



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, OCTOBER 15, 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 September 17, 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 (Battalion Chief Todd E. Lupton)	
	e. Training Committee –	
	f. Strategic Plan –	
	2. GMVRS Insurance Update (Director Dave Burns)	11
	3. Social Media Policy (Chief Bowman and Chief Orndoff)	12
IX.	New Business	
	4. SOP 2.73 Notification of Traffic Violation or License Suspension (Chief Brett R. Bowman)	13
	5. FY2017 Budget Discussions (Councilman Marc T. Aveni, Chairman)	15
	6. Approval of 2016 Meeting Calendar (Councilman Marc T. Aveni, Chairman)	16
X.	Closed Session (NONE)	
IX.	Adjournment of Meeting	
	 <u>Appendix:</u>	 18
	Fuel Report for September 2015	

DISTRIBUTION:

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

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

2



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes September 17, 2015

CALL TO ORDER 6:00pm

ROLL CALL

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

Guest Speakers: Battalion Chief Kevin Franzello

Others Present: Melissa Heiderman

Absent: Chief Brett R. Bowman

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the August 20, 2015 meeting; Director Burns seconded the motion. Roll Call Vote: AYES – President Lesnik, Director Burns, Deputy Chief House, Chief Orndoff and Assistant Chief Orndoff. **MOTION CARRIED (5/0)**

CHAIPERSON’S REPORT

Chairman Aveni welcomed everyone to the meeting. He noted that Chief Bowman would not be in attendance due to a personal issue; Chief Orndoff was welcomed as the newest FRC member. Chairman Aveni asked Melissa to send a note to former Chief Tripp De Ramus thanking him for serving on the FRC. Further, he thanked the committee for being at the Council meeting Monday night during the presentation of the annual report; Council seemed impressed with the accomplishments.

MANASSAS FIRE AND RESCUE DEPARTMENT’S REPORT

Deputy Chief Wade House offered his condolences to MVFC on the loss of life member Quentin Lawler. The new Captains and Lieutenant have been announced. Captain Andrew Carver will be assigned to the Rescue Station on A Shift, Captain Jerry Smith will be assigned to the Fire Station on B Shift, Captain Joe Rose will be assigned to the Fire Station on C Shift, and Lieutenant Matt Fox will be assigned to day work assisting Battalion Chief Lupton with the EMS program. Due to Matt Fox’s promotion, there is now an open Master Technician spot; interviews were conducted

earlier this week and the promotion will be announced soon. All transfers and promotions will be effective October 19th.

Prep work has begun for the FY2017 budget; this year, department recommended budgets are due by 8:30am on January 4, 2016. The insurance issue with GMVRS is being resolved; wording for the revised service agreement has been agreed to and is in the process of getting signatures on the revised document. By the end of October 2015, all 3 agencies will be under one EMS license; this is a huge accomplishment for the System.

The system responded to 379 calls for service within the City, with 720 unit responses. Additionally, we responded to 223 calls for service in PWC and MP, with 300 unit responses.

Significant Incidents include:

- 8/1 – Structure Fire, Box 0412 – Sudley Road
- 8/8 – Structure Fire, Box 8120 – Adamson Street
- 8/9 – Structure Fire, Box 8126 – Bragg Lane
- 8/15 – Structure Fire, Box 8129 – Easton Court
- 8/16 – Aircraft Acc, Box 2507 – Looking Glass Court
- 8/17 – Structure Fire, Box 1727 – Hopkins Lane
- 8/17 – Structure Fire, Box 0258 – Mayflower Drive
- 8/19 – Structure Fire, Box 1618 – Manassas Forge
- 8/23 – Structure Fire, Box 1405 – Meandering Way

Staff attended a WebEOC drill in which guest speaker, Hollye Carpenter (Emergency Management Coordinator for Northhampton County, VA) discussed the tornado which touched down at the Cherrystone Campground and the area's response to it. She presented what they faced, how they handled it, and what they learned from it. It was a well-received training.

