



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, JULY 16, 2015

6:00 P.M

CITY HALL – 2ND FLOOR CONFERENCE ROOM

I.	Call Meeting To Order – Chairman Aveni		
II.	Determination of Quorum		<u>Page</u>
III.	Approval of June 18, 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 –		10
	a. Budget/Finance Committee –		
	b. Consolidated Logistics –		
	c. Health and Safety –		
	d. Quality Assurance – REPORT DUE (Master Technician Matt Fox)		
	e. Training Committee –		
	f. Strategic Plan –		
	2. NIMS Quarterly Report (Robb Hoffower, VDEM)		16
	3. GMVRS Insurance Update (Director Dave Burns)		17
	4. URS Variance Plans (Certification Board)		18
	5. Draft Annual Report (Chairman Marc T. Aveni)		19
IX.	New Business (NONE)		
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	 Appendix:		
	Fuel Report for June 2015		20

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 June 18, 2015

CALL TO ORDER 6:20pm

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: Battalion Chief Kevin Franzello

Others Present: *Mayor Parrish and Councilman Way were present for the tour of the renovated fire station.*

Absent: Chief Tripp DeRamus

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the May 21, 2015 meeting; Chief Bowman seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Bowman, Director Burns, Deputy Chief House, and Assistant Chief Orndoff. **MOTION CARRIED (5/0)**

CHAIPERSON’S REPORT

Chairman Aveni welcomed everyone to the meeting. He thanked Manassas Volunteer Fire Company for hosting and for the tour.

MANASSAS FIRE AND RESCUE DEPARTMENT’S REPORT

Chief Bowman reported that this week and last week, the annual Virginia Fire Officers Academy leadership classes were held at the University of Richmond. Three system members attended. Mater Technician Just Hruneni graduated last week, and Fire/Medic Billy Barton and MVFC Chief Tripp DeRamus will graduate tomorrow. Staff has also been assisting with the class; BC Lupton served as a facilitator/instructor and Lt. Carver worked in the Planning Section.

Staff has been meeting with PWC and Manassas Park to discuss the various existing mutual aid agreements we have in COG, NOVA, and locally. There appears to be several repetitive and unnecessary agreements and we will be working through the issues. At the end of May, Chief

DeRamus and Chief Bowman attended the inaugural Virginia Fire Chiefs Association Summit in Glen Allen, Virginia. They interacted with the Secretary of Public Safety and many of the state staff from various public safety entities such as the Office of EMS, VDFP, and VDEM. There was also some discussion on upcoming and pending state legislative issues as well as ISO and IMT discussions.

Last month Chief Bowman reported that with the approval of the FY16 budget came upgrading three Lieutenant positions to Captains and one FF/EMT position to a Lieutenant. Both job openings have now been closed. The assessment center will be held in late July with the plan to have these promotions and subsequent reorganization done by September.

PWC is upgrading the CAD system and the MDC software. Training has been provided online, at various times, to hopefully accommodate all users. The software will go live next week, on June 23rd. All personnel that use the MDCs (mobile data computer) need to participate in one of the webinars to understand usage. A new feature will be the "mapping" function which will provide real-time directions to responding units. The CAD and Records Management component has been designed for us to use as an independent agency. Staff will be reviewing this component and provide recommendations for use in the coming months. This may aid in resolving the lack of comprehensive data records management for the system. The iPads we received, through the regional NVERS patient tracking program, are being setup and should be disseminated soon; training will also be provided. There will be an iPad assigned to each unit; staff is looking at whether or not we can also add street maps to these devices. With the new mapping feature on the MDCs and the street maps being loaded onto the iPads, the need for bulky street map notebooks being carried in the apparatus may disappear.

This week there is a 48 hour ARFF class being held at the Manassas Regional Airport. Several career and volunteer members are in this class. ARFF is a requirement of the Unified Rank Structure. There is a 16 hour condensed ARFF class which will be conducted next weekend.

