Fee

5. Inclement Weather

a. \$75.00      Charged Per Hr Per Truck  
Driver/Extra Man

\*Low Water is Less than 2 feet

\*Deep Water is more than 2 feet

6. Storage

a. \$50.00      Daily Outside

\*Starting moment unloaded from truck

b. \$60.00      Daily Inside

\*Starting moment unloaded from truck

7. Administration Fees

a. \$35.00      Standard Administration Fee

b. \$25.00      Preparing Registered Letter

c. \$25.00      Certified Letter Charge

d. \$75.00      After hours release of vehicle

- After hours is anytime after close of normal business hours including weekends and holidays.
- Normal Business hours are from 8:00am to 5:00pm Monday-Friday





## Jeff's Auto & Wrecker Service

1 3607 Hwy 367, Bald Knob, AR 72010 501-724-5300  
2 904 Short St, Augusta, AR 72006 501-281-2673  
X 91b Hwy 64 W, Beebe, AR 72012 501-232-9566  
3 2415 Cartoon Dr, Searcy, AR 72143 501-278-5797

#2

### Light & Medium Duty

1. **\$200.00** **Standard Vehicle \*Applied to all calls. (All other fees are additional)**
  - 1.1. \$200.00 Hourly Rate
  - 1.2. \$6.00 Mileage per mile from point of pick up to the shop
  - 1.3. \$100.00 Winch charge \*Minimum Fee
  - 1.4. \$150.00 Dolly Charge
  - 1.5. \$185.00 Second Truck \*Minimum Fee plus mileage
  - 1.6. \$200.00 Second Man Charge
  - 1.7. \$150.00 Overturned on Dry Land
  - 1.8. \$100.00 Clean up fee of accident scene \*Minimum Fee
  - 1.9. \$75.00 Set Out Fee
2. **Motorcycle/ATV Additional to Standard Vehicle Fee**
  - 2.1. 150.00 Motorcycle/ATV Fee
3. **Burned Vehicle Additional to Standard Vehicle Fee**
  - 3.1. \$250.00 Burned Vehicle Fee
4. **Water Recovery**
  - 4.1. \$250.00 Low Water Recovery
  - 4.2. \$350.00 Low Water Recovery Overturned
  - 4.3. \$350.00 Deep Water Recovery
  - 4.4. \$500.00 Deep Water Recovery Overturned
  - 4.5. \$400.00 Diver Charge \*Minimum Fee
  - 4.6. \$400.00 Boat Charge \*Minimum Fee
5. **Inclement Weather**
  - 5.1. \$100.00 Charged Per Hour Per Truck Driver/Extra Man

JUL 30 2024

### Storage

1. \$65.00 Daily Outside
  - 1.1. Starting moment unloaded from truck
2. \$75.00 Daily Inside
  - 2.1. Starting Moment unloaded from truck

### Administration Fees

- A. \$35.00 Standard Administration Fee
- B. \$25.00 Preparing Registered Letter
- C. \$25.00 Certified Letter Charge
- D. \$100.00 After Hours Release of Vehicle

\*After hours is anytime after close of normal business hours including weekends and holidays

\*Deep Water is more than 2 feet

\*Low water is less than 2 feet



### **Jeff's Auto & Wrecker Service**

3607 Hwy 367, Bald Knob, AR 72010 501-724-5300  
904 Short St, Augusta, AR 72006 501-281-2673  
91b Hwy 64 W, Beebe, AR 72012 501-232-9566  
2415 Cartoon Dr, Searcy, AR 72143 501-278-5797

### **Heavy Duty (16 Ton and Larger)**

**Base Call** All services will be billed at the rate of **\$650.00** per hour per tow truck or service vehicle with time charged from departure to return. 2-Hour Minimum. We reserve the right to use price per pound recovery rates on major recoveries using guidelines attached

**Mileage** \$9.00 per mile round trip

**Storage** Tractor: \$85.00 per day  
Trailer: \$115.00 per day

**Supervisor** \$200.00 per hour

**Extra man power** \$200.00 per hour per man

**Clean Up Fee** \$350.00 minimum

**Inclement Weather** \$ 100.00 per hour per Truck Driver/Extra Man

**Subcontracted Services** Billed at cost plus 20%

Expendable Equipment and materials contaminated or damaged will be billed to job at market value

### **Administration Fees**

- A. \$150.00 Standard Administration Fee
- B. \$25.00 Preparing Registered Letter
- C. \$25.00 Certified Letter Charge
- D. \$150.00 After Hours Release of Vehicle\*

JUL 30 2024

\*After hours is anytime after close of normal business hours including weekends and holidays

\*Deep Water is more than 2 feet

\*Low water is less than 2 feet



### Jeff's Auto & Wrecker Service

3607 Hwy 367, Bald Knob, AR 72010 501-724-5300  
904 Short St, Augusta, AR 72006 501-281-2673  
X 91b Hwy 64 W, Beebe, AR 72012 501-232-9566  
2415 Cartoon Dr, Searcy, AR 72143 501-278-5797

### Normal Tractor-Trailer Recovery(on or Near Roadway)

.035 cents per lb.	Contained Recovery/Winching
.045 cents per lb.	Salvage/Debris Recovering
.015 cents per lb.	Inclement Weather
.015 cents per lb.	Nights/Weekends/Holidays
.025 cents per lb.	Travel Within 50 miles
.055 cents per lb.	Travel beyond 50 miles
.01 cents per lb.	Wheels higher than root
.01 cents per lb.	Embankments or inclines
.01 cents per lb.	Back door frame open
.01 cents per lb.	Tractor from under trailer
.05 cents per lb.	Major suspension damage
.05 cents per lb.	Handle complete recovery
.01 cents per lb.	10 MPH Collision factor
.02 cents per lb.	30 MPH Collision factor
.03 cents per lb.	50 MPH Collision factor
.04 cents per lb.	70 MPH Collision factor

Contamination Spills – Market Value/disposal fees

Inclement Weather (above 90 or below 30)

Sublets priced at market value +20%

JUL 30 2024

\*After hours is anytime after close of normal business hours including weekends and holidays

\*Deep Water is more than 2 feet

**Hook N Book Towing, Inc.**  
**106 Taylor Ln**  
**McRae, AR 72102**  
**Office: 501-882-3793**  
**Cell: 501-454-8434**

#3

**Light/Medium Duty:**

\$250.00 Standard Tow Fee  
\$300.00 EV Tow Fee  
\$6.00 Per Loaded Mile

**Additional Fees:**

\$250.00 Hourly Rate  
\$200.00 Recovery Fee  
\$400.00 RV/Camper/Boat Fee  
\$75.00 Set Out Fee  
\$100.00-\$600.00 Winch Fee  
\$150.00 Wheel Dolly Fee  
\$200.00 Additional Truck Fee  
\$200.00 Additional Man Fee  
\$150.00 Over-turned Vehicle  
\$100.00-\$600.00 Clean up Fee  
\$150.00 Motorcycle/ATV Fee  
\$275.00 Burn Vehicle Fee  
\$150.00 Inclement Weather Fee  
\$75.00 After Hour Redemption Fee  
\$75 Per Bag of Oil Dry Fee

**Special Equipment:**

Skid Loader: \$500.00 Per Hour  
Dump Trailer: \$500.00 Per Trailer  
Dump Truck: \$500.00 Per Truck  
Diver: \$400.00

**Water Recovery:**

\$190.00 Low Water Recovery 0-2Ft deep  
\$240.00 Low Water Recovery-Overturned  
\$325.00 High Water Recovery 3 Feet or more  
\$450.00 High Water Recovery-Overturned

**Storage:**

\$65.00 Per Day- starts when unloaded  
\$100.00 EV Per Day- starts when unloaded

**Administration Fees:**

\$35.00 Standard Administration Fee  
\$25.00 Per Notice Fee

**Revision Effective Date September 23, 2024**



# Arkansas State Police

## Medium Duty Non-Consent Rotation Fee Schedule

(Charging As Defined By Arkansas Towing And Recovery Board Rules)

Standard Tow 195.00 per hour plus tax

EV Tow 195.00 per hour plus tax

Recovery (By Hour) 100.00 per hour per person plus tax

Winching (By Foot) 1.00 per foot plus tax

Labor 100.00 per hour plus tax

Fuel Surcharge US Dept. Of Energy PSDD3 Cost plus mileage 5.00 / mile

Set Out Fee 40.00 plus TAX

After Hours Release Fee 50.00 plus tax

Storage Per/Day 55.00 plus tax per day

EV Storage Per/Day 55.00 per day plus tax  
(If Special EV Storage Required)

Administrative Fee 48.00 plus tax

Notification Fee Not to exceed \$25.00 or actual cost of postage. 25.00 plus tax

Special Equipment	1	2	3	4	5	6	7	8

### Submitted By

Tow Company Name D & K Brooks Garage & Towing

Tow Company Address 104 Freeway Ave. PO Box 127 (mail)

Tow Company Phone 501-724-6203 & 1-800-483-6203

Representative/Owner Name James Dale Brooks

Representative/Owner Signature

9/12/24  
Date

I, James Dale Brooks, agree to provide the above listed services as defined by the State of Arkansas Towing and Recovery Board at the fee rates submitted on all Arkansas State Police non-consent rotation services. I agree to notify the Arkansas State Police of any fee rate changes immediately. I agree to comply with the Arkansas State Police Non-consent towing policy. I agree to comply with the State of Arkansas Towing and Recovery Board Rules and statutes. I agree to comply with all Federal, State and local laws. I understand any violation of the aforementioned may result in the Arkansas State Police taking action including the immediate and permanent removal from participation on the rotation list.

can Skiff Corporation  
builders of Truck Transmissions  
and Differentials  
945-0376 • 1-800-444-5977

Back Doors

Search - 100.00  
On the  
Newport 150.00  
Bradford 100.00  
15 miles 125.00  
Plant Plains 150.00

201 Bradford 100.00

Freeway • N. Little Rock, AR 72114



# RATE SHEET

BARNETT TOWING RECOVERY LLC.

142 Riverside Park Rd.

Searcy, AR. 72143

(501) 268-3638

#5

Estimate of billing rates at request of the following municipalities

Arkansas State Police Troop B, White County Sheriff Department, Searcy Police Department

Nonconsensual towing, administrative fees, labor rates and storage rates

A.C.A 27-50-1101

Light Duty Passenger Cars and Light Duty Trucks <sup>1/2</sup> ton and smaller

Base Call Out For A Standard Nonconsensual Tow \$175.00

Example -(Standard Tow) Typical fender bender type accident with minimal clean up towed in a regular fashion accepted as regular daily routine hook and go accident on and off of accident scene or arrest within 15 minutes

Motorcycle Nonconsensual Tow \$250.00 (Special equipment and additional manpower is required to perform this tow effectively, safely and professionally)

Hourly On Scene or Accident Time For Light Duty Nonconsensual Towing \$150.00 per hour per tow vehicle from port to port until tow or recovery is completed in an effective, safe and professional fashion. This not limited to any other equipment, personnel or labor required to complete tow or recovery

Base Call Out Fee For A Medium Duty Nonconsensual Tow \$350.00

Example - One ton or larger dual wheel truck articulated to trailer, School

**Sales Tax will be charged per current tax table at time of recovery or tow**

**Large or lengthy accidents , arrests or recoveries are subject to additional charges**

**1 Secondary Tow Vehicles , Clean Up Equipment , Sub Contract Labor , or Additional Personnel to effectively perform a safe and professional recovery or tow from accident scene back to impound holding facility**

**2. Time to accomplish recovery or tow**

**3 Number of regular employees required to safely complete recovery and tow**

**4. Number of extra people needed or used to effectively complete recovery or tow**

**5. Special equipment required to recover or tow vehicle, implement or machinery**

**6. Location of vehicle recovered or towed**

**7 Clean up process of large amount of debris, fluids , cargo involved in recovery or tow**

**8 Any other relevant information gathered having a direct effect on the pricing of a recovery , tow , administrative fees or storage rates .**

**9. Weather Conditions**

**10 Storing of vehicles in impound facility leaking fluids to meet EPA Requirements or OSHA requirements**

**Barnett Towing Recovery LLC. reserves the right to discount or dismiss any charges due listed above to the registered owner , lien holder or legal representative**

**APR 02 2025**

Item	Average for all 4 countys	perposed rates
Light Duty	\$ 208.00	
motorcycle towing	\$ 275.00	
After Hours Towing	\$ 181.00	
Milage	\$ 7.73	
Storage	\$ 51.58	
Winching	\$ 136.36	
Recovery	\$ 223.75	
Admin Fee	\$ 52.75	
Labor	\$ 109.58	
Clean Up	\$ 75.38	
Colloison Wrap	\$ 30.00	
Second Tow	\$ 92.50	
Wait Time	\$ 85.63	
After Hours Release	\$ 65.56	
Gate Fee	\$ 36.67	
Set Out Fee	\$ 50.00	
Inclement Weather	\$ 113.83	
EV Towing	\$ 192.50	
EV Storage	\$ 63.75	
Fuel Surcharge	\$ 25.00	
Hazardous Conditions	\$ 149.00	
Oil Dry	\$ 30.00	
Additional Equipment	\$ 167.86	

allowance for additional services  
should for instance hazardous materials



Item	Perposed Rates	Column1
Light Duty	\$ 225.00	Per Hr
EV Towing	\$ 275.00	Per Hr
motorcycle towing	\$ 275.00	Per Hr
Milage	\$ 5.00	After 10 Free
EV Storage	\$ 100.00	Per Day/From time of Stored on lot
Storage Daily	\$ 50.00	Per Day/From time of Stored on lot
Winching/ Recovery	\$ 225.00	Per Hr
Admin Fee	\$ 50.00	
Labor Extra Person	\$ 125.00	Per Hr.
Second Tow	\$ 150.00	Per Hr.
After Hours Release/Gate Fee	\$ 75.00	
Colloison Wrap	40% abover retail cost	
Oil Dry	40% abover retail cost	
Additional Equipment	*	
Hazardous Conditions	*	

\*Excessive hazardous material clean-up fees and additional fees for unusual services may be approved on a case-by-case basis by the chief of police of the city police department, or his designee.

# **Electric Vehicle Information**

Electric vehicle towing and storage cost more due to safety hazards and the need for specialized equipment and processes. These include the risk of battery fires, the need for thermal cameras to monitor overheating, and dedicated isolation storage areas. Towing companies face increased costs for new equipment, changes to towing procedures, and extra inspection steps to ensure safety.

#### Elaboration:

##### **Battery Safety:**

EVs utilize high-voltage lithium-ion batteries, which can overheat, catch fire, or become unstable if punctured or mishandled, posing a significant safety risk during towing and recovery.

##### **Specialized Equipment:**

Towing companies require thermal cameras to monitor battery temperature and prevent fires, as well as concrete blocks to stabilize EVs and prevent movement during storage.

##### **Isolation Storage:**

Specialized areas are needed to isolate EVs from other vehicles to minimize the risk of fire spreading.

##### **Increased Training:**

Personnel need specialized training to handle EVs safely, including emergency response and high-voltage system awareness.

##### **Cost Implications:**

The extra safety measures and equipment lead to increased costs for towing companies, which are often passed on to customers.

##### **Regulatory Changes:**

Current fee schedules for towing and storage may not adequately reflect the increased hazards and costs associated with EVs, leading to a need for updates and adjustments.

EV Towing



U.S. Department  
of Transportation  
**National Highway  
Traffic Safety  
Administration**



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DOT HS 811 574

January 2012

# **Interim Guidance for Electric and Hybrid-Electric Vehicles Equipped With High Voltage Batteries**

The National Highway Traffic Safety Administration (NHTSA) is committed to ensuring the highest standards of safety on our Nation's roadways. To better protect consumers and the public safety community from the potential risk of fire and other hazards related to vehicles that have been involved in a motor vehicle crash, NHTSA has developed "Interim Guidance for Electric and Hybrid-Electric Vehicles Equipped With High Voltage (HV) Batteries." Developed with the assistance and expert input of the National Fire Protection Association, the Department of Energy (DOE) and others, the interim guidance for electric and hybrid-electric vehicles identifies appropriate post-crash safety measures for vehicle owners and the general public, emergency responders, and for towing/recovery operators and vehicle storage facilities.

NHTSA does not believe that electric vehicles present a greater risk of post-crash fire than gasoline-powered vehicles. In fact, all vehicles—both electric and gasoline-powered—have some risk of fire in the event of a serious crash. However, electric vehicles have specific attributes that should be made clear to consumers, the emergency response community, and tow truck operators and storage facilities. Out of an abundance of caution to prevent injury and loss of property, the interim guidance identifies considerations and actions for all electric and hybrid-electric vehicle crashes, including those involving the growing number of vehicles powered by lithium-ion batteries.

This interim guidance is intended to serve as a general reference for vehicle operators and responders. It was developed using current best practices and instructions from vehicle and battery manufacturers and others. It is not intended to replace information issued by the vehicle manufacturer, but rather to be used as a supplement to vehicle-specific guides. For more information about specific vehicle models, individuals should consult guidance provided by the vehicle manufacturer.

NHTSA, together with the Department of Energy, is continuing to explore strategies to ensure that the public and responder community receive the best information in the shortest possible time. The agency hope that this guidance will help to inform activities to educate responders and the public about electric vehicles including efforts already underway by DOE, NFPA, vehicle manufacturers, and others.

## Interim Guidance for Electric and Hybrid-Electric Vehicles Equipped With High Voltage Batteries (Vehicle Owner/General Public)

### ELECTRIC AND HYBRID-ELECTRIC VEHICLE CONSIDERATIONS

In the event of damage to or fire involving an electric vehicle (EV) or hybrid-electric vehicle (HEV):

- Always assume the high voltage (HV) battery and associated components are energized and fully charged.
- Exposed electrical components, wires, and HV batteries present potential HV shock hazards.
- Venting/off-gassing HV battery vapors are potentially toxic and flammable.
- Physical damage to the vehicle or HV battery may result in immediate or delayed release of toxic and/or flammable gases and fire.

### VEHICLE INFORMATION

- Know the make and model of your vehicle.
- Review the owner's manual and become familiar with your vehicle's safety information and recommended safety practices.
- Do not attempt to repair damaged electric or hybrid-electric vehicles yourself. Contact an authorized service center or vehicle manufacturer representative for service.

### EMERGENCIES

**CRASH:** A crash or impact significant enough to require an emergency response for conventional vehicles would also require the same response for electric or hybrid-electric vehicles.

#### If possible

- Move your car to a safe, nearby location and remain on the scene.
- Roll down windows before shutting the vehicle off.
- Place the vehicle in Park, set the parking brake, turn off the vehicle, activate hazard lights, and move keys at least 16 feet away from the vehicle.

#### Always

- Call 911 if assistance is needed and advise that an electric or hybrid-electric vehicle is involved.
- Do not touch exposed electrical components or the engine compartment, as a shock hazard may exist.
- Avoid contact with leaking fluids and gases, and remain out of the way of oncoming traffic until emergency responders arrive.
- When emergency responders arrive, tell them that the vehicle involved is an EV or HEV.

**FIRE:** As with any vehicle, call 911 immediately if you see sparks, smoke, or flames coming from the vehicle.

- Exit the vehicle immediately.
- Advise 911 that an electric or hybrid-electric vehicle is involved.
- As with any vehicle fire, do not inhale smoke, vapors, or gas from the vehicle, as they may be hazardous.
- Remain a safe distance upwind and uphill from the vehicle fire.
- Stay out of the roadway and stay out of the way of any oncoming traffic while awaiting the arrival of emergency responders.

## **POST-INCIDENT**

- Do not store a severely damaged vehicle with a lithium-ion battery inside a structure or within 50 feet of any structure or vehicle.
- Ensure that passenger and cargo compartment remain ventilated, i.e., open a window, door or trunk.
- Notify an authorized service center or vehicle manufacturer representative as soon as possible as there may be other steps they can take to secure and discharge the HV battery.
- Call 911 if you observe leaking fluids, sparks, smoke, flames, or hear gurgling or bubbling from the HV battery.

## **Interim Guidance for Electric and Hybrid-Electric Vehicles Equipped With High Voltage Batteries (Law Enforcement)**

### **ELECTRIC AND HYBRID-ELECTRIC VEHICLE CONSIDERATIONS**

**In the event of damage to or fire involving an electric vehicle (EV) or hybrid-electric vehicle (HEV):**

- Always assume the high voltage (HV) battery and associated components are energized and fully charged.
- Exposed electrical components, wires, and HV batteries present potential HV shock hazards.
- Venting/off-gassing HV battery vapors are potentially toxic and flammable.
- Physical damage to the vehicle or HV battery may result in immediate or delayed release of toxic and/or flammable gases and fire.