The Color Vibe Run is this weekend; staff has been working closely with the special events committee to ensure this is a safe event for all. The SAM (Safety Around Manassas) campaign began on September 12th; sadly, crews were unable to make the big debut we had hoped for due to the rain but were able to visit a few homes before packing up. This campaign is in partnership with the City, the System, CERT, and the Red Cross.

There is no Fire Marshal report for the month.

There were 2 public education events attended, with approximately 80 participants last month. The calendar is already filling up for pub eds in October. Fire Prevention Week is October 4 – 10 this year.

APPARATUS MAINTENANCE – August 2015

Maintenance costs for the month were \$13,675.02, and YTD \$24,977.64.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik thanked MFRD for providing support, including an Honor Guard, during the recent funeral for life member, Mr. Lawler. The annual MVFC Open House is scheduled for

4

October 10th, during fire prevention week; there will be a pancake breakfast prior to the actual event.

Chief Orndoff reported that staffing is improving; some crews will be changing to supply better coverage with EMT staffing and bringing new people to new crews to more training/mentoring. There are a lot of pub eds coming up including the car show and Lockheed Martin event. MVFC recently participated in the annual Mini's Mission Kickball Tournament. Due to the elections in August, many MVFC committee representatives will be changing. Volunteers are assisting with the Safety SAM project.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Nancy Orndoff reported that GMVRS has provided 462.15 out of a possible 507 hours of service, or 91%. Volunteers also attended 57.5 hours of training, including CME classes, CPR/HIPAA/Infection Controls and driver training program. These numbers do not include administrative duties.

A new EMT class began on September 10th, with 12 members of GMVRS in attendance (7 trial members and 5 juniors); 4 civilians are also in the class. The class is scheduled to end the second week of December. Thomas Boyden was elected, at the August 26th Board meeting, to fill the Lieutenant position left vacant by Jordan Coleman's resignation. Jordan accepted a paid paramedic position in Charleston, South Carolina. At the September Board meeting Donald Brown was elected to a Lieutenant position. Kimberly Krulikowski also resigned her position of Captain; she will be working for the American Red Cross in Roanoke; her position will be left vacant until regular elections in December. Committee representatives will be changed as well.

Four members will be attending the VAVRS (Virginia Association of Volunteer Rescue Squads) Conference in Virginia Beach later this month; Lt. Boyden will be in charge during this time and Chief Huntington will send out his contact information.

There will be Image Trend 3 training sessions on September 19th (0900 at the Firehouse), September 21st (1800 at the Rescue Squad), and September 30th (1800 at the Rescue Squad). The next HIPAA/Infection Control class will be held on Monday October 5th and extra CPR classes on Sunday September 20th and Friday October 9th.

GMVRS will be hosting a 50th anniversary Bingo at MVFC on October 3rd; doors will be opening at 0830 and games will start at 10:00am. The Squad will be sponsoring a Fall Craft Festival at the station on Saturday November 14th at 0900; vendors are being sought for the event, please let Assistant Chief Orndoff know of anyone interested in participating. Volunteers will also be participating in the Annual Antique Car Show in Old Town, with "Creamy," on September 19th.

UNFINISHED BUSINESS

(1) Standing Committees

(b) Consolidated Logistics – Battalion Chief Kevin Franzello

Battalion Chief Kevin Franzello reported that Logistics has placed a large order for firefighter gear, as stock, in the amount of \$35,000 (approximately). He is currently trying to work out the details with the companies providing rugs, towels, and shop rags; service has begun at the

Rescue Station at a much less expensive rate. He is working with vendors to see if we can consolidate cleaning supplies to lower costs.