The system responded to 354 calls for service within the City, with 601 unit responses. Additionally, we responded to 196 calls for service in PWC and MP, with 286 unit responses.

Significant Incidents include:

- 5/03 – Townhouse Fire, Box 8903 – Woodhue Drive
- 5/05 – Commercial, Box 1126 – Sudley Road
- 5/06 – House Fire, Box 0444 – Adirondack Court
- 5/14 – House Fire, Box 1621 – Greenway Court

The quarterly EOC drill was held earlier this week. The scenario involved a storm which severely impacted a portion of the City with building collapses and power outages, including multiple injuries and fatalities. The City staff involved performed well and continued to enhance our understanding and capability in providing support through an Emergency Operations Center. Amelia Gagnon has worked with Public Works personnel to update the Debris Management Plan. The Fire and Rescue System, along with CERT, assured a public safety capability and presence at the annual Railway Festival. Work continues in preparation for the 4th of July festivities.

Fire Marshal Activity for the month is as follows: 126 inspections and 4 investigations.

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There were 11 public education events attended, with approximately 1,200 participants last month. Many were school end of year festivities.

APPARATUS MAINTENANCE – May 2015

Maintenance costs for the month were \$18,683.13, and YTD \$171,913.55.

Chief David Dixon, Manassas Park Fire and Rescue, sent a letter thanking the City of Manassas for assistance in providing coverage so Manassas Park personnel could attend the Virginia Fallen Firefighter memorial in Richmond where the late Lt. John Viggiano was remembered.

Councilman Aveni asked if there were any legislative issues that the committee should be aware of. Chief Bowman responded that regarding the fingerprint requirement from the VAOEMS, on July 1st jurisdictions can begin doing checks locally and then report results to the OEMS. We must have a local ordinance that meets the code of Virginia, which the City of Manassas does have. Mutual Aid compact did not go through but will be brought up again next year; this really does not affect the City though. It more so affects, for example, Loudoun County who could potentially respond into Maryland but couldn't treat patients because they aren't licensed in Maryland even though they are a recognized provider.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik had nothing to report. Councilman Aveni thanked President Lesnik for hosting the meeting and providing a tour of the renovated fire station.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Orndoff reported that GMVRS provided 417.75 hours of service last month; 154 of those hours were either teaching classes or attending other training. Additionally, they answered 115 calls for service. Volunteers also participated in the Railway Festival and Weems Elementary "Touch a Vehicle" event.

Two trial members completed the EMT program at the PWC Academy this week. Five members are attending the daytime EMT class at Buckhall Volunteer Fire Department starting on Friday. The new BLS CME program is set to start on Saturday June 27th from 0900-1300. The schedule of classes and topics are posted on the station website under training. The Educational Coordinator for this program will be Teresa Evans; Terri is a paramedic for Ft. Belvoir. Terri and Asst Chief Orndoff have put together guidelines for all instructors to make sure all classes are taught in accordance with the VAOEMS Competency Based EMT Program.

Asst Chief Orndoff thanked MVFC for the use of their Bingo Hall on June 3rd for GMVRS' first bingo fundraiser for their 50th anniversary celebration. While they didn't make as much as they'd hoped, it was a learning experience. There will be another bingo fundraiser in September.

UNFINISHED BUSINESS

(1) Standing Committees

(b) Consolidated Logistics

Battalion Chief Franzello reported that he recently received another shipment of PPE; forty sets of gear have now been replaced over the past year. Ten sets of gear are being purchased for stock and another five sets are being replaced next year. Eight sets of EMS gear have been received as well.

The generators are being replaced on the units; the committee is trying to assure the same equipment is carried on units. Currently there is a service being provided at the fire station to clean the mats and towels. BC Franzello, along with the City's Purchasing Department, contracted to have this service provided at both stations; with the contract pricing this works out to the same cost we were paying to have just the fire station serviced.