### **IDENTIFY VEHICLE**

Determine if the vehicle is an electric or hybrid-electric vehicle, and if it is, advise Dispatch and all responders that an electric or hybrid-electric vehicle is involved.

### **IMMOBILIZE VEHICLE**

- Always approach vehicle from the sides to stay out of potential travel path. It may be difficult to determine if the vehicle is running due to lack of engine noise.
- If possible, chock the tires, place the vehicle into Park and set the parking brake.

### **DISABLE VEHICLE**

- Place vehicle in Park, set parking brake, turn off the vehicle, activate hazard lights, and move vehicle keys at least 16 feet away from vehicle.
- If your local standard operating procedures (SOPs) allow, and if you are properly trained and equipped, disconnect the 12-volt battery. CAUTION: Safety restraints, air bags and other safety systems may be active for up to five minutes after disconnecting the 12-volt battery.



- Request Emergency Medical Services if there are injuries as a result of the crash.
- Request law enforcement if you need assistance with traffic control or scene safety.
- Move away from the vehicle and evacuate others from the immediate area if you detect any unusual odors or experience eye, nose, or throat irritation. Wear full Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) if rapid extrication is necessary for injured or trapped occupants.
- Be alert. There is a potential for delayed fire with damaged lithium-ion batteries.

## **FIRE:**

**NOTE:** If the fire involves a lithium-ion battery, it will require large, sustained volumes of water for extinguishment. If there is no immediate threat to life or property, consider defensive tactics and allow fire to burn out.

- If there is active fire, follow local SOP for vehicle fires. Wear appropriate Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) at all times.
- If occupants are still inside the vehicle or are trapped, use a fire extinguisher to protect the occupants until a hose line is available or until the occupants are removed.
- Establish a safe perimeter around the vehicle.
- Consider establishing a water supply to support long-term operation.
- Use a hose line to apply water to extinguish the fire while continuing to cool the HV battery and its casing. Never attempt to penetrate the HV battery or its casing to apply water.
- Avoid contact with orange high voltage cabling and areas identified as high voltage risk by warning labels.
- Be alert. There is a potential for delayed ignition or re-ignition of a lithium-ion battery fire even after it is believed to be extinguished. This may remain an issue until the lithium-ion battery is properly discharged.
- As with any vehicle fire, the byproducts of combustion can be toxic and all individuals not properly trained, dressed, and equipped to fight the fire should be directed a safe distance upwind and uphill from the vehicle fire and out of the way of oncoming traffic.

## **POST-INCIDENT**

- Always assume the HV battery and associated components are energized and fully charged.
- Ensure that passenger and cargo compartments remain ventilated, i.e., open window, door or trunk if and when inside vehicle providing patient care.
- Notify an authorized service center or vehicle manufacturer representative (dealer) as soon as possible as there may be additional steps they can take to secure and discharge the HV battery.
- Do not store a severely damaged vehicle with a lithium-ion battery inside a structure or within 50 feet of any structure or vehicle.
- Vehicle should be monitored for leaking fluids, sparks, smoke, flames, gurgling or bubbling sounds from the HV battery, and if detected, assume the HV battery is burning and follow above guidance to extinguish the fire.

**Interim Guidance for Electric and Hybrid Vehicles  
Equipped With High Voltage Batteries  
(Towing and Recovery Operators and Vehicle Storage Facilities)**

**ELECTRIC AND HYBRID-ELECTRIC VEHICLE CONSIDERATIONS**

**In the event of damage to or fire involving an electric vehicle (EV) or hybrid-electric vehicle (HEV):**

- Always assume the high voltage (HV) battery and associated components are energized and fully charged.
- Exposed electrical components, wires, and HV batteries present potential HV shock hazards.
- Venting/off-gassing HV battery vapors are potentially toxic and flammable.
- Physical damage to the vehicle or HV battery may result in immediate or delayed release of toxic and/or flammable gases and fire.

**IDENTIFY VEHICLE**

- Determine if the vehicle is an electric or hybrid-electric vehicle, and if it is, advise your Dispatch and all other responders that an electric or hybrid-electric vehicle is involved.
- If you detect leaking fluids, sparks, smoke, flames, increased temperature, gurgling, popping or hissing noises from the HV battery compartment, ventilate passenger area (i.e., roll down windows or open doors) and call 911.
- Be alert. There is a potential for delayed fire with damaged lithium-ion batteries.

**RECOVERING /TRANSPORTING VEHICLE:**

- Call an authorized service center or vehicle manufacturer representative, if necessary, to determine additional steps that you should take to safely recover or transport the vehicle.
- Always approach vehicle from the sides to stay out of potential travel path. It may be difficult to determine if the vehicle is running due to lack of engine noise.
- Place vehicle into Park, set parking brake, turn off the vehicle, activate hazard lights, and remove keys to a distance at least 16 feet away from the vehicle until loading vehicle for transport.
- Refer to vehicle manual/recovery guide to locate proper attachment/connection points and transport method.
- Avoid contact with orange high voltage cabling and areas identified as high voltage risk by warning labels.

## Resource Guide

The National Highway Traffic Safety Administration is dedicated to achieving the highest standards of excellence in motor vehicle and highway safety. NHTSA provides the public with facts on vehicle safety, driving safety, and research.

[www.nhtsa.gov](http://www.nhtsa.gov)

[www.safercar.gov](http://www.safercar.gov)

[www.ems.gov](http://www.ems.gov)

Electric Vehicle Safety Training is a nationwide program through the National Fire Protection Association to help firefighters and other first responders effectively deal with emergency situations involving electric and hybrid-electric vehicles. The Web site hosts an EV blog, calendar of events, training videos, emergency field guides from 19 auto manufacturers, research reports, as well as an online training course for the Chevy Volt.

[www.evsafetytraining.org](http://www.evsafetytraining.org)

SAE International is a resource for vehicle safety codes and standards. It has recently developed and revised safety standards for electric vehicles.

[www.sae.org/standards](http://www.sae.org/standards)

The Electric Drive Transportation Association is a resource for learning about different types of hybrid-electric and electric vehicles. It also has a fact sheet that details the numbers of hybrid vehicles on the road now and how many we can expect in the future.

[www.electricdrive.org](http://www.electricdrive.org)

The Alternative Fuels and Advanced Vehicles Data Center provides information, data, and tools to help fleets and other transportation decision-makers find ways to reduce petroleum consumption through the use of alternative and renewable fuels, advanced vehicles, and other fuel-saving measures.

[www.afdc.energy.gov/afdc](http://www.afdc.energy.gov/afdc)

HybridCars has detailed resources on every hybrid model on the road today. Its research section also provides studies and surveys about hybrid and electric vehicles in relation to technology, the environment, culture, and law.

[www.hybridcars.com](http://www.hybridcars.com)

The National Alternative Fuels Training Consortium promotes programs and activities that lead to energy independence, and encourages the greater use of cleaner transportation.

[www.naftc.wvu.edu](http://www.naftc.wvu.edu)

**DOT HS 811 574**  
**January 2012**

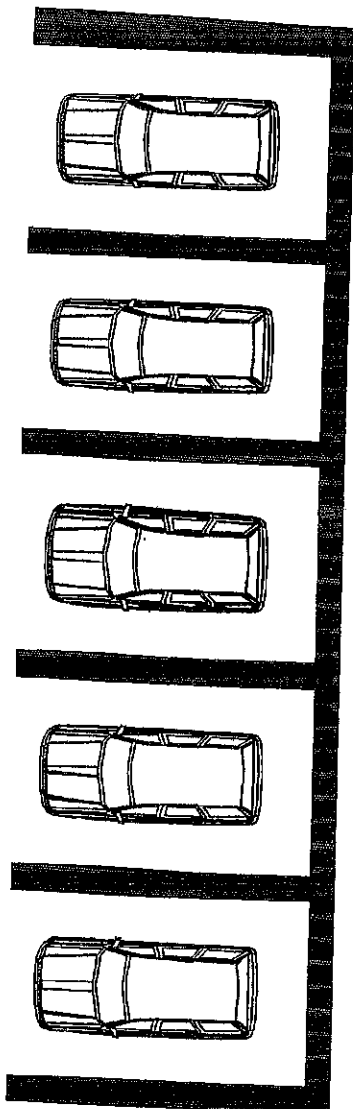


U.S. Department  
of Transportation  
**National Highway  
Traffic Safety  
Administration**



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VEHICLE ISOLATION BAY CONCEPT  
(CONCEPTUAL BAY LAYOUT, SEE NOTE 5)

## GENERAL NOTES:

1. THE CONTENTS AND IMAGERY OF THIS DRAWING ARE THE INTELLECTUAL PROPERTY OF ENERGY SECURITY AGENCY (ESA).
2. ENERGY SECURITY AGENCY IS NOT RESPONSIBLE FOR ANY AND ALL STRUCTURAL CALCULATIONS, PERMITS, FEDERAL LAWS, STANDARDS AND REGULATIONS FOR CONSTRUCTION OF THE ISOLATION BAY. ISOLATION BAY IS TO FOLLOW SOCIETY OF AUTOMOTIVE ENGINEERS SAE J2990.
3. ENVIRONMENTAL PROTECTION LAWS, REGULATIONS, AND REQUIREMENTS MUST BE ABIDED BY DURING CONSTRUCTION. CONTRACTOR IS REQUIRED TO TAKE MEASURES TO AVOID ENVIRONMENTAL PROTECTION HAZARDOUS MATERIALS MUST BE CONSIDERED FOR ANY AND ALL DRAINAGE AND WATER STORAGE.
4. ALL MANUFACTURERS' REQUIREMENTS AND RECOMMENDATIONS ARE TO BE FOLLOWED.
5. ALL DIMENSIONS SHOWN ARE FOR MINIMUM CLEARANCES AND ARE NOT TO BE USED FOR WALL CONSTRUCTION SIZING. CONTRACTOR IS REQUIRED TO DETERMINE ALL WALL DIMENSIONS TO SATISFY MINIMUM CLEARANCE REQUIREMENTS.
6. ALL DRAWINGS ARE NOT TO SCALE.
7. ANY AND ALL QUESTIONS OR CONSTRUCTION ALTERNATIVES SHALL BE SUBMITTED TO ESA IN WRITING FOR APPROVAL PRIOR TO ORDERING MATERIALS AND CONSTRUCTION.
8. ALL MATERIALS MUST BE APPROVED BY ESA PRIOR TO ORDERING AND CONSTRUCTION.
9. ANY AND ALL PROPRIETARY NAMES LISTED IN THESE PAGES ARE RECOGNIZED AS TRADEMARK NAMES.

ABBRE  
CLF - CL  
CMU - CC  
ESA - EN  
MIN - MI  
TYP - TY



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:042

Agenda Date: 12/2/2025

Version: 1

Status: First Reading

In Control: City Council

File Type: Ordinance

AN ORDINANCE TO AMEND CHAPTER 117, KNOWN AS THE ZONING ORDINANCE PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM I-1 TO C-2 FOR PROPERTY LOCATED AT 213 N MAIN AS REQUESTED BY SHAMIM WILKINS.

BE IT ORDAINED BY THE CITY COUNCIL OF JONESBORO, ARKANSAS:

**SECTION 1:** CHAPTER 117, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS BE AMENDED AS RECOMMENDED BY THE METROPOLITAN AREA PLANNING COMMISSION BY THE CHANGES IN ZONING CLASSIFICATION AS FOLLOWS:

FROM: **Industrial I-1**

TO: **Commercial C-2**

THE FOLLOWING DESCRIBED PROPERTY:

### LEGAL DESCRIPTION:

Lot B:

That part of Southwest Quarter of the Northwest Quarter of Section 18, Township 14 North, Range 4 East, And that part of Lot 52 of Northwest Addition to the City of Jonesboro, Arkansas, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Beginning at the Northwest corner of Lot 50 of said Northwest Addition SO \*19W 110.9 feet to the true point of beginning, run thence SO \*19\*W 54.1 feet; run thence S89 \*20'W 118.4 feet; run thence NO \*57'E 54.1 feet; run thence N89 \*20'E 117.8 feet to the true point of beginning, containing 0.15 acres, more or less; subject to assessments, building lines, easements, mineral reservations and/or conveyances, restrictions.

**SECTION 2:** THE REZONING OF THIS PROPERTY SHALL ADHERE TO THE FOLLOWING STIPULATIONS:

- 1) That the proposed site shall satisfy all requirements of the City Engineer, all requirements of the current Stormwater Drainage Design Manual, FloodPlain Regulations, and Traffic Access Management Policy regarding any new development.

- 2) A final site plan subject to all ordinance requirements and illustrating compliance with the site requirements for parking, signage, landscaping, fencing, buffering, outdoor storage, dumpster enclosure, sidewalks, etc, shall be submitted, reviewed, and approved by the Planning Department prior to any redevelopment of the property.
- 3) Any change of use shall be subject to Planning Department approval in the future.
- 4) This development shall comply with all Overlay District requirements.



**CITY OF JONESBORO  
REZONING PROPERTY OWNER NOTIFICATION**

The Metropolitan Area Planning Commission, City of Jonesboro, Arkansas, will hold a public hearing at the City of Jonesboro Municipal Center, 300 S. Church St., Council Chambers, 1<sup>st</sup> Floor, Jonesboro, Arkansas, on:

**TUESDAY, 11<sup>th</sup>, 2025 AT 5:30 PM**

One item on the agenda for this meeting is a request to the Commission to approve a Rezoning to the zoning ordinance concerning property that is within 200 feet of your property. You have the opportunity to attend this meeting to voice your approval or disapproval if you wish. If you have information that you feel should be taken into consideration before a decision is rendered, you are encouraged to submit such information to the Commission. If the Commission renders a decision you feel is unfair or unjust, you may appeal the decision to Circuit Court.

REZONING REQUESTED BY: Shamim Wilkins  
 DATE: Oct. 30<sup>th</sup>, 2025  
 SUBJECT PROPERTY ADDRESS: 215 N. Main Street Jonesboro, AR 72401  
 DESCRIPTION OF REZONING REQUESTED: C-2

In affixing my signature below, I am acknowledging my understanding of this request for a Rezoning. I further understand that my signature only indicates my receipt of notification of the request for a Rezoning and does not imply an approval by me or the Rezoning, unless so written by me to the Commission.

220 N Main St  
 Printed Name of Property Adjacent Owner

[Signature] 11-3-25  
 (Signature) Date

Jonesboro Ar 72401  
 Address

870-932-1449  
 Phone

If you would like to obtain additional information, or voice an opinion regarding this request, you may do so by contacting the Planning Department, at 300 S. Church St., or by calling 870-932-0406, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.





METROPOLITAN AREA  
PLANNING COMMISSION  
Jonesboro, Arkansas

# Application for a Zoning Ordinance Map Amendment

Meeting Date: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Meeting Deadline: \_\_\_\_\_ Case Number: \_\_\_\_\_

## LOCATION:

Site Address: 213 N. MAIN Street, Jonesboro AR 72401  
Side of Street: West between Johnson Ave. and Word Street  
per survey  
Quarter: \_\_\_\_\_ Section: 18 Township: 14 N Range: 4 E

Attach a survey plat and legal description of the property proposed for rezoning. A Registered Land Surveyor must prepare this plat.

## SITE INFORMATION:

Existing Zoning: I Proposed Zoning: C 2

Size of site (square feet and acres): 6383,8' . 15 ac. Street frontage (feet): 54,1'

Existing Use of the Site: VACANT for over 5 years

Character and adequacy of adjoining streets: N. MAIN St. or Highway 141 Accessible

Does public water serve the site? Yes

If not, how would water service be provided? N/A

Does public sanitary sewer serve the site? Yes

If not, how would sewer service be provided? N/A

## Use of adjoining properties:

North Storage Units

South Exxon Service Station

East Rentals Phillips Investments & Construction, INC

West City Water & Light YARD

Physical characteristics of the site: Red brick building, 6 to 8 parking, chain link Fenced entrance from N. MAIN STREET

Characteristics of the neighborhood: Housing, some owners, more rental & retail,

Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.

### REZONING INFORMATION:

The applicant is responsible for explaining and justifying the proposed rezoning. *Please prepare an attachment to this application answering each of the following questions in detail:*

- (1). How was the property zoned when the current owner purchased it?
- (2). What is the purpose of the proposed rezoning? Why is the rezoning necessary?
- (3). If rezoned, how would the property be developed and used?
- (4). What would be the density or intensity of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?
- (5). Is the proposed rezoning consistent with the *Jonesboro Comprehensive Plan* and the *Future Land Use Plan*?
- (6). How would the proposed rezoning be the public interest and benefit the community?
- (7). How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?
- (8). Are there substantial reasons why the property cannot be used in accordance with existing zoning?
- (9). How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.
- (10). How long has the property remained vacant?
- (11). What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?
- (12). If the rezoning is approved, when would development or redevelopment begin?
- (13). How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposal has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with neighbors may result in delay in hearing the application.*
- (14). If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.

### OWNERSHIP INFORMATION:

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

#### Owner of Record:

I certify that I am the owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

Name: Double Browns Properties  
Address: 1410 Franklin St.  
City, State: Jonesboro, AR ZIP 72401  
Telephone: 870-930-7605  
Facsimile: \_\_\_\_\_  
Signature: Jim A. Brown

Deed: Please attach a copy of the deed for the subject property.

#### Applicant:

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

Name: S&A Villa LLC  
Shamim Wilkins  
Address: 2720 Keystone Dr  
City, State: Jonesboro ZIP 72401  
Telephone: 870 219 7884  
Facsimile: \_\_\_\_\_  
Signature: Shamim

*Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*



# 213 N Main Street Lot B Rezone

## Exhibit A:

1. Industrial
2. Short Term Rental - C2, Industrial can't be Short Term Rental
3. Updated, paint, flooring, cleaned up & some remodel, add showers to both existing bathrooms, not to exceed 50% of value. Used for possible workers coming to the area for short term rental stay, allowed under C2 short term rental.
4. Only updates, paint, flooring, showers in both bathrooms, property has six rooms to be converted into six bedrooms, property already has six parking spaces
5. Under Jonesboro, AR Code of Ordinances. Commercial and Industrial Districts, C2 would allow short-term residential rentals.
6. By cleaning up and remodeling the building would create a pleasant and inviting appearance for the area
7. C2 zoning would allow short-term residential rental as many areas of N. Main are residential rental properties and even possible duplexes in the area
8. Last time was a day care, building has not been occupied for five plus years
9. Only affect by benefiting all surrounding areas, traffic should not be a significant change. Should help raise property values, by cleaning and improving the appearance of the area. Should have no effect on utilities, streets or drainage. Appearance will improve
10. Five plus years
11. Should not have any negative effects on any utilities, streets, drainage, parks, open spaces, fire, police and emergency medical services. All positive effects should be from having a vacant building occupied and remodeled.
12. Soon as closing of the property and rezone in place
- 13.
14. N/A

**DRAFT**

**LEGAL DESCRIPTIONS:**

A Replat of the following described lands in Craighead County, Arkansas, to-wit:

ORIGINAL TRACT

That part of the Southeast Quarter of the Northwest Quarter of Section 15, Township 14 North, Range 4 East, and Lots 49 through 55 of Non-Union Addition to the City of Junction, Arkansas, inclusive of the platted alley located between said Lots 49 through 55, and the abandoned street right of way running along the East half of the abandoned street right of way running along the West side of said Lots 53 through 55, a portion of said lands being formerly platted as Double Brown Property, Inc. Plat as shown in Plat Cabinet "C" at page 257.

**INTD:**

This part of Southwest Quarter 46, Township 14 North, Range 4 East, and Lots 49 through 61 that part of Lot 62, and Lots 63 through 74, are located within the City of Uniontown, Jefferson County, Pennsylvania, and are being sold by the City of Uniontown, inclusive of the platting authority, to the City of Uniontown, as follows:

All BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: Beginning at the corner of Lot 60 of said Northwest Addition, run thence S 14° W 110.9 feet; run thence S89.20° W 17.6 feet; run thence S 0° 57' W 64.1 feet; run thence S89.20° W 22.9 feet; run thence S 14° E 146.8 feet; run thence N 14° E 146.8 feet to the centerline of abandoned street north of way running along the west side of said Lots 63 through 74; run thence S 14° E 146.8 feet to the centerline of abandoned street north of way running along the east side of said Lots 63 through 74; run thence S 14° W 76.0 feet to the true point of beginning, containing 16.62 acres, more or less, subject to assessments, building lines, easements, mineral reservations and/or covenants, restrictions, and any other matters of record or fact.