(e) Training Committee – Battalion Chief Kevin Franzello

Battalion Chief Kevin Franzello reported that there is a new area representative for VDFP that is doing things differently than we’ve experienced in the past. The new rep is evaluating how he wants to see requests submitted. We originally submitted requests to VDFP for classes on DPO and Aerial; however, we have instructors who can teach these in house. October 23-25 there will be railway training at the firehouse; he is working on dates for HIPAA and Infection Control training. The new Captains and Lieutenant will receive training prior taking on their new roles; Captains may be filling in for Battalion Chiefs and will need training before doing such. PWC has a new command competency training that the City may try with the new Captains. If it works out well, BC Franzello will try to offer on dates/times that will allow volunteers to utilize the training.

BC Franzello noted that he needs to be made aware of costs before anyone starts a training class so he can monitor the budget. Deputy Chief House added that the fall NOVA Command Training sessions will begin September 28th.

Director Burns asked if the command competency training is a success, will the Uniform Rank Structure be revised to require the training. BC Franzello replied that he didn’t think that would happen at this time.

(2) GMVRS Insurance Update

Director Burns stated that he was notified on Monday that there is an agreement on verbiage for the revised service agreement and that it was in Mr. Pate’s hands to sign; however, he is unsure where it is at the moment. He further stated that GMVRS still wants to see an indemnification pursued for GMVRS and MVFC; Director Burns added that Chief Bowman had told him he would try to pursue this but it may require an ordinance change.

President Lesnik added that while MVFC doesn’t have a service agreement with the City like GMVRS does, the same provisions need to be extended to MVFC; Deputy Chief House stated that it would apply to both organizations.

NEW BUSINESS

(3) Social Media Policy

Chief Orndoff stated that there is a need for a system wide social media policy that addresses what can, and cannot, be posted online. All three organization policies, whether approved or in draft form, should be gathered and shared amongst the FRC members; this topic will be placed on the October FRC agenda for further discussion. It was noted that Chief Bowman is looking at policies from jurisdictions in this region as well.

(4) Membership

The following committee replacements were requested:

<u>Agency</u>	<u>Committee</u>	<u>Replace</u>	<u>With</u>
GMVRS	Quality Assurance	Jordan Coleman	Jessica Browne

6

GMVRS	EMS	Jordan Coleman	TBD
GMVRS	Recruitment & Retention	Kimberly Krulikowski	TBD
MVFC	Training	Tripp DeRamus	Joe Higgins
MVFC	Quality Assurance	James Higgins	Gary Orndoff
MVFC	Strategic Planning	Tripp DeRamus	Gary Orndoff
MVFC	Rescue Engine	Tripp DeRamus	Gary Orndoff

DIRECTOR BURNS MOVED to accept the recommended committee replacements as noted above; President Lesnik seconded the motion. Roll Call Vote: AYES – Director Burns, President Lesnik, Deputy Chief House, Chief Orndoff and Assistant Chief Orndoff. **MOTION CARRIED (5/0)**

CLOSING COMMENTS

The October agenda will include budget discussions for FY17 and FRC recommendations. President Lesnik stated that a security system was looked at for the fire station but the price came in high, and that he isn't sure if they'll be able to get the station sprinkled. Director Burns noted that hoses for the exhaust are needed.

Deputy Chief House added that E501C was sold, and a group from North Carolina has committed to buying Support 501 for \$145,000; funds will go back into the fleet plan.

Social Media policies will also be discussed in October; send policies to Melissa for distribution.

ADJOURNED: 6:51 PM

Minutes prepared by:

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
VDFF – Virginia Department of Fire Programs
PWC – Prince William County
URS – Uniform Rank Structure
OMD – Operational Medical Director



7

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, *Lieutenant*
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*
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, *Lieutenant*
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, *Battalion Chief (Chair)*
Jessica Browne, *Lieutenant*
AJ Shillingburg, *Lieutenant*

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

BUDGET / FINANCE

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

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

STRATEGIC PLANNING SUB-COMMITTEE

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

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

STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

EMS Equipment

VACANT
VACANT
Todd Lupton
Andrew Carver
Jeremy Mader
Spencer Askin

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

Technical Rescue Equipment

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

Recruitment and Retention

Randy Cusick	Greater Manassas Volunteer Rescue Squad
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>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>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>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
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 11

MEETING DATE: October 15, 2015
TIME ESTIMATE: 5 minutes
AGENDA ITEM TITLE: GMVRS Vehicle Insurance Follow-Up
DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: September 17, 2015
August 20, 2015
July 16, 2015
June 18, 2015
May 21, 2015
April 16, 2015
March 19, 2015
February 19, 2015
January 15, 2015
December 18, 2014

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

ORGANIZATION: GMVRS

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

COMMENTS: During the April 16, 2015 meeting Director Burns reported that a letter regarding this topic was sent to Mayor Parrish and Councilman Aveni.

