



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, DECEMBER 17, 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 October 15, 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 –		11
	a. Budget/Finance Committee –		
	b. Consolidated Logistics – <b>REPORT DUE</b> (Battalion Chief Kevin Franzello)		
	c. Health and Safety –		
	d. Quality Assurance –		
	e. Training Committee – <b>REPORT DUE</b> (Battalion Chief Kevin Franzello)		
	f. Strategic Plan –		
	2. Social Media Policy Update (Assistant Chief Orndoff)		12
	3. SOP 2.61 Apparatus Inspection and Maintenance (Chief Brett R. Bowman)		13
	4. FY17 Budget Discussion (Chairman Marc T. Aveni)		22
IX.	New Business		
	5. Incident Reporting (Chief Brett R. Bowman)		23
	6. EMT on Engine (Chief Brett R. Bowman)		24
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	 <b><u>Appendix:</u></b> Fuel Report for November 2015		 25

**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 Gary Orndoff, 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 November 19, 2015

**CALL TO ORDER**            6:04pm

**ROLL CALL**

*Present:*            Councilman Marc T. Aveni (Chairman), Chief Brett R. Bowman, Director Dave Burns, Chief Gary Orndoff, and Assistant Chief Nancy Orndoff

*Guest Speakers:*        Battalion Chief Mark P. Nary

*Others Present:*        Battalion Chief Kevin Franzello and Melissa Heiderman

*Absent:*                Deputy Chief Wade House and Vice-President Brian Kline

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

ASSISTANT CHIEF ORNDOFF MOVED to approve the minutes of the October 15, 2015 meeting; Director Burns seconded the motion. Roll Call Vote: AYES – Assistant Chief Orndoff, Director Burns, Chief Bowman, and Chief Orndoff. **MOTION CARRIED (4/0)**

**CHAIPERSON'S REPORT**

Chairman Aveni welcomed everyone to the meeting. He stated that he's looking forward to the Fire and Rescue Ops Program coming up this Saturday, and he wished everyone a happy and safe Thanksgiving with their families.

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

Chief Bowman reported that budget preparations are ongoing; the new station is the only Fire and Rescue has in the CIP. He met with Mr. Pate and representatives from PWC to discuss coordination of plans for future Station 21 and future stations in PWC to assure effectiveness and efficiency of service delivery. Potential sites are still being evaluated along the Godwin Drive and Hastings Road corridor.

The door to door, Safety Around Manassas, campaign ended this past weekend; the goal of the program was to assure working smoke alarms in homes and provide public education on fire and disaster safety. Once all data is collected it will be shared. The City Manager and City Council

have been working to develop 2016 Legislative Priorities to discuss with State Representatives. Two which relate to Fire and Rescue are:

1. Support changing the Code of Virginia to allow localities to fund and provide EAP services for volunteer fire and rescue providers. This is currently not allowed by language in the state code.
2. Support restoration of state funding of the Line of Duty Act. In 2010/2011 the state passed an unfunded mandate to local jurisdictions to provide the funding for this program which had historically been a state administered and funded program.

The system responded to 331 calls for service within the City, with 756 unit responses. Additionally, we responded to 190 calls for service in PWC and MP, with 275 unit responses. There were no significant incidents this past month.

Mass Casualty Support 501 has officially been placed in service; when dispatched it will be supported by Rescue 501. The first ever Fire and Rescue Ops Program is scheduled for this Saturday; three members of Council and several members from City Schools, City staff, community, and the media will be participating. Several staff members attended the Northern Virginia Fire and Rescue Leadership Development Institute last week. It was a week-long residence course conducted at the 4-H Center in Front Royal. Master Technicians Bettis and Daubenberger attended the Company Officer module and BC Franzello attended the Inaugural Command Officer course.

Plans are ongoing for the EOC drill in mid-December. Emergency Management staff has been working hard on this drill to make it as true to real life as possible; this drill will test and evaluate the capabilities for continuous EOC operations. Fire Marshal / Deputy Emergency Management Coordinator Frank Teevan and EM Planner Amelia Gagnon attended the annual, required, Emergency Managers Coordinator Briefing in Chesterfield in November.