LOT 5  
That

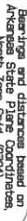
first part of the Southeast Quarter of Section 19, Township 14 North, Range 4 East, and the part of Lot 62 of Northwest Addition to the City of Kansas, both more particularly described as follows: beginning at the true point of beginning run thence S0 49° 51' E 186.29' ft; n 118.4 feet; n 78.0 feet N 57° E 54.1 feet; n 78.0 feet; n 117.6 feet to the true point of beginning containing 0.25 acre, more or less, subject to assessments, building lines, easements, mineral reservations and/or conveyances, restrictions, and by other matters of record or fact.

Dated: October 13, 2025

**DRAFT**

OWNERS CERTIFICATION:

We, the owners of the lands platted and described herein, do hereby accept the plan of replat as shown further dedicating all easements and rights of way to public use



Symbol	Description
●	found monument
●	set mag nail
○	set 1/2" rebar
△	computed
———	railroad track
———X———	fence
———	power line
———	centerline
———	plot lines



SCALE 1"=30'

**FLOOD NOTE:**

This property is currently zoned Industrial (I-4). Rezoning requested in conjunction with this plat as follows: Lot A will remain Industrial (I-4), Lot B requesting Commercial (C-2) zoning.

**FLOOD NOTE:**

A portion of this property is located in Flood Zone AE according to the FIRM for the City of Jonesboro, Arkansas, map no. 0503100252D, dated September 26, 2024.

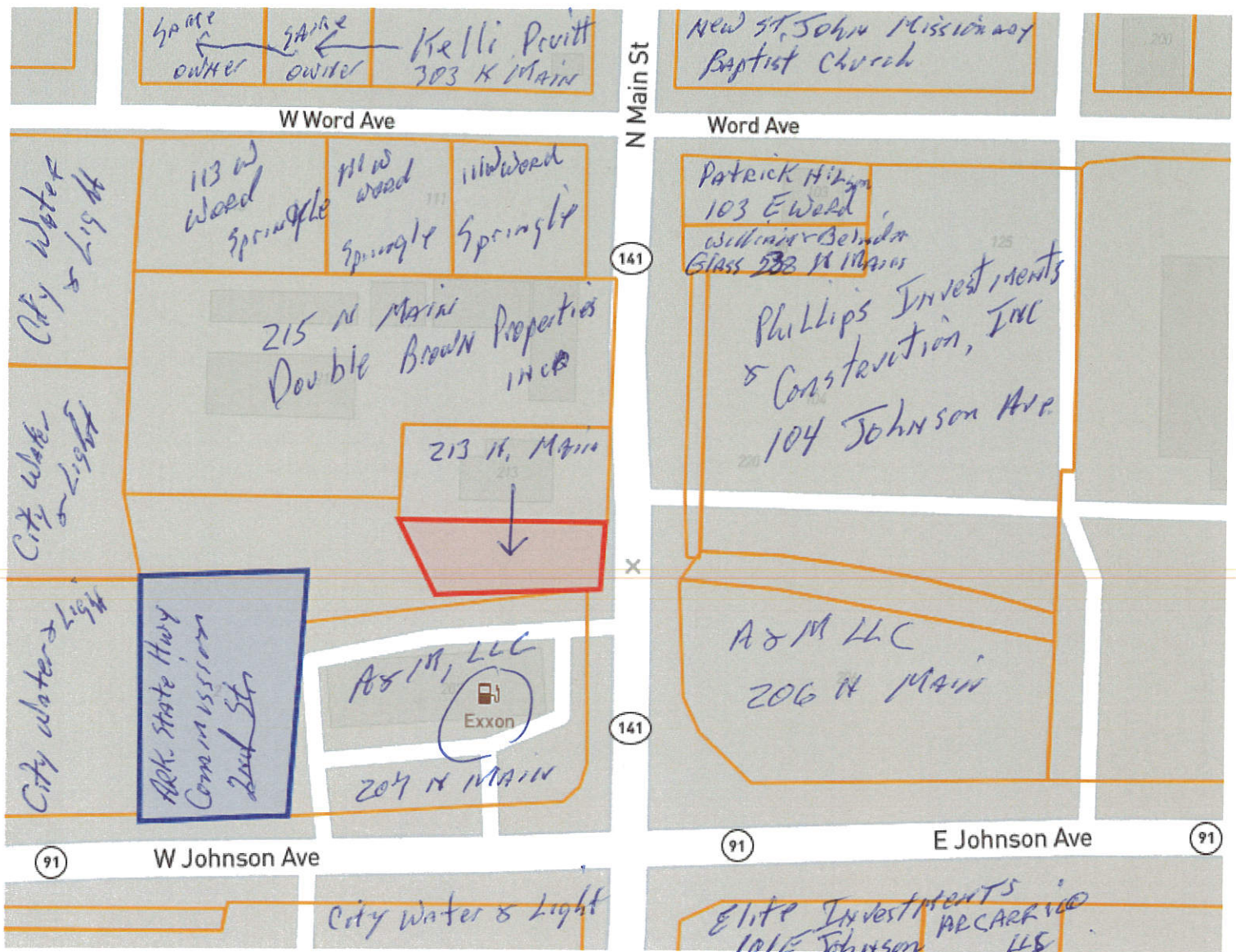
S & A Villa, LLC

2025 REPLAT

Bradley P. Hancock  
Surveying & Mapping

Paragould, Arkansas







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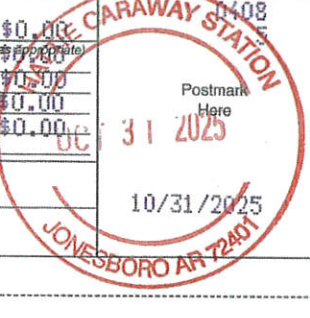
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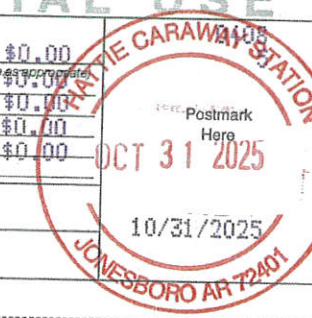
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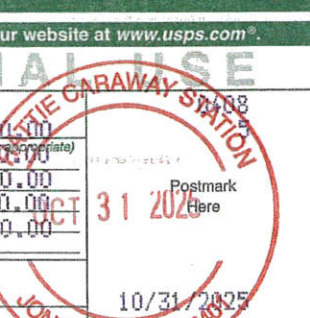
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***City of Jonesboro Metropolitan Area Planning Commission***  
**Staff Report –RZ-25-15**  
***For Consideration by the Commission on November 13, 2025***

**REQUEST:** 1. To Consider a rezoning of a parcel of property containing approximately 0.15 acres more or less from I-1 Industrial District to C-2 Downtown Core Commercial and make recommendation to City Council.

**PURPOSE:** A request to consider approval by the Metropolitan Area Planning Commission and recommend to City Council for final action as **C-2 Downtown Core Commercial District**

**APPLICANT/ OWNER:** Shamim Wilkins, 2720 Keystone Dr., Jonesboro AR 72401

**LOCATION:** 213 N Main St, Jonesboro, AR 72401

**SITE DESCRIPTION:** Tract Size: Approx. 0.15 +/- acres, 6383.8' Sq. ft. +/-  
 Frontage: Approx. 54.1 ft.  
 Topography: Flat  
 Existing Development : Vacant

<b>SURROUNDING CONDITIONS:</b>	<u>ZONE</u>	<u>LAND USE</u>
North:	I-1	Industrial
South:	I-1	Industrial
East:	C-3	
West:	I-1	CWL yard

**HISTORY:** None.

**ZONING ANALYSIS:** City Planning Staff has reviewed the proposed Zone Change and offers the following findings.

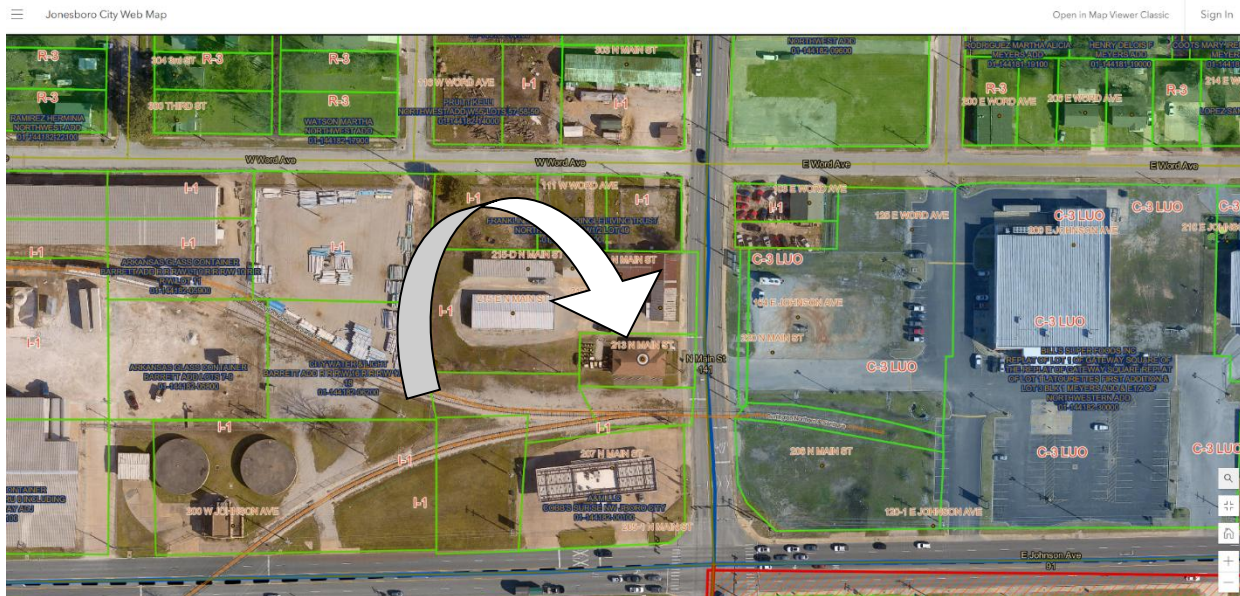
### **Approval Criteria- Section 117-34- Amendments:**

The criteria for approval of a rezoning are set out below. Not all of the criteria must be given equal consideration by the planning commission or city council in reaching a decision. The criteria to be considered shall include but not be limited to the following:

- Consistency of the proposal with the Comprehensive Plan
- Consistency of the proposal with the purpose of the zoning ordinance.
- Compatibility of the proposal with the zoning, uses and character of the surrounding area;
- Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;
- Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;
- Length of time the subject property has remained vacant as zoned, as well as its zoning at the time of purchase by the applicant; and
- Impact of the proposed development on community facilities and services, including those related to utilities, streets, drainage, parks, open space, fire, police, and emergency medical services.

### **COMPREHENSIVE PLAN FUTURE LAND USE MAP**

The Future Land Use Map shows this area to be within the Southeast Sector and to be recommended as a High Density Single Family residential.



## Master Street Plan

The property is located along N Main ST. which is recommended as a Minor Arterial on the adopted Master Street Plan. From its current status minimum 100' right-of-way is required on Minor Arterial

### Findings:

The proposal will result in the existing I-1 Industrially zoned property to be rezoned to C-2 Downtown Commercial District. This area is zoned and utilized as a mixture of several Industrial zones, and several commercial uses in that segment of the city.

### Zoning Analysis

Absent a conceptual or preliminary layout, staff can only provide the allowable uses/parameters of the C-2 Commercial Zoning Classification.

### **C-2 General Commercial Zoning District**

Requires 6,500 s.f. per unit

**Street Setback:** 25 ft.

**Rear Setback:** 20 ft.

**Min. Lot Width:** 50 ft.

### **Conclusion:**

The Planning Department Staff recommends that the MAPC considers the requested Zone Change submitted by Shamim Wilkins, Case RZ-25-15, C-2 in recommendation to the City Council for rezoning. It is important to Staff that all the issues cited above be addressed by the applicant with a number of stipulations addressing those issues such as the following, and any that may result from the public hearing:

1. That the proposed development shall satisfy all requirements of the City Engineer, satisfying all requirements of the current Stormwater Drainage Design Manual.
2. That the density shall not exceed lots maximum.
3. The applicant agrees to comply with the recommendations for right-of-way'

Respectfully Submitted for Commission Consideration,

Anik Gouala  
Senior Planner  
Planning, Zoning and Land Bank



## **MAPC Meeting November 12<sup>th</sup>, 2025**

### **1. Call to order**

### **2. Roll Call**

Present (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

### **3. Approval of minutes**

**MIN-25:086**                      MINUTES October 14<sup>th</sup>, 2025 MAPC

**A motion was made by Paul Ford, seconded by Jeff Steiling, that the minutes be approved, the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0)

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

### **4. Final Subdivisions**

**PP-25-12**                      **Frog Pond Final Subdivision 24.81 acres**

The Applicant Travis McAlister is requesting approval of a Final Subdivision Plat for the Frog Pond subdivision on 24.81 Acres.

Kevin Bailey (Chair): Do we have a proponent for the item?

Megan McAlister (Proponent): Good evening, Megan McAlister with McAlister Engineering, seeking approval for a final plat for Frog Pond Subdivision.

Kevin Bailey: Thank you, city planner?

Derrel Smith (City Planner): Yes sir, we have reviewed it. It's zoned R-1, it's 24.81 acres. There are 39 lots. They have met all the requirements of the subdivision code. All improvements are done. Both lifts of asphalt are down and we do have a maintenance bond. So, we would recommend approval.

Kevin Bailey: Okay, commissioner comments? Anybody here ready with a motion?

Jeff Steiling (Commission): Steiling, make a motion to approve.

Paul Ford (Commission): Ford, second.

**A motion was made by Jeff Steiling, seconded by Paul Ford, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

## **5. Preliminary Subdivisions**

## **6. Miscellaneous Items**

## **7. Conditional Use**

## **8. Rezoning**

### **RZ-25-15**                      **213 N. Main St**

The Applicant Shamim Wilkins is requesting a rezoning from I-1 to C-2 at 213 N. Main St

Kevin Bailey (Chair): Do we have the proponent for the item?

Wade Gay (Proponent): My name is Wade Gay, what we're wanting to do is we have a piece of property, it's a red brick building. We've got it surveyed off, it's not moved the lines or anything like that. Everything out there is industrial and we're wanting to make it C-2 because what we're trying to do, the building already has six parking places, has six doors, and we're wanting to remodel the inside as far as paint and flooring, and add two showers to the two bathrooms inside. We would like to bring it in as a short-term rental property, because of what he does as he does, he brings in contractors and a lot of times they'll bring in crews and they rent from him, basically. They lease the building while they're here in Jonesboro working. The building itself has not had a tenant in five years. It's previously I-1 and we're hoping by making this, it would also give us some different avenues if the rental part of it doesn't pan out on C-2. But we're wanting to help the area, the area down there is kind of depressed in there. It's got a lot of rental, a lot of duplexes, residential, rental properties in that same area, and we have sent out the



designated amount of registered letter. We do have the registered letters. We do have the sign up down there stating that we want to rezone. And basically, I think it would be an improvement on the property itself and the area. I don't think we would have to go into a traffic situation or anything like that to do this.

Kevin Bailey: Okay, thank you, city planner do you have any comments on that one?

Derrel Smith (City Planner): Yes sir, we do. We've reviewed it and it meets all 6 of the criteria for rezoning, so we would recommend approval with the following stipulations, that the proposed site shall follow all requirements of the city engineer, all requirements of the current stormwater drainage design manual, and floodplain regulations regarding any new construction. That density shall not exceed lot maximums, that the applicant agrees to comply with recommendations for right of way, and that'll be it.

Kevin Bailey: Okay, before we get to commissioner comments, this is a rezoning is there anybody from the public to give comments about this request? I see none, commissioners, questions, comments?

Jim Little (Commission): I have a question, Derrel what does C-2 say about residential?

Derrel Smith: I don't think he's talking about residential, he's not talking about living there but having contractor offices there.

Jim Little: Oh, so nobody would be spending the night at this place?

Wade Gay: There is a possibility that there would be.

Jim Little: Okay.

Wade Gay: I mean, they pull them in from different areas to come to work here.

Jim Little: Kind of like an apartment?

Wade Gay: It could be.

Jim Little: Could be used as an apartment. Okay.

Derrel Smith: More like an extended stay hotel?

Wade Gay: Well, it's not big enough for a hotel.

Derrel Smith: Residential is not going to be allowed in the C-2 zoning. It's not going to be allowed.

Wade Gay: So, it would have to be basically it would just be rental to the contractors?

Derrel Smith: They can have a contractor office there. They can keep equipment there. But they cannot live there.

Carol Duncan (City Attorney): They can't spend the night is what he's saying.

Wade Gay: I got you.

Jeff Steiling (Commission): If they did, they would have to have a sprinkler system as well wouldn't they? And it would be a different occupancy.

Paul Ford (Commission): Is that inconsistent with the intent of this request?

Wade Gay: Well, the intent is to bring contractors to the area. When they build around the areas here, they do have offices and some of them do have places to stay. So, if it has to just be for office purposes, I guess that's the way we would do it.

Kevin Bailey: So, to be clear, what Derrel is saying is that the rezoning request for C-2 does not allow for any overnight stays in the building. Just to be clear that's what we're telling you.

Wade Gay: Okay in the article of what I read, that's why I was looking down, for C-2 it does state that short term rental is allowed.

Kevin Bailey: Give us one second, we're going to.

Jim Little: I think there is something you can ask for that would allow for that, but it's probably not C-2.

Wade Gay: And the reason we did ask for C-2 was because it was recommended. That it would be more versatile. C-2 does show that it can be residential short-term rental, that was what I was looking at.

Kevin Bailey: What is the article from?

Wade Gay: From the city zoning.

Kevin Bailey: From the Jonesboro zoning. Okay.

Wade Gay: Because when I went in talking whether I needed C-3 or C-2 and I was recommended C-2 because of that.

Derrel Smith: So it is, short-term rental is allowed in C-2. It is on the chart.

Wade Gay: Okay, thank you.

Jeff Steiling: There may be some additional building codes with that when it comes to spending the night. I think you will have to have a fire sprinkler.

Derrel Smith: And they'll have to go through that as they go through the remodel process.

Kevin Bailey: So, just be aware that what we're voting on tonight is the rezoning and there's criteria that will come if you try to do what you're thinking about.

Wade Gay: Yes, we understand that.

Kevin Bailey: Okay, any other comments? Is anyone ready with a motion?

Jim Little: Little, I make a motion to approve the rezoning.

Monroe Pointer: Monroe, second.

**A motion was made by Jim Little, seconded by Monroe Pointer, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0)

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

**RZ-25-16**

**W Matthews/Washington**

The Applicant James F. Gramling Jr is requesting a rezoning from R-1 to C-3 at 2000 block of W Matthews/Washington

Kevin Bailey (Chair): Do we have the proponent?

Jim Gramling (Proponent): Yes, this is Jim Gramling representing Andy Craft and Ron Craft. This is some property in between Matthews and Washington as our staff report says this is sort of a commercial area out there. We're asking for C-3, the staff report shows that it meets all the criteria. We did have, even though it's not multi-family, we did have a neighborhood meeting. We notified all the neighbors in the area. Nobody showed up so, there wasn't any concern there. I'm happy to answer any questions anybody has.

Paul Ford (Commission): Is this one identical to the next one on the agenda?

Jim Gramling: That's right

Paul Ford: There are two different tracks, of land but it's the exact same request and in the same neighborhood?

Jim Gramling: That's right.

Derrel Smith (City Planner): They join each other.

Paul Ford: Continuous properties, Okay.

Kevin Bailey: City planner?

Derrel Smith: Yes, we reviewed this and it does meet the land use plan. It meets all the criteria. So, we would recommend approval.

Kevin Bailey: Okay, again this is a rezoning request, is there anybody here to give public comments? I see none.

Monroe Pointer: What all goes into C-3 again, I want to look it up again real quick.

Carol Duncan (City Attorney): A lot of things, offices, animal care general, animal limited, auditorium or stadium is a conditional use. Teller machines, are permitted, bank or financial institution, bed and breakfast, car wash, cemetery, church, college. Communication towers are conditional, convenience store, daycare limited, daycare general, adult entertainment is a conditional use, funeral home, golf course, there's almost nothing that's not allowed. You can't have a firing range, you can't have a medical marijuana cultivation center, and you can't have vehicular storage. But almost the whole list is allowed. No industrial other than a couple conditional uses. You can have a farmer's market, that's an agricultural use.