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

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

UPDATE: GMVRS has provided the revised service agreement to their attorney for review; however, the Board does not believe it specifically states that the City will provide legal representation for GMVRS if the need arises. – August 2015

UPDATE: All parties have agreed to revised wording for the service agreement. – September 2015

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Director David Burns

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 12

MEETING DATE: October 15, 2015

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Social Media Policy

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** 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: Chief Brett R. Bowman or Chief Gary Orndoff

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 13

MEETING DATE: October 15, 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:** N/A

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

14



City of Manassas Fire and Rescue Services Standard Operating Procedure			
Notification of Traffic Violation or License Suspension	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. 15

MEETING DATE: October 15, 2015

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: FY2017 Budget Recommendations to City Council

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

**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. 16

16

MEETING DATE: October 15, 2015

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Approval of 2016 Fire and Rescue Committee Meeting Schedule

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

**SUMMARY OF
ISSUE/TOPIC:** The 2016 schedule for FRC meeting dates, agenda topic due date and agenda packet distribution date needs to be approved.

ORGANIZATION: Fire and Rescue Committee

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

2016 Meeting Schedule

<u>Meeting Date</u> <i>(Thursday)</i>	<u>Packet to Council</u> <i>(Friday)</i>	<u>Items due to Admin</u> <i>(Monday)</i>	<u>Committee Reports</u> <u>DUE</u>
December 17, 2015	December 11, 2015	December 7, 2015	Training, Consolidated Logistics
January 21	January 15	January 11	QA, Budget/Finance, NIMS
February 18	February 12	February 8	Health and Safety, Budget/Finance
March 17	March 11	March 7	Training, Budget/Finance, Consolidated Logistics
April 21	April 15	April 11	QA, Budget/Finance, NIMS
May 19	May 13	May 9	Health and Safety, Budget/Finance
June 16	June 10	June 6	Training, Consolidated Logistics
July 21	July 15	July 11	QA, NIMS
August 18	August 12	August 8	Health and Safety
September 15	September 9	September 6 <small>(original date was 9/5, Labor Day)</small>	Training, Consolidated Logistics
October 20	October 14	October 10	QA, NIMS
November 17	November 10 <small>(original date was 11/10, Veteran's Day)</small>	November 7	Health and Safety
December 15	December 9	December 5	Training, Consolidated Logistics



CITY OF MANASSAS
FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (September 2015)

FLEET MANAGEMENT BILLING REPORT
 09/01/2015 to 09/30/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	518	0.00	343.33	93.64	0.00	0.00	0.00	0.00	436.97
FC99	2010 CHARGES	0	0.00	0.00	25.67	0.00	55.00	0.00	22.50	103.17
FD02	2008 EXPEDITION	642	0.00	334.00	112.77	0.00	0.00	158.75	0.00	605.52
FD03	2008 EXPEDITION	497	0.00	358.00	154.20	55.60	178.75	0.00	45.00	791.55
FD04	2000 CROWN VIC	3,571	0.00	120.00	353.02	0.00	0.00	0.00	0.00	473.02
FM1	2013 F150	501	0.00	338.00	125.83	0.00	0.00	348.75	0.00	812.58
FM581	2008 EXPLORER	1,233	0.00	264.76	115.41	0.00	0.00	0.00	0.00	380.17
DEPARTMENT SUBTOTALS :		6,962	0.00	1,758.09	980.54	55.60	233.75	507.50	67.50	3,602.98

