



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, APRIL 21, 2016

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 March 17, 2016 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 –		12
	a. Budget/Finance Committee –		
	b. Consolidated Logistics –		
	c. Health and Safety –		
	d. Quality Assurance – <b>REPORT DUE</b> (report in packet)		13
	e. Training Committee –		
	f. Strategic Plan –		
	2. MVFC Non-Compliance Update (Deputy Chief Wade House / Chief Gary Orndoff)		20
	3. Social Media Policy Update (Captain Nancy Orndoff)		21
	4. FY17 Budget Discussion (Chairman Marc T. Aveni)		22
	5. Incident Reporting – Update Only (Chief Brett R. Bowman)		23
	6. EMT on Engine – Update Only (Chief Brett R. Bowman)		24
IX.	New Business (NONE)		
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<b>Appendix:</b>		25
	Fuel Report for March 2016		

\*The NIMS Quarterly report, which is normally given in April, will be given in May

**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  
 Chief Donald Brown, 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 March 17, 2016

**CALL TO ORDER** 6:00pm

**ROLL CALL**

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

*Guest Speakers:* Battalion Chief Kevin Franzello

*Others Present:* Councilwoman Sheryl Bass, Thomas Boyden, Todd Lupton, and Melissa Heiderman

*Absent:* None

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

CHIEF BROWN MOVED to approve the minutes of the February 18, 2016 meeting with changes [page 4 of the minutes, Item 2 MVFC Non-Compliance, the last line of the item was struck from the record as it was not what President Lesnik said, or was trying to say]; President Lesnik seconded the motion. Roll Call Vote: AYES – Chief Brown, President Lesnik, Chief Bowman, Director Burns, Deputy Chief House, and Chief Orndoff. **MOTION CARRIED (6/0)**

**CHAIPERSON'S REPORT**

Chairman Aveni welcomed everyone to the meeting. He stated that the City Manager presented his proposed budget on Monday, March 14, 2016. The first budget hearing was Wednesday March 16, 2016. Two topics discussed were the PRTC no longer funding Omni Ride and Council's decision to set a not to exceed tax rate of \$1.415. There will be more discussions to come, including the Public Safety Facility and other CIP items which will be discussed on Monday March 21<sup>st</sup>. Wednesday, March 23<sup>rd</sup>, will be dedicated to discussing Fire and Rescue and Public Works.

Chairman Aveni asked Melissa to send the meeting schedule for the budget to the FRC members. He noted that in the proposed, not to exceed tax rate, was a slight increase in the fire levy. This is to address unfreezing the two frozen positions.

## MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Bowman acknowledged that earlier today, he, Deputy Chief House and Battalion Chief Lupton attended the Prince William County Chamber of Commerce's 2016 Valor Award Ceremony where Captain Andrew Carver was recognized with a Valor of Merit award. In September 2015, he and his young son Nick were running errands in their Clifton neighborhood when they saw a man lying on the ground and people beginning to surround him. Capt. Carver immediately pulled to the side of the road and began performing CPR. Nick, meanwhile, helped to comfort and pray with the bystanders who were watching this happen. The man survived due to the quick actions of Capt. Carver.

RFPs for architectural services for Fire Rescue Station 21 were received last week and a selection process has been identified. Once the firm is selected, and project plan developed, more input will be sought. Chief Bowman informed the Committee that Mr. Pate presented his proposed budget to City Council; it included funding to unfreeze the two positions, fund the fleet plan, and funds the debt service for Fire Rescue Station 21. The first work session was held last night and an advertised tax rate of [not to exceed] \$1.415 was advertised.

The NOVA Fire Chiefs are working with a consultant, Mission Critical Partners, in analyzing regional response capabilities for fire and rescue emergencies. Data was gathered regarding response times, staffing and special service capabilities; this will serve as the foundations of the analysis in relation to NFPA 1710. All jurisdictions from Loudoun, Fauquier, and Stafford into the DC/MD borders participated. This further supports the regional approach to fire and rescue rather than each jurisdiction doing an independent review.

The system responded to 287 calls for service within the City, with 601 unit responses. Additionally, we responded to 186 calls for service in PWC and MP, with 291 unit responses. There were no significant incidents to report. In late February, crews toured the Aurora Flight Services hangar; this was requested by Aurora as part of their government contract requirements.