Kevin Bailey: Yes, sir. Come up to the microphone if you would please and state your name and address.

Carol Duncan: No residential uses, if that was the question.

Brad Partee (Public): My name is Brad Partee, I'm one of the elders at Washington Ave, Church of Christ formerly downtown. Don't get nervous I'm not, but I do have a question though and this might not be the right meeting, but are there plans yet as to what will go there?

Kevin Bailey: Sir, we cannot ask that.

Carol Duncan: Legally, we're not allowed to ask. They can volunteer if they want to but we can't ask.

Brad Partee: Okay, I'll just say, just going to commercial we have no issues with that.

Kevin Bailey: Okay, thank you for your comments.

Monroe Pointer (Commission): But changing that from R-1 would basically remove any multi-family from?

Carol Duncan: It would remove all residential from what I can see.

**Unable to transcribe**

Kevin Bailey: Jim, is this the wooded lots that's just past the church on?

Jim Gramling: That's right.

Paul Ford (Commission): Are these the wooded lots that are west of the Elks or east of the Elks?

Jim Gramling: I believe it's west.

**Unable to transcribe**

Kevin Bailey: East of the Elk Lodge, west of it is the farmer enterprises, I think.

Monroe Pointer: Just on the backside of those apartments correct? It backs up to those apartments that are right next to the church.

**Unable to transcribe**

Kevin Bailey: Any other questions or comments commissioners? Anyone ready with a motion?

Paul Ford: Ford, motion to approve.

Jeff Steiling: Steiling, second.

**A motion was made by Paul Ford, seconded by Jeff Steiling, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

**RZ-25-17**

**W Matthews/Washington**

The Applicant James F. Gramling Jr is requesting a rezoning from R-1 to C-3 at 2000 block of W Matthews/Washington

Kevin Bailey (Chair): Okay, next request is 25-17, same applicant and rezone change. This is next door to the previous.

Jim Gramling (Proponent): That's correct.

Kevin Bailey: Go ahead.

Jim Gramling: I don't have anything to add. This is right next door, so same considerations. Happy to answer any questions.

Kevin Bailey: Okay, city planner?

Derrel Smith: Same as before, it meets all the land use plan, it meets all the rezoning criteria, and we would recommend approval.

Kevin Bailey: Okay, and again rezoning, any comments from the public? Okay. Commissioners? Okay.

Paul Ford (Commission): Ford, motion to approve.

Jim Little (Commission): Little, second.

**A motion was made by Paul Ford, seconded by Jim Little, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

## **9. Staff Comments**

## **10. Adjournment**

Meeting was adjourned.

OFFICIAL RECEIPT  
Receipt Date 11/19/2025 01:32 PM  
Receipt Print Date 11/19/2025

Receipt # 00267600  
Batch # 00019.11.2025

CITY OF JONESBORO  
300 S. Church St. Ste 106  
PO Box 1845  
JONESBORO, AR 72403-1845  
870-932-3042  
For Permit Inspections call 870-933-4602

Account/License/Permit/Category:  
CR

217.75

Detail:

01-000-0150-00

Proof of Publication Rezone r  
equest for 213 N Main

217.75

-----  
Total

217.75

Payment Information:

Check 2842

Change

217.75

0.00

B & W Investments

Customer #: 000000

870-974-2590

4408 Trailwater

Jonesboro, AR 72404-

Cashier: ALCooksey

Station: ALCOOKSEY





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:043

Agenda Date: 12/2/2025

Version: 1

Status: First Reading

In Control: City Council

File Type: Ordinance

AN ORDINANCE TO AMEND CHAPTER 117, ARTICLE III, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS, PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM R-1 SINGLE FAMILY MEDIUM DENSITY DISTRICT TO C-3 GENERAL COMMERCIAL FOR PROPERTY LOCATED AT THE 2000 BLOCK OF W. MATTHEWS/WASHINGTON, JONESBORO, AR AS REQUESTED BY ROHN CRAFT

AN ORDINANCE TO AMEND CHAPTER 117, ARTICLE III, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS, PROVIDING FOR CHANGES IN ZONING BOUNDARIES.

BE IT ORDAINED by the City Council in the City of Jonesboro, Arkansas:

### **SECTION 1:**

Chapter 117, Article III, known as the Zoning Ordinance of the City of Jonesboro, Arkansas be amended as recommended by the Metropolitan Area Planning Commission ("MAPC") by the changes in zoning classification as follows:

FROM: R-1 Single Family Medium Density District

TO: C-3 General Commercial District

For the following described property:

### **LEGAL DESCRIPTION:**

Part of the South half of the Southeast Quarter of Section 14, Township 14 North, Range 03 East, Jonesboro, Craighead County, Arkansas, being more particularly described as follows:

Beginning at the South Quarter corner of the Southeast Quarter of Section 14, Township 14 North, Range 03 East, Jonesboro, Craighead County, Arkansas; thence North 00°18'31" East, 41.00 feet to the Northerly right-of-way line of Matthews Avenue, said point being the point of beginning proper; thence South 88°49'39" West, along said Northerly right-of-way line, 374.83 feet; thence North 00°16'03" East, leaving said Northerly right-of-way line, 538.87 feet; thence North 88°38'02" East, 375.00 feet; thence North 00°58'02" East, 25.00 feet; thence South 88°43'19" West, 214.12 feet; thence North 00°31'10" East, 273.78 feet to the Southerly right-of-way line of Washington Avenue; thence North 89°26'41" East, along said Southerly right-of-way line, 321.99 feet; thence South 00°19'24" West, leaving said Southerly right-of-way

line, 835.03 feet to the Northerly right-of-way line of Matthews Avenue; thence South 88°49'39" West, along said Northerly right-of-way line, 108.78 feet to the point of beginning proper, containing 8.07 Acres (351,379 SQ. FT.), more or less, subject to all rights-of-way and easements of record.

**SECTION 2:**

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:**

The rezoning of this property shall adhere to the following conditions:

1. That the proposed site plan shall satisfy all requirements of the City Engineer, all requirements of the current Stormwater Drainage Design Manual Flood Plain Regulations regarding any new construction.
2. A final site plan illustrating compliance with site requirements for parking, signage, landscaping, fencing, buffering, outdoor storage, dumpster enclosure, sidewalks etc. shall be submitted to the Planning Department prior to any redevelopment of the property.
3. Any change of use shall be subject to Planning Commission approval in the future.
4. This development shall comply with all Planned Development District Standards.

Application  
for a  
Zoning Ordinance Map Amendment

METROPOLITAN AREA  
PLANNING COMMISSION  
Jonesboro, Arkansas

Date Received:

6 11/5/25

Case Number: \_\_\_\_\_

=====

**LOCATION:**

**Site Address:** 2000 block (approx., no address assigned) of W.  
Matthews/Washington

**Side of Street:** South of W. Washington, North of W. Matthews

**Quarter:** S ½ SE ¼ Section 14, Township 14 North, Range 3 East

Attach a survey plat and legal description of the property proposed for rezoning. A registered Land Surveyor must prepare this plat.

**SITE INFORMATION:**

**Existing Zoning:** R-1                      **Proposed Zoning:** C-3

**Size of site** (square feet and acres): 351,379 ft/sq; 8.07 Acres

**Street Frontage** (feet): 374 ft. on Matthews; 321 feet on Washington

**Existing Use of the Site:** vacant land

**Character and adequacy of adjoining streets:** West Washinton at this location is predominantly commercial; West Matthews is churches and predominantly rental property.

**Does public water serve the site?** Yes.

**If not, how would water service be provided?** N/A

**Does public sanitary sewer serve the site?** Yes.

**If not, how would sewer service be provided?**

**Use of adjoining properties:** North: C-3 Commercial

**South:** R-2, R-1, however it appears that 1921 and 1817 W. Matthews are currently used for non-residential purposes.

**East:** R-2, with a Church and apartments to the immediate east

**West:** R-1, vacant; however, the parcel to the immediate West is the subject of a current application to rezone to C-3

**Physical Characteristics of the site:** wooded vacant land.

### REZONING INFORMATION:

The applicant is responsible for explaining and justifying the proposed rezoning. Please prepare an attachment to this application answering each of the following questions in detail:

- (1). How was the property zoned when the current owner purchased it?
- (2). What is the purpose of the proposed rezoning? Why is the rezoning necessary?
- (3). If rezoned, how would the property be developed and used?
- (4). What would be the density or intensity of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?
- (5). Is the proposed rezoning consistent with the Jonesboro Comprehensive Plan and the Future Land Use Plan?
- (6). How would the proposed rezoning be the public interest and benefit the community?
- (7). How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?
- (8). Are there substantial reasons why the property cannot be used in accordance with existing zoning?
- (9). How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.
- (10). How long has the property remained vacant?
- (11). What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?
- (12). If the rezoning is approved, when would development or redevelopment begin?
- (13). How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposal has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with neighbors may result in delay in hearing the application.*
- (14). If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.

### OWNERSHIP INFORMATION:

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

#### Owner of Record:

I certify that I am the owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

Name: Andy Craft  
Address: c/o Gramling Law Firm  
City, State: \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Signature: \_\_\_\_\_

Deed: Please attach a copy of the deed for the subject property.

#### Applicant:

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

Name: James F Gramling Jr  
Address: 2500 Alexander Dr Ste B  
City, State: Jonesboro ZIP 72401  
Telephone: 870 938 0288  
Facsimile: 870 938 0289  
Signature: [Signature]  
Authorized Agent

Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.

**Characteristics of the neighborhood:**

The site is surrounded by commercial development to the North, and the property to the immediate West is seeking rezoning to C-3. Immediately West of that is C-3 LUO and vacant R-1 property. To the East is a Church and apartments, and the South is R-2 and R-1, although there are two structures that appear to be commercial in nature.

*Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Areas Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is the 17th of each month. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*

**REZONING INFORMATION:**

The applicant is responsible for explaining and justifying the proposed rezoning. *Please prepare an attachment to the application answering each of the following questions in detail:*

- (1) **How was the property zoned when the current owner purchased it?**  
The property was zoned R-1 at the time of acquisition.
- (2) **What is the purpose of the proposed rezoning? Why is the rezoning necessary?**  
The rezoning is necessary to achieve the highest and best use of the land consistent with the City's future land-use plan.
- (3) **If rezoned, how would the property be developed and used?**  
For purposes consistent with C-3, such as office space.
- (4) **What would be the density of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?**  
Any development would be limited in size by the relevant codes and regulations for the lot size. No particular development is planned at this time.
- (5) **Is the proposed rezoning consistent with the *Jonesboro Land Use Plan*?**  
The *Jonesboro Land Use Plan* indicates this area as a moderate intensity growth sector.
- (6) **How would the proposed rezoning be the public interest and benefit the community?**  
It would fulfill the highest and best use of the land. In addition, any future development would provide jobs to the area for both construction and any final development.
- (7) **How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?**  
This request is completely compatible with the development in, and the character of the surrounding area. The predominant character of the neighborhood is commercial, with several businesses nearby, and a church and rental properties surrounding the property.
- (8) **Are there substantial reasons why the property cannot be used in accordance with the existing zoning?**  
The uses allowed by R-1 are limited and not consistent with the highest and best use of this property.
- (9) **How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.**

This proposed zoning classification should have no detrimental impact on any of the following aspects of the immediate area.

- A) Property Values
- B) Traffic
- C) Drainage
- D) Visual Appearance
- E) Odor
- F) Noise
- G) Light
- H) Vibration
- J) Hours
- K) Restrictions

**(10) How long has the property remained vacant?**

There are no indications this property has ever been developed.

**(11) What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?**

A change in the zoning should have no detrimental impact on any of the following aspects.

- A) Utilities
- B) Streets
- C) Drainage
- D) Parks
- E) Open Space
- F) Fire
- G) Police
- H) Emergency Medical Services

**(12) If the rezoning is approved, when would development or redevelopment begin?**

There are no current plans for development.

**(13) How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposed rezoning has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with the neighbors may result in delay in hearing the application.***

A neighborhood meeting was scheduled for October 2, 2025 and no one attended. Minutes of the meeting are attached to this application.

**(14) If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.**

This request is not for a Limited Use Overlay.

ROHN CRAFT – REZONING APPLICATION  
11/03/2025

**OWNERSHIP INFORMATION:**

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

**Owner of Record:**

I certify that I am an owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

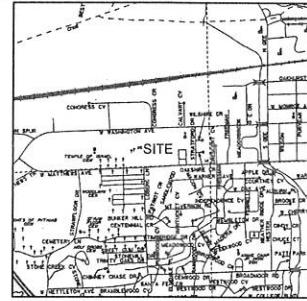
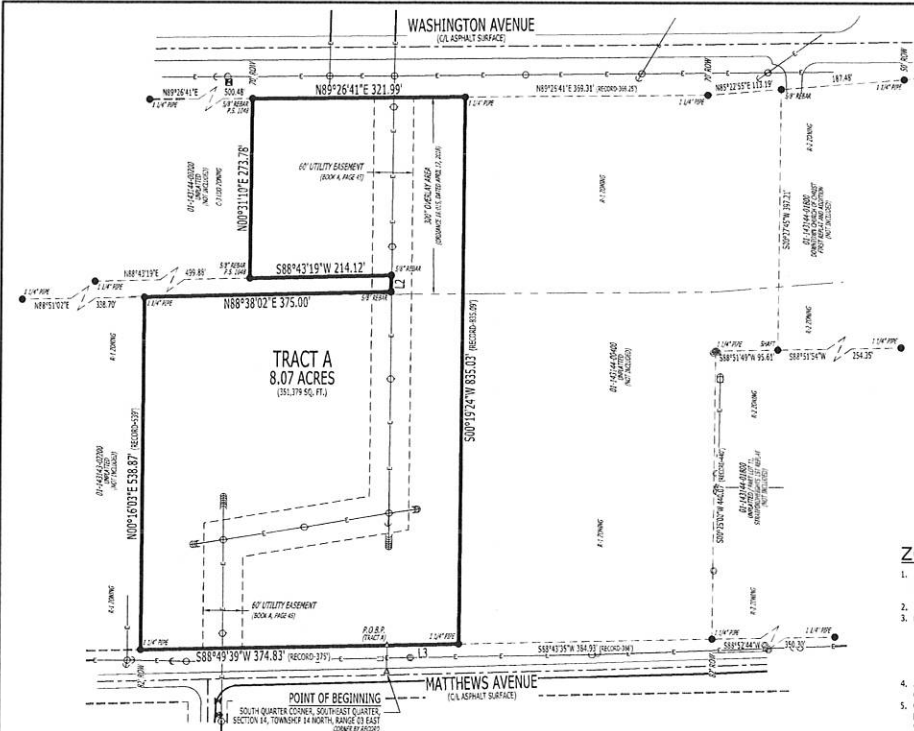
Name: James F. Gramling Jr.  
Attorney for Applicant  
2500 Alexander Drive, Suite B  
Jonesboro, AR 72401

**Applicant:**

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

**Deed:** *Please attach a copy of the deed for the subject property. Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Areas Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is the 17th of each month. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*





VICINITY MAP  
(N.T.S.)

**LINE TABLE:**

LINE #	DIRECTION	LENGTH
L1	N00°18'31"E	41.00'
L2	N00°58'02"E	25.00'
L3	S88°49'33"W	108.78'

**LEGEND:**

- FOUND MONUMENT (AS NOTED)
- ▲ COMPUTED POINT (NOT MONUMENTED)
- UTILITY POLE
- LIGHT POLE
- GUY WIRE
- PAD MOUNTED TRANSFORMER
- WATER VALVE
- FIRE HYDRANT
- TELECOMMUNICATIONS PEDESTAL
- BOUNDARY LINE
- - - OVERHEAD ELECTRIC LINE

**ZONING / OVERLAY DISTRICT NOTES:**

- NO ZONING LETTER OR REPORT WAS PROVIDED TO THE SURVEYOR AT THE TIME OF THIS SURVEY. THE ZONING INFORMATION LISTED BELOW WAS OBTAINED FROM THE CITY OF JONESBORO PLANNING AND ZONING DEPARTMENT.
- SUBJECT PROPERTY IS ZONED R-1, SINGLE-FAMILY MEDIUM DENSITY DISTRICT.
- R-1 BUILDING SETBACKS AND RESTRICTIONS PER THE CITY OF JONESBORO:
  - STREET SETBACK - 35'
  - REAR SETBACK - 7.5'
  - MAXIMUM LOT COVERAGE - 35%
  - MAXIMUM BUILDING HEIGHT - 35'
- A PORTION OF THE SUBJECT PROPERTY LIES WITHIN THE WEST WASHINGTON OVERLAY AREA PER CITY OF JONESBORO ORDINANCE 18-015, DATED APRIL 17, 2018.
- OVERLAY AREAS WILL RUN ALONG THE LISTED STREET AND SHALL BE ADJACENT TO THE STREET FOR A DISTANCE OF 300 FEET FROM THE STREET RIGHT-OF-WAY. IF A PORTION OF THE PROPERTY FALLS WITHIN THE BOUNDARY OF THE OVERLAY AREA, THE WHOLE PROPERTY WILL BE HELD TO THE REQUIREMENTS OF THE OVERLAY AREA.
- FOR MORE INFORMATION CONTACT THE CITY OF JONESBORO PLANNING AND ZONING DEPARTMENT @ (501) 932-0406.

**SURVEYOR'S NOTES:**

- SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD OR ANY OTHER FACTS WHICH AN ACCURATE TITLE SEARCH MAY DISCLOSE.
- BASES OF BEARINGS: ARKANSAS STATE PLANE GRID NORTH (0301).
- THE FOLLOWING DOCUMENTS WERE USED TO COMPLETE THIS SURVEY:
  - RECORD PLAT, STRATFORD HEIGHTS, BY J.L. SCARPE, P.S. 515, RECORDED IN BOOK 178, PAGE 87, DATED JANUARY 18, 1973.
  - RECORD REPLAT, STRATFORD HEIGHTS 1ST REPLAT, BY J.L. SCARPE, P.S. 515, RECORDED IN BOOK 198, PAGE 15, DATED JULY 26, 1974.
  - BOUNDARY SURVEY, BY TROY L. SHEETS, P.S. 595, RECORDED IN BOOK 0, PAGE 116, DATED JANUARY 13, 1972.
  - BOUNDARY SURVEY, BY CLAY KENWARD, P.S. 256, UNRECORDED, DATED MARCH 17, 1982.
  - RECORD REPLAT, DOWNTOWN CHURCH OF CHRIST FIRST REPLAT AND ADDITION, BY CLAY KENWARD, P.S. 256, RECORDED IN BOOK A, PAGE 184, DATED APRIL 22, 1985.
  - BOUNDARY SURVEY, BY DAN B. MULLIGAN, P.S. 645, RECORDED IN BOOK A, PAGE 45, DATED AUGUST 05, 1986.
  - BOUNDARY SURVEY, BY SHAWN L. HINE, P.S. 1793, ADLS DOCUMENT NO. 202105186681, DATED MARCH 30, 2021.
  - BOUNDARY SURVEY, BY BRADLEY P. HANCOCK, P.S. 1400, ADLS DOCUMENT NO. 202208018023, DATED JUNE 13, 2022.
  - QUITCLAIM DEED, RECORDED IN BOOK 559, PAGE 616, DATED JUNE 05, 1998.
  - WARRANTY DEED, RECORDED IN BOOK 632, PAGE 678, DATED SEPTEMBER 05, 2002.
  - TRUSTEE'S DEED, CRAIGHEAD COUNTY DOCUMENT NO. 2017R-003074, DATED MAY 10, 2017.
- THE SUBJECT PROPERTY LIES OUTSIDE THE 100-YEAR SPECIAL FLOOD HAZARD ZONE, AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP: PANEL NO. 5501C02330, EFFECTIVE DATE SEPTEMBER 26, 2024.
- BUILDINGS AND IMPROVEMENTS SURFACE AND/OR SUBSURFACE ON AND ADJACENT TO THE SUBJECT PROPERTY ARE NOT NECESSARILY SHOWN ON THIS BOUNDARY SURVEY.
- THE EXISTENCE AND/OR LOCATION OF UTILITY SERVICES TO THE SUBJECT PROPERTY ARE UNKNOWN AND ARE NOT SHOWN ON THIS BOUNDARY SURVEY.
- FIELD WORK WAS COMPLETED ON APRIL 04, 2025.

