



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, NOVEMBER 19, 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 –		10
	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. Social Media Policy (Chief Bowman and Chief Orndoff)		11
	3. SOP 2.73 Notification of Traffic Violation or License Suspension (Chief Brett R. Bowman)		12
	4. FY17 Budget Discussion (Chairman Marc T. Aveni)		14
IX.	New Business		
	5. SOP 2.61 Apparatus Inspection and Maintenance (Chief Brett R. Bowman)		15
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	 <b><u>Appendix:</u></b> Fuel Report for October 2015		 24

**\*There is a special meeting of the Fire and Rescue Committee scheduled for December 10, 2015 at 6pm in the City Hall 2<sup>nd</sup> floor conference room**

**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

## Meeting Minutes October 15, 2015

**CALL TO ORDER** 6:09pm

**ROLL CALL**

*Present:* Councilman Marc T. Aveni (Chairman), Director Dave Burns, Deputy Chief Wade House, Chief Gary Orndoff, Assistant Chief Nancy Orndoff, and Joe Donoghue (for Brian Kline, non-voting)

*Guest Speakers:* None

*Others Present:* Melissa Heiderman

*Absent:* Brian Kline

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present. Brian Kline has been appointed to serve on the Fire and Rescue Committee, in place of Jason Lesnik for a term of three months.

**APPROVAL OF MINUTES**

ASSISTANT CHIEF ORNDOFF MOVED to approve the minutes of the September 17, 2015 meeting; Deputy Chief House seconded the motion. Roll Call Vote: AYES – Assistant Chief Orndoff, Deputy Chief House, Chief Bowman, Director Burns, and Chief Orndoff. **MOTION CARRIED (5/0)**

**CHAIPERSON’S REPORT**

Chairman Aveni welcomed everyone to the meeting. He noted that Council has appointed Brian Kline to serve in place of Jason Lesnik for a few months; however, Joe Donoghue was at the October meeting in place of Brian and cannot vote on Brian’s behalf. Chairman Aveni stated that he is sending his thoughts and prayers to Jason Lesnik as he deals with a family issue. He reported that he was pleased to attend the annual MVFC Installation with his wife, and their Open House this past weekend.

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

Chief Bowman reported that in early October, staff monitored the situation with the Nor’easter and Hurricane Joaquin. Plans were in place to fully activate the EOC, with staff working around the clock through the weekend; however, the Nor’easter was less severe than expected and

Hurricane Joaquin turned right before approaching us. The City of Manassas once again partnered with Walgreen's to offer flu shots, at no cost, to City employees and volunteers.

The NOVA Leadership Development Institute will take place in mid-November, at the 4-H Center in Front Royal. This year's event was delayed because of the World Police and Fire Games.

There is no information to share this month regarding Operations; the data has not been received from Prince William County yet. The newly promoted Captains will begin their new roles on Monday October 19<sup>th</sup>. Battalion Chiefs will communicate the new Officer roles with leadership from GMVRS and MVFC. The newly promoted staff will be sworn in, in front of City Council, on Monday October 26<sup>th</sup>.

Staff is working closely with VDEM to create and exercise another EOC drill; this one will be in mid-December. Amelia Gagnon was accepted into the Leadership Prince William class which began recently.

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	95	
Inspection FIOP, FSPT, FALM, FHAZ	72	
Fire Prevention Code Permits (HAZU)	50	\$4,100.00
Fire Protection Permits (New System)	2	\$368.50
Arrest Felony		
Arrest Misdemeanor		
Investigate Structure Fire	2	
Investigate Vehicle Fire		
Investigate Fire – Brush, Dumpster, Other	10	
Investigate Hazmat and Hoarding Cases	2	
Investigate Construction Accident		
Review Fire Protection Plans	2	
Review Building Plans	12	
Review Site Plans		
Revenue Generated		\$4,468.50
FIRE LOSS		

There were 8 public education events attended, with approximately 1,835 participants last month.

**APPARATUS MAINTENANCE – September 2015**

Maintenance costs for the month were \$11,032, and YTD \$36,009. Support 501 was sold; E501B and R501 had some costly repairs done recently, with approximately \$10,000 being spent on each.

### **MANASSAS VOLUNTEER FIRE COMPANY'S REPORT**

Chief Orndoff reported that last weekend was the MVFC Open House and rededication of the fire museum. There were approximately 400-500 people at the Open House, 100 attended and the pancake breakfast, and 160 went through the museum. B Shift and members of GMVRS were very helpful; he thanked them for their assistance.

He reported that two members are in an Instructor I course, one member completed HTR Module I and II, and one member completed DPO. All officers have submitted variance requests.