Logistics is gearing up for the July 4th event in Old Town; a lot of logistics is needed for this event each year.

(e) Training Committee

Battalion Chief Franzello reported that he is currently in the process of going through all training records to ensure accuracy for compliance with the Unified Rank Structure and NIMS. The committee is working to plan classes with FY16 funding. VDFP classes for next year have not been received yet. The 48 hour ARFF class, with simulator, is happening this week at the Manassas Regional Airport. The class will do burns tomorrow and a test, with evolutions, on Saturday. The General Aviation class is scheduled for June 26th and 27th; you do not need to be in public safety to take the general aviation class. BC Franzello tried to get this class in Manassas two years ago, but it was pulled by the VDFP Director. These classes are being offered to Manassas this year for no cost; these are normally expensive classes. BC Franzello stated that he would like to fill these classes; MFRD and MVFC have participants in this class. After this 48 hour class, MFRD will only have two employees without the 48hour ARFF class.

(2) GMVRS Insurance Update

Director Burns stated that last week a request for proposal (RFP) was released for bids to provide insurance for GMVRS. GMVRS was unaware this is how the City was going to handle the insurance issues. He distributed a letter from President Rockx concerning the insurance issue(s). Nothing in the RFP addresses the gaps in insurance.

No City owned vehicles were included in the RFP; only GMVRS owned vehicles were included.

Director Burns stated that GMVRS would like to get an insurance policy to cover all City owned and GMVRS owned vehicles. The type of coverage should be identical or better to their existing coverage with VFIS.

Chief Bowman stated that he believed that was the City's intent; he will work with Brenda Cogdell to address GMVRS' concerns.

(3) Rescue Engine Specification Workgroup

DIRECTOR BURNS MOVED to approve the recommended people to serve on the Rescue Engine Specification Workgroup (as outlined on page 11 of the agenda packet); Chief Bowman seconded the motion. Roll Call Vote: AYES – Director Burns, Chief Bowman, Deputy Chief House, President Lesnik and Assistant Chief Orndoff. **MOTION CARRIED (5/0)**

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NEW BUSINESS

(4) Draft Annual Report

The draft FY15 annual report was reviewed. Melissa will incorporate all comments and send out another draft in July, as early as possible.

Unified Rank Structure Variances – *added at the meeting*

Assistant Chief Orndoff stated that the URS Certification Board met in February; they allowed several variances, however they have not received a plan of action from any members who were granted a variance. Members from MFRD and MVFC were granted variances. There was discussion about the fire track have more requirements than the EMS track. GMVRS requires the classes that are given once a month to be completed before a member steps onto a unit; however, other members are missing these classes. It was agreed that a plan of action to achieve missing certifications was necessary; plans should be submitted by the next FRC meeting.

Volunteer Chiefs Vehicle – *added at the meeting*

Deputy Chief House saw the new volunteer Chief vehicle today; it still needs to be lettered. He commended Chief DeRamus for his diligent work on the vehicle. Mike Morgan, City Garage, asked if he could outfit the vehicle which he did. There was \$55,000 budgeted and \$38,000 was spent.

CLOSING COMMENTS

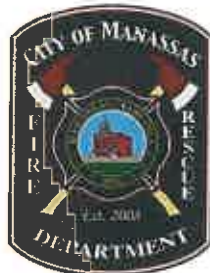
Chief Bowman will follow up with Brenda Cogdell on the GMVRS insurance RFP. Melissa will update the annual report for July. The URS variance plan is due by the July meeting.

