



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, AUGUST 20, 2015

6:00 P.M

CITY HALL – 2<sup>ND</sup> FLOOR CONFERENCE ROOM

I.	Call Meeting To Order – Chairman Aveni		
II.	Determination of Quorum		<u>Page</u>
III.	Approval of July 16, 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 –		13
	a. Budget/Finance Committee –		
	b. Consolidated Logistics –		
	c. Health and Safety – <b>REPORT DUE</b> (Battalion Chief Mark P. Nary)		
	d. Quality Assurance –		
	e. Training Committee –		
	f. Strategic Plan –		
	2. GMVRS Insurance Update (Director Dave Burns)		14
	3. Draft Annual Report (Chairman Marc T. Aveni)		15
IX.	New Business (NONE)		
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	 <b><u>Appendix:</u></b>		
	Fuel Report for July 2015		16

**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

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### Meeting Minutes July 16, 2015

**CALL TO ORDER** 6:00pm

**ROLL CALL**

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

*Guest Speakers:* Master Technician Matt Fox and Robb Hoffower (VDEM)

*Others Present:* Seth Astwood and Melissa Heiderman

*Absent:* None

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

DEPUTY CHIEF HOUSE MOVED to approve the minutes of the June 18, 2015 meeting; Chief DeRamus seconded the motion. Roll Call Vote: AYES – Deputy Chief House, Chief DeRamus, Chief Bowman, Director Burns, and President Lesnik. **MOTION CARRIED (5/0)** \*Assistant Chief Orndoff arrived after this vote.

**CHAIPERSON'S REPORT**

Chairman Aveni welcomed everyone to the meeting.

**MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT**

Chief Bowman reported that he is working with representatives from PWC and MP on updating the mutual aid agreement. PWC recently rolled out their new CAD and Mobile Data Computer (MDC) system; the system goes far beyond the CAD component. Issues have occurred but the County and its vendors are working diligently to bring issues to a resolution. A briefing will be setup in the coming weeks. Chief Bowman reminded everyone to please be patient and to report any issues to the support email address provided through emails.

The Virginia Fire Officers Academy (VFOA) conducted two sessions last month. Deputy Chief House, along with Chief Bowman, were able to attend both graduation ceremonies to recognize successful attendees including Master Technician Justin Hruneni, Firefighter/Medic Billy Barton,

and Chief Tripp DeRamus. As a representative on the Local Emergency Planning Committee (LEPC), Chief Bowman was able to recognize Lou Balboni for his almost 30 years of service on the LEPC. He has served as the Chair for the past 5 years. While he was most recently a representative for PWC, he began serving as a representative from IBM in Manassas. He also operated Ashby Jewelers in Manassas.

Chief Bowman reported that he assisted in the hiring process for the new Deputy City Manager / Operations position by serving on the structured interview panel. A final selection has not yet been made. He further reported that Master Technician Matt Fox was selected as the Outstanding Pre-Hospital Provider of the Year by the Northern Virginia EMS Council; he was recognized at a ceremony on June 25<sup>th</sup>. This selection puts him into consideration for the statewide award.

Last month, both the 48 hour and 12 hour ARFF training classes were provided at the Manassas Regional Airport.

The system responded to 300 calls for service within the City, with 490 unit responses. Additionally, we responded to 153 calls for service in PWC and MP, with 221 unit responses.

Significant Incidents include:

- 6/06 – Townhouse Fire, Box 8909 – Lindsey Lane
- 6/07 – House Fire, Box 0805 – Spruce Street
- 6/09 – Structure Fire, Box 8105 – Grant Avenue
- 6/11 – Commercial, Box 0406 – Iron Bar Lane
- 6/12 – House Fire, Box 1515 – Palmer Lane
- 6/20 – House Fire, Box 0444 – Fieldstone Way
- 6/25 – Structure Fire, Box 1139 – Wild Ginger Circle
- 6/25 – Townhouse, Box 8126 – Pickett Street
- 6/29 – Structure Fire, Box 8903 – White Pine Drive

The IAP was developed for the Celebrate America, 4<sup>th</sup> of July, event. Unified Command was operated for the entirety of the event while the EOC was opened for support and coordination. Chief Bowman thanked all who participated or provided assets to assure public safety during the event.