Chief Bowman reported that he and staff members had a conference call with Dr. Joel Silverman, the consultant hired by VDEM regarding the issues with VDEM during the Winter Storm Jonas blizzard. Staff identified displeasure with the lack of local support and assistance provided to the City of Manassas during this event.

Amelia Gagnon and Robb Hoffower, our VDEM representative, were both called to assist Tappahannock after the tornados in late February; Amelia responded as part of the NCR-IMT and Robb as VDEM support staff. Earlier this week, an ICS/EOC class was held for Public Works and Finance/Admin. Primary focus is usually given to public safety so this training was aimed at other ESF areas.

Fire Marshal Activity for the month of February 2016:

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	132	
Inspection FIOP, FSPT, FALM, FHAZ	37	

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Fire Prevention Code Permits (HAZU)	38	\$3,000
Fire Protection Permits (New System)	6	\$774
Arrest Felony		
Arrest Misdemeanor		
Investigate Structure Fire		
Investigate Vehicle Fire		
Investigate Fire – Brush, Dumpster, Other	5	
Investigate Hazmat and Hoarding Cases	2	
Investigate Construction Accident		
Review Fire Protection Plans	6	
Review Building Plans	8	
Review Site Plans		
Revenue Generated		\$3,774
FIRE LOSS		

There were 2 public education event(s) attended, with approximately 35 participants.

**APPARATUS MAINTENANCE – February 2016**

Maintenance costs for the month were \$13,961.44 and YTD \$101,034.03. Ambulance 501D was placed out of service due to needing extensive mechanical work. It is due to be replaced by the new ambulance currently under construction and expected to be delivered in May.

**MANASSAS VOLUNTEER FIRE COMPANY’S REPORT**

President Lesnik reported that the MVFC new HR department has estimated MVFC giving 500 hours per week, on average. He is hoping to have a report next month which shows auxiliary versus operational hours. MVFC will hold a special election to fill as many vacant officer positions as possible. They have agreed not to elect anyone who does not meet Uniform Rank. The election will be held at the end of March. The most recent pancake breakfast raised over \$300; it coincided with a blood drive in which 39 pints of blood were collected.

Chief Orndoff reported that 11 members participated in the RIT/Mayday class, 5 in HIPAA, 4 in CPR, 1 in DPO, and 1 in EMT class. One member started the driver packet and another member is starting OIC. In March, so far, out of 792 possible hours they have covered 907.5 hours. The 792 hours is based on 3 man staffing, but most days they had 4 man staffing. There was only one day MVFC relied on career staffing on a weekend.

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

Chief Brown reported that GMVRS has given 243.29 out of 325 weekday hours (or 74.8%) and 100.58 weekend hours (or 73.95%); 11 hours of holiday coverage was also given. There are 3 weeknights staffing is hurting; one Thursday member was just hired by the City. GMVRS has 11 new members pending in the application process; fingerprint cards just came back for 3 people. It is currently taking roughly two months to get fingerprint results back. Chief Bowman added that the City has purchased the LiveScan system; it is being installed and staff is being trained to use it. Chief Brown further stated that 104 hours of combined training and admin hours had

been given. All line officers should be in compliance with Uniform Rank as one just completed the HIPAA update. There is a BLS CME scheduled for April 2<sup>nd</sup>.

## UNFINISHED BUSINESS

### (1) Standing Committees

#### (b) Consolidated Logistics

Battalion Chief Franzello reported that a lot of turnout gear is due to go out of service this year; the old gear is being cycled out now. New helmets just arrived and will be placed on racks at the fire house. Gear sizing will be done over the next few weeks. President Lesnik asked what would be done with the old helmets; BC Franzello replied that he isn't sure. Most of the expiring gear was grant funded so he is looking into the requirements for disposal and whether or not we can donate it to an organization who cannot afford new gear. Gear has a chain of custody with serial numbers. President Lesnik said if the helmets had to be destroyed, he would like to have a few to use as awards.

#### (e) Training Committee

Battalion Chief Franzello stated that March is a busy month for training. The Committee submitted requests to VDFP for 3 classes – RIT, Mayday, and EVOC. Monthly drills are being instituted, March is back boarding. Two vehicles have been acquired so extrication classes will be scheduled. The PIA (post incident analysis) of the Maury Lane fire and the annual OMD meeting are coming up. He is still in the process of going through member files and purging old files. Files for all three organizations will have hard copy and electronic files.