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	55.60
DEPARTMENT :	2001	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	1,398.09	LABOR	233.75
		INSURANCE	360.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	980.54	MISC - LABOR	0.00
				MISC - SUBLETS	507.50
				MISC - GENERAL	67.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

20

The City of Manassas
3501.rpt
BATCH #'s : 263 TO 263

FLEET MANAGEMENT BILLING REPORT
09/01/2015 to 09/30/2015

PAGE: 17
DATE: 10/01/2015 08:20

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	291	0.00	60.00	62.20	0.00	0.00	0.00	0.00	122.20
CHI501	2003 SUBURBAN	685	0.00	0.00	94.13	0.00	0.00	0.00	0.00	94.13
ENG501	2013 COMMAND CHAS	32	0.00	60.00	56.78	0.00	0.00	0.00	0.00	116.78
ENG501B	1997 FIRETRUCK	0	0.00	0.00	526.43	0.00	82.50	0.00	22.50	631.43
F99	1970 CHARGES	0	0.00	0.00	55.84	0.00	0.00	0.00	0.00	55.84
FE501	2002 FIRETRUCK	911	0.00	0.00	494.66	0.00	0.00	0.00	0.00	494.66
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHAS	382	0.00	60.00	496.00	0.00	0.00	0.00	0.00	556.00
UTI501	2003 3/4 TON PU	187	0.00	0.00	45.57	0.00	0.00	0.00	0.00	45.57
VC501	2015 INTERCEPT UTIL	137	0.00	60.00	24.48	0.00	0.00	0.00	0.00	84.48

FLEET MANAGEMENT BILLING REPORT
 09/01/2015 to 09/30/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT SUBTOTALS :										
		2,625	0.00	360.00	1,856.09	0.00	82.50	0.00	22.50	2,321.09
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	11									
DEPARTMENT :	3020									
	MILEAGE		0.00					PARTS - WO		0.00
	MOTOR POOL		0.00					PARTS - INDEP		0.00
	BASE		0.00					LABOR		82.50
	INSURANCE		360.00					SUBLETS		0.00
	OTHER		0.00							
	REPLACEMENT		0.00					MISC - PARTS		0.00
	FUEL		1,856.09					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
 09/01/2015 to 09/30/2015

22

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	581	0.00	60.00	214.87	0.00	0.00	0.00	0.00	274.87
MED501B	2008 F450	346	0.00	0.00	203.74	0.00	0.00	0.00	0.00	203.74
MED501C	2010 F450	482	0.00	0.00	218.93	0.00	0.00	0.00	0.00	218.93
MED501D	2007 F450	1,343	0.00	0.00	552.12	0.00	0.00	0.00	0.00	552.12
RC501	2014 TAHOE 1500	174	0.00	60.00	35.82	0.00	0.00	0.00	0.00	95.82
RES501	1997 AMBULANCE	521	0.00	0.00	274.23	0.00	0.00	0.00	0.00	274.23
RS99	1970 CHARGES	0	0.00	0.00	451.74	0.00	0.00	0.00	0.00	451.74
SUP501	2004 VAN	5	0.00	0.00	63.73	0.00	0.00	0.00	0.00	63.73
UTI581	1997 F250	218	0.00	0.00	55.50	0.00	0.00	0.00	0.00	55.50
UTI581B	2007 F550	352	0.00	0.00	23.31	0.00	0.00	0.00	0.00	23.31
DEPARTMENT SUBTOTALS :		4,022	0.00	120.00	2,093.99	0.00	0.00	0.00	0.00	2,213.99

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT	10	MILEAGE	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00
		BASE	0.00
		INSURANCE	120.00
		OTHER	0.00
		REPLACEMENT	0.00
		FUEL	2,093.99
		PARTS - WO	0.00
		PARTS - INDEP	0.00
		LABOR	0.00
		SUBLETS	0.00
		MISC - PARTS	0.00
		MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	0.00
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00