Fire Marshal Activity for the month of June 2015:

ACTIVITY	NUMBER
Inspection (Annual)	186
Inspection FIOP, FSPT, FALM, FHAZ	40
Fire Prevention Code Permits (HAZU)	45
Fire Protection Permits (New System)	2
Arrest Felony	2
Arrest Misdemeanor	4
Investigate Structure Fire	3

Investigate Vehicle Fire	
Investigate Fire – Brush, Dumpster, Other	3
Investigate Hazmat and Hoarding Cases	1
Investigate Construction Accident	
Review Fire Protection Plans	
Review Building Plans	
Review Site Plans	
FIRE LOSS	

There were 5 public education events attended, with approximately 378 participants last month.

**APPARATUS MAINTENANCE – June 2015**

Maintenance costs for the month were \$21,251.20, and YTD \$193,164.75.

Chief Bowman also presented two articles; one which discusses taxes on uniforms provided to public safety, and the other on the 2015 legislative bills which were supported by the VFCA (Virginia Fire Chiefs Association).

**MANASSAS VOLUNTEER FIRE COMPANY'S REPORT**

Chief DeRamus reported that the MVFC Museum re-dedication was held on July 10<sup>th</sup>; a video consisting of interviews with MVFC's longest serving members was presented that night. During the month of June several new members were brought in, while there were also members removed for lack of participation. The MVFC bylaws are in the process of being rewritten. June was a busy month for calls. The annual MVFC member event at Splashdown had 135 participants this year.

President Lesnik stated that a new Treasurer has been elected; her name is Carissa Christian. He will be attending the Virginia State Fireman convention in Hampton.

**GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT**

Director Burns reported that GMVRS members provided 403 hours, out of a possible 471 hours, of staffing for the month of June; this number equates to 86% of the staffing requirement. The staffing requirement is from 1800 – 0700 (the next day) Monday – Friday, and 0700 Saturday mornings to 1800 Sunday nights. Members spent 169 hours in training either attending a class or teaching. GMVRS participated in two public education events including the Railway Festival (8.25 hours) and the First Friday in Old Town.

GMVRS voted in one new trial members last month; this month so far there are two additional applicants up for trial membership. The first BLS CME class was held on June 27<sup>th</sup> at the station; there were 12 participants. Feedback on the class was positive. The next class will be August 22<sup>nd</sup> at 0900. There are 4 Junior members and 2 trial members attending the EMT class at Buckhall Volunteer Fire Company; it's a daytime class that will be completed in the middle of August. This month, GMVRS had 2 BLS providers, Ben Simmons and Luke Brown, complete the BLS Internship and were released to practice by Dr. Luckey.

GMVRS will be sponsoring a "Night In with an EMT" program on Friday July 31<sup>st</sup> through the morning of August 1<sup>st</sup>. The event is for children between the ages of 8 – 14; they will be spending the night at the station and taking tours of the station, rides (around the block) in an ambulance, learning "Hands Only CPR", some basic first aid and fire safety. They will also be playing games, eating snacks, and watching movies with EMTs and Paramedics. In the morning before they leave we will have a pancake breakfast. Applications to participate can be obtained at the station or on the GMVRS website.

The mass casualty trailer is for sale by sealed bid; all bids must be received at the station by August 31<sup>st</sup>. Creamy, the antique 1966 International Ambulance, was fully restored mechanically by Convenience Car Care and Timmy Tyrell; the work was done at no cost to GMVRS which is a donation of more than \$5,000. GMVRS would like to thank Mr. Tyrell and Convenience Car Care. GMVRS is looking to complete the external restoration within the next year.

## UNFINISHED BUSINESS

### (1) Standing Committees

#### (d) Quality Assurance – Master Technician Matt Fox

Master Technician Matt Fox provided the Quality Assurance report for Battalion Chief Todd Lupton. There have been no reports provided by, or participation from, MVFC. The new ambulance has been ordered and will hopefully arrive after the first of the year. EMS protocols were revised and sent out.

Director Burns asked if the Epi shortage has been resolved; MT Fox replied that it has not.

### (2) NIMS Quarterly Report

Robb Hoffower, VDEM, reported that he met with Battalion Chief Franzello earlier in the day to review compliancy rates and that the numbers are outstanding. As of today, the compliancy rates are:

	MFRD	MVFC	GMVRS
ICS-100	100%	95.3%	95.1%
ICS-200	100%	95.3%	95.1%
ICS-300	100%	75%	100%
ICS-400	100%	100%	100%
ICS-700	100%	95.3%	92.7%
ICS-800	100%	86%	92.7%

He is partnering with PWC to offer an ICS 300 or ICS 400 class; let Robb know if you want to take either class. It would be done during the day at Manassas Park.

