



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, AUGUST 18, 2016

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 July 21, 2016 Meeting Minutes		2
	▪ with Committee Listings		6
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 – REPORT DUE (Battalion Chief Mark P. Nary)		
	d. Quality Assurance –		
	e. Training Committee –		
	f. Strategic Plan –		
	2. Social Media Policy Update (Captain Nancy Orndoff)		11
	3. Incident Reporting – Update Only		16
	4. Review of Adopted Fleet Plan		17
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IX.	New Business		
	6. SOP 2.13 Vehicle Backing Procedures Revised (Battalion Chief Mark P. Nary)		19
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<u>Appendix:</u>		26
	A. Fuel Report (July 2016)		

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 Rob Clemons, 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 July 21, 2016

CALL TO ORDER 6:00pm

ROLL CALL

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

Guest Speakers: Robb Hoffower, VDEM

Others Present: Councilwoman Sheryl Bass, Councilman Ken Elston, Councilman Ian Lovejoy, Captain Jerry Smith, Evan Trost and Melissa Heiderman

Absent: Chief Donald Brown

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the June 16, 2016 meeting; Deputy Chief House seconded the motion. Roll Call Vote: AYES – President Lesnik, Deputy Chief House, Director Burns, Chief Clemons, and Chief Orndoff. **MOTION CARRIED (5/0)**

CHAIPERSON’S REPORT

Chairman Aveni welcomed Chief Clemons; he is the new Fire and Rescue Chief for the City and the newest member of the Fire and Rescue Committee. He also acknowledged Evan Trost in the audience. Evan is from Patriot High School and is attending the meeting as a requirement for an Eagle Scout Merit Badge.

MANASSAS FIRE AND RESCUE DEPARTMENT’S REPORT

Chief Clemons congratulated Mr. Trost for working towards his Eagle Scout Merit Badge for citizenship in the community. He stated that he is excited to be the new Chief for the City and to be collaboratively working towards a common goal.

Freshman Fire and Rescue Summer Camp began on Monday July 11th and will run through Friday July 22nd. Campers will attend Monday’s City Council meeting and will then move to the Old Towne Sports Pub for a celebration with their families. Sophomore Camp will begin on Monday July 25th.

Deputy Chief Wade House has announced his retirement; his last day will be August 26th. Chief Clemons reported that the process to replace Deputy Chief House will be opened to the outside. In June 2016, staff participated in the national safety stand down and toured the new Baldwin school.

The system responded to 429 calls for service within the City, with 854 unit responses. Additionally, we responded to 192 calls for service in PWC and MP, with 282 unit responses. Significant incidents include:

- 6/11/16, Structure Fire, Box 1105 – Lariat Lane – working apartment fire; second alarm
- 6/19/16, Structure Fire, Box 8110 – Liberia Ave – commercial; fire in hood
- 6/25/16, Structure Fire, Box 1860 – Quate Lane – single family; extended into attic

There will be a Fire Marshal and Emergency Management report next month.

APPARATUS MAINTENANCE – June 2016

Maintenance costs for the month were \$8,191.69 and YTD \$145,123.19.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik will not be at the August FRC meeting. Lane Construction has been awarded the contract for the auxiliary kitchen renovation; the security system contract was awarded to CTSI. After the renovations are complete, he will update City Council during one of the Council meetings [during citizen time].

Chief Orndoff reported that one new driver is done with the driving packet, and one other is halfway through the packet. The issue with the one member's EMT status being recognized by the Commonwealth of Virginia has been resolved; Dr. Luckey will need to sign off on his protocol test and then the member can return to his position as Captain.

The non-compliance issue has now been resolved; all outstanding items are now complete. Chairman Aveni congratulated MVFC on their hard work to bring this issue into compliance as MVFC is now fully compliant with the Uniform Rank Structure.

There are seven members in EMT class; the class is half over and should be done in the next two months. Members are getting their physicals taken care of, and thankfully a few injured firefighters are beginning to return to duty. There are still six out on injury leave.

President Lesnik added that in June 2016 a total of 2,495 hours were provided; 2,071 of those hours were operational [the rest were auxiliary].

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Director Burns thanked Chief Clemons for coming to the Board of Directors meeting last night; he stated that things sound positive for the system as a whole and he is looking forward to working with the new Chief. The installation of the new security system is complete. There is now 365 degree coverage, 24/7. GMVRS is in the process of replacing the phone system at the station as the current system is old and outdated.

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The annual GMVRS Open House was cancelled due to the weather. Leadership is working with MVFC to host a joint open house in October 2016 in coordination with Fire Prevention Week.

UNFINISHED BUSINESS

(1) Standing Committees

(d) Quality Assurance

The Quality Assurance report was distributed to the FRC; Chief Clemons reviewed the report and noted that any questions could be sent to Battalion Chief Lupton.