**LEGAL DESCRIPTION (AS-SURVEYED):**

**TRACT A:**  
PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 14 NORTH, RANGE 03 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTH QUARTER CORNER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 14 NORTH, RANGE 03 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS; THENCE NORTH 00°18'31" EAST, 41.00 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF MATTHEWS AVENUE, SAID POINT BEING THE POINT OF BEGINNING PROPER; THENCE SOUTH 88°49'33" WEST, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 374.83 FEET; THENCE NORTH 00°18'02" EAST, LEAVING SAID NORTHERLY RIGHT-OF-WAY LINE, 58.40 FEET; THENCE NORTH 00°58'02" EAST, 25.00 FEET; THENCE SOUTH 88°42'19" WEST, 214.12 FEET; THENCE NORTH 00°18'31" EAST, 273.78 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON AVENUE; THENCE NORTH 88°58'14" EAST, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, 323.99 FEET; THENCE SOUTH 00°19'24" WEST, LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE, 835.03 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF MATTHEWS AVENUE; THENCE SOUTH 88°49'33" WEST, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 108.78 FEET TO THE POINT OF BEGINNING PROPER, CONTAINING 8.07 ACRES (351,379 SQ. FT.), MORE OR LESS, SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD.

**SURVEYOR'S CERTIFICATION:**

I, JOSHUA L. NEELY, CERTIFY THAT THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF 'ARKANSAS STANDARDS OF PRACTICE FOR PROPERTY BOUNDARY SURVEYS AND PLATS'; AND THAT THE ABOVE DESCRIBED TRACT WAS SURVEYED UNDER MY DIRECT SUPERVISION.



BEARINGS BASED ON ARKANSAS STATE PLANE GRID NORTH ZONE (0301)

**BOUNDARY SURVEY**

CLIENT: MARY M. CRAFT  
LIVING TRUST  
PART OF THE SOUTH HALF OF THE  
SOUTHEAST QUARTER OF SECTION 14,  
TOWNSHIP 14 NORTH, RANGE 03 EAST,  
JONESBORO, CRAIGHEAD COUNTY, ARKANSAS

---

**RIDGE SURVEYING & CONSULTING PLLC**

4044 Crutch Ave., Suite B  
Jonesboro, AR 72403  
www.ridgesurveying.com

870-333-9940  
870-333-9941

**REVISIONS**

NO.	DATE	BY	DESCRIPTION
1	04/04/2025	JLN	INITIAL SURVEY

**DRAWING INFO**

DATE	BY	SCALE	FILE NO.
04/04/2025	JLN	AS SHOWN	250406

RIDGE SURVEYING & CONSULTING, PLLC  
ARKANSAS - 2946

JOSHUA L. NEELY - SURVEYOR  
ARKANSAS - P.S. 1941

500-14N-03E-0-14-200-16-1841

**MINUTES OF THE NEIGHBORHOOD MEETING REGARDING THE REZONING  
APPLICATION FOR 2000 BLOCK OF W. MATTHEWS/WASHINGTON**

Location of the Meeting: Gramling Law Firm, PLC  
2500 Alexander Drive, Suite B  
Jonesboro, AR 72401

Time of the Meeting: 6:00 p.m. until 6:20, October 2, 2025

Present at the Meeting: James F. Gramling, Jr and representative of applicant

Letters regarding a neighborhood meeting were mailed to all residents within 200 feet of the property. The meeting was scheduled for 6:00 p.m. and there were no attendees. At 6:20 p.m. the meeting was adjourned.



**CITY OF JONESBORO  
MAPC PROPERTY OWNER NOTIFICATION**

The Metropolitan Area Planning Commission will hold a public hearing at the Municipal Building, 300 S. Church, Jonesboro, Arkansas, on:

**THURSDAY NOVEMBER 13 AT 5:30 P.M.**

On the agenda for this meeting is a request to the Commission to approve a Re-Zoning Request **on property within 200' of your property**. You have the opportunity to attend this meeting to voice your approval or disapproval if you wish. If you have information that you feel should be taken into consideration before a decision is rendered, you are encouraged to submit such information to the Commission. If the Commission renders a decision that you feel is unfair or unjust, you have the right to appeal the decision to City Council.

REQUEST BY: ANDY CRAFT AND ROHN CRAFT

DESCRIPTION OF REQUESTED USE: Rezoning from R-1 to C-3

LOCATION OF REQUESTED USE: See enclosed rezoning plat.

In affixing my signature below, I am acknowledging my understanding of this request for a rezoning. I further understand that my signature only indicates my receipt of notification of the request for a rezoning and does not imply an approval by me or the proposed variance or appeal, unless so written by me to the Commission.

Ronald Cline

Printed Name of Property Owner within 200'

  
(Signature)

Date

3621 CO-OP Drive, Bono, AR

Address

If you would like to obtain additional information, or voice an opinion regarding this request, you may do so by contacting the Planning Department, at 300 S. Church, or by calling 870-932-0406, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.



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2605 Michael Ln.

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Linda M. Bress

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***City of Jonesboro Metropolitan Area Planning Commission***  
**Staff Report –RZ-25-16**  
***For Consideration by the Commission on November 13, 2025***

**REQUEST:** 1. To consider a rezoning of a parcel of property containing approximately 8.07 acres more or less from R-1 Single Family to C-3 General Commercial and make recommendation to City Council. 2. To Consider a rezoning of a parcel of property containing approximately 8.23 acres more or less from R-1 Single family to C-3 General Commercial and make recommendation to City Council.

**PURPOSE:** A request to consider approval by the Metropolitan Area Planning Commission and recommend to City Council for final action as **C-3 General Commercial District**

**APPLICANT/ OWNER:** James F Gramling, 2500 Alexnder Dr. STE B., Jonesboro AR 72401

**LOCATION:** 2000 Block (approx., No address assigned) of W. Matthews/Washington

**SITE DESCRIPTION:** Tract Size: Approx. 8.07 +/- acres, 351,379 Sq. ft. +/-  
 Frontage: Approx. 374 ft. on Matthews; 321 ft on Washington  
 Topography: Flat  
 Existing Development : Vacant

<b>SURROUNDING CONDITIONS:</b>		<u>ZONE</u>	<u>LAND USE</u>
	North:	C-3	Commercial
	South:	R-1 and R-2	Residential however it appears that 1921 and 1817 W. Matthews are currently used for Non Residential Purpose
	East:	R-2	Church and Apartments
	West:	R-1	Vacant

**HISTORY:** None.

**ZONING ANALYSIS:** City Planning Staff has reviewed the proposed Zone Change and offers the following findings.



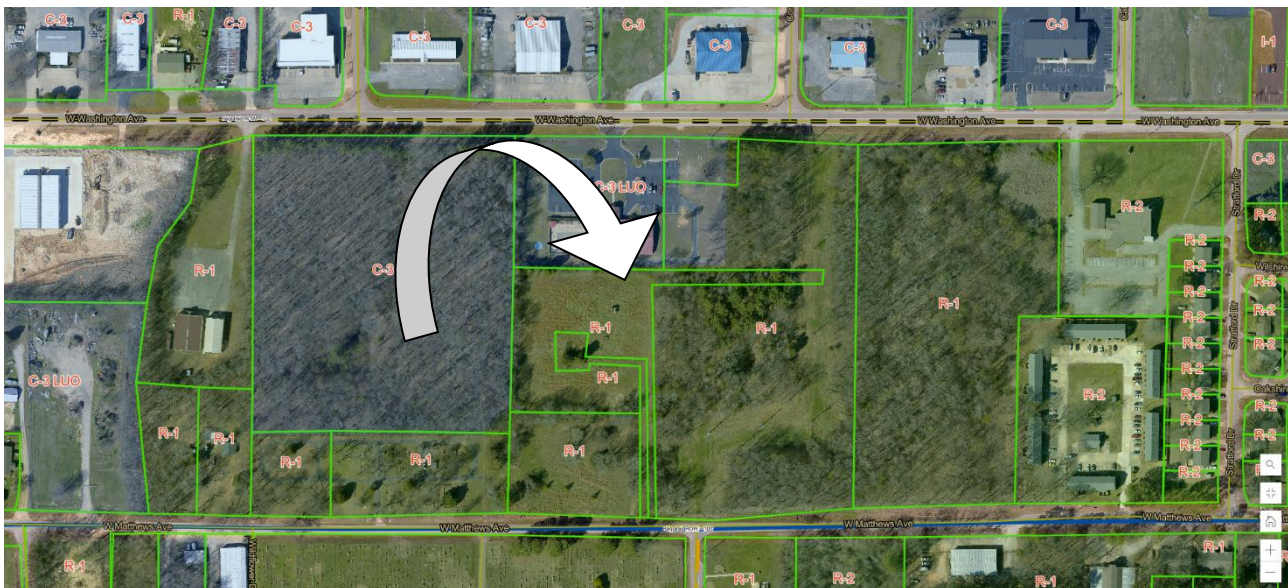
### **Approval Criteria- Section 117-34- Amendments:**

The criteria for approval of a rezoning are set out below. Not all of the criteria must be given equal consideration by the planning commission or city council in reaching a decision. The criteria to be considered shall include but not be limited to the following:

- (a) Consistency of the proposal with the Comprehensive Plan
- (b) Consistency of the proposal with the purpose of the zoning ordinance.
- (c) Compatibility of the proposal with the zoning, uses and character of the surrounding area;
- (d) Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;
- (e) Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;
- (f) Length of time the subject property has remained vacant as zoned, as well as its zoning at the time of purchase by the applicant; and
- (g) Impact of the proposed development on community facilities and services, including those related to utilities, streets, drainage, parks, open space, fire, police, and emergency medical services.

### **COMPREHENSIVE PLAN FUTURE LAND USE MAP**

The Future Land Use Map shows this area to be within the Southeast Sector and to be recommended as a High Density Single Family residential.





#### Master Street Plan

The property is located along W Washington Ave. which is recommended as a Principal Arterial and W Matthews Ave which is recommended as a minor Arterial on the adopted Master Street Plan from its current status. A 82 ft. road easement on Matthews Ave and 70 ft road easement on Washington Ave is denoted on the submitted rezoning plat, which the minimum 110' right-of-way is required on Principal Arterial and 100' on Minor Arterial is required.

#### Findings:

The proposal will result in the existing R-1 Residentially zoned property to be rezoned to C-3 Commercial District. This area is zoned and utilized as a mixture of several single family homes, and several commercial/industrial uses in that segment of the city but Predominant character of the area is Commercial.

#### Zoning Analysis

Absent a conceptual or preliminary layout, staff can only provide the allowable uses/parameters of the C-3 Commercial Zoning Classification.

#### **C-3 General Commercial Zoning District**

Requires 6,500 s.f. per unit

**Street Setback:** 25 ft.

**Rear Setback:** 20 ft.

**Min. Lot Width:** 50 ft.

#### Conclusion:

The Planning Department Staff recommends that the MAPC considers the requested Zone Change submitted by Jim Gramling, Case RZ-25-16, C-3 in recommendation to the City Council for rezoning. It is important to Staff that all the issues cited above be addressed by the applicant with a number of stipulations addressing those issues such as the following, and any that may result from the public hearing:

1. That the proposed development shall satisfy all requirements of the City Engineer, satisfying all requirements of the current Stormwater Drainage Design Manual.
2. That the density shall not exceed lots maximum.
3. The applicant agrees to comply with the recommendations for right-of-way

Respectfully Submitted for Commission Consideration,

Anik Gouala  
Senior Planner  
Planning, Zoning and Land Bank



## **MAPC Meeting November 12<sup>th</sup>, 2025**

### **1. Call to order**

### **2. Roll Call**

Present (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

### **3. Approval of minutes**

**MIN-25:086**                      MINUTES October 14<sup>th</sup>, 2025 MAPC

**A motion was made by Paul Ford, seconded by Jeff Steiling, that the minutes be approved, the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0)

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

### **4. Final Subdivisions**

**PP-25-12**                      **Frog Pond Final Subdivision 24.81 acres**

The Applicant Travis McAlister is requesting approval of a Final Subdivision Plat for the Frog Pond subdivision on 24.81 Acres.

Kevin Bailey (Chair): Do we have a proponent for the item?

Megan McAlister (Proponent): Good evening, Megan McAlister with McAlister Engineering, seeking approval for a final plat for Frog Pond Subdivision.

Kevin Bailey: Thank you, city planner?

Derrel Smith (City Planner): Yes sir, we have reviewed it. It's zoned R-1, it's 24.81 acres. There are 39 lots. They have met all the requirements of the subdivision code. All improvements are done. Both lifts of asphalt are down and we do have a maintenance bond. So, we would recommend approval.

Kevin Bailey: Okay, commissioner comments? Anybody here ready with a motion?

Jeff Steiling (Commission): Steiling, make a motion to approve.

Paul Ford (Commission): Ford, second.

**A motion was made by Jeff Steiling, seconded by Paul Ford, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

## **5. Preliminary Subdivisions**

## **6. Miscellaneous Items**

## **7. Conditional Use**

## **8. Rezoning**

### **RZ-25-15**                      **213 N. Main St**

The Applicant Shamim Wilkins is requesting a rezoning from I-1 to C-2 at 213 N. Main St

Kevin Bailey (Chair): Do we have the proponent for the item?

Wade Gay (Proponent): My name is Wade Gay, what we're wanting to do is we have a piece of property, it's a red brick building. We've got it surveyed off, it's not moved the lines or anything like that. Everything out there is industrial and we're wanting to make it C-2 because what we're trying to do, the building already has six parking places, has six doors, and we're wanting to remodel the inside as far as paint and flooring, and add two showers to the two bathrooms inside. We would like to bring it in as a short-term rental property, because of what he does as he does, he brings in contractors and a lot of times they'll bring in crews and they rent from him, basically. They lease the building while they're here in Jonesboro working. The building itself has not had a tenant in five years. It's previously I-1 and we're hoping by making this, it would also give us some different avenues if the rental part of it doesn't pan out on C-2. But we're wanting to help the area, the area down there is kind of depressed in there. It's got a lot of rental, a lot of duplexes, residential, rental properties in that same area, and we have sent out the

designated amount of registered letter. We do have the registered letters. We do have the sign up down there stating that we want to rezone. And basically, I think it would be an improvement on the property itself and the area. I don't think we would have to go into a traffic situation or anything like that to do this.

Kevin Bailey: Okay, thank you, city planner do you have any comments on that one?

Derrel Smith (City Planner): Yes sir, we do. We've reviewed it and it meets all 6 of the criteria for rezoning, so we would recommend approval with the following stipulations, that the proposed site shall follow all requirements of the city engineer, all requirements of the current stormwater drainage design manual, and floodplain regulations regarding any new construction. That density shall not exceed lot maximums, that the applicant agrees to comply with recommendations for right of way, and that'll be it.

Kevin Bailey: Okay, before we get to commissioner comments, this is a rezoning is there anybody from the public to give comments about this request? I see none, commissioners, questions, comments?

Jim Little (Commission): I have a question, Derrel what does C-2 say about residential?

Derrel Smith: I don't think he's talking about residential, he's not talking about living there but having contractor offices there.

Jim Little: Oh, so nobody would be spending the night at this place?

Wade Gay: There is a possibility that there would be.

Jim Little: Okay.

Wade Gay: I mean, they pull them in from different areas to come to work here.

Jim Little: Kind of like an apartment?

Wade Gay: It could be.

Jim Little: Could be used as an apartment. Okay.

Derrel Smith: More like an extended stay hotel?

Wade Gay: Well, it's not big enough for a hotel.

Derrel Smith: Residential is not going to be allowed in the C-2 zoning. It's not going to be allowed.

Wade Gay: So, it would have to be basically it would just be rental to the contractors?

Derrel Smith: They can have a contractor office there. They can keep equipment there. But they cannot live there.

Carol Duncan (City Attorney): They can't spend the night is what he's saying.

Wade Gay: I got you.

Jeff Steiling (Commission): If they did, they would have to have a sprinkler system as well wouldn't they? And it would be a different occupancy.

Paul Ford (Commission): Is that inconsistent with the intent of this request?

Wade Gay: Well, the intent is to bring contractors to the area. When they build around the areas here, they do have offices and some of them do have places to stay. So, if it has to just be for office purposes, I guess that's the way we would do it.

Kevin Bailey: So, to be clear, what Derrel is saying is that the rezoning request for C-2 does not allow for any overnight stays in the building. Just to be clear that's what we're telling you.

Wade Gay: Okay in the article of what I read, that's why I was looking down, for C-2 it does state that short term rental is allowed.

Kevin Bailey: Give us one second, we're going to.

Jim Little: I think there is something you can ask for that would allow for that, but it's probably not C-2.

Wade Gay: And the reason we did ask for C-2 was because it was recommended. That it would be more versatile. C-2 does show that it can be residential short-term rental, that was what I was looking at.

Kevin Bailey: What is the article from?

Wade Gay: From the city zoning.

Kevin Bailey: From the Jonesboro zoning. Okay.

Wade Gay: Because when I went in talking whether I needed C-3 or C-2 and I was recommended C-2 because of that.

Derrel Smith: So it is, short-term rental is allowed in C-2. It is on the chart.

Wade Gay: Okay, thank you.

Jeff Steiling: There may be some additional building codes with that when it comes to spending the night. I think you will have to have a fire sprinkler.

Derrel Smith: And they'll have to go through that as they go through the remodel process.

Kevin Bailey: So, just be aware that what we're voting on tonight is the rezoning and there's criteria that will come if you try to do what you're thinking about.

Wade Gay: Yes, we understand that.

Kevin Bailey: Okay, any other comments? Is anyone ready with a motion?

Jim Little: Little, I make a motion to approve the rezoning.

Monroe Pointer: Monroe, second.

**A motion was made by Jim Little, seconded by Monroe Pointer, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0)

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

**RZ-25-16**

**W Matthews/Washington**

The Applicant James F. Gramling Jr is requesting a rezoning from R-1 to C-3 at 2000 block of W Matthews/Washington

Kevin Bailey (Chair): Do we have the proponent?

Jim Gramling (Proponent): Yes, this is Jim Gramling representing Andy Craft and Ron Craft. This is some property in between Matthews and Washington as our staff report says this is sort of a commercial area out there. We're asking for C-3, the staff report shows that it meets all the criteria. We did have, even though it's not multi-family, we did have a neighborhood meeting. We notified all the neighbors in the area. Nobody showed up so, there wasn't any concern there. I'm happy to answer any questions anybody has.

Paul Ford (Commission): Is this one identical to the next one on the agenda?

Jim Gramling: That's right

Paul Ford: There are two different tracks, of land but it's the exact same request and in the same neighborhood?

Jim Gramling: That's right.

Derrel Smith (City Planner): They join each other.

Paul Ford: Continuous properties, Okay.

Kevin Bailey: City planner?

Derrel Smith: Yes, we reviewed this and it does meet the land use plan. It meets all the criteria. So, we would recommend approval.



Kevin Bailey: Okay, again this is a rezoning request, is there anybody here to give public comments? I see none.

Monroe Pointer: What all goes into C-3 again, I want to look it up again real quick.

Carol Duncan (City Attorney): A lot of things, offices, animal care general, animal limited, auditorium or stadium is a conditional use. Teller machines, are permitted, bank or financial institution, bed and breakfast, car wash, cemetery, church, college. Communication towers are conditional, convenience store, daycare limited, daycare general, adult entertainment is a conditional use, funeral home, golf course, there's almost nothing that's not allowed. You can't have a firing range, you can't have a medical marijuana cultivation center, and you can't have vehicular storage. But almost the whole list is allowed. No industrial other than a couple conditional uses. You can have a farmer's market, that's an agricultural use.

Kevin Bailey: Yes, sir. Come up to the microphone if you would please and state your name and address.

Carol Duncan: No residential uses, if that was the question.

Brad Partee (Public): My name is Brad Partee, I'm one of the elders at Washington Ave, Church of Christ formerly downtown. Don't get nervous I'm not, but I do have a question though and this might not be the right meeting, but are there plans yet as to what will go there?

Kevin Bailey: Sir, we cannot ask that.

Carol Duncan: Legally, we're not allowed to ask. They can volunteer if they want to but we can't ask.

Brad Partee: Okay, I'll just say, just going to commercial we have no issues with that.

Kevin Bailey: Okay, thank you for your comments.

Monroe Pointer (Commission): But changing that from R-1 would basically remove any multi-family from?

Carol Duncan: It would remove all residential from what I can see.

**Unable to transcribe**

Kevin Bailey: Jim, is this the wooded lots that's just past the church on?

Jim Gramling: That's right.