### (3) GMVRS Insurance Update

Director Burns stated that all members involved have worked diligently over the past month on this issue. The expiration of the current policy was this past Tuesday night. A RFP was released; two offers were received and evaluated. He stated that one offer was superior in all areas

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including price, but both offers addressed all issues; it was reviewed with legal counsel but the final decision was that of the City Manager. There was a \$4,000 difference in price from the offer that GMVRS preferred to what the City Manager decided to proceed with.

GMVRS will retain Scott Insurance (VFIS) for non-vehicle insurance with an increased umbrella, and for non-response vehicles. Response vehicles will be insured on the VML policy exclusively. The City Manager will revise the service agreement to provide legal representation for GMVRS in any case of a vehicle related lawsuit in which VML is unable to provide representation.

This matter may be resolved prior to the August FRC meeting if no Council action is required.

*Please see Attachment A of the minutes for the full report from Director Burns.*

#### **(4) URS Variance Plans**

Chairman Aveni asked if there were any updates to the submission of URS variance plans. Chief DeRamus stated that some requirements have been met, while others cannot be met because classes are not offered. Each person has a different level of need. Director Burns stated that his understanding is that a plan should be submitted to say how a person plans to achieve the variance.

Chief DeRamus read an example of a variance request letter submitted on behalf of a MVFC member. He stated that the letter identifies where the person was, where they are now, what they've done to get there, and what is left for them to do. President Lesnik stated that MVFC elections will be held next month and suggested holding off on any action in case these officers are not elected again.

CHIEF BOWMAN MOVED to, after the August elections, have the MVFC Board develop a list of who needs variances, submit to the Certification Board, and within thirty days of variance approval a plan must be submitted. All steps must be completed by November 1<sup>st</sup>. Director Burns seconded the motion.

Discussion: Assistant Chief Orndoff commented that her understanding of the URS was that officers would have like certifications; if a member is never going to fully operate in the officer position, why be in that position.

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

#### **(5) Draft Annual Report**

The annual report will be presented at the September 14<sup>th</sup> Council meeting at a time certain time of 7:00pm. It was noted that President Pete Rockx, GMVRS, had an idea for a slide; the information will be sent to Melissa. Chairman Aveni would like a slide for a Chairman's Message.

**NEW BUSINESS – none**

**CLOSING COMMENTS**

The GMVRS insurance update will be revisited in August. The URS Variance agenda statement will need to be on the November agenda. Melissa will secure a place on the September 14<sup>th</sup> Council agenda for a time certain of 7:00-7:15pm.

**ADJOURNED: 7:12 PM**

Minutes prepared by:

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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*

### Insurance Status as of FRC Meeting of 16-Jul-2015

City Staff and GMVRS worked diligently this past month to resolve the outstanding issues regarding insuring response vehicles being operated by GMVRS personnel. The expiration of GMVRS current policy at midnight Tuesday night increased the level of urgency in achieving a timely resolution.

An RFP was issued by City Purchasing asking industry for proposals to cover ALL of the insurance requirements of GMVRS, to include insuring both GMVRS titled and City titled vehicles that could be operated by GMVRS personnel. The policy was to list both the City and GMVRS as "named insured" which would have guaranteed that all offered coverages would extend equally to City and GMVRS personnel. Two offers were received and evaluated by City Staff and GMVRS, with one offer clearly superior to the other both in terms of coverage offered and price. Independently, GMVRS reviewed both offers with its insurance and legal consultants with the conclusion being that both offers fully addressed all issues relative to insuring GMVRS personnel.

The final decision to award a contract in response to the RFP was in the hands of the City Manager. His decision was that the \$4k difference in vehicle insurance coverage was not fiscally sound as the City maintains that the VML coverage is adequate. Much discussion took place at the 11th hour between the City Manager, City Staff, GMVRS, and representatives of Scott Insurance and VFIS, with the following actions resulting:

1. GMVRS would retain Scott/VFIS coverage for ALL of its non-vehicle insurance needs as offered in response to the RFP (including the increased umbrella limit of \$10M/\$20M to match the City).
2. GMVRS would retain Scott/VFIS coverage for only non-response vehicles (old Tahoe and Creamy). City is to drop those two vehicles from the City VML policy. All response vehicles will be insured on the City VML policy exclusively. This coverage is referred to as "Symbol 7/8/9", which covers listed, hired/non-owned, and rental, versus "Symbol 1", which is ANY vehicle.
3. GMVRS is to be the "named insured" on the policies covering 1 and 2 above, with the City listed as an "additional insured".
4. The City Manager has committed to revising the Services Agreement between the City and GMVRS to include verbiage committing the City to provide legal representation for GMVRS in any case of a vehicle-related lawsuit in which the City's provider (VML) is unable to provide representation (due to ordinance restrictions on GMVRS personnel being considered "employees" of the City). This revision would be consistent with City Ordinance recognizing GMVRS as "integral" to Fire and Rescue service delivery but is to provide some additional clarity. City Manager will consult with the City Attorney to determine if such revision requires City Council approval. It is our understanding this revision should be able to be completed prior to the August FRC Meeting if not much sooner (depending on if Council action is required).
5. Restrictions placed by the GMVRS BOD (re-affirmed at its meeting of 15 July) on GMVRS personnel operating City titled vehicles shall remain in place until such time as above Services Agreement revision is completed.



6. The City and GMVRS legal representatives will continue to pursue City indemnification of GMVRS officers and members in what both parties agree are the low probability risks that remain under the VML coverage.

GMVRS thanks the City for continuing to work with us on this issue. However, GMVRS believes that unaccounted costs of having to pursue such things as revising the Services Agreement, pursuing indemnification, etc., as well as the free training and risk management processes that would have been gained by the City under VFIS coverage, outweigh the \$4k being saved by continuing to insure response vehicles with VML.

In summary, GMVRS has accepted that all response vehicles will be covered by VML but maintains that the offered VFIS coverage would have provided the best solution to resolve this matter.



## CITY OF MANASSAS FIRE AND RESCUE COMMITTEE Standing and Sub Committees

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### Health and Safety

<p><b>Mark Nary, Battalion Chief (Chair)</b>  <b>Russell Carpenter, Firefighter</b>  <b>Kevin Frye, Firefighter/EMT</b>  <b>Michael Nazionale, Master Technician</b>  <b>Michael Cox, Firefighter</b>  <b>Nancy Orndoff, Assistant Chief</b>  <b>Mike Orazi, Vice President</b>  <b>William "Jerry" Smith III, Lieutenant</b></p>	<p><b>Manassas Fire and Rescue Department</b>  <b>Manassas Volunteer Fire Company</b>  <b>Manassas Fire and Rescue Department</b>  <b>Manassas Fire and Rescue Department</b>  <b>Manassas Volunteer Fire Company</b>  <b>Greater Manassas Volunteer Rescue Squad</b>  <b>Greater Manassas Volunteer Rescue Squad</b>  <b>Manassas Fire and Rescue Department</b></p>
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### Quality Assurance and System Protocol

<p><b>Todd Lupton, Battalion Chief (Chair)</b>  <b>Matt Fox, Master Technician</b>  <b>Thomas Boyden, EMT</b>  <b>Jon Stern, Assistant Chief</b>  <b>Jordan Coleman, Lieutenant</b>  <b>James Higgins, Lieutenant</b>  <b>James Kemp, Medic/Firefighter</b>  <b>Dr. Thomas Luckey</b></p>	<p><b>Manassas Fire and Rescue Department</b>  <b>Manassas Fire and Rescue Department</b>  <b>Greater Manassas Volunteer Rescue Squad</b>  <b>Manassas Volunteer Fire Company</b>  <b>Greater Manassas Volunteer Rescue Squad</b>  <b>Manassas Volunteer Fire Company</b>  <b>Manassas Fire and Rescue Department</b>  <b>Operational Medical Director</b></p>
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### Training

<p><b>Kevin Franzello, Battalion Chief (Chair)</b>  <b>Karl Sampson, Master Technician</b>  <b>Tripp DeRamus, Chief</b>  <b>Brian Kline, Firefighter</b>  <b>Andrew Carver, Lieutenant</b>  <b>Donald Brown, EMT</b>  <b>Nancy Orndoff, Assistant Chief</b></p>	<p><b>Manassas Fire and Rescue Department</b>  <b>Manassas Fire and Rescue Department</b>  <b>Manassas Volunteer Fire Company</b>  <b>Manassas Volunteer Fire Company</b>  <b>Manassas Fire and Rescue Department</b>  <b>Greater Manassas Volunteer Rescue Squad</b>  <b>Greater Manassas Volunteer Rescue Squad</b></p>
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CONSOLIDATED LOGISTICS