Fire Marshal Activity for the month of October 2015:

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	69	
Inspection FIOP, FSPT, FALM, FHAZ	46	
Fire Prevention Code Permits (HAZU)	39	\$3,100
Fire Protection Permits (New System)	4	\$498
Arrest Felony		
Arrest Misdemeanor	2	
Investigate Structure Fire	3	
Investigate Vehicle Fire		
Investigate Fire – Brush, Dumpster, Other	4	
Investigate Hazmat and Hoarding Cases	2	
Investigate Construction Accident		

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Review Fire Protection Plans		
Review Building Plans	7	
Review Site Plans	2	
Revenue Generated		\$3,598
FIRE LOSS		

There were 9 public education events attended, with approximately 1,230 participants last month. Most of the events involved schools which is why the number of participants seems high.

The City of Manassas was one of six agencies in the state to receive the first Agency of Excellence designation from the Office of EMS. BC Lupton and Lieutenant Fox spearheaded the application process.

**APPARATUS MAINTENANCE – October 2015**

Maintenance costs for the month were \$12,151 and YTD \$48,161.

**MANASSAS VOLUNTEER FIRE COMPANY’S REPORT**

Chief Orndoff had no report.

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

Assistant Chief Nancy Orndoff reported that GMVRS provided 372.85 of staffing hours in October, which is 77% of the requirement. The reduction was due to a staffing issue, leaving them unable to cover one weeknight and one weekend day; that issue has been resolved and GMVRS will be staffing each weeknight and the weekends. Two trial members were recently voted to full membership; no new trial members were voted in, but there are still four trial members going through the process.

Assistant Chief Orndoff will be teaching CPR at the firehouse in late November. The monthly HIPAA and Infection Control class are coming up, and the monthly CPR class will be December 11<sup>th</sup>. All classes are open to System members. The BLS CME program is moving along; the next session, which will cover Medical/Trauma Patient Assessments, Near Drowning’s, and Heat/Cold Emergencies, will be held on December 12<sup>th</sup>. The current EMT class will finish on December 10<sup>th</sup>; 12 students are expected to take the national registry test.

GMVRS will be participating in the 70<sup>th</sup> annual Christmas Parade; they will have a float and units in the parade. The Ladies Auxiliary will be selling Krispy Kreme donuts at the parade as a fundraiser.

The annual elections will take place on December 16<sup>th</sup>; results will be shared with the FRC at the December 17<sup>th</sup> meeting.

DIRECTOR BURNS MOVED to appoint Lieutenant Thomas Boyden and EMT John Sakavich to the EMS Equipment Work Group; Assistant Chief Orndoff seconded the motion. Roll Call Vote: AYES – Director Burns, Assistant Chief Orndoff, Chief Bowman, and Chief Orndoff. **MOTION CARRIED (4/0)**

Director Burns noted that the GMVRS 50<sup>th</sup> Anniversary celebration is actually over the course of two days. Friday night is an informal social, and Saturday night is the formal event at Foxchase Manor.

## UNFINISHED BUSINESS

### (1) Standing Committees

#### (c) Health and Safety – Battalion Chief Mark P. Nary

Battalion Chief Nary reported that the infection control refresher was held last month. BC Nary and Lt Fox recently attended an Incident Commander Designated Officer course. Lt. Fox will be the primary designated officer for the System; he will work with IC doctors to update the policy. The Health and Safety Committee is working on a medical physical SOP which will incorporate members who had a physical elsewhere and how we can utilize it. Chief Bowman is working with Chief Huntington and President Rockx on fit testing for GMVRS.

### (2) Social Media Policy

An ad hoc group, consisting of Nancy Orndoff, Frank Teevan, and Bob Ellis was appointed. They will meet before the next FRC meeting; Assistant Chief Orndoff will Chair the group.