(2) NIMS Quarterly Report

Robb Hoffower, VDEM, reported that not much has changed since the last report. Some new information was recently provided to him; he has not received any updates from GMVRS.

	MFRD	MVFC	GMVRS
NIMS 100	100%	88.1%	100%
NIMS 200	100%	88.1%	95.3%
NIMS 300	100%	100%	100%
NIMS 400	100%	100%	100%
NIMS 700	100%	90.5%	97.7%
NIMS 800	100%	81%	95.3%

(3) MVFC Non-Compliance Update

This item was addressed under the MVFC Report. The issue of non-compliance has been addressed and outstanding items have been completed. This item can be removed from the agenda.

(4) Social Media Policy

A revised draft of the social media policy was distributed at the meeting. Chairman Aveni noted that the FRC usually allows one month to read/comment on a policy. President Lesnik noted that MVFC’s concerns under the personal use section appear to have been addressed

(5) Incident Reporting

The updated list was distributed; one shift’s information is not included. It was noted that there is one MVFC member with outstanding reports due to surgery and leave. A solution needs to be found for reports that have been outstanding for several years. The liability of outstanding reports was discussed. Captain Smith noted from the audience that the list in question only refers to reports missing from Firehouse Software; they do not include patient care reports.

(6) Review of Adopted Fleet Plan

Deputy Chief House distributed a copy of the current fleet plan which was updated, financially, on July 14th. The newest medic unit cost \$214,456 although \$225,000 was budgeted in the fleet plan. Excess funds will be applied towards the Rescue Engine. He noted that if the amount that a penny of tax revenue generates goes down, it will negatively impact the fleet plan.

The fleet plan was designed to be fluid in that if a unit comes up for replacement, but does not need to be replaced, it can be postponed. The goal of the plan was to space out the purchase of units. It was noted that the Tower is due to be replaced in 2025/2026.

It was suggested that the fleet plan be reviewed and voted upon annually or bi-annually.

There has been discussion about the possibility of adding vehicles back into the fleet plan and what affect that may have. Chief Clemons and GMVRS will have this discussion offline and then report back to the FRC. Further, it was discussed that to be an accurate fleet plan it should include all system vehicles including those used by City staff (Chief, Deputy Chief, and Battalion vehicles). These vehicles are currently part of the City's fleet plan.

It was agreed that the current fleet plan will be voted on at the August 2016 meeting and then each July in future years.

NEW BUSINESS

(7) Fire and Rescue Committee Annual Report

Each year the FRC must make an annual report to City Council. The draft report was reviewed; comments need to be sent to Melissa so the report can be distributed prior to the August meeting. Melissa will attempt to have this item added to the August 22nd City Council agenda.

CLOSING COMMENTS

Chief Clemons noted that he met with all three shifts and among the common concerns was the need for a ventilation/exhaust system in each station. This is an expensive item and retrofitting older stations for these systems is difficult sometimes. There will be more discussion and research on this item.

CHIEF ORNDOFF MOVED to replace Brett Bowman with Rob Clemons on the Strategic Planning Committee; President Lesnik seconded the motion. Roll Call Vote: AYES – Chief Orndoff, President Lesnik, Director Burns, Chief Clemons, and Deputy Chief House. **MOTION CARRIED (5/0)**

ADJOURNED: 7:20 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
 VDFFP – Virginia Department of Fire Programs
 PWC – Prince William County
 URS – Uniform Rank Structure
 OMD – Operational Medical Director

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CITY OF MANASSAS FIRE AND RESCUE COMMITTEE Standing and Sub Committees

Health and Safety

Mark Nary, *Battalion Chief (Chair)*
Ian Pleet, *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*
Spencer Askin, *Firefighter*
Jordan Coleman, *EMT*
Gary Orndoff, *Chief*
Ben Page, *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*
Jason Kendrick, *Lieutenant*
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

Rob Clemons, <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>	Manassas Fire and Rescue Department
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**

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MEETING DATE: August 18, 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:**

- **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: August 18, 2016
TIME ESTIMATE: 10 minutes
AGENDA ITEM TITLE: Social Media Policy
DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: July 21, 2016
June 16, 2016
April 21, 2016
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: **Approve** **Disapprove** **Reviewed** **X** **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 17th meeting; comments were due back to the policy group by January 4th and again by February 10th for the second draft.

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

A final draft was distributed to the FRC at the July 21st meeting; the committee was given one month to review. This policy will be voted upon at the August meeting.

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT:

CONTACT PERSON: Captain Nancy Orndoff
Ad Hoc Committee Chairperson

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City of Manassas Fire and Rescue Services Standard Operating Procedure

Social Media Policy	Presented Date: 02/18/2016 Effective Date: 08/18/2016 Revision Date: 00/00/0000	Page 1 of 4	2.74
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PURPOSE

The City of Manassas Fire and Rescue System endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its members and the community.

