

CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, APRIL 16, 2015

6:00 P.M.

CITY OF MANASSAS CITY HALL – 2ND FLOOR

I.	Call Meeting To Order – Chairman Aveni	
II.	Determination of Quorum	<u>Page</u>
III.	Approval of March 19, 2015 Meeting Minutes <i>with</i> Committee Listings	2
IV.	Chairperson's Report	
V.	City of Manassas Fire and Rescue Department's Report	
VI.	Manassas Volunteer Fire Company's Report	
VII.	Greater Manassas Volunteer Rescue Squad's Report	
VIII.	Unfinished Business	
	1. Standing Committees –	12
	a. Budget/Finance Committee –	
	b. Consolidated Logistics –	
	c. Health and Safety –	
	d. Quality Assurance – REPORT DUE (Battalion Chief Todd E. Lupton)	
	e. Training Committee –	
	f. Strategic Plan – VOTE DUE	
	2. NIMS Quarterly Update (Robb Hoffower, VDEM)	13
	3. GMVRS Insurance Update (Director Dave Burns)	14
	4. Sub-Committee Membership Updates	15
IX.	New Business	
	5. SOPs 2.14a and b Citizen and Student Ride Along Revisions	16
X.	Closed Session (NONE)	
IX.	Adjournment of Meeting	
	<u>Appendix:</u>	31
	Fuel Report for March 2015	

DISTRIBUTION:

Councilman Marc Aveni, Chairman
Deputy Chief Wade House, Manassas Fire and Rescue
Director David Burns, Greater Manassas Volunteer Rescue Squad
President Jason Lesnik, Manassas Volunteer Fire Company

Chief Brett R. Bowman, Manassas Fire and Rescue
Assistant Chief Nancy Orndoff, Greater Manassas Volunteer Rescue Squad
Chief Tripp DeRamus, Manassas Volunteer Fire Company
City Council, City Manager, and City Clerk

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CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes March 19, 2015

CALL TO ORDER 6:00pm

ROLL CALL

Present: Councilman Marc T. Aveni (Chairman), Chief Brett R. Bowman, Director Dave Burns, Chief Tripp DeRamus, Deputy Chief Wade House, President Jason Lesnik, and Assistant Chief Nancy Orndoff

Guest Speakers: Battalion Chief Kevin Franzello

Others Present: Battalion Chief Mark P. Nary and Melissa Heiderman

Absent: None

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the February 19, 2015 meeting; Deputy Chief House seconded the motion. Roll Call Vote: AYES –President Lesnik, Deputy Chief House, Chief Bowman, Director Burns, and Chief DeRamus. **MOTION CARRIED* (5/0)** *Assistant Chief Orndoff arrived after the vote.

CHAIPERSON'S REPORT

Chairman Aveni welcomed everyone to the meeting. He distributed a page from the City Manager's proposed budget entitled "Summary of Changes: Fire and Rescue Fund." The proposed budget includes a flat levy rate. Increases are primarily for vehicle replacements per the adopted fleet plan. There was another increase in the budget for employee salaries, benefits, and internal service charges. Chairman Aveni reminded everyone that these changes are in the proposed stages only. Council voted to set the advertised tax rate as not to exceed \$1.39. Funds for the vehicle replacements are coming from the fire and rescue fund balance. A public hearing for the proposed budget is set for April 27, 2015.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Bowman reported that five new employees started with the City on March 9th; three are Firefighter/Medics and 2 are Firefighter/EMTs. They are in a six week orientation class led by Master Technician Amos Akers. This week has been a concentration on EMS.

Chief Keen and Chief Bowman participated in the annual St. Patrick's Day Parade. Staff is working with Norfolk Southern to bring some training on railway incidents to the City. More to come as this project develops and is scheduled. Hopefully the training will be fire and rescue specific, as well as training for police and City Senior Leadership.

The department applied for a Rescue Squad Assistance Fund (RSAF) grant for the purchase of another two Stryker power cots. An award, in the amount of \$13,354 was granted; this is a 50/50 matching grant. Finance approved the grant last night, and it will be going forward to Council next Monday.

In January, the System responded to 373 calls for service within the City, with 638 unit responses. Additionally, members responded to 170 calls for service in PWC and MP, with 233 unit responses.

Significant Incidents include:

- 2/4 – House Fire, Box 0818 – Boundary Ave (Yorkshire)
- 2/13 – House Fire, Box 8140 – Nagle St, 2 alarm fire with extensive damage
- 2/14 – Building Collapse, Box 8101 – Battle St
- 2/16 – House Fire, Box 1619 – Occoquan Forest Dr (Buckhall)
- 2/28 – Truck Fire, Box 8194 – Main St

This past weekend, crews responded to two separate dryer fires. Additionally, in the past week, there have been two kitchen fires. The Fire Marshal, working with Patty Prince, has initiated a press release and media interviews advising residents of safety steps to avoid these types of fires.

A training program on Incident and Unified Command, with tabletop exercise for Fire and Rescue Officers, was offered in late February. A similar training was conducted with MCPD earlier this year. An instructor from the National Emergency Training Center, Emergency Management Institute, was brought in for these programs. Chief Bowman said he is hopeful to bring this instructor back later this year for a program focused on Public Works.

Amelia Gagnon and Robb Hoffower are both attending the Virginia Emergency Management Association Conference this week in Hampton, Virginia.

Fire Marshal Activity for the month is as follows:

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	115	
Inspection FIOP, FSPT, FALM, FHAZ	32	
Fire Prevention Code Permits (HAZU)	29	\$2,350
Fire Protection Permits (New System)	7	\$1,697
Arrest Felony		
Arrest Misdemeanor		

Investigate Structure Fire	1	
Investigate Vehicle Fire	1	
Investigate Fire – Brush, Dumpster, Other	12	
Investigate Hazmat and Hoarding Cases		
Investigate Construction Accident		
Review Fire Protection Plans	7	
Review Building Plans	11	
Review Site Plans	3	
Revenue Generated		\$4,047
FIRE LOSS	-	-

There were four public education events attended, with approximately eighty-two participants.

APPARATUS MAINTENANCE – February 2015

Maintenance costs for the month were \$12,228.73, and YTD \$141,121.56.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik stated that construction is continuing; the locker room/bunkroom renovations are underway. This is the last big phase of the renovation. He would like to schedule the June FRC meeting at the fire station and provide a tour.