### (3) SOP 2.73 Notification of Traffic Violation or License Suspension

Chief Bowman that no comments regarding SOP 2.73 had been received.

CHIEF ORNDOFF MOVED to approve SOP 2.73 Notification of Traffic Violation or License Suspension; Director Burns seconded the motion. Roll Call Vote: AYES –Chief Orndoff, Director Burns, Chief Bowman, and Assistant Chief Orndoff. **MOTION CARRIED (4/0)**

### (4) FY17 Budget Discussion

Chairman Aveni reported that City Council is having a budget discussion with newly elected Senator Jeremy McPike; they will also be meeting with Delegate Miller. Council will be meeting to discuss the 5 year forecast as well. There should be more information to report at the December meeting. Chief Bowman will try to get the FRC's Budget Sub-Committee to meet within the coming weeks. GMVRS is working on their budget now.

## NEW BUSINESS

### (5) SOP 2.61 Apparatus Inspection and Maintenance

Battalion Chief Nary stated that this policy addresses the frequency of the inspection of apparatus and what is to be inspected. It includes repairs and vendors utilized for repairs. This will be kept on the agenda for next month.

## CLOSING COMMENTS

The noncompliance hearing has been scheduled for December 10, 2015. Melissa will work with Chief Bowman to setup a meeting for the Budget Sub-Committee.

**ADJOURNED: 6:30 PM**

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Minutes prepared by:

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Melissa A. Heiderman, Administrative Coordinator

*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

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## Health and Safety

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

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, *Lieutenant*  
Thomas Boyden, *EMT*  
Jon Stern, *Assistant Chief*  
Jessica Browne, *Lieutenant*  
Gary Orndoff, *Chief*  
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*  
Joe Higgins, *Lieutenant*  
Brian Kline, *Vice President*  
Andrew Carver, *Captain*  
Donald Brown, *Lieutenant*  
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

## 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>Lieutenant</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
Gary Orndoff, <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

### **EMS Equipment**

Thomas Boyden	Greater Manassas Volunteer Rescue Squad
John Sakavich	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
VACANT	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>Lieutenant</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>Lieutenant</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>Captain</i>	Manassas Fire and Rescue Department
VACANT	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
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company

Social Media Policy Workgroup (November 2015)

Nancy Orndoff, *Assistant Chief (Chair)*  
Frank Teevan, *Fire Marshal*  
Bob Ellis, *Firefighter*

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 11

**MEETING DATE:** December 17, 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:

- Training
- Consolidated Logistics

**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**

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PAGE NO. 12

**MEETING DATE:** December 17, 2015

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Social Media Policy

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** November 19, 2015  
October 15, 2015  
September 17, 2015

**SUMMARY OF  
ISSUE/TOPIC:** Currently there is no system-wide policy regarding social media; however, social media plays a large part in how people communicate today. The Fire and Rescue Committee must discuss the need for a system-wide policy, and what it should state.

**ORGANIZATION:**

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

**COMMENTS:** The FRC will review all social media policies whether approved or in draft form for each agency.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Assistant Chief Nancy Orndoff  
Ad Hoc Committee Chairperson

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 13

**MEETING DATE:** December 17, 2015

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** SOP 2.61 Apparatus Inspection and Maintenance

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** November 19, 2015

**SUMMARY OF  
ISSUE/TOPIC:** This standard operating procedure establishes procedures for periodic inspections, repairs, preventive maintenance, and fueling of apparatus.

**ORGANIZATION:**

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

**COMMENTS:** SOP originally presented in November 2015, given 30 days to review and/or comment

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chief Brett R. Bowman  
(703) 257-8458

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## City of Manassas Fire and Rescue Services Standard Operating Procedure

**Apparatus Inspection and Maintenance**

Presented Date: 11/19/2015  
Effective Date: 12/17/2015  
Revision Date: 00/00/0000

Page 1 of 3

2.61

**DRAFT**

### PURPOSE

To establish procedures for periodic inspections, repairs, preventative maintenance, and fueling of apparatus.