ADJOURNED: 7:31 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*
Thomas Boyden, *EMT*
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

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

EMS Equipment

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. 10

MEETING DATE: July 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 (report included)

DISCUSSION
(IF NECESSARY):

BUDGET/FISCAL
IMPACT:

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



FRC EMS Quality Assurance Committee Report to FRC July 16, 2015

- Last FRC QA Committee report to FRC: April 16, 2015
- The Committee met on April 22, 2015 to complete QA for the 1st quarter reports of 2015.
- The new Version 3 of Image Trend is being rolled out by OEMS. BC Lupton has developed a project management plan for this project and staff is working on the transition. CMFRD will be providing all of the training and infrastructure needed for this change. Stay tuned for further information.
- No reports have been QA from MVFC since the 2nd Quarter of 2013, due to no reports being provided to committee and no committee members present for meetings.
- April 22, 2015 meeting minutes and quarterly reports are attached. Version 3 Image Trend PMP also attached.
- The new ambulance/medic was ordered
- The following EMS protocols have been revised and sent out:
 - Protocol #3 A-Fib/A-Flutter (Fixed a grammatical error)
 - Protocol #10 Asystole/PED & Protocol 34 V-Fib/V-Tach w/o Pulse (Removed Vasopressin) Pharmacology #31 (Vasopressin removed)
- Protocol committee continues to meet and work on updating protocols
- Next FRC QA meeting will be on July 9, 2015
- Please forward any questions to BC Lupton

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FRC EMS Quality Assurance Committee
Meeting Agenda
April 22, 2015 18:00 @ RS 1

Members Present: BC Lupton, EMS MT Fox, Thomas Boyden, Jordan Coleman
Members Absent: James Kemp-excused, Jimmy Higgins, Jon Stern

Agenda/Minutes

- EMS QA:
 - First Quarter of 2015 (January – March)
 - Random Topic: New Meds: Ketamine, Levophed, TXA, Dopamine
- Random Topics 2015:
 - April-June 2015:
 - GMVRS- BLS 12 Lead EKG
 - CMFRD-will determine
 - July-September 2015:
 - October-December 2015:
- New Ambulance Status –
- EMS Equipment Status – any issues
- Image Trend Version 3 update
- Roundtable:
 - Coleman – No comments
 - Boyden – Asked about Protocol APP
 - Lupton – RSAF Grant for Power Load cot applied for in April.
- Next meeting date will be set for July to follow the EMS QA SOP schedule.

City of Manassas Fire and Rescue Services
SYSTEM QUARTERLY QUALITY ASSURANCE REPORT

Agency #: City of Manassas Fire & Rescue Department Reporting Period: 1st. Quarter 2015
Greater Manassas VRS January 1 – March 31, 2015
Manassas Volunteer Fire Company

Total Number of Patient Care Reports Reviewed This Period:

CMFRD: 21 GMVRS: 32 MVFC: 0 Total: 53

1 report was sent to supervisors to review with personnel.

EMS MT Fox QA 163 reports this quarter for CMFRD.

COMMENDATIONS:

- Numerous reports were reviewed with good documentation and narratives

RECOMMENDATIONS FOR IMPROVEMENT:

- Roster needs to be correct for each call, there should be only one (1) primary caregiver and a driver needs to be identified as well. Others can be identified as secondary caregivers.
 - Capnography shall be utilized when patient is intubated.
 - A minimum of two (2) sets of vital signs for patient transported and one (1) full set of vitals for patient refusals need to be documented.
 - All Providers need to utilize the assessment exam portion of the report.
 - Assessments need to be better documented in the narrative section of the report as well to include positive and negative findings.
 - All procedures and medications shall be documented in the procedure or medication sections of the report.
 - ECG interpretation shall be documented in the ECG section – no ECG interpretations noted on many reports
 - Provider and patient signatures shall be obtained on all reports.
 - Social Security Numbers and phone number shall be obtained for all patients transported.
 - Providers need to ensure dispositions are correct in the report.
 - Some of the same documentation and QA issues continue to appear each quarter. All providers need to address these issues ASAP. Thanks for your assistance.
-

MCFRD Service Average:

IV Service Average: 70% Success Rate
ET Service Average: 50%
Busiest Day: Tuesday
Busiest Time: 12:00-15:00
Traumatic Injury is the highest call volume by call type.