Chief DeRamus stated that during the snow event(s) MVFC staffed a second pumper along with a Utility and/or Attack piece. Also during this time, there was a large fire in the Gainesville area in which one Manassas unit was transferred to Gainesville for a fill in; MVFC handled the fill so that career staff could stay in the City and provide coverage. Chief DeRamus and Assistant Chief Jon Stern assisted with providing Battalion coverage for Buckhall (Battalion 504); this is part of the normal automatic aid agreement and does not impact the ability to staff in the City.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Orndoff reported that GMVRS contributed 436 hours in February. The squad was able to staff 82% of the time; that is up from 79.2% last month. Members also spent a total of 88.25 hours in training last month and answered 98 calls for assistance.

An EMT class that was scheduled for March 10th had to be cancelled due to lack of enrollment. The lack of students is primarily due to new trial members already being certified with either EMT or Paramedic. Dr. Luckey hosted the annual OMD meeting with members on three consecutive days; there was a great turnout. During the meeting(s) he discussed airway management and adjuncts.

GMVRS will be sponsoring an ATV Rescue Awareness and Operations class on April 11th and 12th from 0800-1700 hours; fifteen students are needed for the Virginia Volunteer Rescue Squad (VAVRS) to pay for the entire class. There are already nine students enrolled; there is a max of twenty students. Due to this class, the regularly scheduled Orientation Weekend has been rescheduled for the previous week.

Two members have signed up for the next Firefighter I class scheduled at the academy, and two members are taking the CPR Instructor update in May. GMVRS is hoping to send several members to the next CPR Instructor class at the Academy.

GMVRS will begin having monthly training classes on Saturday March 28th; the topic is Respiratory Distress. Assistant Chief Orndoff invited the career staff and members of MVFC to attend. These monthly training sessions will become an every month occurrence with various topics; they will be posted on the GMVRS training calendar which can be accessed through www.gmvrs.org.

Four members will be attending the VDFP EMS Officer I class which is being held in Loudoun County. This is a new pilot, hybrid, class.

The opening of the Manassas Museum's "Protecting Manassas" exhibit has been set for Friday May 1st. There will be exhibits celebrating the history of the volunteer and career history of the protective services (police, fire and rescue) in the City of Manassas. There will be demonstrations, vehicle displays as well as remarks from the Mayor and various Chiefs.

GMVRS will be hosting its annual Open House to celebrate EMS Week on Saturday May 16th. There will be various demonstrations, vendors, and plenty of food. The open house will run from 11am to 4pm. Please mark it on your calendar for both of these upcoming events.

UNFINISHED BUSINESS

(3) GMVRS Insurance Update

Director Burns reported that GMVRS received a quote from a VML provider this past Monday; the Board is currently reviewing it. On Tuesday, they received answers to questions from the original VML provider in California. Last month, GMVRS reported that they were awaiting a quote and answers; both were received this week. The questions were about various scenarios and how they would be affected/handled. Now that answers have been received, GMVRS is looking for some clarification. Director Burns will send the list of questions to Melissa for distribution to the FRC.

He further reported that there have been recent discussions with VFIS, the current GMVRS insurance provider, about extending coverage even though vehicles will be covered by VML. Once all documentation is received, GMVRS can make a decision about how to proceed.

(2) Standing Committees

(b) Consolidated Logistics – (Battalion Chief Kevin Franzello)

Battalion Chief Franzello reported that the existing UASI gear is reaching its 10 year mark; all gear has been inventoried to see what needs to be retired. New UASI gear has been received over the past three years, in an effort to stagger when gear is due to be replaced; this will offset the gear being retired. The newest delivery of UASI gear will have some being placed in service, and other sets being kept in stock. Chief Bowman added that staff is phasing in the UASI gear so there's not a large need to replace bulk gear.

EMS turnout gear cannot be bought or replaced using the UASI gear grant, or with fire programs funds; however, the EMS gear is less expensive. Additionally, a new helmet is being used for

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EMS members that meet their needs, while costing less. Staff is working with GMVRS to get uniforms ordered; a large order of boots was just placed.

Battalion Chief Franzello further reported that Logistics is working with vendors to get all members sized correctly. They are trying to build a good stock which will be available when new gear is placed in service. Lt. Halman is working with GMVRS to get nameplates for uniforms.

(e) Training Committee – (Battalion Chief Kevin Franzello)

Battalion Chief Franzello reported that a lot is currently happening with training. Leadership I and II classes were completed, as well as HTR class for confined space rescue. STICO and PICO classes are coming in June 2015. All classes are VDFP fully funded.

VDFP is allowing Manassas to host, and fill all seats, in an ARFF class with full funding as long as we can fill every seat. A grant funded, expansion of incident class was also held. BC Franzello reported that he is trying to bring a first responder class to MVFC. The training committee is working on SOPs and standards. Their next meeting is scheduled for April 8th.

Chairman Aveni asked if a training calendar has been established to share information.

Deficiency forms have been submitted to the certification board; that board has the option to grant an exemption, or an extension. The certification board has asked for a plan from members who requested a variance. As of today, not all plans have been received. Nine people have requested a variance. Chairman Aveni if required classes were available; BC Franzello stated that in his opinion, they are available.

BC Franzello stated that the Training Committee is pushing out monthly drills now; this month is on hoseline deployment. They are also sending out “coffee table” drills. Chief Bowman has been talking with GMVRS Chief Huntington and President Rockx about continuing education for drivers; City employees must completed online VML training. Assistant Chief Orndoff noted that VFIS provides online training too.

(f) Strategic Plan

Chief Bowman asked to defer discussion on this item until next month as President Pete Rockx submitted changes today. Melissa will send the changes to the FRC members.