### POLICY and PROCEDURE

#### **INSPECTIONS**

Inspection criteria will be performed as identified on the "Apparatus Inspection Form" (See attached).

A daily inspection will be performed on all front line apparatus.

A weekly inspection will be performed on Monday for all front line apparatus, and on Tuesday for all back line apparatus.

A monthly inspection will be performed on the first Monday of the month for all front line apparatus, and on the first Tuesday of the month for all back line apparatus.

Apparatus inspections are the responsibility of the driver/operator and shall be documented appropriately after each daily/weekly/monthly inspection.

#### **REPAIRS**

All identified repairs needed of apparatus will be reported to the designated Master Technician at the respective station via email and entered in the apparatus logbook.

Driver/Operators may make repairs as needed if feasible and safe to do so (burned out bulbs, replacement of minor components).

The designated Master Technician(s) will review the repairs needed and determine if any items can be fixed in-house or requires a vendor. A list will be compiled of all necessary repairs requiring outside assistance and be submitted to the Deputy Chief and/or the designated Battalion Chief.

The Deputy Chief and/or the designated Battalion Chief will schedule the needed repairs to be performed as quickly as possible utilizing the appropriate facility.

Any apparatus being taken to a vendor for repairs will have the appropriate equipment removed per SOP 2.60, Apparatus Equipment Removal.

Any apparatus placed out of service will have a completed "Out Of Service" tag placed on the driver's windshield or other conspicuous location as to prevent usage.

In the absence of the Deputy Chief and/or designated Battalion Chief, the on-duty Battalion Chief or his designee has the authority to have emergency repairs performed utilizing the

appropriate facility. The Deputy Chief and/or designated Battalion Chief shall be advised of the repairs as soon as possible.

*See Appendix for list of approved repair facilities and designated personnel.*

**PREVENTATIVE MAINTENANCE**

A preventative maintenance schedule will be utilized for all apparatus following the specific manufacturer's guidelines.

All pumpers will have an annual pump test as specified in NFPA 1911.

Aerial apparatus will have an annual ladder test as specified in NFPA 1911.

The apparatus listed below will have the engine and undercarriage power washed on the following schedule:

- 1<sup>st</sup> Wednesday of April and October – Engine 501 & Medic 501
- 2<sup>nd</sup> Wednesday of April and October – Engine 501B & Medic 501B
- 3<sup>rd</sup> Wednesday of April and October – Foam Engine 501, Medic 501C & Medic 501D
- 4<sup>th</sup> Wednesday of April and October – Tower 501 & Rescue 501

The apparatus listed below are to be detailed inside and out and a coat of wax applied on the following schedule:

- 1<sup>st</sup> Wednesday of May and November – Engine 501 & Medic 501
- 2<sup>nd</sup> Wednesday of May and November – Engine 501B & Medic 501B
- 3<sup>rd</sup> Wednesday of May and November – Foam Engine 501, Medic 501C & Medic 501D
- 4<sup>th</sup> Wednesday of May and November – Tower 501 & Rescue 501

**FUELING**

All apparatus will be fueled utilizing the fuel pumps at the Public Works facility unless directed otherwise by the City vehicle maintenance garage or by direction of the on-duty Battalion Chief.

All apparatus will be fueled whenever the fuel tank level is below three-fourths (3/4) full.

**APPARATUS ROTATION**

In order to maintain an equitable distribution of accumulated mileage, all pumpers and EMS transport units will be rotated on a monthly basis. The list(s) will be posted in the station and updated as appropriate.