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

Assistant Chief Nancy Orndoff reported that GMVRS has a fall craft festival on November 14<sup>th</sup> in the Bingo Hall; this is a fundraising effort for their 50<sup>th</sup> anniversary celebration. They attended two public events this month. Their bingo event raised \$1,600 for the anniversary celebration.

Deputy Chief House stated that the HTR tools were sold for \$6,000; those funds will go back to GMVRS.

### **UNFINISHED BUSINESS**

#### **(1) Standing Committees**

##### (d) Quality Assurance

There was no official report given; however, Assistant Chief Orndoff stated that she was at the last meeting in which they reviewed reports. There was no significant information to report to the FRC.

#### **(2) GMVRS Insurance Update**

The only remaining issue is the indemnification in which efforts to resolve it are being led by City Attorney Martin Crim and the GVMRS attorney. The revised service agreement was signed by President Pete Rockx and Pat Pate, City Manager. The agreement has been modified and both parties are now happy; GMVRS is now operating the vehicles which had been in question. This item can be removed from the agenda.

#### **(3) Social Media Policy**

Chief Bowman suggested that each organization have a member review all policies and suggest one written policy for the System. GMVRS' policy is part of their bylaws; Director Burns stated that it should be a separate policy. Each organization will appoint a member to serve on this group; they should try to have something to present at the November meeting.

### **NEW BUSINESS**

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

Chief Bowman stated that while the City was going through a check of driving records, the state code was looked at and the requirements set forth in this SOP were found. The SOP mirrors state law but puts it in system format. Chief Bowman has already talked with both Chief Orndoff and Chief Huntington to notify them of the requirements. The SOP should be reviewed and voted on in November or December.

**(5) FY2017 Budget Discussions**

Chairman Aveni noted that in the past the FRC has requested funding for specific projects and/or shared needs. This item will be left on the agenda for further discussion, but any budget needs should be identified early in the process. This has been discussed in the monthly Chief meetings; Director Burns noted that the GMVRS Board discussed this at their meeting as well.

Chief Bowman mentioned that there may need to be a temporary replacement of President Jason Lesnik on the Budget Sub-Committee with Vice President Brian Kline. Chief Orndoff will ask President Lesnik how he would like to proceed with this.

**(6) Approval of 2016 Meeting Calendar**

CHIEF ORNDOFF MOVED to approve the FRC 2016 meeting calendar; Assistant Chief Orndoff seconded the motion. Roll Call Vote: AYES – Chief Orndoff, Assistant Chief Orndoff, Chief Bowman, Director Burns, and Deputy Chief House. **MOTION CARRIED (5/0)**

**(7) Non-Compliance of the Manassas Volunteer Fire Company (added at the meeting)**

Chief Bowman met with Chief Orndoff on Tuesday and reviewed the Uniform Rank Structure; all MVFC members have submitted variance requests and a plan for achieving those variances. SOP 2.48 Uniform Rank Structure, Section 2.5, states that members elected into positions without certifications; variance requests are addressed in subsection 2.6. The original SOP allowed 24 months to get all certifications; in December 2013 the FRC voted to allow an additional 6 months to 1 year, depending on rank. Chief Bowman stated that because of the SOP, he isn't sure whether or not the variance requests can be heard. He further stated that he feels there may need to be a determination of non-compliance. Based on the ordinance, the committee would need to have a hearing to determine non-compliance in which Chief Orndoff could state his case. Additionally he stated that at the June meeting Assistant Chief Orndoff expressed concern that progress wasn't being made.

Chairman Aveni reviewed that the Uniform Rank Structure was adopted in 2011 with a 24 month implementation timeline which took it to 2013. In 2013, there was a revision for another year [December 2014], and it is now October 2015. It was stated that none of the MVFC Officers are in compliance; however, Chief Orndoff is close to being in compliance.

Chief Bowman said that the policy has been in place for four years; the NIMS 700 series classes are done online yet no one [needing the classes] is making an effort to complete them.

Chief Orndoff replied that one officer is in Instructor I, and another is starting EMT in a few weeks; his officers are moving forward. He said he cannot speak for former leadership and why no movement was made. Chief Bowman noted that Chief Orndoff has been fully supportive of Uniform Rank Structure; however, he thinks variances cannot be approved because December 2014 was the deadline in the policy.

Chairman Aveni read Section 60-8.c of City Ordinance #O-2010.14:

*"Prior to a determination of noncompliance, the Fire and Rescue Committee shall notify the Chief involved in writing and shall identify specifically those Policies or SOP's that it determines to have been implicated and shall provide a summary of the evidence upon*

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*which such determination was made. It shall schedule a hearing with respect to the asserted noncompliance no sooner than fifteen and no later than sixty days after delivery of such notification."*

Notification has been received of an issue of non-compliance, a hearing must be held to make a determination. Melissa will schedule a hearing in which MVFC can present their side. The details of the meeting, as required by City Ordinance will be run through Martin Crim, City Attorney, to ensure compliance; the FRC will be notified of the requirements.