Paul Ford (Commission): Are these the wooded lots that are west of the Elks or east of the Elks?

Jim Gramling: I believe it's west.

**Unable to transcribe**

Kevin Bailey: East of the Elk Lodge, west of it is the farmer enterprises, I think.

Monroe Pointer: Just on the backside of those apartments correct? It backs up to those apartments that are right next to the church.

**Unable to transcribe**

Kevin Bailey: Any other questions or comments commissioners? Anyone ready with a motion?

Paul Ford: Ford, motion to approve.

Jeff Steiling: Steiling, second.

**A motion was made by Paul Ford, seconded by Jeff Steiling, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

**RZ-25-17**

**W Matthews/Washington**

The Applicant James F. Gramling Jr is requesting a rezoning from R-1 to C-3 at 2000 block of W Matthews/Washington

Kevin Bailey (Chair): Okay, next request is 25-17, same applicant and rezone change. This is next door to the previous.

Jim Gramling (Proponent): That's correct.

Kevin Bailey: Go ahead.

Jim Gramling: I don't have anything to add. This is right next door, so same considerations. Happy to answer any questions.

Kevin Bailey: Okay, city planner?

Derrel Smith: Same as before, it meets all the land use plan, it meets all the rezoning criteria, and we would recommend approval.

Kevin Bailey: Okay, and again rezoning, any comments from the public? Okay. Commissioners? Okay.

Paul Ford (Commission): Ford, motion to approve.

Jim Little (Commission): Little, second.

**A motion was made by Paul Ford, seconded by Jim Little, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

## **9. Staff Comments**

## **10. Adjournment**

Meeting was adjourned.



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:044

Agenda Date: 12/2/2025

Version: 1

Status: First Reading

In Control: City Council

File Type: Ordinance

AN ORDINANCE TO AMEND CHAPTER 117, ARTICLE III, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS, PROVIDING FOR CHANGES IN ZONING BOUNDARIES FROM R-1 SINGLE FAMILY MEDIUM DENSITY DISTRICT TO C-3 GENERAL COMMERCIAL FOR PROPERTY LOCATED AT THE 2000 BLOCK OF W. MATTHEWS/WASHINGTON, JONESBORO, AR AS REQUESTED BY ANDY CRAFT

AN ORDINANCE TO AMEND CHAPTER 117, ARTICLE III, KNOWN AS THE ZONING ORDINANCE OF THE CITY OF JONESBORO, ARKANSAS, PROVIDING FOR CHANGES IN ZONING BOUNDARIES.

BE IT ORDAINED by the City Council in the City of Jonesboro, Arkansas:

### **SECTION 1:**

Chapter 117, Article III, known as the Zoning Ordinance of the City of Jonesboro, Arkansas be amended as recommended by the Metropolitan Area Planning Commission ("MAPC") by the changes in zoning classification as follows:

FROM: R-1 Single Family Medium Density District

TO: C-3 General Commercial District

For the following described property:

### **LEGAL DESCRIPTION:**

Part of the South half of the Southeast Quarter of Section 14, Township 14 North, Range 03 East, Jonesboro, Craighead County, Arkansas, being more particularly described as follows:

Beginning at the South Quarter corner of the Southeast Quarter of Section 14, Township 14 North, Range 03 East, Jonesboro, Craighead County, Arkansas; thence North 00°18'31" East, 41.00 feet to the Northerly right-of-way line of Matthews Avenue; thence North 88°49'39" East, along said Northerly right-of-way line, 108.78 feet to the point of beginning proper; thence North 00°19'24" East, leaving said Northerly right-of-way line, 835.03 feet to the Southerly right-of-way line of Washington Avenue, thence along said Southerly right-of-way-line the following courses and distances: North 89°26'41" East, 369.31 feet; North 85°22'55" East, 113.19 feet; thence South 00°27'45" West, leaving said Southerly right-of-way line, 397.21 feet; thence South 88°51'49" West, 95.61 feet, thence South 00°25'00" West, 440.07 feet to the

Northerly right-of-way line of Matthews Avenue thence South 88°43'35" West, along said Northerly right-of way line, 384.93 feet to the point of beginning proper, containing 8.23 Acres (358,690 SQ. FT.), more or less, subject to all rights-of-way and easements of record.

**SECTION 2:**

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:**

The rezoning of this property shall adhere to the following conditions:

1. That the proposed site plan shall satisfy all requirements of the City Engineer, all requirements of the current Stormwater Drainage Design Manual Flood Plain Regulations regarding any new construction.
2. A final site plan illustrating compliance with site requirements for parking, signage, landscaping, fencing, buffering, outdoor storage, dumpster enclosure, sidewalks etc. shall be submitted to the Planning Department prior to any redevelopment of the property.
3. Any change of use shall be subject to Planning Commission approval in the future.
4. This development shall comply with all Planned Development District Standards.

Application  
for a  
Zoning Ordinance Map Amendment

METROPOLITAN AREA  
PLANNING COMMISSION  
Jonesboro, Arkansas

Date Received:

11/05/25

Case Number: \_\_\_\_\_

**LOCATION:**

**Site Address:** 2000 block (approx., no address assigned) of W.  
Matthews/Washington

**Side of Street:** South of W. Washington, North of W. Matthews

**Quarter:** S ½ SE ¼ Section 14, Township 14 North, Range 3 East

Attach a survey plat and legal description of the property proposed for rezoning. A registered Land Surveyor must prepare this plat.

**SITE INFORMATION:**

**Existing Zoning:** R-1      **Proposed Zoning:** C-3

**Size of site** (square feet and acres): 358,690 ft/sq; 8.23 Acres

**Street Frontage** (feet): 384 ft. on Matthews; 369 feet on Washington

**Existing Use of the Site:** vacant land

**Character and adequacy of adjoining streets:** West Washinton at this location is predominantly commercial; West Matthews is churches and predominantly rental property.

**Does public water serve the site?** Yes.

**If not, how would water service be provided?** N/A

**Does public sanitary sewer serve the site?** Yes.

**If not, how would sewer service be provided?**

**Use of adjoining properties:** North: C-3 Commercial

**South:** R-2, R-1, however it appears that 1921 and 1817 W. Matthews are currently used for non-residential purposes.

**East:** R-2, with a Church and apartments to the immediate east

**West:** R-1, vacant; however, the parcel to the immediate West is the subject of a current application to rezone to C-3

**Physical Characteristics of the site:** wooded vacant land.

### REZONING INFORMATION:

The applicant is responsible for explaining and justifying the proposed rezoning. Please prepare an attachment to this application answering each of the following questions in detail:

- (1). How was the property zoned when the current owner purchased it?
- (2). What is the purpose of the proposed rezoning? Why is the rezoning necessary?
- (3). If rezoned, how would the property be developed and used?
- (4). What would be the density or intensity of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?
- (5). Is the proposed rezoning consistent with the *Jonesboro Comprehensive Plan* and the *Future Land Use Plan*?
- (6). How would the proposed rezoning be the public interest and benefit the community?
- (7). How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?
- (8). Are there substantial reasons why the property cannot be used in accordance with existing zoning?
- (9). How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.
- (10). How long has the property remained vacant?
- (11). What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?
- (12). If the rezoning is approved, when would development or redevelopment begin?
- (13). How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposal has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with neighbors may result in delay in hearing the application.*
- (14). If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.

### OWNERSHIP INFORMATION:

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

#### Owner of Record:

I certify that I am the owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

Name:

Address:

City, State:

ZIP

Telephone:

Facsimile:

Signature:

#### Applicant:

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

Name:

Address:

City, State:

Telephone:

Facsimile:

Signature:

Deed: Please attach a copy of the deed for the subject property.

*Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Area Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is on the public meeting schedule. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*

Page 2 of 2

Revised 08-Nov-17



**Characteristics of the neighborhood:**

The site is surrounded by commercial development to the North, and the property to the immediate West is seeking rezoning to C-3. Immediately West of that is C-3 LUO and vacant R-1 property. To the East is a Church and apartments, and the South is R-2 and R-1, although there are two structures that appear to be commercial in nature.

*Applications will not be considered complete until all items have been supplied. Incomplete applications will not be placed on the Metropolitan Areas Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is the 17th of each month. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*

**REZONING INFORMATION:**

The applicant is responsible for explaining and justifying the proposed rezoning. *Please prepare an attachment to the application answering each of the following questions in detail:*

- (1) **How was the property zoned when the current owner purchased it?**  
The property was zoned R-1 at the time of acquisition.
- (2) **What is the purpose of the proposed rezoning? Why is the rezoning necessary?**  
The rezoning is necessary to achieve the highest and best use of the land consistent with the City's future land-use plan.
- (3) **If rezoned, how would the property be developed and used?**  
For purposes consistent with C-3, such as office space.
- (4) **What would be the density of development (e.g. number of residential units; square footage of commercial, institutional, or industrial buildings)?**  
Any development would be limited in size by the relevant codes and regulations for the lot size. No particular development is planned at this time.
- (5) **Is the proposed rezoning consistent with the *Jonesboro Land Use Plan*?**  
The *Jonesboro Land Use Plan* indicates this area as a moderate intensity growth sector.
- (6) **How would the proposed rezoning be the public interest and benefit the community?**  
It would fulfill the highest and best use of the land. In addition, any future development would provide jobs to the area for both construction and any final development.
- (7) **How would the proposed rezoning be compatible with the zoning, uses, and character of the surrounding area?**  
This request is completely compatible with the development in, and the character of the surrounding area. The predominant character of the neighborhood is commercial, with several businesses nearby, and a church and rental properties surrounding the property.
- (8) **Are there substantial reasons why the property cannot be used in accordance with the existing zoning?**  
The uses allowed by R-1 are limited and not consistent with the highest and best use of this property.
- (9) **How would the proposed rezoning affect nearby property including impact on property value, traffic, drainage, visual appearance, odor, noise, light, vibration, hours of use or operation and any restriction to the normal and customary use of the affected property.**

This proposed zoning classification should have no detrimental impact on any of the following aspects of the immediate area.

- A) Property Values
- B) Traffic
- C) Drainage
- D) Visual Appearance
- E) Odor
- F) Noise
- G) Light
- H) Vibration
- J) Hours
- K) Restrictions

**(10) How long has the property remained vacant?**

There are no indications this property has ever been developed.

**(11) What impact would the proposed rezoning and resulting development have on utilities, streets, drainage, parks, open space, fire, police, and emergency medical services?**

A change in the zoning should have no detrimental impact on any of the following aspects.

- A) Utilities
- B) Streets
- C) Drainage
- D) Parks
- E) Open Space
- F) Fire
- G) Police
- H) Emergency Medical Services

**(12) If the rezoning is approved, when would development or redevelopment begin?**

There are no current plans for development.

**(13) How do neighbors feel about the proposed rezoning? Please attach minutes of the neighborhood meeting held to discuss the proposed rezoning or notes from individual discussions. *If the proposed rezoning has not been discussed with neighbors, please attach a statement explaining the reason. Failure to consult with the neighbors may result in delay in hearing the application.***

A neighborhood meeting was scheduled for October 2, 2025 and no one attended. Minutes of the meeting are attached to this application.

**(14) If this application is for a Limited Use Overlay (LUO), the applicant must specify all uses desired to be permitted.**

This request is not for a Limited Use Overlay.

ANDY CRAFT – REZONING APPLICATION  
11/03/2025

**OWNERSHIP INFORMATION:**

All parties to this application understand that the burden of proof in justifying and demonstrating the need for the proposed rezoning rests with the applicant named below.

**Owner of Record:**

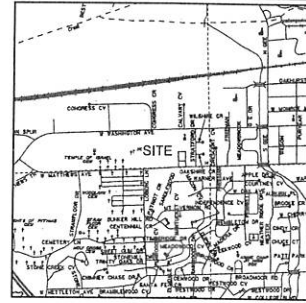
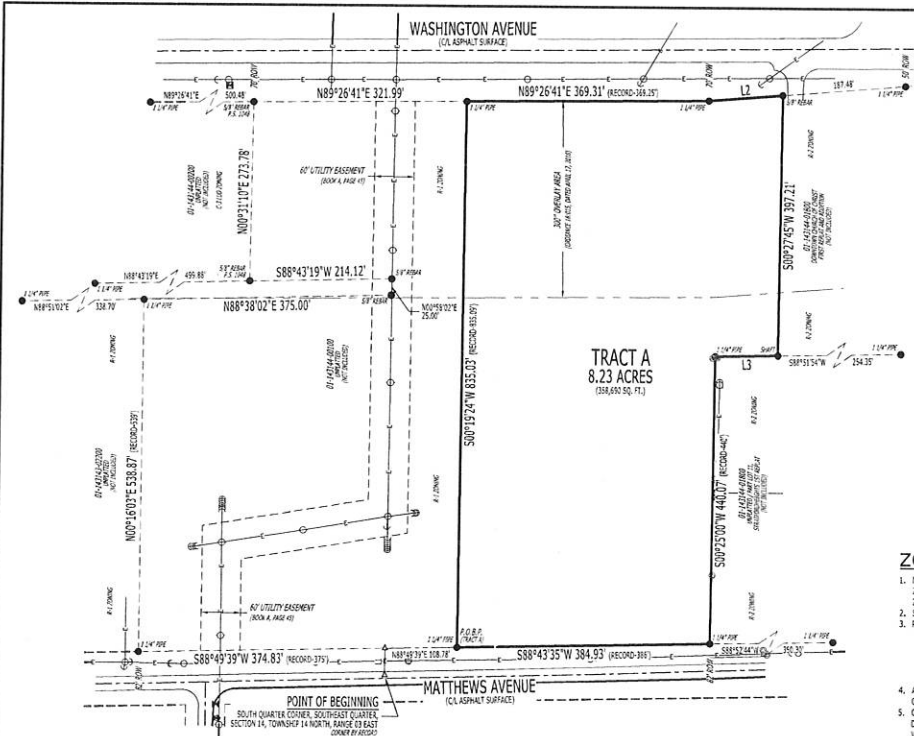
I certify that I am an owner of the property that is the subject of this rezoning application and that I represent all owners, including spouses, of the property to be rezoned. I further certify that all information in this application is true and correct to the best of my knowledge.

Name: James F. Gramling Jr.  
Attorney for Applicant  
2500 Alexander Drive, Suite B  
Jonesboro, AR 72401

**Applicant:**

If you are not the Owner of Record, please describe your relationship to the rezoning proposal:

**Deed:** *Please attach a copy of the deed for the subject property.*  
*Applications will not be considered complete until all items have been supplied.*  
*Incomplete applications will not be placed on the Metropolitan Areas Planning Commission agenda and will be returned to the applicant. The deadline for submittal of an application is the 17th of each month. The Planning staff must determine that the application is complete and adequate before it will be placed on the MAPC agenda.*



VICINITY MAP  
(N.T.S.)

**LINE TABLE:**

LINE #	DIRECTION	LENGTH
L1	N00°18'31"E	41.00'
L2	N85°22'55"E	113.19'
L3	S88°51'49"W	95.61'

**LEGEND:**

- FOUND MONUMENT (AS NOTED)
- ▲ COMPUTED POINT (NOT MONUMENTED)
- UTILITY POLE
- LIGHT POLE
- GUY WIRE
- PAD MOUNTED TRANSFORMER
- WATER VALVE
- FIRE HYDRANT
- TELECOMMUNICATIONS PEDESTAL
- BOUNDARY LINE
- OVERHEAD ELECTRIC LINE

**ZONING / OVERLAY DISTRICT NOTES:**

- NO ZONING LETTER OR REPORT WAS PROVIDED TO THE SURVEYOR AT THE TIME OF THIS SURVEY. THE ZONING INFORMATION LISTED BELOW WAS OBTAINED FROM THE CITY OF JONESBORO PLANNING AND ZONING DEPARTMENT.
- SUBJECT PROPERTY IS ZONED R-4, SINGLE-FAMILY MEDIUM DENSITY DISTRICT.
- R-4 BUILDING SETBACKS AND RESTRICTIONS PER THE CITY OF JONESBORO:
  - STREET SETBACK - 25'
  - SIDE SETBACK - 7.5'
  - REAR SETBACK - 35'
  - MAXIMUM LOT COVERAGE - 35%
  - MAXIMUM BUILDING HEIGHT - 35'
- A PORTION OF THE SUBJECT PROPERTY LIES WITHIN THE WEST WASHINGTON OVERLAY AREA PER CITY OF JONESBORO ORDINANCE 18-015, DATED APRIL 17, 2018.
- OVERLAY AREAS WILL RUN ALONG THE LISTED STREET AND SHALL BE ADJACENT TO THE STREET FOR A DISTANCE OF 300 FEET FROM THE STREET RIGHT-OF-WAY. IF A PORTION OF THE PROPERTY FALLS WITHIN THE BOUNDARY OF THE OVERLAY AREA, THE WHOLE PROPERTY WILL BE HELD TO THE REQUIREMENTS OF THE OVERLAY AREA.
- FOR MORE INFORMATION CONTACT THE CITY OF JONESBORO PLANNING AND ZONING DEPARTMENT @ (870) 932-0466.

**SURVEYOR'S NOTES:**

- SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD OR ANY OTHER FACTS WHICH AN ACCURATE TITLE SEARCH MIGHT DISCLOSE.
- BASIS OF BEARINGS: ARKANSAS STATE PLANE GRID NORTH (0301).
- THE FOLLOWING DOCUMENTS WERE USED TO COMPLETE THIS SURVEY:
  - RECORD PLAT, STRATFORD HEIGHTS, BY J.L. SCRAPE, P.S. 515, RECORDED IN BOOK 179, PAGE 87, DATED JANUARY 18, 1973.
  - RECORD REPLAT, STRATFORD HEIGHTS 1ST REPLAT, BY J.L. SCRAPE, P.S. 515, RECORDED IN BOOK 189, PAGE 15, DATED JULY 26, 1974.
  - BOUNDARY SURVEY, BY TROY L. SHEETS, P.S. 596, RECORDED IN BOOK D, PAGE 106, DATED JANUARY 13, 1972.
  - BOUNDARY SURVEY, BY CLAY KENWARD, P.S. 236, UNRECORDED, DATED MARCH 17, 1982.
  - RECORD REPLAT, DOWNTOWN CHURCH OF CHRIST FIRST REPLAT AND ADDITION, BY CLAY KENWARD, P.S. 256, RECORDED IN BOOK A, PAGE 184, DATED APRIL 22, 1985.
  - BOUNDARY SURVEY, BY DAN B. MULLHOLLEN, P.S. 646, RECORDED IN BOOK A, PAGE 45, DATED AUGUST 05, 1986.
  - BOUNDARY SURVEY, BY SHAWN L. HINE, P.S. 1783, ADS DOCUMENT NO. 202105186843, DATED MARCH 01, 2021.
  - BOUNDARY SURVEY, BY BRADLEY P. HANCOCK, P.S. 1409, ADS DOCUMENT NO. 202206016521, DATED JUNE 13, 2022.
  - QUITCLAIM DEED, RECORDED IN BOOK 559, PAGE 816, DATED JUNE 05, 1998.
  - WARRANTY DEED, RECORDED IN BOOK 632, PAGE 478, DATED SEPTEMBER 05, 2002.
  - TRUSTEE'S DEED, CRAIGHEAD COUNTY DOCUMENT NO. 2017R-003074, DATED MAY 10, 2017.
- THE SUBJECT PROPERTY LIES OUTSIDE THE 100-YEAR SPECIAL FLOOD HAZARD ZONE, AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP PANEL NO. 25010C0353D, EFFECTIVE DATE SEPTEMBER 24, 2014.
- BUILDINGS AND IMPROVEMENTS SURFACE AND/OR SUBSURFACE ON AND ADJACENT TO THE SUBJECT PROPERTY ARE NOT NECESSARILY SHOWN ON THIS BOUNDARY SURVEY.
- THE EXISTENCE AND/OR LOCATION OF UTILITY SERVICES TO THE SUBJECT PROPERTY ARE UNKNOWN AND ARE NOT SHOWN ON THIS BOUNDARY SURVEY.
- FIELD WORK WAS COMPLETED ON APRIL 04, 2025.