This policy establishes the System's position on the use of social media and provides guidelines on the management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general terms, as technology will outpace our ability to discover emerging technology and create policies governing its use.

PHILOSOPHY

Social media provides a valuable means of assisting the System and its members in meeting community education, community information, fire prevention, and other related organizational and community objectives.

This policy identifies social media uses that may be utilized as deemed necessary by fire administrative and operational personnel. The System also recognizes the role that social media tools may play in the personal lives of System personnel. The System further recognizes that the personal use of social media can have an adverse effect on said personnel in their official capacity as first responders.

This policy provides restrictions and prohibitions on the use of social media by System members.

DEFINITIONS

1. **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions or comments.
2. **Post:** Content an individual shares on a social media site or the act of publishing content on a site.
3. **Profile:** Information that a user provides about himself or herself on a social networking site.
4. **Social Media:** A category on Internet based resources that enable the user to generate content and encourage other user participation. This includes but is not limited to, social networking sites: Facebook, MySpace, Twitter, YouTube, Wikipedia, blogs, and other sites. (There are many sites of this type).
5. **Social Networks:** Platforms where users can create profiles, share information, and socialize with others using a range of technologies.
6. **Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

DRAFT

7. System (System Member): Members of the City of Manassas Fire and Rescue Department, Greater Manassas Volunteer Rescue Squad, Manassas Volunteer Fire Company and the Fire and Rescue Committee make up the City of Manassas Fire and Rescue System, otherwise known as System.

POLICY

Strategic Policy

A. Determine Strategy

Each social media site shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.

Social media sites should be linked to the System's official website.

Whenever possible, social media sites should be designed for a target audience such as community, civic leadership, members or potential recruits.

PROCEDURE

System social media sites or pages shall be approved by the Chiefs or Presidents their respective System organizations and the Chief of the Fire and Rescue System or designee. The System's member organizations' public information officer or designee shall administer the sites.

Social media pages shall clearly indicate that are maintained by the System member organizations and shall have appropriate logo and contact information prominently displayed.

Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the System.

Social media content is subject to open public records laws.

Relevant records retention schedules shall apply to social media content.

Content shall be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

Social media sites shall state that the opinions expressed by visitors to the site do not reflect the opinions of the System.

Social media sites shall clearly state that "posted comments will be monitored and that the System reserves the right to remove any comments, or content deemed offensive or inconsistent with the System's core values". Such determinations will be made by the sites administrator who will notify the appropriate System member organization.

Social media pages shall clear state that any content posted or submitted for posting is subject to public disclosure.

I. Official Fire and Rescue System Use

All members of the System that use social media outlets shall comply with the following:

The use of System computers to access social media sites is prohibited without authorization from a supervisor.

DRAFT

All members shall conduct themselves at all times as representatives of the System and, accordingly, shall adhere to all System standards of conduct and observe conventionally accepted protocols and proper decorum.

Fire and EMS incidents may be subject to further review including criminal investigation. Therefore, System members shall not post any information, photographs, or videos that can be construed as a determination of the origin and/or cause of a fire, accident, injury or illness of any person or that may interfere with an investigation. This includes information, photographs and videos of training scenarios, pre-plans, or other proprietary information that can compromise the security and safety of System members.

Approval to post information about any of the above shall be obtained from the Fire and Rescue Chief in consultation with the Fire Marshall as necessary.

System members shall not use the System's social media outlets to engage in political activities or private business.

Personally owned devices shall not be used to manage the official Systems' social media activities or in the course of official duties without the permission from the respective Chiefs or Presidents of the System member organizations.

Members shall follow all copyright, trademark, and service mark restrictions in posting materials to electronic media.

II. Personal Use

System personnel shall abide by the following when using social media:

System personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not adversely affect working relationships and morale within the System, violate personal privacy or confidentially, impede the performance of duties, is illegal, violates established ethical standards and/or negatively affect the public perception of the System.

All members of the System are cautioned that their social media activity either on duty or off duty may not be protected under the First Amendment. Improper social media activity as determined by this policy shall form the basis for disciplinary action.

All system personnel are cautioned that images and comments they post on the Internet will be in the public eye forever and should never reflect negatively on the Fire and Rescue System. No amount of erasing or deleting will remove a post. You are not anonymous on the Internet. Everyone on the Internet can see what your post, from where you post it, who your friends and associates are, the comments your friends make and your "witty" comments. An embarrassing comment or image will come back to haunt you...one day...when you least expect it...at the least opportune time.

Adherence to the System's code of conduct, contained in the City of Manassas Fire and Rescue System SOPs, is required in the personal use of social media.

DRAFT

System personnel should be aware that privacy is not guaranteed on social media sites, as they are constantly in flux. They should never assume that personal information posted on such sites **will** be protected.