**APPROVED BY**

**DRAFT**

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

\_\_\_\_\_  
Date

**APPENDIX**

## Repair Facilities:

- Western Branch Diesel  
*Detroit Diesel Motors & Allison Transmissions*  
12011 Balls Ford Road  
703-369-5005  
Gary Trantum, Service Manager
- Battlefield Ford  
*Ford Engines & Transmissions*  
8980 Mathis Avenue  
703-368-3184  
Glen
- McCarthy Tire  
*Tires, State Inspections*  
9073 Euclid Avenue  
703-368-9288
- Finlay Fire  
*Apparatus Repairs*  
11850 Livingston Road, Suite 146  
571-283-3066  
Rob Petrie
- Clark's Automotive  
8786 Commerce Court  
703-330-8507
- Cummins Power Systems  
*Cummins Engines*  
7701 General McClellan Road  
571-292-8756  
Greg Myers, Service Representative
- Manassas Chevrolet  
*Chevrolet Engines & Transmissions*  
8000 Sudley Road  
703-368-2111
- Manassas Spring and Alignment  
*Front End Alignment, Spring Work*  
9215 Mike Garcia Drive  
6986 Gilbeth Road  
703-499-2729  
571-208-1402  
Steve Dodge
- Willow Springs Towing  
*Towing of Apparatus*  
877-978-1941

**Designated Personnel:**

Battalion Chief – Mark P. Nary

Master Technician (Fire Station) – TBD

Master Technician (Rescue Station) – Raymond Daubenberger

**DRAFT**



# City of Manassas Fire and Rescue Services

## Apparatus Checkout Sheet

<b>Station:</b>	<b>Page 1</b>	<b>Unit Number:</b>
<b>Month of:</b>		20__

Daily Items	Weekly Items (+ Daily)	Monthly Items (+ Daily & Weekly)
<ul style="list-style-type: none"> <li>▪ Check vehicle for damage</li> <li>▪ Check engine &amp; transmission fluid levels. Visually inspect tires for defects &amp; proper inflation.</li> <li>▪ Inspect engine compartment hoses for: cracks, bulges, and leaks</li> <li>▪ Inspect fan and accessory belts for: cracks and appropriate tension</li> <li>▪ Operate inverter/motor generator</li> <li>▪ Check all lights, warning devices, signaling equipment</li> <li>▪ Change portable radio battery</li> <li>▪ Portable radio count</li> <li>▪ Check radio volume &amp; appropriate talkgroup.</li> <li>▪ Inventory &amp; check all SCBA (FILL IF BELOW 4500psi) ***<b>(Note completion of SCBA inspection on the SCBA inspection sheet)</b>***</li> <li>▪ Test CO Monitor, Gas Track, Heat Detector</li> <li>▪ Check portable fire extinguishers</li> <li>▪ Check fluids on all gas-powered equipment</li> <li>▪ Inspect cab area for: Map books/Preplans, Fuel Card, Knox Box Key, Command Action Guides, Patient Tracker iPad</li> <li>▪ Visual inventory of all equipment</li> <li>▪ Secure hose loads</li> <li>▪ Visually inspect water &amp; foam tanks</li> <li>▪ Engage pump &amp; pump accessories</li> <li>▪ Actuate pump primer</li> <li>▪ Set up aerial device, inspect outriggers &amp; aerial &amp; ladder's for damage &amp; operability</li> <li>▪ Elevate, rotate &amp; extend aerial</li> <li>▪ Check all fluids and operate generator</li> <li>▪ Check all E.M.S. equipment</li> <li>▪ Check all O<sup>2</sup> levels</li> <li>▪ Clean/Disinfect riding area</li> <li>▪ Rotate AED &amp; suction unit batteries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visually inspect battery terminals</li> <li>▪ Check for correct tire pressure</li> <li>▪ Operate all pump valves (from stop to stop), drains &amp; caps. Lubricate as required.</li> <li>▪ Exercise discharge relief valve. Verify unit inventory.</li> <li>▪ Tighten loose equipment fasteners or brackets</li> <li>▪ Clean portable equipment as required</li> <li>▪ Paint, lubricate and label as needed</li> <li>▪ Operate all electrically powered equipment &amp; accessories</li> <li>▪ Operate all gas-powered equipment &amp; accessories for 5 minutes</li> <li>▪ Clean cab and bucket areas. Operate all hydraulic rescue tools.</li> </ul> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <p><b>** NOTE **</b></p> <p><b>Relay information in Pass-On book if necessary</b></p> </div>	<ul style="list-style-type: none"> <li>▪ All compartments are to be cleaned, dried &amp; reassembled as needed</li> <li>▪ Check for: Frayed wiring Compartment lighting Condition of door seals Hinges Strikers Latches</li> <li>▪ Replace damaged maps as necessary</li> <li>▪ Perform a monthly SCBA inventory</li> <li>▪ Remove any ladders, clean completely &amp; lubricate slides &amp; hardware with a manufacturers' recommended lubricant</li> <li>▪ Aerial devices: clean and lubricate according to the manufacturers' instructions, or at a minimum, quarterly</li> <li>▪ Back flush pumps according to the manufacturers' instructions</li> <li>▪ With supply from hydrant (soft sleeve) check operation of: Front intake Transfer valve Tank fill valve Visually inspect for excessive leaks</li> <li>▪ Perform operational check of on-spot chains</li> <li>▪ Perform dry prime test</li> <li>▪ Inspect suction screens</li> <li>▪ Operate swing check valves on all two-stage pumps</li> <li>▪ Monitor pump packing for excessive leaks</li> <li>▪ Lubricate suction threads with a light coat of grease</li> </ul>