**LEGAL DESCRIPTION (AS-SURVEYED):**

TRACT A:  
PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 14 NORTH, RANGE 03 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTH QUARTER CORNER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 14 NORTH, RANGE 03 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS; THENCE NORTH 00°18'31" EAST, 41.00 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF MATTHEWS AVENUE; THENCE NORTH 88°49'39" EAST, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 108.78 FEET TO THE POINT OF BEGINNING PROPER; THENCE NORTH 00°18'31" EAST, LEAVING SAID NORTHERLY RIGHT-OF-WAY LINE, 835.03 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF WASHINGTON AVENUE; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE THE FOLLOWING COURSES AND DISTANCES: NORTH 89°58'41" EAST, 369.31 FEET; NORTH 89°22'55" EAST, 113.19 FEET; THENCE SOUTH 00°27'45" WEST, LEAVING SAID SOUTHERLY RIGHT-OF-WAY LINE, 397.21 FEET; THENCE SOUTH 88°51'49" WEST, 95.61 FEET; THENCE SOUTH 00°25'00" WEST, 440.07 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF MATTHEWS AVENUE; THENCE SOUTH 88°43'35" WEST, ALONG SAID NORTHERLY RIGHT-OF-WAY LINE, 384.93 FEET TO THE POINT OF BEGINNING PROPER, CONTAINING 8.23 ACRES (358,650 SQ. FT.), MORE OR LESS, SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD.

**SURVEYOR'S CERTIFICATION:**

I, JOSHUA J. NEELY, CERTIFY THAT THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF "ARKANSAS STANDARDS OF PRACTICE FOR PROPERTY BOUNDARY SURVEYS AND PLATS"; AND THAT THE ABOVE DESCRIBED TRACT WAS SURVEYED UNDER MY DIRECT SUPERVISION.

BEARINGS BASED ON ARKANSAS STATE PLANE GRID NORTH ZONE (0301)

**BOUNDARY SURVEY**

CLIENT: CRAFT

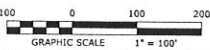
PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 14 NORTH, RANGE 03 EAST, JONESBORO, CRAIGHEAD COUNTY, ARKANSAS

RIDGE SURVEYING & CONSULTING, PLLC		REVISIONS	
4040 Cooper Ave., Suite B	Jonesboro, AR 72403	DATE	BY
870-932-9940 www.ridgesurveying.com		DATE	BY
		DATE	BY

STATE OF ARKANSAS  
JOSHUA J. NEELY  
No. 2946

RIDGE SURVEYING & CONSULTING, PLLC  
ARKANSAS - 2946

500-14N-03E-0-14-200-16-1841



**MINUTES OF THE NEIGHBORHOOD MEETING REGARDING THE REZONING  
APPLICATION FOR 2000 BLOCK OF W. MATTHEWS/WASHINGTON**

Location of the Meeting: Gramling Law Firm, PLC  
2500 Alexander Drive, Suite B  
Jonesboro, AR 72401

Time of the Meeting: 6:00 p.m. until 6:20, October 2, 2025

Present at the Meeting: James F. Gramling, Jr and representative of applicant

Letters regarding a neighborhood meeting were mailed to all residents within 200 feet of the property. The meeting was scheduled for 6:00 p.m. and there were no attendees. At 6:20 p.m. the meeting was adjourned.



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Rondó + Angelacine  
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3021 W. Op Dr

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Jonesboro, AR 72401

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***City of Jonesboro Metropolitan Area Planning Commission***  
**Staff Report –RZ-25-17**  
***For Consideration by the Commission on November 13, 2025***

**REQUEST:** 1. To Consider a rezoning of a parcel of property containing approximately 8.23 acres more or less from R-1 Single family to C-3 General Commercial and make recommendation to City Council.

**PURPOSE:** A request to consider approval by the Metropolitan Area Planning Commission and recommend to City Council for final action as **C-3 General Commercial District**

**APPLICANT/ OWNER:** James F Gramling, 2500 Alexnder Dr. STE B., Jonesboro AR 72401

**LOCATION:** 2000 Block (approx., No address assigned) of W. Matthews/Washington

**SITE DESCRIPTION:** Tract Size: Approx. 8.23 +/- acres, 358,690 Sq. ft. +/-  
 Frontage: Approx. 384 ft. on Matthews; 369 ft on Washington  
 Topography: Flat  
 Existing Development : Vacant

<b>SURROUNDING CONDITIONS:</b>	<u>ZONE</u>	<u>LAND USE</u>
	North: C-3	Commercial
	South: R-1 and R-2	Residential however it appears that 1921 and 1817 W. Matthews are currently used for Non Residential Purpose
	East: R-2	Church and Apartments
	West: R-1	Vacant

**HISTORY:** None.

**ZONING ANALYSIS:** City Planning Staff has reviewed the proposed Zone Change and offers the following findings.



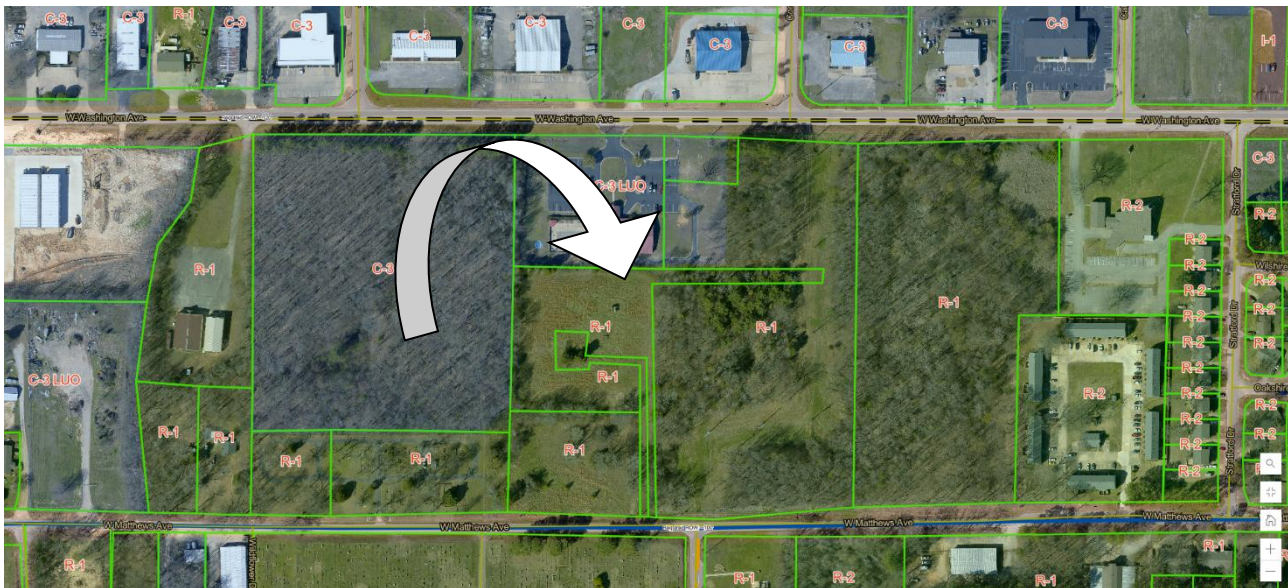
### **Approval Criteria- Section 117-34- Amendments:**

The criteria for approval of a rezoning are set out below. Not all of the criteria must be given equal consideration by the planning commission or city council in reaching a decision. The criteria to be considered shall include but not be limited to the following:

- (a) Consistency of the proposal with the Comprehensive Plan
- (b) Consistency of the proposal with the purpose of the zoning ordinance.
- (c) Compatibility of the proposal with the zoning, uses and character of the surrounding area;
- (d) Suitability of the subject property for the uses to which it has been restricted without the proposed zoning map amendment;
- (e) Extent to which approval of the proposed rezoning will detrimentally affect nearby property including, but not limited to, any impact on property value, traffic, drainage, visual, odor, noise, light, vibration, hours of use/operation and any restriction to the normal and customary use of the affected property;
- (f) Length of time the subject property has remained vacant as zoned, as well as its zoning at the time of purchase by the applicant; and
- (g) Impact of the proposed development on community facilities and services, including those related to utilities, streets, drainage, parks, open space, fire, police, and emergency medical services.

### **COMPREHENSIVE PLAN FUTURE LAND USE MAP**

The Future Land Use Map shows this area to be within the Southeast Sector and to be recommended as a High Density Single Family residential.



#### Master Street Plan

The property is located along W Washington Ave. which is recommended as a Principal Arterial and W Matthews Ave which is recommended as a minor Arterial on the adopted Master Street Plan from its current status. A 82 ft R.O.W. road easement on Matthews Ave and 70 ft R.O.W on Washington Ave is denoted on the submitted rezoning plat, which the minimum 110' right-of-way is required on Principal Arterial and 100' on Minor Arterial is required.

#### Findings:

The proposal will result in the existing R-1 Residentially zoned property to be rezoned to C-3 Commercial District. This area is zoned and utilized as a mixture of several single-family homes, and several commercial/industrial uses in that segment of the city but Predominant character of the area is Commercial.

#### Zoning Analysis

Absent a conceptual or preliminary layout, staff can only provide the allowable uses/parameters of the C-3 Commercial Zoning Classification.

#### **C-3 General Commercial Zoning District**

Requires 6,500 s.f. per unit

**Street Setback:** 25 ft.

**Rear Setback:** 20 ft.

**Min. Lot Width:** 50 ft.

#### **Conclusion:**

The Planning Department Staff recommends that the MAPC considers the requested Zone Change submitted by Jim Gramling, Case RZ-25-17, C-3 in recommendation to the City Council for rezoning. It is important to Staff that all the issues cited above be addressed by the applicant with a number of stipulations addressing those issues such as the following, and any that may result from the public hearing:

1. That the proposed development shall satisfy all requirements of the City Engineer, satisfying all requirements of the current Stormwater Drainage Design Manual.
2. That the density shall not exceed lots maximum.
3. The applicant agrees to comply with the recommendations for right-of-way

Respectfully Submitted for Commission Consideration,

Anik Gouala  
Senior Planner  
Planning, Zoning and Land Bank



## **MAPC Meeting November 12<sup>th</sup>, 2025**

### **1. Call to order**

### **2. Roll Call**

Present (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

### **3. Approval of minutes**

**MIN-25:086**                      MINUTES October 14<sup>th</sup>, 2025 MAPC

**A motion was made by Paul Ford, seconded by Jeff Steiling, that the minutes be approved, the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0)

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

### **4. Final Subdivisions**

**PP-25-12**                      **Frog Pond Final Subdivision 24.81 acres**

The Applicant Travis McAlister is requesting approval of a Final Subdivision Plat for the Frog Pond subdivision on 24.81 Acres.

Kevin Bailey (Chair): Do we have a proponent for the item?

Megan McAlister (Proponent): Good evening, Megan McAlister with McAlister Engineering, seeking approval for a final plat for Frog Pond Subdivision.

Kevin Bailey: Thank you, city planner?

Derrel Smith (City Planner): Yes sir, we have reviewed it. It's zoned R-1, it's 24.81 acres. There are 39 lots. They have met all the requirements of the subdivision code. All improvements are done. Both lifts of asphalt are down and we do have a maintenance bond. So, we would recommend approval.



Kevin Bailey: Okay, commissioner comments? Anybody here ready with a motion?

Jeff Steiling (Commission): Steiling, make a motion to approve.

Paul Ford (Commission): Ford, second.

**A motion was made by Jeff Steiling, seconded by Paul Ford, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

## **5. Preliminary Subdivisions**

## **6. Miscellaneous Items**

## **7. Conditional Use**

## **8. Rezoning**

### **RZ-25-15**                      **213 N. Main St**

The Applicant Shamim Wilkins is requesting a rezoning from I-1 to C-2 at 213 N. Main St

Kevin Bailey (Chair): Do we have the proponent for the item?

Wade Gay (Proponent): My name is Wade Gay, what we're wanting to do is we have a piece of property, it's a red brick building. We've got it surveyed off, it's not moved the lines or anything like that. Everything out there is industrial and we're wanting to make it C-2 because what we're trying to do, the building already has six parking places, has six doors, and we're wanting to remodel the inside as far as paint and flooring, and add two showers to the two bathrooms inside. We would like to bring it in as a short-term rental property, because of what he does as he does, he brings in contractors and a lot of times they'll bring in crews and they rent from him, basically. They lease the building while they're here in Jonesboro working. The building itself has not had a tenant in five years. It's previously I-1 and we're hoping by making this, it would also give us some different avenues if the rental part of it doesn't pan out on C-2. But we're wanting to help the area, the area down there is kind of depressed in there. It's got a lot of rental, a lot of duplexes, residential, rental properties in that same area, and we have sent out the

designated amount of registered letter. We do have the registered letters. We do have the sign up down there stating that we want to rezone. And basically, I think it would be an improvement on the property itself and the area. I don't think we would have to go into a traffic situation or anything like that to do this.

Kevin Bailey: Okay, thank you, city planner do you have any comments on that one?

Derrel Smith (City Planner): Yes sir, we do. We've reviewed it and it meets all 6 of the criteria for rezoning, so we would recommend approval with the following stipulations, that the proposed site shall follow all requirements of the city engineer, all requirements of the current stormwater drainage design manual, and floodplain regulations regarding any new construction. That density shall not exceed lot maximums, that the applicant agrees to comply with recommendations for right of way, and that'll be it.

Kevin Bailey: Okay, before we get to commissioner comments, this is a rezoning is there anybody from the public to give comments about this request? I see none, commissioners, questions, comments?

Jim Little (Commission): I have a question, Derrel what does C-2 say about residential?

Derrel Smith: I don't think he's talking about residential, he's not talking about living there but having contractor offices there.

Jim Little: Oh, so nobody would be spending the night at this place?

Wade Gay: There is a possibility that there would be.

Jim Little: Okay.

Wade Gay: I mean, they pull them in from different areas to come to work here.

Jim Little: Kind of like an apartment?

Wade Gay: It could be.

Jim Little: Could be used as an apartment. Okay.

Derrel Smith: More like an extended stay hotel?

Wade Gay: Well, it's not big enough for a hotel.

Derrel Smith: Residential is not going to be allowed in the C-2 zoning. It's not going to be allowed.

Wade Gay: So, it would have to be basically it would just be rental to the contractors?

Derrel Smith: They can have a contractor office there. They can keep equipment there. But they cannot live there.

Carol Duncan (City Attorney): They can't spend the night is what he's saying.

Wade Gay: I got you.

Jeff Steiling (Commission): If they did, they would have to have a sprinkler system as well wouldn't they? And it would be a different occupancy.

Paul Ford (Commission): Is that inconsistent with the intent of this request?

Wade Gay: Well, the intent is to bring contractors to the area. When they build around the areas here, they do have offices and some of them do have places to stay. So, if it has to just be for office purposes, I guess that's the way we would do it.

Kevin Bailey: So, to be clear, what Derrel is saying is that the rezoning request for C-2 does not allow for any overnight stays in the building. Just to be clear that's what we're telling you.

Wade Gay: Okay in the article of what I read, that's why I was looking down, for C-2 it does state that short term rental is allowed.

Kevin Bailey: Give us one second, we're going to.

Jim Little: I think there is something you can ask for that would allow for that, but it's probably not C-2.

Wade Gay: And the reason we did ask for C-2 was because it was recommended. That it would be more versatile. C-2 does show that it can be residential short-term rental, that was what I was looking at.

Kevin Bailey: What is the article from?

Wade Gay: From the city zoning.

Kevin Bailey: From the Jonesboro zoning. Okay.

Wade Gay: Because when I went in talking whether I needed C-3 or C-2 and I was recommended C-2 because of that.

Derrel Smith: So it is, short-term rental is allowed in C-2. It is on the chart.

Wade Gay: Okay, thank you.

Jeff Steiling: There may be some additional building codes with that when it comes to spending the night. I think you will have to have a fire sprinkler.

Derrel Smith: And they'll have to go through that as they go through the remodel process.

Kevin Bailey: So, just be aware that what we're voting on tonight is the rezoning and there's criteria that will come if you try to do what you're thinking about.

Wade Gay: Yes, we understand that.

Kevin Bailey: Okay, any other comments? Is anyone ready with a motion?

Jim Little: Little, I make a motion to approve the rezoning.

Monroe Pointer: Monroe, second.

**A motion was made by Jim Little, seconded by Monroe Pointer, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0)

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

**RZ-25-16**

**W Matthews/Washington**

The Applicant James F. Gramling Jr is requesting a rezoning from R-1 to C-3 at 2000 block of W Matthews/Washington

Kevin Bailey (Chair): Do we have the proponent?

Jim Gramling (Proponent): Yes, this is Jim Gramling representing Andy Craft and Ron Craft. This is some property in between Matthews and Washington as our staff report says this is sort of a commercial area out there. We're asking for C-3, the staff report shows that it meets all the criteria. We did have, even though it's not multi-family, we did have a neighborhood meeting. We notified all the neighbors in the area. Nobody showed up so, there wasn't any concern there. I'm happy to answer any questions anybody has.

Paul Ford (Commission): Is this one identical to the next one on the agenda?

Jim Gramling: That's right

Paul Ford: There are two different tracks, of land but it's the exact same request and in the same neighborhood?

Jim Gramling: That's right.

Derrel Smith (City Planner): They join each other.

Paul Ford: Continuous properties, Okay.

Kevin Bailey: City planner?

Derrel Smith: Yes, we reviewed this and it does meet the land use plan. It meets all the criteria. So, we would recommend approval.

Kevin Bailey: Okay, again this is a rezoning request, is there anybody here to give public comments? I see none.

Monroe Pointer: What all goes into C-3 again, I want to look it up again real quick.

Carol Duncan (City Attorney): A lot of things, offices, animal care general, animal limited, auditorium or stadium is a conditional use. Teller machines, are permitted, bank or financial institution, bed and breakfast, car wash, cemetery, church, college. Communication towers are conditional, convenience store, daycare limited, daycare general, adult entertainment is a conditional use, funeral home, golf course, there's almost nothing that's not allowed. You can't have a firing range, you can't have a medical marijuana cultivation center, and you can't have vehicular storage. But almost the whole list is allowed. No industrial other than a couple conditional uses. You can have a farmer's market, that's an agricultural use.

Kevin Bailey: Yes, sir. Come up to the microphone if you would please and state your name and address.

Carol Duncan: No residential uses, if that was the question.

Brad Partee (Public): My name is Brad Partee, I'm one of the elders at Washington Ave, Church of Christ formerly downtown. Don't get nervous I'm not, but I do have a question though and this might not be the right meeting, but are there plans yet as to what will go there?

Kevin Bailey: Sir, we cannot ask that.

Carol Duncan: Legally, we're not allowed to ask. They can volunteer if they want to but we can't ask.

Brad Partee: Okay, I'll just say, just going to commercial we have no issues with that.

Kevin Bailey: Okay, thank you for your comments.

Monroe Pointer (Commission): But changing that from R-1 would basically remove any multi-family from?

Carol Duncan: It would remove all residential from what I can see.

**Unable to transcribe**

Kevin Bailey: Jim, is this the wooded lots that's just past the church on?

Jim Gramling: That's right.

Paul Ford (Commission): Are these the wooded lots that are west of the Elks or east of the Elks?

Jim Gramling: I believe it's west.

**Unable to transcribe**

Kevin Bailey: East of the Elk Lodge, west of it is the farmer enterprises, I think.

Monroe Pointer: Just on the backside of those apartments correct? It backs up to those apartments that are right next to the church.

**Unable to transcribe**

Kevin Bailey: Any other questions or comments commissioners? Anyone ready with a motion?

Paul Ford: Ford, motion to approve.

Jeff Steiling: Steiling, second.

**A motion was made by Paul Ford, seconded by Jeff Steiling, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

**RZ-25-17**

**W Matthews/Washington**

The Applicant James F. Gramling Jr is requesting a rezoning from R-1 to C-3 at 2000 block of W Matthews/Washington

Kevin Bailey (Chair): Okay, next request is 25-17, same applicant and rezone change. This is next door to the previous.

Jim Gramling (Proponent): That's correct.

Kevin Bailey: Go ahead.

Jim Gramling: I don't have anything to add. This is right next door, so same considerations. Happy to answer any questions.

Kevin Bailey: Okay, city planner?

Derrel Smith: Same as before, it meets all the land use plan, it meets all the rezoning criteria, and we would recommend approval.

Kevin Bailey: Okay, and again rezoning, any comments from the public? Okay. Commissioners? Okay.

Paul Ford (Commission): Ford, motion to approve.

Jim Little (Commission): Little, second.

**A motion was made by Paul Ford, seconded by Jim Little, that the matter be approved, and the motion was PASSED with the following vote:**

Aye (5): Jeff Steiling, Jim Little, Kevin Bailey, Monroe Pointer, Paul Ford

Nay (0):

Absent (4): Dennis Zolper, Jimmy Cooper, Lonnie Roberts, Stephanie Nelson

## **9. Staff Comments**

## **10. Adjournment**

Meeting was adjourned.