Total Number of Patient Care Reports Filed This Period:

CMFRD: 694
GMVRS: 305
MVFC: Not available at time of report
Total: 999

Level of Care Provided:

ALS: 707

BLS: 292

Total: 999

Response Disposition:

Cancelled: 226

Dead at Scene: 5

No Patient Found: 3

No Treatment Required: 7

Patient Refused Care: 98

Standby Only: 14

Treated and Released: 6

Treated, Referred to LE: 4

Treated, Transferred Care: 25

Treated, Transported by EMS: 609

Treated, Transported by Private Vehicle: 0

Unknown: 2

Incident Disposition Total: 915

Submitted by: BC Lupton

Date: April 28, 2015

**City of Manassas Fire & Rescue System
VPHIB Version 3**

Project Management Plan

March 2015 – October 2015

**Timelines are subject to change based upon project needs.*

1.0 Project Tasks			
Task	Deliverable/POC	Due Date	Status
1.1	Determine when access is available for agencies (Kemp)	March 31, 2015	Completed
1.2	Determine POC for GMVRS (Lupton) Mike Orazi and Jordan Coleman	March 31, 2015	Completed
1.3	Add Google Chrome to all desktops and Toughpads at both Stations (Kemp)	April 2015	
1.4	Determine any other IT issues (Kemp)	May 2015	
1.5	Set-up Agencies/personnel in V3 (Kemp)	On-going	
1.6	Develop training for V3 (Kemp/Fox)	June-July 2015	
1.7	LP data transfer to V3 (Kemp)	June 2015	
1.8	Develop training plan and schedule (Lupton/Kemp/Fox)	July 31, 2015	
1.9	Conduct training (Lupton/Kemp/Fox)	August - September	
1.10	Ensure Intermedix can receive V3 data (Lupton)	July 31, 2015	
1.11	Implementation date for V3 (Begin 9/1/15 and last day to report in V2 10/31/15)		
1.12	Investigate using other devices such as Ipads for reporting (Kemp)		

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 16

MEETING DATE: July 16, 2015

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: NIMS Compliance Update

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** April 16, 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):** Compliancy rates will be provided at the July 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. 17

MEETING DATE: July 16, 2015

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: GMVRS Vehicle Insurance Follow-Up

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Director David Burns

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 18

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MEETING DATE: July 16, 2015

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: URS (Unified Rank Structure) Variance Plans

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

June 18, 2015

**SUMMARY OF
ISSUE/TOPIC:**

During the June 18, 2015 FRC meeting, it was noted that while several variances were approved by the URS Certification Board no action plans have been received. All members were given until the July 16, 2015 meeting to submit a plan of action.

ORGANIZATION:

Fire and Rescue Committee / URS Certification Board

RECOMMENDATION:

Approve

Disapprove

X Reviewed

See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON:

Councilman Aveni (c/o Melissa Heiderman)
703.257.8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 19

MEETING DATE: July 16, 2015

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Unified Annual Report

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

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

APPENDIX

Appendix A: Fuel Report (June 2015)

FLEET MANAGEMENT BILLING REPORT

06/01/2015 to 06/30/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	780	0.00	343.33	154.83	13.11	55.00	0.00	22.50	588.77
FD02	2008 EXPEDITION	468	0.00	334.00	96.06	0.00	0.00	0.00	0.00	430.06
FD03	2008 EXPEDITION	751	0.00	358.00	260.64	0.00	0.00	0.00	0.00	618.64
FD04	2000 CROWN VIC	176	0.00	120.00	34.97	0.00	137.50	0.00	22.50	314.97
FD05	2010 BN618TA	0	0.00	0.00	0.00	2.10	153.50	0.00	22.50	178.10
FM1	2013 F150	457	0.00	338.00	147.86	5.00	55.00	0.00	22.50	568.36
FM581	2008 EXPLORER	638	0.00	264.76	103.11	30.28	137.50	0.00	22.50	558.15
DEPARTMENT SUBTOTALS :		3,270	0.00	1,758.09	797.47	50.49	538.50	0.00	112.50	3,257.05