**Apparatus drivers must sign by putting their ID #. Each shift officer must sign by writing their ID # at the end of each month to assure their shift's compliance. Signing indicates that the apparatus was checked according to the above guidelines.**

D = Daily W = Weekly M = Monthly (Circle Applicable Letter Under "Type" Column) [Mark O.O.S. if unit is Out of Service]

ID #	Type	ID #	Type	ID #	Type	ID #	Type	ID #	Type	SHIFT OFFICER'S ID#	
1	D W M	8	D W M	15	D W M	22	D W M	29	D W M	A	
2	D W M	9	D W M	16	D W M	23	D W M	30	D W M	B	
3	D W M	10	D W M	17	D W M	24	D W M	31	D W M	C	
4	D W M	11	D W M	18	D W M	25	D W M	<b>MILEAGE</b>		<b>HOURS</b>	
5	D W M	12	D W M	19	D W M	26	D W M	<b>Beginning of Month:</b>		<b>Beginning of Month:</b>	
6	D W M	13	D W M	20	D W M	27	D W M	<b>End of Month:</b>		<b>End of Month:</b>	
7	D W M	14	D W M	21	D W M	28	D W M	<b>Total:</b>		<b>Total:</b>	

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Apparatus Checkout Sheet

UNIT:

Page 3

Date	Fluid(s) Added? (List Type & Amount Added)	Mileage	Problems / Body Damage Noted	Resolved (Circle One)
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO
				YES NO

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# City of Manassas Fire and Rescue Services

## Medic Checkout Sheet

**Station:**

**Unit Number:**

**Month of:**

**20**\_\_\_\_\_

**Daily Items**

- Check vehicle for damage
- Check engine & transmission fluid levels
- Inspect engine compartment hoses for cracks, bulges, and leaks
- Inspect fan and accessory belts for cracks and appropriate tension
- Check Tire pressures and inspect tires for defects
- Check all lights, warning devices, signaling equipment
- Inspect cab area for map books, fuel card, Knox Box key, ERG, MDC, portable radios, Patient Tracker iPad
- Check cot for proper operation
- Check Lifepak 15 operation
- Check portable suction unit operation
- Check Lifepak 15 batteries and operation
- Check Lucas Device batteries and operation (if applicable)
- Check all onboard devices: suction, oxygen, interior lights, heat & AC, etc.
- Inventory all EMS equipment (refer to Inventory List for counts)
- Check all Oxygen levels and document on back of sheet
- Disinfect stretcher, patient compartment, and cab
- Check all SCBA (Fill if below 4500psi)
- **\*Complete SCBA inspection form**
- **\*Complete Medication Inventory form**