### (2) MVFC Non-Compliance Update

Chairman Aveni reported that today is the deadline for compliance. Deputy Chief House was appointed as the FRC Representative. Deputy Chief House stated that he received more updates today. Chief Orndoff stated that he believes Deputy Chief House has all current information. Chief Bowman asked if MVFC thinks all other members are compliant; the focus has been on Officers. Chief Orndoff replied that he believes all other members are compliant within their rank.

### (3) Social Media Policy

Melissa read the policy changes. President Lesnik gave an example of if he is at the MVFC installation ceremony and wants to post a picture, in his uniform, does he need permission? There was a discussion of the current wording and the intent; the committee agreed the wording needs more work. The policy should be brought back in April.

### (4) FY17 Budget Discussion

Chairman Aveni gave some information on this topic in his Chairman's report. There have been no in depth discussions yet on Fire and Rescue. None of the three projects discussed made it into the proposed budget; however, Chief Bowman has discussed the need to upgrade SCBA with the City Manager and they have discussed the potential of a lease/purchase. MVFC is looking at whether or not funds will be leftover from the renovation. A RFP for a security system just went out, and the auxiliary is working on the kitchen remodel. Deputy Chief House has reached out to Fairfax County regarding their SCBA project; their quote came back substantially less expensive so he is looking into whether or not we can ride their contract.

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#### **(5) Incident Reporting**

Chief Bowman stated that over the past month there has been some improvement with incident reporting. There were some issues with the Firehouse software going down and people will have to go back and submit any reports (not already done) from when the system was down. A determination needs to be made about how far back we will go to submit reports; some people with outstanding reports are no longer in the System. Chairman Aveni asked what the consequences of not having a completed report would be. Chief Bowman stated that there were legal requirements; the report is the official record. Chief Orndoff noted that members could look in the station logbook to see what was noted.

Battalion Chief Franzello commented that list is so long because there have been no consequences for not getting them done. President Lesnik replied that one option is to say that a member/employee's crew leader status is in jeopardy if a certain amount of their reports are outstanding. It was stated that Chief Bowman has operational authority, which this topic and consequences falls under, and he is responsible for incident reporting.

DIRECTOR BURNS MOVED to have Chief Bowman issue a General Order stating that all calendar year 2016 incident reports to date must be completed by April 21, 2016 or the member/employee's ability to function as a crew leader or OIC shall be suspended until outstanding reports are completed; Deputy Chief House seconded the motion. Roll Call Vote: AYES –Director Burns, Deputy Chief House, Chief Bowman, Chief Brown, President Lesnik, and Chief Orndoff. **MOTION CARRIED (6/0)**

#### **(6) EMT on Engine**

The summary of time EMTs were on the Engine last month is as follows: 47.8% during the whole shift, 47.7% partial shift, and 8.2% not at all. The hours that an EMT was not on a staffed Engine, any gap where an EMT is not on a staffed Engine, is a violation of state law. Chief Orndoff requested that the data be tracked as a percentage of hours that MVFC is required to staff and versus tracking only whole or partial shifts. For example if MVFC was required to staff 500 hours and 490 of those hours was with an EMT on the Engine, the data as currently reported would show that as a partial shift versus 90% of the required hours. MVFC and City staff has talked with the City Manager about extending the day shift hours to assist with coverage during those 6am and 5pm hours when volunteers are traveling to/from their jobs. There was much discussion over showing the data in hours versus whole/partial shifts.

Chairman Aveni asked if extending the hours of the day shift would alleviate the issue. The reply was that it would help, and adding two more career personnel would help even further; however, the next step is to ensure all members of MVFC are OMD endorsed EMTs. Chief Orndoff stated that MVFC is having a protocol review and test this weekend to get more members endorsed by the OMD. It was mentioned that since MVFC members cannot ride the Tower, staff cannot be mixed to address coverage on the Engine. This issue is a combination of staffing and certifications.

#### **(7) Review of New System Member Form**

Battalion Chief Franzello reviewed the New System Member Form.

DIRECTOR BURNS MOVED to adopt the New System Member Form; President Lesnik seconded the motion. Roll Call Vote: AYES –Director Burns, President Lesnik, Chief Bowman, Chief Brown, Deputy Chief House, and Chief Orndoff. **MOTION CARRIED (6/0)**

**NEW BUSINESS - None**

**CLOSING COMMENTS**

Councilwoman Bass stated that the discussion tonight of overtime and certifications/endorsements is what is important to Council. They are sensitive to the money necessary to cover shifts and ensure coverage to the community.