(4) Sub-Committee Membership Updates

DIRECTOR BURNS moved to make the following changes to the GMVRS representation on standing and/or sub-committees:

<u>Committee</u>	<u>Replace</u>	<u>With</u>
Quality Assurance	Nancy Orndoff	Jordan Coleman
Training	Mike Orazi	Donald Brown
Logistics	Curt Huntington	Jessica Browne
Budget/Finance	Mike Orazi	Pete Rockx
Strategic Plan	David Burns	Pete Rockx
Recruitment and Retention	Pete Rockx	Randy Cusick
EMS Equipment	Angelique Davis	*will replace next month

Assistant Chief Orndoff seconded the motion. Roll Call Vote: AYES – Director Burns, Assistant Chief Orndoff, Chief Bowman, Deputy Chief House, President Lesnik and Chief DeRamus. **MOTION CARRIED (6/0)**

PRESIDENT LESNIK moved to make the following changes to the MVFC representation on standing and/or sub-committees:

<u>Committee</u>	<u>Replace</u>	<u>With</u>
Health and Safety	Ian Pleet	Michael Cox
Quality Assurance	Ian Pleet	James Higgins
Recruitment and Retention	Stephen Boensel	Debbie Colby
EMS Equipment	-	Jeremy Mader and Spencer Askin
Technical Rescue	-	Don Holman and Jon Stern
Suppression	-	Brian Kline and Joseph Higgins

Chief DeRamus seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief DeRamus, Chief Bowman, Director Burns, Deputy Chief House, and Assistant Chief Orndoff. **MOTION CARRIED (6/0)**

NEW BUSINESS

(5) Heavy Rescue, Rescue Engine

CHIEF BOWMAN moved to go forward with specifications for a Rescue Engine to replace the Heavy Rescue; Deputy Chief House seconded the motion. Roll Call Vote: AYES –Chief Bowman, Deputy Chief House, Director Burns, President Lesnik Assistant Chief Orndoff, and Chief DeRamus. **MOTION CARRIED (6/0)**

Chairman Aveni noted that a specification work group will need to be appointed.

(6) Sale of Support 501

Chief Bowman stated that he has discussed the sale of Support 501 in the monthly meeting with GMVRS Chief Huntington and President Pete Rockx. The GMVRS Board of Directors has agreed it's in everyone's best interest to sell the unit.

CHIEF BOWMAN moved for the Fire and Rescue Committee to support the sale of Support 501 with the sale funds to be put into the fleet fund; Deputy Chief House seconded the motion. Roll Call Vote: AYES –Chief Bowman, Deputy Chief House, Director Burns, President Lesnik Assistant Chief Orndoff, and Chief DeRamus. **MOTION CARRIED (6/0)**

It was noted that the unit originally cost \$330,000 and staff is hoping to receive \$150,000-\$200,000 in the sale. The unit was originally purchased with grant funding from the Department of Justice; however, when the Hazmat unit was sold, permission was also given to sell the Support Unit.

CLOSING COMMENTS

Chief Bowman noted that the south side station is included in the CIP and is accounted for in debt service. Next month's agenda will include the strategic plan, and an update on GMVRS insurance. The June meeting may be held at the fire station along with a tour of the renovated facility. The new MVFC Chief vehicle is in and should hopefully be put in service within the next few weeks.

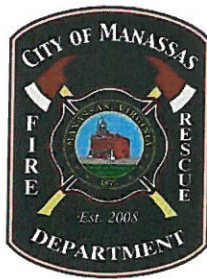
ADJOURNED: 6:58 PM

Minutes prepared by:

Melissa A. Heiderman, Administrative Assistant

Abbreviations:

*FRC – Fire and Rescue Committee
GMVRS – Greater Manassas Volunteer Rescue Squad
MFRD – Manassas Fire and Rescue Department
MVFC – Manassas Volunteer Fire Company
VDFP – Virginia Department of Fire Programs
PWC – Prince William County
URS – Uniform Rank Structure
OMD – Operational Medical Director*



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE Standing and Sub Committees

Health and Safety

Mark Nary, *Battalion Chief (Chair)*
Russell Carpenter, *Firefighter*
Kevin Frye, *Firefighter/EMT*
Michael Nazionale, *Master Technician*
Michael Cox, *Firefighter*
Nancy Orndoff, *Assistant Chief*
Mike Orazi, *Vice President*
William "Jerry" Smith III, *Lieutenant*

Manassas Fire and Rescue Department
Manassas Volunteer Fire Company
Manassas Fire and Rescue Department
Manassas Fire and Rescue Department
Manassas Volunteer Fire Company
Greater Manassas Volunteer Rescue Squad
Greater Manassas Volunteer Rescue Squad
Manassas Fire and Rescue Department

Quality Assurance and System Protocol

Todd Lupton, *Battalion Chief (Chair)*
Matt Fox, *Master Technician*
Kim Krulikowski, *Captain*
Jon Stern, *Assistant Chief*
Jordan Coleman, *Lieutenant*
James Higgins, *Lieutenant*
James Kemp, *Medic/Firefighter*
Dr. Thomas Luckey

Manassas Fire and Rescue Department
Manassas Fire and Rescue Department
Greater Manassas Volunteer Rescue Squad
Manassas Volunteer Fire Company
Greater Manassas Volunteer Rescue Squad
Manassas Volunteer Fire Company
Manassas Fire and Rescue Department
Operational Medical Director

Training

Kevin Franzello, *Battalion Chief (Chair)*
Karl Sampson, *Master Technician*
Tripp DeRamus, *Chief*
Brian Kline, *Firefighter*
Andrew Carver, *Lieutenant*
Donald Brown, *EMT*
Nancy Orndoff, *Assistant Chief*

Manassas Fire and Rescue Department
Manassas Fire and Rescue Department
Manassas Volunteer Fire Company
Manassas Volunteer Fire Company
Manassas Fire and Rescue Department
Greater Manassas Volunteer Rescue Squad
Greater Manassas Volunteer Rescue Squad

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CONSOLIDATED LOGISTICS

Kevin Franzello, *Battalion Chief*
Jessica Browne, *Lieutenant*
AJ Shillingburg, *Captain*

Manassas Fire and Rescue Department
Greater Manassas Volunteer Rescue Squad
Manassas Volunteer Fire Company

BUDGET / FINANCE

Paul York, *Chairman*
Pete Rockx, *President*
Jason Lesnik, *President*
Wade House, *Deputy Chief*

City of Manassas Finance
Greater Manassas Volunteer Rescue Squad
Manassas Volunteer Fire Company
Manassas Fire and Rescue Department

STRATEGIC PLANNING SUB-COMMITTEE

Brett R. Bowman, *Chief (Chair)*
Wade House, *Deputy Chief*
Nancy Orndoff, *Assistant Chief*
Pete Rockx, *President*
Tripp DeRamus, *Chief*
Jason Lesnik, *President*
Frank Teevan, *Fire Marshal*

Manassas Fire and Rescue Department
Manassas Fire and Rescue Department
Greater Manassas Volunteer Rescue Squad
Greater Manassas Volunteer Rescue Squad
Manassas Volunteer Fire Company
Manassas Volunteer Fire Company
Manassas Volunteer Fire Company
Manassas Fire and Rescue Department

STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

EMS Equipment

Jordan Coleman
VACANT
Todd Lupton
Andrew Carver
Jeremy Mader
Spencer Askin

Greater Manassas Volunteer Rescue Squad
Greater Manassas Volunteer Rescue Squad
Manassas Fire and Rescue Department
Manassas Fire and Rescue Department
Manassas Volunteer Fire Company
Manassas Volunteer Fire Company

Technical Rescue Equipment

David Burns	Greater Manassas Volunteer Rescue Squad
Donald Brown	Greater Manassas Volunteer Rescue Squad
Kevin Franzello	Manassas Fire and Rescue Department
Karl Sampson	Manassas Fire and Rescue Department
Don Holman	Manassas Volunteer Fire Company
Jon Stern	Manassas Volunteer Fire Company

Recruitment and Retention

Randy Cusick	Greater Manassas Volunteer Rescue Squad
Kim Krulikowski	Greater Manassas Volunteer Rescue Squad
Mark Nary	Manassas Fire and Rescue Department
Matt Fox	Manassas Fire and Rescue Department
Debbie Colby	Manassas Volunteer Fire Company
Mark Failer	Manassas Volunteer Fire Company

Suppression

N/A	Greater Manassas Volunteer Rescue Squad
N/A	Greater Manassas Volunteer Rescue Squad
Mark Nary	Manassas Fire and Rescue Department
Jason Bowers	Manassas Fire and Rescue Department
Brian Kline	Manassas Volunteer Fire Company
Joseph Higgins	Manassas Volunteer Fire Company

Ambulance Specification Workgroup (Jan 2015)

Todd Lupton, <i>Battalion Chief</i>	Manassas Fire and Rescue Department
Matt Fox, <i>Master Technician</i>	Manassas Fire and Rescue Department
Matt Heppner, <i>Medic/Firefighter</i>	Manassas Fire and Rescue Department
Curt Huntington, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Donald Brown, <i>EMT</i>	Greater Manassas Volunteer Rescue Squad

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 12

MEETING DATE: April 16, 2015

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Standing Committees – Committee Listing and Monthly Reports

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** Monthly

**SUMMARY OF
ISSUE/TOPIC:**

Ordinance #O-2010-14, Section 60-6.e, gives the Fire and Rescue Committee authority to establish standing committees and technical sub-committees. The following have been formed by the FRC, and shall be acknowledged as such:

- Quality Assurance and System Protocol
- Health and Safety
- Training
- Consolidated Logistics
- Budget/Finance
- Unified Training and Rank
- Strategic Planning

ORGANIZATION: Manassas Fire and Rescue Committee

RECOMMENDATION: **Approve** **Disapprove** **Reviewed** **X** **See Comments**

COMMENTS: Reports are due from the following committees:

- Quality Assurance
- Strategic Plan

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Councilman Marc T. Aveni, Chairman
[Melissa Heiderman, Administrative Assistant, 703.257.8458]

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 13

MEETING DATE: April 16, 2015

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: NIMS Compliance Update

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:**

January 15, 2015 – Fire and Rescue Committee

**SUMMARY OF
ISSUE/TOPIC:**

Virginia Department of Emergency Management (VDEM) has assigned Robb Hoffower to the Cities of Manassas and Manassas Park as the NIMS Compliance Officer. He is working with both jurisdictions – local government and volunteers, to assure all members receive the proper NIMS training.

ORGANIZATION:

Manassas Fire and Rescue Department

RECOMMENDATION:

Approve

Disapprove

Reviewed

X

See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

Compliance rates will be provided by Robb Hoffower at the April 2015 FRC meeting.

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON:

Chief Brett Bowman, 703.257.8458, information provided by:
Robb Hoffower, Robert.Hoffower@vdem.virginia.gov

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 14

MEETING DATE: April 16, 2015

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: GMVRS Vehicle Insurance Follow-Up

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** March 19, 2015
February 19, 2015
January 15, 2015
December 18, 2014

**SUMMARY OF
ISSUE/TOPIC:** The Greater Manassas Volunteer Rescue Squad (GMVRS) is currently working with VML to investigate options, and to obtain a quote, for GAP insurance.

ORGANIZATION: GMVRS

RECOMMENDATION: **Approve** **Disapprove** **X Reviewed** **See Comments**

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Director David Burns

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 15

MEETING DATE: April 16, 2015

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Standing and Sub Committee Membership Updates

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** March 19, 2015
January 15, 2015
December 18, 2014

**SUMMARY OF
ISSUE/TOPIC:** The standing and sub-committees have vacancies and/or replacement positions to have members appointed to.

ORGANIZATION: Fire and Rescue Committee

RECOMMENDATION: ☒ **Approve** ☐ **Disapprove** ☐ **Reviewed** ☒ **See Comments**

COMMENTS: At the March 2015 FRC meeting, GMVRS indicated that they would be replacing Angelique Davis on the EMS Equipment Work Group; however, they would be naming her replacement in April. Additionally, GMVRS has one other replacement to name.

Also at the March 2015 FRC meeting, the committee voted unanimously to move forward with specifications for a Rescue Engine. A specification work group must be established to fulfill this task.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Councilman Marc T. Aveni, Chairman
c/o Melissa Heiderman, 703.257.8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 16

MEETING DATE: April 16, 2015

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: SOPs 2.14a and b – Citizen and Student Ride Alongs – Revisions

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** September 15, 2011

**SUMMARY OF
ISSUE/TOPIC:** In September 2011, the FRC approved two SOPs for ride alongs. One was for citizens/observers, and the other was for students. Since their adoption the practice has been tested and today two changes are being recommended:

1. SOP 2.14a, Section 3.c.ii, states that a background check may be performed, at the expense of the citizen. It is standard for jurisdictions in our area not to require a background check; Prince William County and Manassas Park do not require it and Fairfax City has language in their application which the citizen signs stating they do not have any felony convictions.

2. In SOP 2.14b for students, under the "Process" section, it calls for the application and release of liability paperwork to be kept at MFRD HQ. Since the adoption of this SOP, one Medic/Firefighter oversees the student program as a Clinical Coordinator. He/She should be responsible for the oversight and storage of the student paperwork as they are responsible for the rest of the student's information.