**Weekly Items (+ Daily)**

- Check Rehab clipboard (Appropriate forms and amount)
- Check forms in check out binder (Appropriate forms and amount)
- Check tire tread depth
- Check fire extinguisher
- Wash outside of unit
- Vacuum cab

**Monthly Items (+ Daily & Weekly)**

- Remove equipment/supplies from all cabinets/compartments and wipe down
- Check expiration dates on all supplies

**Oxygen Pressures (AM only)**

Day	Onboard	House Bag	Medic Portable	Day	Onboard	House Bag	Medic Portable
1	PSI	PSI	PSI	17	PSI	PSI	PSI
2	PSI	PSI	PSI	18	PSI	PSI	PSI
3	PSI	PSI	PSI	19	PSI	PSI	PSI
4	PSI	PSI	PSI	20	PSI	PSI	PSI
5	PSI	PSI	PSI	21	PSI	PSI	PSI
6	PSI	PSI	PSI	22	PSI	PSI	PSI
7	PSI	PSI	PSI	23	PSI	PSI	PSI
8	PSI	PSI	PSI	24	PSI	PSI	PSI
9	PSI	PSI	PSI	25	PSI	PSI	PSI
10	PSI	PSI	PSI	26	PSI	PSI	PSI
11	PSI	PSI	PSI	27	PSI	PSI	PSI
12	PSI	PSI	PSI	28	PSI	PSI	PSI
13	PSI	PSI	PSI	29	PSI	PSI	PSI
14	PSI	PSI	PSI	30	PSI	PSI	PSI
15	PSI	PSI	PSI	31	PSI	PSI	PSI
16	PSI	PSI	PSI				

**Mileage**

**Hours**

**Last Day of the Month  
Shift Officer Signature**

**Beginning of Month:**

**Beginning of Month:**

**Signature:**

**End of Month:**

**End of Month:**

**Name:**

**Total:**

**Total:**

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Unit Problems/Significant Deficiencies

Date	Mileage (if vehicle related)	Problem/Deficiency	Resolved (Circle One)
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO

Unit officers must sign by putting their ID #. The shift officer on the last day of the month must sign by to ensure the document is complete to include end of month mileage and hours. Signing indicates that the apparatus was checked according to the above guidelines.

D = Daily W = Weekly M = Monthly (Circle Applicable Letter Under "Type" Column) (Mark O.O.S if unit is Out of Service)

ID # AM	ID # PM	TYPE	ID # AM	ID # PM	Type	ID # AM	ID #PM	Type	ID # AM	ID # PM	Type
1		DMW	9		DMW	17		DMW	25		DMW
2		DMW	10		DMW	18		DMW	26		DMW
3		DMW	11		DMW	19		DMW	27		DMW
4		DMW	12		DMW	20		DMW	28		DMW
5		DMW	13		DMW	21		DMW	29		DMW
6		DMW	14		DMW	22		DMW	30		DMW
7		DMW	15		DMW	23		DMW	31		DMW
8		DMW	16		DMW	24		DMW			

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**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

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PAGE NO. 22

**MEETING DATE:** December 17, 2015

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** FY2017 Budget Recommendations to City Council

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** November 19, 2015  
October 15, 2015

**SUMMARY OF  
ISSUE/TOPIC:** In past years, the Fire and Rescue Committee has made recommendations to City Council concerning large projects that need to be funded in the upcoming budget. An upgrade to the outdated SCBA (self contained breathing apparatus) is an example of one of those recommendations which was funded by City Council.

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:** This will be an opportunity to discuss imperative needs within the System which may require special funding by Council.

**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. 23

**MEETING DATE:** December 17, 2015

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Incident Reporting

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

**SUMMARY OF  
ISSUE/TOPIC:** There continues to be an issue with units responding on emergency incidents but not completing incident reports. These reports are legal documents, accounts of what happened at an incident; they are often requested by the citizen/business that was affected.