Melissa will send the Budget calendar to the FRC. The Social Media Policy will be sent back to the work group; any comments received between FRC meetings shall be forwarded to FRC members. A general order will be released by Chief Bowman concerning incident reporting. President Lesnik may be out of town for the April meeting.

**ADJOURNED: 7:25 PM**

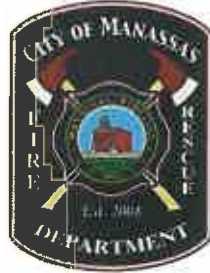
Minutes prepared by:

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Melissa A. Heiderman, Administrative Coordinator

*Abbreviations:*  
*FRC – Fire and Rescue Committee*  
*GMVRS – Greater Manassas Volunteer Rescue Squad*  
*MFRD – Manassas Fire and Rescue Department*  
*MVFC – Manassas Volunteer Fire Company*  
*VDFP – Virginia Department of Fire Programs*  
*PWC – Prince William County*  
*URS – Uniform Rank Structure*  
*OMD – Operational Medical Director*





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

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### Health and Safety

Mark Nary, *Battalion Chief (Chair)*  
 Russell Carpenter, *Firefighter*  
 Kevin Frye, *Firefighter/EMT*  
 Jamie Jewett, *Master Technician*  
 Michael Cox, *Lieutenant*  
 Nancy Orndoff, *Captain*  
 Amber Beacher, *Lieutenant*  
 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, *Assistant Chief*  
 Jon Stern, *Assistant Chief*  
 Jordan Coleman, *EMT*  
 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*  
 Gary Orndoff, *Chief*  
 Brian Kline, *Vice President*  
 Andrew Carver, *Captain*  
 Thomas Boyden, *Assistant Chief*  
 Nancy Orndoff, *Captain*

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
Amber Beacher, <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
Donald Brown, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
Frank Teevan, <i>Fire Marshal</i>	Manassas Fire and Rescue Department

## STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

### **EMS Equipment**

Thomas Boyden	Greater Manassas Volunteer Rescue Squad
Amber Beacher	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
Jessica Bailey	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
Thomas Boyden, <i>Assistant Chief</i>	Greater Manassas Volunteer Rescue Squad
Donald Brown, <i>Chief</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
David Halman, <i>Lieutenant</i>	Manassas Fire and Rescue Department
Karl Sampson, <i>Master Technician</i>	Greater Manassas Volunteer Rescue Squad
Donald Brown, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company

Social Media Policy Workgroup (November 2015)

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

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 12

**MEETING DATE:** April 21, 2016

**TIME ESTIMATE:** 5 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 in the packet)

**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 May 21, 2016

- Last FRC QA Committee report to FRC:
- The Committee met on January 5, 2016 to complete QA for the 4<sup>th</sup> quarter reports of 2015.
- Image Trend Elite was implemented in January.
- The new ambulance/medic will be delivered at the beginning of May.
- Protocol committee continues to meet and work on updating protocols
- Next FRC QA meeting will be in May 25, 2016 instead of April due to various projects ongoing.
- Need to replace Jon Stern and James Kemp on the Committee. FRD recommends that Ben Page be appointed to the committee as the other FRD member.
- Sorry, I am not able to attend due to attending FDIC to complete the final inspection on the new ambulance.
- Please forward any questions to BC Lupton

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FRC EMS Quality Assurance Committee  
Meeting Agenda  
January 5, 2016 18:00 @ RS 1

Members Present: BC Lupton, Lt. Fox, AC N. Orndoff

Members Absent: Chief G. Orndoff, T. Boyden, J. Browne, J. Stern

Agenda/Minutes

- EMS QA:
  - Fourth Quarter of 2015 (October – December)
    - Random Topic: Tetracaine
- Random Topics 2016:
  - 1<sup>st</sup> Quarter 2016:
  - 2<sup>nd</sup> Quarter 2016:
  - 3<sup>rd</sup> Quarter 2016:
  - 4<sup>th</sup> Quarter 2016:
- New Ambulance Status – Unit has been ordered due for delivery April-May
- EMS Equipment Status – Lt. Fox provided update
- Image Trend Version 3 update – Update provided
- Roundtable: Pyxis issues at PW Medical Center ED – will follow-up during the quarterly ED meeting.
- Next meeting date will be set for April 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: 4<sup>th</sup> Quarter 2015  
 Manassas Vol. Fire Company October 1 – December 31, 2015  
 Greater Manassas VRS

**Total Number of Patient Care Reports Reviewed This Period:**

CMFRD: 17 GMVRS: 12 Total: 29

0 reports were sent to supervisors to review with personnel.