ORGANIZATION: City of Manassas Fire and Rescue Department

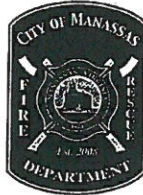
RECOMMENDATION: **X Approve** **Disapprove** **Reviewed** **See Comments**

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Fire and Rescue Chief Brett R. Bowman
703.257.8458



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City of Manassas Fire and Rescue Services Standard Operating Procedure

Student Ride-Along

Presented Date: 09/15/2011
Effective Date: 00/00/0000
Revision Date: 00/00/0000

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2.14b

PURPOSE:

To establish a standard for the City of Manassas Fire Rescue Services Student Ride-Along Program. The program is to provide the EMS student the opportunity to observe field operations and perform skills as authorized by their level of instruction to satisfy clinical hours as outlined by the class curriculum.

POLICY:

An EMS student may participate in the ride-along program if he or she is enrolled in and pursuing a professional certificate, associate's degree, or higher program in EMS from a college or university currently accredited by the Commonwealth of Virginia's Office of EMS. Such individuals are referred to as "Students" in this SOP. Individuals under the age of 18 years old are ineligible to ride-along as Students.

It is the responsibility of the Fire and Rescue Chief, or his designee, to approve all applications prior to Students riding on apparatus. It is the responsibility of the Duty Crew Officer in Charge / Attendant in Charge (OIC/AIC) to ensure that Students have complied with the Fire and Rescue Services Student Ride-Along program requirements before riding on apparatus. This includes the completion of the waiver of liability and HIPAA participant agreement.

Students may only take part in rescue calls to the extent permitted under this SOP.

PROCESS

- To be considered for the Ride-Along program, a Student must submit a request to the Fire and Rescue Chief on the Student Ride-Along application, specifying the station where the Student wishes to ride. Any request less than five business days before the first requested ride-along date will not be considered.
- If the Fire and Rescue Chief approves the application, the Student must read and sign the Ride-Along Program HIPAA Participant Agreement and Waiver of Civil Liability forms for the period the Student will be riding.
- * • The original signed forms shall be maintained on file at Fire and Rescue Headquarters for a period of three years after the last ride-along by that Student. A copy of the forms shall be forwarded to the appropriate Volunteer Chief and Career Lieutenant. These forms are personnel records for purposes of the Virginia Freedom of Information Act and related laws.

Student Ride Along Program**Section 2.14b**

Page 2 of 6

- Copies of the Ride-Along Application are available at all stations and the Fire and Rescue Department Headquarters Administration.
- No Student may ride along on City apparatus if he or she has a conviction or pending indictment that would prohibit him or her from being hired by the City of Manassas under the provisions of City Code § 2-138. Other circumstances that disqualify an applicant include being the subject of a restraining order for a person or address in or near Manassas.

AUTHORITY AND RESPONSIBILITY***1. Ride-Along Hours and Standards***

- a. Students approved for ride-alongs must schedule their needed hours with the EMS Training Officer who will maintain a calendar of all Students. The Fire and Rescue Chief retains ultimate authority with regard to such scheduling.
- b. Students may only perform skills which their instructors or class administrators have authorized them to perform, after appropriate instruction as part of on-going certification training.
- c. Failure to follow the directions of the OIC/AIC will result in the Student's loss of the privilege to participate in ride-alongs.
- d. The Fire and Rescue Chief shall determine whether a crew has appropriate qualifications and equipment to take a Student on a ride-along.

2. Dress and Appearance

- a. Students shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the shift duty officer and chief. While participating in the Ride-Along Program, the Student is, in effect, representing Fire and Rescue Services.
- b. Students shall wear suitable attire. Dark pants and light plain shirts are recommended (no jeans). No writing or artwork is allowed on clothing, except small brand logos are acceptable. Shorts and tank tops are prohibited. Riders must wear flat, closed-toe shoes (steel-toe shoes are strongly recommended).
- c. Students shall wear a name badge or other appropriate badge provided by their school.
- d. Students shall wear safety vests provided by the Department when in or near moving traffic.
- d. Students shall wear no jewelry, except a ring and a watch are permitted.

3. Conduct**a. Health and Safety**

- i. No firearms or other weapons may be brought onto department property or carried during the ride along, unless the Student is currently a certified active police officer with a jurisdiction in the Commonwealth of Virginia.
- ii. Students may not be under the influence of alcoholic beverages or drugs during a ride-along. The OIC/AIC will not allow a Student to ride along if there is any reason to suspect that the Student is under the influence.
- iii. Students shall wear a seat belt as per State Law and City of Manassas Fire and Rescue Services Standard Operating Procedure 2.11 "Seat Belt Usage."
- iv. Students shall carry a valid Virginia Drivers license or identification with them during the ride along.
- v. Use of tobacco products is not permitted in any station or vehicle.
- vi. Students are responsible for determining whether they are physically and psychologically healthy enough for a ride-along, and whether they are currently impaired due to illness, injury, medication, or the like. In any case of doubt, the Student should postpone the ride-along activity to another date.

b. Patient Privacy

- i. At no time will Students be permitted to take pictures or use a video camera or any other audio-visual recording device while on the scene of an incident.
- ii. All Students will treat PHI (private health information) as strictly confidential. The disclosure of PHI outside of the organizations who are working with the patient is strictly forbidden.
- iii. Students may not take, copy, or transmit response documents with individually identifiable information such as name, address, Social Security Number, photograph, medical history, or other information from which identity can be inferred.

c. Expenses

- i. Students will be responsible for bringing their own meals or can make arrangements to buy-in for meals with the officer in charge.
- ii. The City will conduct a criminal background check on each Student before the Student's first ride-along. The Student is responsible for any cost associated with the background check.

Student Ride Along Program

Section 2.14b

Page 4 of 6

City of Manassas Fire and Rescue System Student Ride-Along Application**APPLICANT INFORMATION**

The completed form must be returned to the Fire and Rescue Department Headquarters at least five business days prior to your requested participation. Any false information or omissions on this application may result in disqualification for ride-along privileges. Fire and Rescue Services reserves the right to deny ride-along privileges for any reason, without prior notice.

Full Name _____ Date of Birth ____/____/____

Home Address _____

_____, _____ - _____

Home Phone Number _____ Day Time Phone Number _____

EMS Training Site: _____

Instructor or Class Administrator at EMS Training Site name: _____

Signature of above person: _____

Date of signature: _____

Unit level / Student participation BLS ALS

Place of Employment or School _____

Employment / School Address _____

Employment / School Phone #: _____

Gender (circle): Male Female Position/Title _____

Dates you are requesting to "Ride-Along" _____ to _____

Student Ride Along Program

Section 2.14b

Page 5 of 6

Please answer the following by placing a 'Y' for Yes, or an 'N' for No:

Are you subject to a court order restraining you from contacting any person? _____
If so, state the date of the order, the name of the court that issued it, the name of the party protected by the order, and the address of the party protected by the order:

Have you ever been convicted of a felony or a misdemeanor? _____ If Yes, please list the offense, date, and city or county of the court where you were convicted. Exclude any convictions adjudicated in juvenile court or under a youth offender law, and exclude any traffic infractions for which you paid only a fine.