Kevin Franzello, <i>Battalion Chief (Chair)</i>	Manassas Fire and Rescue Department
Jessica Browne, <i>Lieutenant</i>	Greater Manassas Volunteer Rescue Squad
AJ Shillingburg, <i>Captain</i>	Manassas Volunteer Fire Company

BUDGET / FINANCE

Paul York, <i>Chairman</i>	City of Manassas Finance
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
Wade House, <i>Deputy Chief</i>	Manassas Fire and Rescue Department

STRATEGIC PLANNING SUB-COMMITTEE

Brett R. Bowman, <i>Chief (Chair)</i>	Manassas Fire and Rescue Department
Wade House, <i>Deputy Chief</i>	Manassas Fire and Rescue Department
Nancy Orndoff, <i>Assistant Chief</i>	Greater Manassas Volunteer Rescue Squad
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Tripp DeRamus, <i>Chief</i>	Manassas Volunteer Fire Company
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
Frank Teevan, <i>Fire Marshal</i>	Manassas Fire and Rescue Department

STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

<b>EMS Equipment</b>	
Jordan Coleman	Greater Manassas Volunteer Rescue Squad
VACANT	Greater Manassas Volunteer Rescue Squad
Todd Lupton	Manassas Fire and Rescue Department
Andrew Carver	Manassas Fire and Rescue Department
Jeremy Mader	Manassas Volunteer Fire Company
Spencer Askin	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

**Rescue Engine Workgroup (Jul 2015)**

Wade House, <i>Deputy Chief (Chair)</i>	Manassas Fire and Rescue Department
William "Jerry" Smith, <i>Lieutenant</i>	Manassas Fire and Rescue Department
Mike Nazionale, <i>Master Technician</i>	Manassas Fire and Rescue Department
Karl Sampson, <i>Master Technician</i>	Greater Manassas Volunteer Rescue Squad
Curt Huntington, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Tripp DeRamus, <i>Chief</i>	Manassas Volunteer Fire Company

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 13

**MEETING DATE:** August 20, 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:**

- Health and Safety

**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. 14

**MEETING DATE:** August 20, 2015

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** GMVRS Vehicle Insurance Follow-Up

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** July 16, 2015  
June 18, 2015  
May 21, 2015  
April 16, 2015  
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:** During the April 16, 2015 meeting Director Burns reported that a letter regarding this topic was sent to Mayor Parrish and Councilman Aveni.

UPDATE: The City released a RFP for an insurance policy to address the concerns; GMVRS had concerns that not all vehicles were included in the RFP. – June 2015

UPDATE: Two bids were received and the City Manager decided which offer would be accepted. The service agreement needs to be updated to reflect recent changes. – July 2015

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Director David Burns

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 15

**MEETING DATE:** August 20, 2015

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Unified Annual Report

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** July 16, 2015  
June 18, 2015  
July 17, 2014

**SUMMARY OF  
ISSUE/TOPIC:** Councilman Aveni has requested that the City of Manassas Fire and Rescue System provide City Council with a unified annual report in August of each year.

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:**                The Strategic Plan Work Group, consisting of Fire and Rescue Committee Members, agreed that the annual report would use the Strategic Plan Report Card as a guideline. Any information should be sent to Melissa Heiderman for inclusion in the report.

Update – as of the release of the agenda packet, no new information has been received from member organizations.

\*Report to be presented to City Council on September 14, 2015 at a time certain of 7pm

**DRAFT REPORT TO BE DISTRIBUTED UNDER SEPARATE COVER**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Councilman Aveni (c/o Melissa Heiderman)  
703.257.8458



CITY OF MANASSAS  
FIRE AND RESCUE COMMITTEE

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**APPENDIX**

Appendix A: Fuel Report (July 2015)