EMS Lt. Fox QA 264 reports this quarter for CMFRD.

**COMMENDATIONS:**

- Overall reports continue to improve in quality for the System.

**RECOMMENDATIONS FOR IMPROVEMENT:**

- Personnel need to ensure they are using the correct incident number since the change in CAD systems. This continues to be a problem area.
  - 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.
  - 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.
  - 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.
  - Social Security Numbers and phone number shall be obtained for all patients transported. **This is improving on most reports.**
  - Providers need to ensure dispositions are correct in the report.
  - Landing Zone address needs to be documented in the narrative section of the report.
  - Patient demographics need to be obtained even if it is a treated and transferred.
  - 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.
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**MCFRD Service Average:**

Busiest Day: Monday and Tuesday with 124 calls each  
Busiest Time: 12:00-15:00  
Illness is the highest call volume by call type.

**Total Number of Patient Care Reports Filed This Period:**

CMFRD: 741  
GMVRS: 298  
Total: 1039

**Level of Care Provided:**

ALS: 758  
BLS: 281  
**Total:** 1039

**Response Disposition:**

Cancelled: 237  
Dead at Scene: 6  
No Patient Found: 16  
No Treatment Required: 14  
Patient Refused Care: 96  
Standby Only: 19  
Treated and Released: 5  
Treated, Referred to LE: 1  
Treated, Transferred Care: 20  
Treated, Transported by EMS: 621  
Treated, Transported by Private Vehicle: 3  
Unknown: 1

**Incident Disposition Total:** 1039

**Submitted by: BC Lupton**

**Date: January 11, 2016**



FRC EMS Quality Assurance Committee  
Meeting Agenda  
October 13, 2015 18:00 @ RS 1

Members Present: BC Lupton, Lt. Fox, AC N. Orndoff

Members Absent: Chief G. Orndoff, T. Boyden, J. Browne, J. Stern

Agenda/Minutes

- EMS QA:
  - Third Quarter of 2015 (July – September)
    - Random Topic: TXA and Levophed
- Random Topics 2015/2016:
  - 4<sup>th</sup> Quarter 2015: Tetracaine
  - 1<sup>st</sup> Quarter 2016:
  - 2<sup>nd</sup> Quarter 2016:
  - 3<sup>rd</sup> Quarter 2016:
  - 4<sup>th</sup> Quarter 2016:
- New Ambulance Status – Unit has been ordered
- EMS Equipment Status – Lt. Fox provided update
- Image Trend Version 3 update – delayed to January 2016
- Roundtable: Nothing discussed
- Next meeting date will be set for January 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: 3<sup>rd</sup>. Quarter 2015  
Manassas Vol. Fire Company July 1 – September 30, 2015  
Greater Manassas VRS

**Total Number of Patient Care Reports Reviewed This Period:**

CMFRD: 18 GMVRS: 31 Total: 49

0 reports were sent to supervisors to review with personnel.

EMS Lt. Fox QA 161 reports this quarter for CMFRD.

**COMMENDATIONS:**

- Numerous reports were reviewed with good documentation and narratives – majority of these were CPR patient care reports.

**RECOMMENDATIONS FOR IMPROVEMENT:**

- Personnel need to ensure they are using the correct incident number since the change in CAD systems.
  - 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.
  - 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.
  - Social Security Numbers and phone number shall be obtained for all patients transported. **This is improving on most reports.**
  - Providers need to ensure dispositions are correct in the report.
  - Patient demographics need to be obtained even if it is a treated and transferred.
  - 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.
-

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**MCFRD Service Average:**

IV Service Average: 71% Success Rate

ET Service Average: 41%

Busiest Day: Wednesday

Busiest Time: 09:00-12:00

Illness is the highest call volume by call type.