Are you under indictment or do you have charges pending in any court for any crime? _____

Are you taking any medication that could impair your judgment in a stressful situation? _____
If so, indicate the situations and/or times when you are on this medication:

Have you ever participated in this program? _____ If yes, when did you last participate?
_____/_____/_____

Are you an unlawful user of marijuana, any depressant or stimulant, or any controlled substance?

I have read and understand the procedure for the Ride-Along Program of the City of Manassas Fire and Rescue Services The above information is true and accurate to the best of my knowledge.

Signature of Applicant: _____ Date: ____/____/____

Printed Name: _____

FOR Fire and Rescue Chief Use:

Approved: ☐ Yes ☐ No

Signature: _____ Date ____/____/____

Comments:

Return completed form to the: City of Manassas Fire and Rescue Department Headquarters.
9324 West Street, Suite 204 Manassas, Virginia 20110

If you have any questions, please call (703) 257-8458

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SOP APPROVED BY FIRE AND RESCUE COMMITTEE:

Marc T. Aveni

Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

10.20.2011

Date



City of Manassas Fire and Rescue Services Standard Operating Procedure			
Citizen Ride-Along / Observation Program	Presented Date: 09/15/2011 Effective Date: 09/15/2011 Revision Date: 02/16/2012	Page 1 of 6	2.14a

PURPOSE:

To establish a standard for the City of Manassas Fire Rescue Services for a Citizen Ride-Along/Observation Program. The program is to provide the public the opportunity to observe the activities of Fire and Rescue Services to gain a better understanding of the duties and responsibilities for fire and EMS personnel.

POLICY:

A Citizen Observer is an individual not affiliated with any agency within the City of Manassas Fire and Rescue Services and not one of the following: An EMS Student, a member of the news media acting as such, a staff member or volunteer from a mutual aid jurisdiction actually providing mutual aid in response to a request for it, or a family member riding along with a patient in an emergency. Individuals under the age of 18 years old are ineligible to be Citizen Observers.

It is the responsibility of a chief level officer of a member organization to approve an application prior to Citizen Observers riding on apparatus. It is the responsibility of the Duty Crew Officer in Charge / Attendant in Charge (OIC/AIC) to ensure that Citizen Observers have complied with the Fire and Rescue Services Citizen Ride Along program requirements prior to riding on apparatus. This includes the completion of the waiver of liability and HIPAA participant agreement.

Citizen Observers shall not participate in fire suppression, emergency medical services, or other Fire and Rescue Services duties.

PROCESS

- To be considered for the Citizen Ride-Along program, a person must submit a request to a chief level officer of a member organization on the Citizen Ride-Along application, specifying the station where the observer wishes to ride.
- If the application is approved, the Citizen Observer must read and sign the Ride-Along Program HIPAA Participant Agreement and Waiver of Civil Liability forms for the period the individual will be riding.
- The original signed forms shall be maintained on file at Fire and Rescue Headquarters for a period of three years after the last ride-along by that Citizen Observer. A copy of the forms shall be forwarded to the appropriate Volunteer Chief and Career Lieutenant. The forms are personnel records for purposes of the Freedom of Information Act and related laws.

Citizen Ride Along Program**Section 2.14a**

Page 2 of 6

- Copies of the Ride-Along Application are available at all stations and the Fire and Rescue Department Headquarters Administration.
- No one may be a Citizen Observer if he or she has a conviction or pending indictment that would prohibit him or her from being hired by the City of Manassas under the provisions of City Code § 2-138. Other circumstances that disqualify an applicant include being the subject of a restraining order for a person or address in or near Manassas.

AUTHORITY AND RESPONSIBILITY***1. Ride-Along Hours and Standards***

- a. Citizen Observers are limited to one ride along period every 90 days. A ride-along period is a continuous period of no longer than eight hours, starting no earlier than 0800 and ending no later than 2300. Citizen Observers may not sleep in a station or Fire and Rescue vehicle. The Fire and Rescue Chief may approve or deny any request for participation in this program, or alter such request in the best interest of the department.
- b. Citizen Observers must not become physically or verbally involved in an incident. Under no circumstances will a Citizen Observer be permitted to enter a building that is or has been on fire until such time as the Incident Commander has declared the fire under control, all smoke has been cleared from the building, and the building has been determined to be safe for entry by non-operational personnel. Fire department personnel shall directly supervise such entry.
- c. Failure to follow the directions of the OIC/AIC will result in loss of the privilege to participate as a Citizen Observer.
- d. The on duty Battalion Chief shall determine whether a crew has appropriate qualifications and equipment to take a Citizen Observer on a ride-along.

2. Dress and Appearance

- a. Citizen Observers shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the shift duty officer and chief. While participating in the Ride-Along Program, the Citizen Observer is, in effect, representing Fire and Rescue Services.
- b. Citizen Observers shall wear suitable attire. Dark pants and light plain shirts are recommended (no jeans). No writing or artwork is allowed on clothing, except small brand logos are acceptable. Shorts and tank tops are prohibited. Riders must wear flat, closed-toe shoes (steel-toe shoes are strongly recommended). Citizen Observers from agencies other than the City of Manassas Fire and Rescue Services may wear their agency uniform with prior approval.
- c. Citizen Observers shall wear a name badge or observer vest provided by the Department, or other appropriate badge provided by the media, school, or hospital, etc.
- d. Citizen Observers shall wear no jewelry, except a ring and a watch are permitted.