**FLEET MANAGEMENT BILLING REPORT**

07/01/2015 to 07/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	229	0.00	343.33	78.18	34.70	137.50	0.00	22.50	616.21
FD02	2008 EXPEDITION	722	0.00	334.00	158.70	0.00	0.00	0.00	0.00	492.70
FD03	2008 EXPEDITION	503	0.00	358.00	217.86	0.00	0.00	0.00	0.00	575.86
FD04	2000 CROWN VIC	30	0.00	120.00	14.63	0.00	0.00	0.00	0.00	134.63
FM1	2013 F150	419	0.00	338.00	127.55	39.18	137.50	0.00	22.50	664.73
FM581	2008 EXPLORER	275	0.00	264.76	65.97	0.00	0.00	0.00	0.00	330.73
<hr/>										
DEPARTMENT SUBTOTALS :		2,178	0.00	1,758.09	662.89	73.88	275.00	0.00	45.00	2,814.86

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT : 6  
 DEPARTMENT : 2001

CHARGE TYPE	AMOUNT
MILEAGE	0.00
MOTOR POOL	0.00
BASE	1,398.09
INSURANCE	360.00
OTHER	0.00
REPLACEMENT	0.00
FUEL	662.89
PARTS - WO	73.88
PARTS - INDEP	0.00
LABOR	275.00
SUBLETS	0.00
MISC - PARTS	0.00
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**

07/01/2015 to 07/31/2015

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	217	0.00	60.00	76.41	0.00	236.00	0.00	0.00	394.91
DEC501	1993 E350	21	0.00	0.00	58.28	0.00	0.00	0.00	22.50	58.28
ENG501	2013 COMMAND CHAS	990	0.00	60.00	653.67	0.00	0.00	0.00	0.00	713.67
ENG501B	1997 FIRETRUCK	0	0.00	0.00	378.92	0.00	0.00	0.00	0.00	378.92
ENG501C	1982 FIRETRUCK	260	0.00	0.00	112.75	0.00	0.00	0.00	0.00	112.75
F99	1970 CHARGES	0	0.00	0.00	127.23	0.00	0.00	0.00	0.00	127.23
FE501	2002 FIRETRUCK	163	0.00	0.00	127.44	0.00	0.00	0.00	0.00	127.44
SE501	2013 TRAILER	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOW501	2013 COMMAND CHAS	837	0.00	60.00	0.00	6.75	153.50	0.00	22.50	242.75
UTI501	2003 3/4 TON PU	401	0.00	0.00	958.27	0.00	0.00	0.00	0.00	1,018.27
VC501	2015 INTERCEPT UTIL	878	0.00	60.00	124.73	0.00	0.00	0.00	0.00	124.73
					162.20	0.00	0.00	0.00	0.00	222.20

**FLEET MANAGEMENT BILLING REPORT**

07/01/2015 to 07/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
<b>DEPARTMENT SUBTOTALS :</b>		3,767	0.00	360.00	2,779.90	6.75	389.50	0.00	45.00	3,581.15
<b>BREAKDOWN OF CHARGES:</b>										
EQUIPMENT COUNT :	12									
DEPARTMENT :	3020									
	MILEAGE		0.00							6.75
	MOTOR POOL		0.00							0.00
	BASE		0.00							389.50
	INSURANCE		360.00							0.00
	OTHER		0.00							0.00
	REPLACEMENT		0.00							0.00
	FUEL		2,779.90							0.00
	PARTS - WO									0.00
	PARTS - INDEP									0.00
	LABOR									389.50
	SUBLETS									0.00
	MISC - PARTS									0.00
	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**

07/01/2015 to 07/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	649	0.00	60.00	340.26	0.00	0.00	0.00	0.00	400.26
MED501B	2008 F450	819	0.00	0.00	410.18	0.00	0.00	0.00	0.00	410.18
MED501C	2010 F450	783	0.00	0.00	324.77	0.00	0.00	0.00	0.00	324.77
MED501D	2007 F450	481	0.00	0.00	226.59	0.00	0.00	0.00	0.00	226.59
RC501	2014 TAHOE 1500	220	0.00	60.00	74.32	0.00	137.50	0.00	22.50	294.32
RES501	1997 AMBULANCE	994	0.00	0.00	628.59	0.00	0.00	0.00	0.00	628.59
UT1581	1997 F250	435	0.00	0.00	119.44	0.00	0.00	0.00	0.00	119.44
<b>DEPARTMENT SUBTOTALS :</b>		<b>4,381</b>	<b>0.00</b>	<b>120.00</b>	<b>2,124.15</b>	<b>0.00</b>	<b>137.50</b>	<b>0.00</b>	<b>22.50</b>	<b>2,404.15</b>

**BREAKDOWN OF CHARGES:**

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	137.50
		INSURANCE	120.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	2,124.15	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	22.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00