**Total Number of Patient Care Reports Filed This Period:**

CMFRD: 749

GMVRS: 381

Total: 1130

**Level of Care Provided:**

ALS: 754

BLS: 376

**Total:** 1130**Response Disposition:**

Cancelled: 289

Dead at Scene: 8

No Patient Found: 18

No Treatment Required: 11

Patient Refused Care: 89

Standby Only: 13

Treated and Released: 9

Treated, Referred to LE: 7

Treated, Transferred Care: 18

Treated, Transported by EMS: 668

Treated, Transported by Private Vehicle: 0

Unknown: 0

**Incident Disposition Total:** 1130**Submitted by: BC Lupton****Date: October 22, 2015**

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 20

**MEETING DATE:** April 21, 2016

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** Non-compliance Update

**DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:** March 17, 2016 – Fire and Rescue Committee  
February 18, 2016 – Fire and Rescue Committee  
January 21, 2016 – Fire and Rescue Committee  
December 17, 2015 – Fire and Rescue Committee

**SUMMARY OF ISSUE/TOPIC:** In October 2015, a concern was brought to the Fire and Rescue Committee (FRC) Chairman that the Manassas Volunteer Fire Company (MVFC) was not in compliance with SOP 2.48 Unified Rank Structure. In December 2015, Chief Orndoff of the MVFC submitted a letter to the Chairman agreeing that MVFC was not in compliance with SOP 2.48. Ordinance #O-2010-14 outlines how issues of non-compliance are to be handled, along with a timeline.

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:** Deputy Chief Wade House was appointed as the FRC Representative to assist MVFC with regaining compliance with the Unified Rank Structure.

In January 2016, the FRC voted to establish a deadline of March 17, 2016 for Crew Leaders and Officers to have all required certifications for crew leader in order to ride the front seat of apparatus.

The deadline for compliance was March 17, 2016.

As of 4/14/2016 waiting for verification of EMT status of one Captain and certification verification of one Lieutenant.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Deputy Chief Wade House  
Chief Gary Orndoff  
(703) 257-8458

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 21

**MEETING DATE:** April 21, 2016

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Social Media Policy

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** March 17, 2016  
February 18, 2016  
January 21, 2016  
December 17, 2015  
November 19, 2015  
October 15, 2015  
September 17, 2015

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

**ORGANIZATION:**

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

**COMMENTS:** The FRC will review all social media policies whether approved or in draft form for each agency.  
A draft policy was presented at the December 17<sup>th</sup> meeting; comments were due back to the policy group by January 4<sup>th</sup> and again by February 10<sup>th</sup> for the second draft.

The draft policy was sent back to the group for clarification on wording.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Captain Nancy Orndoff  
Ad Hoc Committee Chairperson

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 22

**MEETING DATE:** April 21, 2016

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** FY2017 Budget Discussion

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** March 17, 2016  
February 18, 2016  
January 21, 2016  
December 17, 2015  
November 19, 2015  
October 15, 2015

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

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:** The Budget Sub-Committee has met to discuss the FY2017 budget.

In January 2016, the FRC noted the following as three projects that need to be addressed:

- Replacement of SCBA
- Install sprinkler system at the fire station
- Diesel systems at both stations; may look at AFG funding

The City Manager will present his budget recommendation(s) to City Council on March 14, 2016.

**DISCUSSION  
(IF NECESSARY):** Update Only

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Councilman Marc T. Aveni, Chairman  
c/o Melissa Heiderman, 703.257.8458



**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 23

**MEETING DATE:** April 21, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** March 17, 2016  
February 18, 2016  
January 21, 2016  
December 17, 2015

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

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

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

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

In March 2016, it was voted that Chief Bowman would release a General Order (GO #2016-02) requiring all 2016 reports, to date, be completed by April 21, 2016 or the individual's ability to function as a crew leader/tactical unit officer be revoked until the reports are complete.

**A list of missing incident reports will be provided at the FRC meeting.**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 24

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**MEETING DATE:** April 21, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** EMT on Engine

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** March 17, 2016  
February 18, 2016  
January 21, 2016  
December 17, 2015

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

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

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

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

This item will be kept on the agenda for a status update until further notice.