Citizen Ride Along Program

Section 2.14a

Page 3 of 6

3. Conduct**a. Health and Safety**

- i. No firearms or other weapons may be brought onto department property or carried during the ride along, unless the Citizen Observer is currently a certified active police officer with a jurisdiction in the Commonwealth of Virginia.
- ii. Citizen Observers may not be under the influence of alcoholic beverages or drugs during a ride-along. The OIC/AIC will not allow the Citizen Observer to ride along if there is any reason to suspect that the Citizen Observer is under the influence.
- iii. Citizen Observers shall wear a seat belt as per State Law and City of Manassas Fire and Rescue Services Standard Operating Procedure 2.11 "Seat Belt Usage."
- iv. Citizen Observers shall carry a valid Virginia Drivers license or identification with them during the ride along.
- v. Use of tobacco products is not permitted in any station or vehicle.
- vi. Citizen Observers are responsible for determining whether they are physically and psychologically healthy enough for a ride-along, and whether they are currently impaired due to illness, injury, medication, or the like. In any case of doubt, the Citizen Observer should postpone the ride-along activity to another date.

b. Patient Privacy

- i. At no time will Citizen Observers be permitted to take pictures or use a video camera or any other audio-visual recording device while on the scene of an incident. Requests for media to ride along will be dealt with separately through the Fire and Rescue Chief.
- ii. All Citizen Observers will treat PHI (private health information) as strictly confidential. The disclosure of PHI outside of the organizations who are working with the patient is strictly forbidden.
- iii. Citizen Observers may not take, copy, or transmit response documents with individually identifiable information such as name, address, Social Security Number, photograph, medical history, or other information from which identity can be inferred.

c. Expenses

- i. Citizen Observers will be responsible for bringing their own meals or can make arrangements to buy-in for meals with officer in charge.
- *ii. The City will conduct a criminal background check on each Citizen Observer before the Citizen Observer's first ride-along. The Citizen Observer is responsible for any cost associated with the background check.

Citizen Ride Along Program

Section 2.14a

Page 4 of 6

City of Manassas Fire and Rescue System Citizen Ride-Along Application**APPLICANT INFORMATION**

The completed form must be returned to the Fire and Rescue Department Headquarters. Any false information or omissions on this application may result in disqualification for ride-along privileges. Fire and Rescue Services reserves the right to deny ride-along privileges for any reason, without prior notice.

Full Name _____ Date of Birth ____/____/____

Home Address _____

_____, _____ - _____

Home Phone Number _____ Day Time Phone Number _____

Place of Employment or School _____

Employment / School Address _____

Employment / School Phone #: _____

Gender (circle): Male Female Position/Title _____

Dates and shifts when you are requesting to "Ride-Along" _____

Citizen Ride Along Program

Section 2.14a

Page 5 of 6

Please answer the following by placing a 'Y' for Yes, or an 'N' for No:

Are you subject to a court order restraining you from contacting any person? _____
If so, state the date of the order, the name of the court that issued it, the name of the party protected by the order, and the address of the party protected by the order:

Have you ever been convicted of a felony or a misdemeanor? _____ If Yes, please list the offense, date, and city or county of the court where you were convicted. Exclude any convictions adjudicated in juvenile court or under a youth offender law, and exclude any traffic infractions for which you paid only a fine.

Are you under indictment or do you have charges pending in any court for any crime? _____

Are you taking any medication that could impair your judgment in a stressful situation? _____
If so, indicate the situations and/or times when you are on this medication:

Have you ever participated in this program? _____ If yes, when did you last participate?
_____/_____/_____

Are you an unlawful user of marijuana, any depressant or stimulant, or any controlled substance?

I have read and understand the procedure for the Ride-Along Program of the City of Manassas Fire and Rescue Services. The above information is true and accurate to the best of my knowledge.

Signature of Applicant: _____ Date: ____/____/____

Printed Name: _____

FOR Chief Officer Use:

Approved: ☐ Yes ☐ No

Signature: _____ Date ____/____/____

Comments:

Return completed form to the: City of Manassas Fire and Rescue Department Headquarters.
9324 West Street, Suite 204 Manassas, Virginia 20110

If you have any questions, please call (703) 257-8458

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SOP APPROVED BY FIRE AND RESCUE COMMITTEE:

Marc T. Aveni
Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

2/16/12
Date

CITY OF MANASSAS FIRE & RESCUE SYSTEM

RIDE-ALONG PARTICIPATION AGREEMENT, NOTICE OF PRIVACY LAWS, RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK

WHEREAS, I, the undersigned, for my own personal education and benefit, request that the Manassas City Fire and Rescue System ("System") grant me permission to ride in Fire and/or Emergency Medical Service ("EMS") vehicles, participate in Fire and/or EMS training exercises, and participate in other fire and rescue related activities ("exercises"), and the System is willing to permit my participation because it serves important government functions such as public education and recruitment, I agree as follows:

I have been instructed in federal, state and local laws and regulations concerning emergency medical services, including the Health Insurance Portability and Accountability Act ("HIPAA") relating to patient confidentiality, and I agree to abide by such laws and regulations. As a participant in the System's Ride-Along Program, **I agree to safeguard the privacy and confidentiality of all patients and participants in these exercises.** I agree not to share or confirm any information regarding individual patients or their treatment, except with System personnel. This includes any information that could be used to identify these patients, such as by address, description, or otherwise. I understand that any disclosure of patient information in violation of HIPAA may subject me to civil and/or criminal penalties as prescribed by 42 USC §§ 1320d-5 and 1320d-6 or other law. Such penalties may include up to ten years in federal prison and up to \$50,000 per violation.

I acknowledge that **at all times I will remain under the direct supervision of Fire or EMS instructors** which may include System officials ("supervisor"). At all times I will display my identification and participant/student status. I agree to immediately notify my supervisor of any accident or injury to me, or any incident that causes me concern, and cooperate in providing information concerning same.

During and after these exercises and while in or around System premises and vehicles, I will remain under the instruction of my supervisor, and **I will abide by all instructions and restrictions imposed by the System and/or my supervisor** including but not limited to instructions as to how I should act and the use of equipment. I acknowledge that I may be asked to discontinue the exercises or required to leave the premises at any time for any reason and I agree to abide by such decision and the reason therefore need not be disclosed to me. I authorize the System to seek emergency medical treatment for me and to arrange for my transportation to a medical facility in the event of a medical emergency.

I have been instructed as to the nature of an EMS ride along and my participation in these exercises. I understand that each exercise requires a substantial degree of physical and psychological involvement and danger. I acknowledge that the System has taken all reasonable steps to prepare and train me and properly equip me for these exercises. However, I have been warned that despite reasonable efforts made to protect me, I could suffer serious bodily injuries, emotional and psychological trauma, personal injuries, death and/or property damage as a result of the exercises. Notwithstanding such warning, and with full and complete understanding of the risks and dangers the exercises involve, **I voluntarily assume full responsibility and risk** for any and all personal and bodily injuries, death and property damage that may result to me from my participation in the exercises, and the risk that such injuries and damage may become permanent or more extensive than is known, anticipated or expected, and I assume all risks inherent to these exercises.