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:033

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**Agenda Date:**

**Version:** 1

**Status:** Third Reading

**In Control:** Public Safety Council Committee

**File Type:** Ordinance

### AN ORDINANCE TO AMEND CHAPTER 6 - ALCOHOLIC BEVERAGES TO COMPLY WITH CHANGES TO THE ARKANSAS LAW REGARDING PRIVATE CLUB PERMITS

WHEREAS, the City of Jonesboro has need to amend our ordinances to be consistent with changes to Arkansas law passed in the most recent legislative session; and

WHEREAS, the City Council of the City of Jonesboro, Arkansas desires to make the included changes.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS:

That the definition of private club in Article I, Section 6-1 shall be deleted and replaced with the following definition:

Private club means a non-profit corporation, sole-proprietorship, corporation, partnership, or limited liability company organized and existing or authorized to do business under the laws of this state.



## **APPLICATION FOR ALCOHOL PERMIT**

### **INSTRUCTIONS**

1. Answer all questions correctly and in full. **PLEASE PRINT IN INK OR TYPE.**

**NOTE: FORMS MUST BE NOTARIZED.**

**APPLICATION MUST BE ACCOMPANIED BY CRIMINAL BACKGROUND  
INVESTIGATION RESULTS OF THE APPLICANT (FORMS AND INSTRUCTIONS ENCLOSED).**

2. Application fee is \$250 and must be paid at the City Collector's Office at 300 S. Church Street, Jonesboro, Arkansas 72401 or by telephone (with a credit card, excluding American Express) at 870-932-3042. Proof of payment must be submitted with this application.
3. Applicant must be a citizen of the United States or a permanent resident alien (must provide a copy of green card), and a resident of Arkansas.
4. The following additional materials must be submitted with your application:
  - a. A current list of names and addresses of the owners, principals (including but not limited to partners, officers, directors, managers, or other persons making decisions for the entity which are listed with the Arkansas Secretary of State, where applicable), and a signed "authority to release information form" from each listed person.
  - b. The address where the business will be located. If the named entity does not own the property, a copy of the lease, option to lease, option to purchase, or buy-sell agreement in **favor of the entity** must be attached.

MAIL OR DELIVER DIRECTLY TO:

**Chief of Police  
Jonesboro Police Department  
1001 S. Caraway Road  
Jonesboro, Arkansas 72401**

5. Once you have received the report from the Jonesboro Police Department, it is your responsibility to get this matter on the City Council agenda. To do so, you must take the report and an ordinance (prepared by you or your legal counsel) to the City Clerk's Office at 300 S. Church Street, Jonesboro, Arkansas. The City Clerk will advise you the cost involved in the publication of the ordinance and you are required to pay those costs before the ordinance will be placed on the agenda.

## CITY OF JONESBORO

### APPLICATION FOR ALCOHOL PERMIT

We hereby make an application for a permit to serve alcoholic beverages on our premises.

NAME OF ENTITY	FEIN #		
APPLICANT NAME	First	Middle	Last
HOME ADDRESS	Street	City	Zip County
BUSINESS NAME			
BUSINESS ADDRESS	Street	City	Zip County

Does the entity own the premises? \_\_\_\_\_ If leased, give name and address of owner:

Is your establishment primarily engaged in the business of serving food for consumption on the premises?

If the answer to the above question is no, then what type of business will you be engaged in on the premises? Please list all activities to be offered.

Does anyone now hold an alcoholic beverage permit at this location? \_\_\_\_\_ If so, give name, address and permit no(s).

Give names and addresses of all owners/principals listed with the Arkansas Secretary of State:

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>

***Have any of the persons listed above been under the sentence, whether suspended or otherwise, of any court for the conviction of a felony within two (2) years preceding the date of this application? YES NO If yes, please explain -***

\_\_\_\_\_  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant/Managing Agent

\_\_\_\_\_  
Official Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_:

## SCHEDULE A – INDIVIDUAL’S PERSONAL HISTORY

I submit answers to the following questions under oath:

1. Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_
2. Home Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street City Zip
3. Are you a person of good moral character and reputation in your community? \_\_\_\_\_
4. Are you a **(CITIZEN)** or **(PERMANENT RESIDENT ALIEN)** of the United States? **CIRCLE ONE**  
Social Security No. \_\_\_\_\_ Green Card No. \_\_\_\_\_
5. Are you a resident of Craighead county? \_\_\_\_\_  
If not, do you live within 35 miles of the premises to be permitted? \_\_\_\_\_
6. Have you ever been convicted of a felony? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If so, give full information  
\_\_\_\_\_  
\_\_\_\_\_
7. Have you been convicted of any violation of any law relating to alcoholic beverages within the five (5) years preceding this application? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If so, give full information. \_\_\_\_\_  
\_\_\_\_\_
8. Have you had any alcoholic beverage permit issued to you revoked within the five (5 ) years preceding this application? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If so, give full information \_\_\_\_\_  
\_\_\_\_\_
9. Do you presently hold or have you ever held an alcoholic beverage permit(s)? \_\_\_\_\_ If so, give name, place, and permit number(s)  
\_\_\_\_\_
10. Have you applied and been refused a permit at the applied for location within the last 12 months? \_\_\_\_\_  
If so, give full information \_\_\_\_\_  
\_\_\_\_\_
11. Marital Status: Single ( ) Married ( ) Divorced ( ) Separated ( ) Other ( )
12. Furnish complete information regarding members of immediate family:

<u>Relationship</u>	<u>Full Name</u>	<u>Address</u>	<u>Occupation</u>


(a) Are any of the above to be connected with the operation of the outlet? \_\_\_\_\_

(b) If so, who and in what capacity? \_\_\_\_\_

13. Give your home address (city or town) and dates at each for the past five (5) years:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Covering the past five (5) years, give in detail the following:

<u>Your Business or Occupation</u>	<u>Name &amp; Address of Employer</u>	<u>Dates of Employment</u>

I hereby state on oath that I will not violate any law of this State or any regulation of the Alcoholic Beverage Control Division, nor will any agent or employee be allowed to violate any law or regulation. It is hereby consented that the licensed premises and its books and records shall be open at all times to all law enforcement officials without warrant or other legal process.

\_\_\_\_\_  
 Applicant's Signature

STATE OF ARKANSAS

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn on oath deposes and says that he/she has read each of the questions to which he/she has made answer, and that his/her said answers in each instance are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_:

## AUTHORITY TO RELEASE INFORMATION

Application filed by Applicant -A, Principal - P: \_\_\_\_\_

TO WHOM IT MAY CONCERN:

I understand that the City of Jonesboro will conduct an investigation before a final decision is made on this alcoholic beverage permit. This investigation may include inquiries as to my character, reputation, and the location and feasibility of a permit being issued at the applied for location.

To facilitate this investigation, I do hereby give my consent and authority for any public utility or police agency to furnish information from their records to the City of Jonesboro.

\_\_\_\_\_  
Signature – Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Email Address

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_:



## IMPORTANT INFORMATION AND INSTRUCTIONS

### REGARDING A CRIMINAL BACKGROUND CHECK

1. Alcoholic Beverage Control laws and regulations prohibit the issuance of a permit to a person who has been convicted of a felony. This law also applies to partners, stockholders (persons who own more than 5% of the stock in a corporation) or members of an LLC who own more than 5% interest.
2. Attached is a criminal background application which must be completed and submitted to the Arkansas State Police. They will return the Arkansas background check results to you; ***the original document must accompany the City of Jonesboro application.*** If this report indicates you (partner, stockholder or member of LLC, if applicable) are not a convicted felon, your application will be eligible for consideration by the city. Amount of \$25.00 (check or money order) is due at time of submission to Arkansas State Police.

**A SELF-ADDRESSED, STAMPED ENVELOPE MUST BE ENCLOSED WITH SUBMISSION OF THE ABOVE.**

4. If you wish to complete this process in person, go to the Arkansas State Police Headquarters. You will be required to show a state issued photo ID or driver's license. Payment must be by check or money order made payable to Arkansas State Police.

Background investigation questions; call Arkansas State Police at  
501 618 8500.

**MAIL TO:**        **Arkansas State Police**  
                     **ATTN: Identification Bureau**  
                     **#1 State Police Plaza**  
                     **Little Rock, Arkansas 72209**

**Application for Criminal History Check  
for Alcoholic Beverage Permit  
A.C.A 3-2-103  
(See other side for instructions)**

Full Name: \_\_\_\_\_

Last Name	First Name	Middle Name
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All other names ever used (married names, maiden, shortened, etc)

Date of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
Month / Day / Year)

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
State \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street	City	State	ZIP
--------	------	-------	-----

Day Time Phone: \_\_\_\_\_

I GIVE MY CONSENT FOR THE ARKANSAS STATE POLICE TO CONDUCT A CRIMINAL RECORD SEARCH ON MYSELF AND  
RELEASE ANY RESULTS TO THE FOLLOWING PERSON AND / OR ENTITY :

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Name of Agency

Mailing Address: \_\_\_\_\_

Street	City	State	ZIP
--------	------	-------	-----

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(First / MI / Last Name) (Month / Day / Year)

**(NO REQUEST WILL BE PROCESSED WITHOUT A NOTARIZED SIGNATURE)**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

My Commission Expires: \_\_\_\_\_ :



## APPLICATION FOR CHANGE IN TYPE OF BUSINESS OPERATION OF PRIVATE CLUB

1. Answer all questions correctly and in full. **PLEASE PRINT IN INK OR TYPE.**  
**NOTE: FORMS MUST BE NOTARIZED.**
2. Application fee is \$50 and must be submitted with this application.
3. Applicant must be a citizen of the United States or a permanent resident alien (must provide a copy of green card), and a resident of Arkansas.

MAIL OR DELIVER DIRECTLY TO:

**Chief of Police  
Jonesboro Police Department  
1001 S. Caraway Road  
Jonesboro, Arkansas 72401**

We hereby make an application to change our type of business operation associated with our permit to serve alcoholic beverages.

\_\_\_\_\_  
PERMITTEE

\_\_\_\_\_  
PERMIT #

APPLICANT ON BEHALF OF  
PERMITTEE

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

HOME ADDRESS

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
County

BUSINESS NAME

BUSINESS ADDRESS

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
County

Is your establishment currently primarily engaged in the business of serving food for consumption on the premises?

\_\_\_\_\_

If the answer to the previous question is no, then what type of business are you currently engaged in on the premises?  
Please list all activities offered.

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What type of business activity are you proposing to change/add with this application?

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I, \_\_\_\_\_, do hereby acknowledge that all answers submitted are true and correct to the best of my knowledge.

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant/Managing Agent

\_\_\_\_\_  
Official Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_:



## APPLICATION FOR TRANSFER OF LOCATION OF PRIVATE CLUB PERMIT

1. Answer all questions correctly and in full. **PLEASE PRINT IN INK OR TYPE.**  
**NOTE: FORMS MUST BE NOTARIZED.**
2. Application fee is \$50 and must be submitted with this application.
3. Applicant must be a citizen of the United States or a permanent resident alien (must provide a copy of green card), and a resident of Arkansas.
4. The following additional materials must be submitted with your application:

The address where the business will be located. If the entity does not own the property, a copy of the lease, option to lease, option to purchase, or buy-sell agreement in **favor of the entity** must be attached.

MAIL OR DELIVER DIRECTLY TO:

**Chief of Police  
Jonesboro Police Department  
1001 S. Caraway Road  
Jonesboro, Arkansas 72401**

We hereby make an application to transfer our permit to serve alcoholic beverages to another premises within the city of Jonesboro.

\_\_\_\_\_  
PERMITTEE

\_\_\_\_\_  
PERMIT #

APPLICANT ON BEHALF OF  
PERMITTEE

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

HOME ADDRESS

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
County

BUSINESS NAME

BUSINESS ADDRESS

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
County

Does the entity own the premises? \_\_\_\_\_ If leased, give name and address of owner:

\_\_\_\_\_

Is your establishment primarily engaged in the business of serving food for consumption on the premises?

\_\_\_\_\_

If the answer to the above question is no, then what type of business will you be engaged in on the premises? Please list all activities to be offered.

\_\_\_\_\_

Does anyone now hold an alcoholic beverage permit at this location? \_\_\_\_\_ If so, give name, address and permit no(s).

\_\_\_\_\_

I certify the following (check any which are applicable):

\_\_\_\_\_ No private club permit exists at the proposed location.

\_\_\_\_\_ Existing permit for this location will be surrendered for cancellation upon the issuance of new permit.

\_\_\_\_\_ Existing permit has been previously surrendered.

I, \_\_\_\_\_, do hereby acknowledge that all answers submitted are true and correct to the best of my knowledge.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant/Managing Agent

\_\_\_\_\_  
Official Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_:



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:038

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**Agenda Date:**

**Version:** 1

**Status:** Third Reading

**In Control:** Public Safety Council Committee

**File Type:** Ordinance

AN ORDINANCE BY THE CITY OF JONESBORO TO PLACE VARIOUS TRAFFIC SIGNS AT DESIGNATED LOCATIONS AS DETERMINED BY THE TRAFFIC CONTROL COMMITTEE

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO ARKANSAS TO MAKE THE FOLLOWING CHANGES AS RECOMMENDED BY THE TRAFFIC CONTROL COMMITTEE:

Establish 25 MPH speed limit at the following location:

- Whitetail Crossing (all phases)

Place stop signs at the following locations:

- Young Drive at Wimpy Road
- Boone Street at Young Drive
- Pope Street at Young Drive
- Milo Court at Pope Street (both East and West Bound)
- Milo Court at Boone Street
- Pope Street at Crockett Drive
- Boone Street at Crockett Drive
- Crockett drive at Wimpy Road
- Edgemont Circle at Edgemont Drive
- Nathan Drive at Edgemont Drive





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-25:039

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**Agenda Date:**

**Version:** 1

**Status:** Third Reading

**In Control:** Public Safety Council Committee

**File Type:** Ordinance

### AN ORDINANCE TO ADD SECTION 2-289 TO THE JONESBORO CODE OF ORDINANCES TITLED FIREFIGHTER BILL OF RIGHTS

WHEREAS, the Arkansas General Assembly adopted Act 686 of 2025, which recommends a basic bill of rights for firefighters of municipalities in Arkansas; and

WHEREAS, the City of Jonesboro endorses a firefighter Bill of Rights for firefighters who provide critical safety services for Jonesboro residents, and visitors; and

WHEREAS, the protective measures outlined in the Bill of Rights provide for clear and consistent guidance on how corrective and disciplinary actions are handled; and

WHEREAS, the Act authorizes the City to adopt a local ordinance establishing any or all of the procedures under the Act as a guide for negotiating personnel issues with firefighters.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL for the City of Jonesboro, Arkansas, that:

The City Council of the City of Jonesboro, Arkansas hereby enacts Section 2-289 to be titled Firefighter Bill of Rights as shown in Exhibit A attached hereto and incorporated herein as if set out word for word.

## EXHIBIT A

### Sec. 2-289 – Firefighter Bill of Rights

- (A) **Purpose.** The purpose of this ordinance is to formally establish a firefighter bill of rights. The bill of rights provides basic protections for the firefighters regarding personnel disciplinary and promotional actions.
- (B) **Definitions.** As used in this ordinance:
- (1) *Firefighter* means a public servant vested by law with the primary duty of fighting fires and providing fire protection services to a municipality.
  - (2) *Formal proceeding* means a proceeding heard before any officer, committee, or other body of municipal government with the authority to take disciplinary action against a firefighter.
  - (3) *Official departmental charges* means a written document from the fire chief or other lawful authority notifying the accused firefighter that charges of misconduct have been made and setting forth the specifics of the alleged misconduct.
  - (4) *Pre-disciplinary hearing* is a brief, formal meeting where the firefighter has an opportunity to respond to proposed disciplinary action before it is finalized.
- (C) **Disciplinary proceedings.** When a firefighter is under investigation for alleged improper conduct with a possible result of termination, demotion, or other disciplinary action causing loss of pay or status, the following minimum standards may apply:
- (1) Adverse inference shall not be drawn, and no punitive action shall be taken from a refusal of the firefighter being investigated to participate in the investigation or be interrogated other than when the firefighter is on duty or is otherwise fully compensated for the time spent in accordance with municipal and departmental overtime policy, state law, and federal law.
  - (2) An interrogation of a firefighter shall take place at:
    - (a) The office of those conducting the investigation;
    - (b) The place where the firefighter reports for duty; or
    - (c) Another reasonable place as the investigator may determine.
  - (3) The firefighter being investigated shall be informed at the commencement of his or her interrogation of:
    - (a) The nature of the investigation;
    - (b) The identity and authority of the person or persons conducting the investigation; and
    - (c) The identity of all persons present during the interrogation.
  - (4) During the interrogation of the firefighter, questions will be posed by or through only one (1) interrogator at a time.

- (5) An interrogation of a firefighter in connection with an investigation shall be for a reasonable period of time and shall allow for reasonable periods for the rest and personal necessities of the firefighter.
- (6) No threat, harassment, promise, or reward shall be made to a firefighter in connection with an investigation in order to induce the answering of any questions that the firefighter has a legal right to refrain from answering, but immunity from prosecution may be offered to induce such a response.
- (7) Interrogations
  - (a) An interrogation of a firefighter in connection with an investigation against him or her shall be recorded in full.
  - (b) The firefighter may make his or her own independent recording of the interrogation and have one (1) witness of his or her choosing present who shall be:
    - (i) An attorney; or
    - (ii) A member of the fire department who is not related in any way to the matter under investigation.
- (8) A formal proceeding with the authority to administer disciplinary action against a firefighter shall not be held unless official departmental charges are brought.
- (9) Notice of charges.
  - (a) Official departmental charges shall contain the following:
    - (i) Specific conduct that is alleged to be improper;
    - (ii) Date and the approximate time of the alleged misconduct;
    - (iii) Witnesses whose information provided the basis for the charges; and
    - (iv) Specific rules, regulations, orders, or laws alleged to have been violated.
  - (b) If additional potential violations or witnesses emerge during the investigation, a supplemental notice of charges shall be issued to the firefighter as soon as practicable.
- (10) Pre-disciplinary hearings
  - (a) A firefighter under official departmental charges is entitled to a pre-disciplinary hearing before the fire chief, if a disciplinary action is being considered.
  - (b) The firefighter may have one (1) witness of his or her choosing present at the hearing; the witness shall be:
    - (i) An attorney; or
    - (ii) A member of the fire department who is not related in any way to the matter under investigation.
  - (c) The pre-disciplinary hearing occurs following the conclusion of the investigation
    - (i) The department makes a tentative disciplinary recommendation.

- (ii) The firefighter receives notice and attends the pre-disciplinary hearing.
- (d) The pre-disciplinary hearing provides an opportunity to:
  - (i) Notify the employee of proposed discipline.
  - (ii) Outline the circumstances or findings that support disciplinary action.
  - (iii) Allow the firefighter to explain, present mitigating facts, or dispute the findings.
- (e) After the pre-disciplinary hearing, the department finalizes its decision and administers the disciplinary action.
- (f) Notification of personnel action. Except under exigent circumstances, a firefighter shall be notified of the pending action by written official departmental charges a reasonable time before the action is taken when a personnel action may result in a loss of:
  - (i) Pay;
  - (ii) Benefits; or
  - (iii) Status.
- (11) A formal proceeding under which a firefighter may be penalized shall not be brought except upon charges signed by the person making those charges.
- (12) Appeals of qualifying personnel actions shall be conducted pursuant to Chapter 10 of the Civil Service Commission Manual.
- (D) **Disclosure not required for promotion or assignment.** A firefighter shall not be required to disclose any of the following information as it relates to the firefighter or a member of the firefighter's household for the purpose of promotion or assignment.
  - (1) An item of his or her property;
  - (2) Income;
  - (3) Assets;
  - (4) Debts; or
  - (5) Expenditures.
- (E) **Participation in political activities.** Except when on duty or acting in his or her official capacity, a firefighter of a municipality shall not be:
  - (1) Prohibited from engaging in political activity; or
  - (2) Denied the right to refrain from engaging in political activity.
- (F) **No retaliation for exercise of rights;** Other legal remedies.
  - (1) A firefighter shall not be penalized or threatened with a penalty for exercising his or her rights under this subchapter.
  - (2) This subchapter is not an exclusive legal remedy for a firefighter with respect to any rights a firefighter has under this subchapter.
  - (3) Retaliation against an employee who, in good faith, reports a concern, participates in an investigation, or cooperated in any inquiry or proceedings is strictly prohibited.