**Data to be distributed at the meeting.**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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



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# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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## APPENDIX

Appendix A: Fuel Report (March 2016)

**FLEET MANAGEMENT BILLING REPORT**

03/01/2016 to 03/31/2016

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EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	162	0.00	120.00	25.21	0.00	0.00	0.00	0.00	145.21
FD02	2008 EXPEDITION	695	0.00	334.00	76.02	0.00	0.00	0.00	0.00	410.02
FD03	2008 EXPEDITION	40	0.00	358.00	0.00	202.63	467.50	5,317.60	0.00	6,345.73
FD04	2000 CROWN VIC	70	0.00	120.00	15.58	299.75	316.25	0.00	22.50	774.08
FM1	2013 FL50	435	0.00	338.00	67.43	0.00	0.00	0.00	0.00	405.43
FM581	2008 EXPLORER	321	0.00	264.76	15.71	0.00	0.00	0.00	0.00	280.47
<hr/>										
DEPARTMENT SUBTOTALS :		1,723	0.00	1,534.76	199.95	502.38	783.75	5,317.60	22.50	8,360.94

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	6	MILEAGE	0.00
DEPARTMENT :	2001	MOTOR POOL	0.00
		BASE	1,174.76
		INSURANCE	360.00
		OTHER	0.00
		REPLACEMENT	0.00
		FUEL	199.95
		PARTS - WO	574.38
		PARTS - INDEP	0.00
		LABOR	783.75
		SUBLETS	5,317.60
		MISC - PARTS	0.00
		MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	22.50
		RETURNS - PARTS	-72.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00

**FLEET MANAGEMENT BILLING REPORT**

03/01/2016 to 03/31/2016

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	696	0.00	60.00	106.52	35.68	137.50	0.00	22.50	362.20
ENG501	2013 COMMAND CHASS	38	0.00	60.00	37.27	0.00	0.00	0.00	0.00	97.27
ENG501B	1997 FIRETRUCK	263	0.00	0.00	111.14	0.00	0.00	0.00	0.00	111.14
FE501	2002 FIRETRUCK	178	0.00	0.00	512.01	0.00	0.00	0.00	0.00	512.01
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHASS	782	0.00	60.00	625.95	0.00	0.00	0.00	0.00	685.95
UTF501	2016 F250 4X4SC	0	0.00	60.00	0.00	16.01	0.00	0.00	0.00	76.01
VC501	2015 INTERCEPT UTIL	274	0.00	60.00	18.10	0.00	43.50	0.00	22.50	144.10
<b>DEPARTMENT SUBTOTALS</b>		<b>2,231</b>	<b>0.00</b>	<b>420.00</b>	<b>1,410.99</b>	<b>51.69</b>	<b>181.00</b>	<b>0.00</b>	<b>45.00</b>	<b>2,108.68</b>

BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	9									
DEPARTMENT :	3020									
		MILEAGE	0.00	PARTS - WO						35.68
		MOTOR POOL	0.00	PARTS - INDEP						16.01
		BASE	0.00	LABOR						181.00
		INSURANCE	420.00	SUBLETS						0.00
		OTHER	0.00							
		REPLACEMENT	0.00	MISC - PARTS						0.00
		FUEL	1,410.99	MISC - LABOR						0.00
				MISC - SUBLETS						0.00
				MISC - GENERAL						45.00
				RETURNS - PARTS						0.00
				CREDITS - PARTS						0.00
				CREDITS - LABOR						0.00
				CREDITS - SUBLETS						0.00
				CREDITS - GENERAL						0.00

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**FLEET MANAGEMENT BILLING REPORT**  
 03/01/2016 to 03/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	761	0.00	60.00	206.51	0.00	0.00	0.00	0.00	266.51
MED501B	2008 F450	502	0.00	0.00	174.73	0.00	0.00	0.00	0.00	174.73
MED501C	2010 F450	1,018	0.00	0.00	232.09	0.00	0.00	0.00	0.00	232.09
RC501	2014 TAHOE 1500	616	0.00	60.00	66.15	0.00	0.00	0.00	0.00	126.15
RES501	1997 AMBULANCE	947	0.00	0.00	422.90	0.00	0.00	0.00	0.00	422.90
UTI581	1997 F250	145	0.00	0.00	31.26	0.00	0.00	0.00	0.00	31.26
UTI581B	2007 F550	0	0.00	0.00	36.95	0.00	0.00	0.00	0.00	36.95
<b>DEPARTMENT SUBTOTALS :</b>		<b>3,989</b>	<b>0.00</b>	<b>120.00</b>	<b>1,170.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,290.59</b>

**BREAKDOWN OF CHARGES:**

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	0.00
		INSURANCE	120.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,170.59	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