I certify that I am physically capable of safely participating in the program, and I have taken all actions that I consider necessary to make this determination, including seeking the advice of and appropriate examinations by a qualified physician, and seeking any recommended vaccinations and health care. I agree to advise the System of any disability that may require accommodation and agree to cooperate with the System to determine whether an accommodation of such disability is reasonable.

In consideration of being allowed to participate in these exercises, I hereby waive, release and forever discharge the City of Manassas, the Manassas City Fire and Rescue System and its constituent entities, their officers, directors, employees, agents and volunteers (the "City") from any and all claims, liabilities, losses, damages, expenses, actions and causes of action of every nature and kind arising out of or relating in any way to the exercises. **I agree to indemnify and hold harmless the City** from any and all personal and bodily injuries, death and property damage, including cost of investigation, reasonable attorney's fees and cost of appeals, arising out of any such claims or suits because of any acts or omissions by me. I understand that any insurance or reinsurance related to my risks is solely my responsibility.

I acknowledge that, although I will be assigned duties as a ride-along, these duties and my participation in the ride-along program are not job-related activities for me. No worker's compensation, insurance, reimbursement or other benefits are available to me in the event of injury, death, property damage or other loss. No promise or inducement has been made to me for my agreement.

I certify that I am over eighteen (18) years of age and am mentally competent. This Release and Assumption of Risk is binding on all my heirs, executors, administrators, next of kin and assigns, and all persons who may claim by or through me.

CAUTION: READ THE FOREGOING RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK BEFORE SIGNING. THIS DOCUMENT IS VALID UNLESS AND UNTIL REVOKED IN WRITING AND REVOCATION DELIVERED TO THE CHIEF OF THE CITY OF MANASSAS FIRE AND RESCUE DEPARTMENT.

PARTICIPANT SIGNATURE: _____ Date ____/____/____

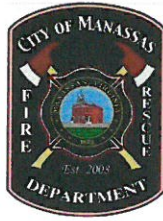
Print Name _____ Phone _____

Address _____

In emergency, you may contact _____
Name Phone

WITNESS _____ Date ____/____/____

DEPARTMENT CHIEF _____ Date ____/____/____



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (March 2015)

FLEET MANAGEMENT BILLING REPORT

03/01/2015 to 03/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
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DEPARTMENT : 2001 / FIRE CHIEF

FC01	2008 EXPEDITION	257	0.00	343.33	65.69	6.67	0.00	0.00	0.00	415.69
FD02	2008 EXPEDITION	765	0.00	334.00	139.34	0.00	0.00	75.00	0.00	548.34
FD03	2008 EXPEDITION	500	0.00	358.00	156.21	0.00	0.00	0.00	0.00	514.21
FD04	2000 CROWN VIC	61	0.00	120.00	19.74	0.00	0.00	0.00	0.00	139.74
FM1	2013 F150	395	0.00	338.00	107.99	0.00	0.00	0.00	0.00	445.99
FM581	2008 EXPLORER	753	0.00	264.76	83.80	0.00	0.00	0.00	0.00	348.56

DEPARTMENT SUBTOTALS :	2,731	0.00	1,758.09	572.77	6.67	0.00	75.00	0.00	2,412.53
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BREAKDOWN OF CHARGES:

EQUIPMENT COUNT : 6
DEPARTMENT : 2001

MILEAGE	0.00	PARTS - WO	0.00
MOTOR POOL	0.00	PARTS - INDEP	6.67
BASE	1,398.09	LABOR	0.00
INSURANCE	360.00	SUBLETS	0.00
OTHER	0.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	572.77	MISC - LABOR	0.00
		MISC - SUBLETS	75.00
		MISC - GENERAL	0.00
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT

03/01/2015 to 03/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3020 / FIRE STATION #1										
BAT501	1999 SUBURBAN	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
BAT581	2013 TAHOE K1500	122	0.00	60.00	34.02	0.00	137.50	0.00	22.50	254.02
CHI501	2003 SUBURBAN	903	0.00	0.00	107.27	0.00	0.00	0.00	0.00	107.27
ENG501	2013 COMMAND CHASS	304	0.00	60.00	234.30	0.00	0.00	0.00	0.00	294.30
FE501	2002 FIRETRUCK	1,284	0.00	0.00	812.40	0.00	0.00	0.00	0.00	812.40
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHASS	943	0.00	60.00	1,082.71	0.00	0.00	0.00	0.00	1,142.71
UTI501	2003 3/4 TON PU	417	0.00	0.00	122.36	0.00	0.00	0.00	0.00	122.36
VC501	2015 INTERCEPT UTIL	0	0.00	0.00	0.00	372.23	0.00	0.00	22.50	394.73
DEPARTMENT SUBTOTALS :		3,973	0.00	300.00	2,393.06	372.23	137.50	0.00	45.00	3,247.79

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9	MILEAGE	0.00	PARTS - WO	372.23
DEPARTMENT :	3020	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	137.50
		INSURANCE	300.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	2,393.06	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	45.00
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT

03/01/2015 to 03/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	0	0.00	60.00	531.69	0.00	0.00	0.00	0.00	591.69
MED501B	2008 F450	345	0.00	0.00	271.02	0.00	0.00	0.00	0.00	271.02
MED501C	2010 F450	384	0.00	0.00	203.24	0.00	0.00	0.00	0.00	203.24
MED501D	2007 F450	618	0.00	0.00	263.70	0.00	0.00	0.00	0.00	263.70
RC501	2014 TAHOE 1500	269	0.00	60.00	57.66	0.00	0.00	0.00	0.00	117.66
RES501	1997 AMBULANCE	818	0.00	0.00	611.04	0.00	0.00	0.00	0.00	611.04
SUP501	2004 VAN	23	0.00	0.00	34.57	0.00	0.00	0.00	0.00	34.57
UTI581	1997 F250	142	0.00	0.00	35.19	0.00	0.00	0.00	0.00	35.19
UTI581B	2007 F550	211	0.00	0.00	52.60	0.00	0.00	0.00	0.00	52.60
DEPARTMENT SUBTOTALS :										
		2,810	0.00	120.00	2,060.71	0.00	0.00	0.00	0.00	2,180.71

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	0.00
		INSURANCE	120.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	2,060.71	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	0.00
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00