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	50.49
DEPARTMENT :	2001	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	1,398.09	LABOR	538.50
		INSURANCE	360.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	797.47	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	112.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT

06/01/2015 to 06/30/2015

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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	234	0.00	60.00	70.85	0.00	0.00	0.00	0.00	130.85
CHI501	2003 SUBURBAN	961	0.00	0.00	188.92	0.00	0.00	0.00	0.00	188.92
ENG501	2013 COMMAND CHASS	905	0.00	60.00	688.56	0.00	0.00	0.00	0.00	748.56
ENG501B	1997 FIRETRUCK	0	0.00	0.00	455.17	0.00	0.00	0.00	0.00	455.17
FE501	2002 FIRETRUCK	317	0.00	0.00	139.92	0.00	0.00	0.00	0.00	139.92
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHASS	918	0.00	60.00	1,002.41	0.00	0.00	0.00	0.00	1,062.41
UTI501	2003 3/4 TON PU	514	0.00	0.00	139.75	0.00	0.00	0.00	0.00	139.75
VC501	2015 INTERCEPT UTIL	321	0.00	60.00	69.71	15.48	137.50	0.00	22.50	305.19
DEPARTMENT SUBTOTALS :		4,170	0.00	360.00	2,755.29	15.48	137.50	0.00	22.50	3,290.77

BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	10	MILEAGE	0.00	PARTS - WO	15.48					
DEPARTMENT :	3020	MOTOR POOL	0.00	PARTS - INDEP	0.00					
		BASE	0.00	LABOR	137.50					
		INSURANCE	360.00	SUBLETS	0.00					
		OTHER	0.00							
		REPLACEMENT	0.00	MISC - PARTS	0.00					
		FUEL	2,755.29	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					

FLEET MANAGEMENT BILLING REPORT
 06/01/2015 to 06/30/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	7,286	0.00	60.00	527.73	0.00	0.00	0.00	0.00	587.73
MED501B	2008 F450	1,314	0.00	0.00	616.31	0.00	0.00	0.00	0.00	616.31
MED501C	2010 F450	467	0.00	0.00	228.96	0.00	0.00	0.00	0.00	228.96
MED501D	2007 F450	169	0.00	0.00	65.56	0.00	0.00	0.00	0.00	65.56
RC501	2014 TAHOE 1500	153	0.00	60.00	33.84	0.00	0.00	0.00	0.00	93.84
RES501	1997 AMBULANCE	1,121	0.00	0.00	704.09	0.00	0.00	0.00	0.00	704.09
RS99	1970 CHARGES	0	0.00	0.00	232.49	0.00	0.00	0.00	0.00	232.49
SUP501	2004 VAN	41	0.00	0.00	93.94	0.00	0.00	0.00	0.00	93.94
UTI581	1997 F250	236	0.00	0.00	69.52	0.00	0.00	0.00	0.00	69.52
UTI581B	2007 F550	349	0.00	0.00	45.54	0.00	0.00	0.00	0.00	45.54
DEPARTMENT SUBTOTALS :		11,136	0.00	120.00	2,617.98	0.00	0.00	0.00	0.00	2,737.98

BREAKDOWN OF CHARGES:		EQUIPMENT COUNT :		DEPARTMENT :	
MILEAGE	0.00	10	3030	PARTS - WO	0.00
MOTOR POOL	0.00			PARTS - INDEP	0.00
BASE	0.00			LABOR	0.00
INSURANCE	120.00			SUBLETS	0.00
OTHER	0.00			MISC - PARTS	0.00
REPLACEMENT	0.00			MISC - LABOR	0.00
FUEL	2,617.98			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