**CLOSING COMMENTS**

The social media policy discussion, and SOP 2.73, will be carried over to November. The GMVRS insurance issue can be removed from the agenda. The hearing will be scheduled.

**ADJOURNED: 7:00 PM**

Minutes prepared by:

DRAFT

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*  
Michael Nazionale, *Master Technician*  
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**

VACANT	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
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
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
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 10

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**MEETING DATE:** November 19, 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

<b>RECOMMENDATION:</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Reviewed</b>	<b>X</b>	<b>See Comments</b>
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**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. 11

**MEETING DATE:** November 19, 2015

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** Social Media Policy

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** 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.  
  
Organizations will each appoint one member to serve on an ad-hoc committee to review policies and draft a system-wide policy.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:**            Chief Brett R. Bowman or Chief Gary Orndoff

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 12

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**MEETING DATE:** November 19, 2015

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** SOP 2.73 Notification of Traffic Violation or License Suspension

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

**SUMMARY OF  
ISSUE/TOPIC:** Virginia State Code 12-VAC5-31-910 requires personnel who operate OEMS licensed vehicles to provide notification if they receive a traffic violation. They further require EMS agencies to monitor compliance with driving criteria.

**ORGANIZATION:**

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):** Originally distributed October 15, 2015

**BUDGET/FISCAL  
IMPACT:**

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



<b>City of Manassas Fire and Rescue Services Standard Operating Procedure</b>			
<b>Notification of Traffic Violation or License Suspension</b>	Presented Date: 10/15/2015 Effective Date: 00/00/0000 Revision Date: 00/00/0000	Page x of x	2.73

**PURPOSE**

The purpose of this standard operating procedure is to establish a process for notification of traffic violations, convictions, or suspension of driver’s license. Virginia Administrative Code, 12VAC5-31-910.C, requires EMS agencies to monitor compliance with driving criteria set forth in the code. This policy meets the intent of the code.

**POLICY**

Ordinance #O-2010-14, Section 60-4.a states that the Fire and Rescue Department Chief has “operational control of the Fire and Rescue System” including “day-to-day operations of the System, including but not limited to managing and commanding use of apparatus and equipment (regardless of how it is titled or marked)...”

It is the employee or member’s responsibility to notify the Fire and Rescue Chief of traffic violations, convictions, or suspension of license as set forth in the procedure below. Failure to do so may result in disciplinary action(s).

**PROCEDURE**

If an employee or member receives a traffic violation:

1. Volunteer members must notify the Fire and Rescue Department Chief within seven (7) days.
2. City employees must notify the Fire and Rescue Department Chief by the first day back to work, or within seven (7) days, whichever occurs first.

If an employee or member receives a conviction:

1. Volunteer members must notify the Fire and Rescue Department Chief within no more than ten (10) days, as per Virginia Code 12-VAC5-31-910.
2. City employees must notify the Fire and Rescue Department Chief by the first day back to work, or within no more than ten (10) days, whichever occurs first.

If an employee or member receives a suspension of his/her license:

1. Volunteer members and/or City employees must immediately report a suspension of license to the Fire and Rescue Department Chief.

Failure to comply with these requirements may result in disciplinary action. Additionally, a traffic violation, conviction, or suspension of license may result in restriction(s) of driving privileges for the System.

The Fire and Rescue Chief will pass on all notifications received to the City of Manassas Risk Management Office.

**APPROVED BY**

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

\_\_\_\_\_  
Date

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 14

**MEETING DATE:** November 19, 2015

**TIME ESTIMATE:** 15 minutes

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

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** 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. 15

**MEETING DATE:** November 19, 2015

**TIME ESTIMATE:** 10 minutes

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

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

**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:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

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<b>City of Manassas Fire and Rescue Services Standard Operating Procedure</b>			
<b>Apparatus Inspection and Maintenance</b>	Presented Date: 11/19/2015 Effective Date: 11/19/2015 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****DRAFT**

## 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) – Michael Nazionale

Master Technician (Rescue Station) – Raymond Daubenberger

# 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)	Weekly 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) *** (Note completion of SCBA Inspection on the SCBA inspection sheet)***</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>▪ Check 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 0;"> <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				
6	D W M	13	D W M	20	D W M	27	D W M	<b>Beginning of Month:</b>		<b>Beginning of Month:</b>	
7	D W M	14	D W M	21	D W M	28	D W M	<b>End of Month:</b>		<b>End of Month:</b>	
								<b>Total:</b>		<b>Total:</b>	

DRAFT





# 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	<b>Mileage</b>		<b>Hours</b>	

Last Day of the Month  
Shift Officer Signature

Beginning of Month:

Beginning of Month:

Signature:

End of Month:

End of Month:

Name:

Total:

Total:

**DRAFT**



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## CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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# APPENDIX

Appendix A: Fuel Report (October 2015)



**FLEET MANAGEMENT BILLING REPORT**  
 10/01/2015 to 10/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	157	0.00	343.33	33.29	0.00	153.50	0.00	22.50	552.62
FD02	2008 EXPEDITION	607	0.00	334.00	104.22	0.00	0.00	0.00	0.00	438.22
FD03	2008 EXPEDITION	436	0.00	358.00	131.79	0.00	0.00	0.00	0.00	489.79
FD04	2000 CROWN VIC	0	0.00	120.00	0.00	0.00	0.00	0.00	0.00	120.00
FM1	2013 F150	554	0.00	338.00	138.29	0.00	137.50	15.00	22.50	651.29
FM581	2008 EXPLORER	468	0.00	264.76	20.09	468.05	318.50	0.00	22.50	1,093.90

DEPARTMENT SUBTOTALS : 2,222 0.00 1,758.09 427.68 468.05 609.50 15.00 67.50 3,345.82

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	6	MILEAGE	0.00	PARTS - WO	468.05
DEPARTMENT :	2001	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	1,398.09	LABOR	609.50
		INSURANCE	360.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	427.68	MISC - LABOR	0.00
				MISC - SUBLETS	15.00
				MISC - GENERAL	67.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

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The City of Manassas  
 3501.rpt  
 BATCH #'s : 264 TO 264

**FLEET MANAGEMENT BILLING REPORT**  
 10/01/2015 to 10/31/2015

PAGE: 17  
 DATE: 11/03/2015 06:54

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	110.00	0.00	22.50	192.50
BAT581	2013 TAHOE K1500	127	0.00	60.00	25.61	0.00	0.00	0.00	0.00	85.61
ENG501	2013 COMMAND CHAS	490	0.00	60.00	33.82	0.00	0.00	0.00	0.00	93.82
ENG501B	1997 FIRETRUCK	672	0.00	0.00	289.37	0.00	0.00	0.00	0.00	289.37
FE501	2002 FIRETRUCK	692	0.00	0.00	378.30	0.00	0.00	0.00	0.00	378.30
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHAS	657	0.00	60.00	236.92	0.00	0.00	0.00	0.00	296.92
UTI501	2003 3/4 TON PU	223	0.00	0.00	48.46	0.00	0.00	0.00	0.00	48.46
VC501	2015 INTERCEPT UTIL	134	0.00	60.00	24.82	0.00	0.00	0.00	0.00	84.82
<b>DEPARTMENT SUBTOTALS :</b>		2,995	0.00	360.00	1,037.30	0.00	110.00	0.00	22.50	1,529.80

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	9		
DEPARTMENT :	3020		
MILEAGE	0.00	PARTS - WO	0.00
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	0.00	LABOR	110.00
INSURANCE	360.00	SUBLETS	0.00
OTHER	0.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	1,037.30	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**

10/01/2015 to 10/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
<b>DEPARTMENT : 3030 / RESCUE SQUAD</b>										
MED501	2015 AMBULANCE	493	0.00	60.00	179.77	0.00	0.00	0.00	0.00	239.77
MED501B	2008 F450	727	0.00	0.00	266.39	0.00	0.00	0.00	0.00	266.39
MED501C	2010 F450	340	0.00	0.00	118.27	0.00	0.00	0.00	0.00	118.27
MED501D	2007 F450	1,196	0.00	0.00	397.49	0.00	0.00	0.00	0.00	397.49
RC501	2014 TAHOE 1500	597	0.00	60.00	21.87	35.02	165.00	0.00	22.50	304.39
RES501	1997 AMBULANCE	817	0.00	0.00	472.42	0.00	0.00	0.00	0.00	472.42
RS99	1970 CHARGES	0	0.00	0.00	510.03	0.00	0.00	0.00	0.00	510.03
SUP501	2004 VAN	13	0.00	0.00	17.09	0.00	0.00	0.00	0.00	17.09
UTI581	1997 F250	254	0.00	0.00	52.34	0.00	0.00	0.00	0.00	52.34
UTI581B	2007 F550	85	0.00	0.00	38.98	0.00	0.00	0.00	0.00	38.98
<b>DEPARTMENT SUBTOTALS :</b>		4,522	0.00	120.00	2,074.65	35.02	165.00	0.00	22.50	2,417.17

**BREAKDOWN OF CHARGES:**

EQUIPMENT COUNT :	10	MILEAGE	0.00	PARTS - WO	35.02
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	165.00
		INSURANCE	120.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	2,074.65	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