**ORGANIZATION:** City of Manassas Fire and Rescue

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

**COMMENTS:** Progress on completing outstanding reports needs to be discussed, as well as a plan to mitigate this issue in the future.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chief Brett R. Bowman  
(703) 257-8458

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 24

**MEETING DATE:** December 17, 2015

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** EMT on Engine

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** N/A

**SUMMARY OF  
ISSUE/TOPIC:** There is an issue of suppression apparatus, which is an EMS licensed unit, responding to calls without an OMD (Operational Medical Director) endorsed EMS provider on board. This is a violation of state regulations and could jeopardize the City's EMS license.

**ORGANIZATION:** City of Manassas Fire and Rescue

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

**COMMENTS:** This issue must be remedied quickly as it could force the City of Manassas to lose its EMS license or cost severe fines/penalties. Any violation of state code could also impact our OMD.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chief Brett R. Bowman  
(703) 257-8458





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# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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## APPENDIX

Appendix A: Fuel Report (November 2015)



**FLEET MANAGEMENT BILLING REPORT**  
 11/01/2015 to 11/30/2015

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	251	0.00	60.00	50.08	132.37	275.00	0.00	45.00	562.45
ENG501	2013 COMMAND CHAS	188	0.00	60.00	139.15	0.00	0.00	0.00	0.00	199.15
ENG501B	1997 FIRETRUCK	1,094	0.00	0.00	590.52	0.00	0.00	0.00	0.00	590.52
FE501	2002 FIRETRUCK	187	0.00	0.00	122.59	0.00	0.00	0.00	0.00	122.59
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHAS	794	0.00	60.00	862.59	0.00	0.00	0.00	0.00	922.59
UTI501	2003 3/4 TON PU	323	0.00	0.00	61.55	0.00	0.00	0.00	0.00	61.55
VC501	2015 INTERCEPT UTIL	95	0.00	60.00	19.31	109.45	247.50	0.00	22.50	458.76
DEPARTMENT SUBTOTALS :		2,932	0.00	360.00	1,845.79	241.82	522.50	0.00	67.50	3,037.61

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9	MILEAGE	0.00	PARTS - WO	243.47
DEPARTMENT :	3020	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	522.50
		INSURANCE	360.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,845.79	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	67.50
				RETURNS - PARTS	-1.65
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

**FLEET MANAGEMENT BILLING REPORT**  
11/01/2015 to 11/30/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	304	0.00	60.00	118.76	0.00	0.00	0.00	0.00	178.76
MED501B	2008 F450	495	0.00	0.00	186.37	0.00	0.00	0.00	0.00	186.37
MED501C	2010 F450	494	0.00	0.00	170.55	0.00	0.00	0.00	0.00	170.55
MED501D	2007 F450	1,196	0.00	0.00	450.79	0.00	0.00	0.00	0.00	450.79
RC501	2014 TAHOE 1500	236	0.00	60.00	17.90	100.79	71.50	0.00	22.50	272.69
RESS01	1997 AMBULANCE	998	0.00	0.00	638.75	0.00	0.00	0.00	0.00	638.75
RS99	1970 CHARGES	0	0.00	0.00	199.28	0.00	0.00	0.00	0.00	199.28
UT1581	1997 F250	271	0.00	0.00	78.41	0.00	0.00	0.00	0.00	78.41
<b>DEPARTMENT SUBTOTALS :</b>		3,994	0.00	120.00	1,860.81	100.79	71.50	0.00	22.50	2,175.60

BREAKDOWN OF CHARGES:		EQUIPMENT COUNT :		DEPARTMENT :	
MILEAGE	0.00	PARTS - WO	100.79		
MOTOR POOL	0.00	PARTS - INDEP	0.00		
BASE	0.00	LABOR	71.50		
INSURANCE	120.00	SUBLETS	0.00		
OTHER	0.00				
REPLACEMENT	0.00	MISC - PARTS	0.00		
FUEL	1,860.81	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		