APPROVED BY

DRAFT

Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

Date

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 16

MEETING DATE: August 18, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Incident Reporting

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** July 21, 2016
June 16, 2016
April 21, 2016
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.

General Order 2016-02, Incident Reporting, was released on March 21, 2016. On April 21, 2016, the compliance date listed in the General Order, Chief Bowman wrote individual letters to each person with outstanding reports extending their deadline to May 1st.

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Chief Rob Clemons
(703) 257-8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 17

MEETING DATE: August 18, 2016

TIME ESTIMATE: 20 minutes

AGENDA ITEM TITLE: Review of Adopted Fleet Plan

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** July 21, 2016
June 16, 2016

**SUMMARY OF
ISSUE/TOPIC:** The FRC has requested to review the fleet plan which was adopted by City Council under Ordinance #O-2012-10 on March 12, 2012. The plan has not been reviewed by the FRC since its adoption.

ORGANIZATION: City of Manassas Fire and Rescue

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

COMMENTS: The fleet plan will be voted on in August 2016, and then annually in July thereafter. Plan was reviewed at the July 2016 meeting; it will be distributed at the August meeting again for a vote.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Councilman Aveni, Chairman
c/o Melissa Heiderman, Administrative Coordinator
(703) 257-8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

18

MEETING DATE: August 18, 2016

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Unified Annual Report

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** 2015

**SUMMARY OF
ISSUE/TOPIC:** Councilman Aveni has requested that the City of Manassas Fire and Rescue System provide City Council with a unified annual report in August of each year.

ORGANIZATION: Fire and Rescue Committee

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

COMMENTS: The Strategic Plan Work Group, consisting of Fire and Rescue Committee Members, agreed that the annual report would use the Strategic Plan Report Card as a guideline. Any information should be sent to Melissa Heiderman for inclusion in the report.

The annual report will be presented to City Council on August 22, 2016.

DRAFT REPORT TO BE DISTRIBUTED PRIOR TO, AND AT THE MEETING

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Councilman Aveni (c/o Melissa Heiderman)
703.257.8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 19

MEETING DATE: August 18, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: SOP 2.13 Vehicle Backing Procedures [Revised]

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** June 17, 2010

**SUMMARY OF
ISSUE/TOPIC:** Revisions have been made to SOP 2.13, Vehicle Backing Procedures, which was originally adopted in June 2010.

ORGANIZATION:

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

COMMENTS: The adopted SOP, and the revised draft, is attached for review.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Battalion Chief Mark P. Nary
City of Manassas Fire and Rescue
(703) 257-8458

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City of Manassas Fire and Rescue Services
Standard Operating Guideline

Vehicle Backing Procedures	Presented Date: 04/09/2010 Effective Date: 06/17/2010 Revision Date: 00/00/0000	Page 1 of 2	2.13
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PURPOSE

To establish a standard, safe means for backing fire and rescue vehicles

- Type I Sedan, brush truck, light-duty utility vehicles up to 10,000 lbs.
- Type II EMS Transport Unit, vehicles weighing between 10,000 lbs. – 25,999 lbs.
- Type III Heavy-duty apparatus such as an engine, truck, rescue or a vehicle weighing 26,000 lbs. or more

POLICY and PROCEDURE

- A. Plan ahead to avoid backing situations whenever possible; do not back if a forward route is available.
- B. Roll down the driver’s window and remove hearing protection when backing.
- C. One spotter shall be used whenever the department's large vehicles (Type II, Type III) must be backed, with the exceptions as noted. The spotter shall be positioned to the left rear of the vehicle. The spotter shall direct the driver in a manner that will avoid obstructions in the path of travel.

The standard (primary) position for the spotter is on the driver’s side in a continuous line of sight with the mirror (if the spotter cannot see the mirror, the driver cannot see the spotter). The driver may opt to have an additional spotter on the passenger side if necessary due to conditions. If at any time the spotter is lost from the driver’s view (position, glare, moisture, lighting, etc.) stop the vehicle immediately until visual contact is re-established.

The spotter(s) shall look for and make the driver aware of possible obstructions on both sides, as well as above and below the vehicle.

The spotter(s) shall use standard hand signals described in Section F.

At night, the spotter(s) shall be illuminated. Lights shall not be pointed directly at the driver or vehicle mirror.

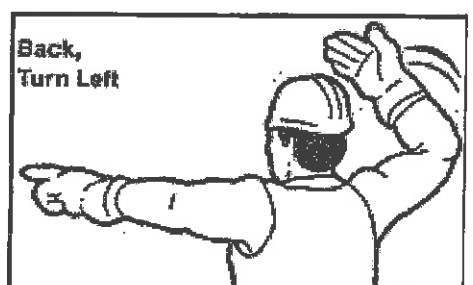
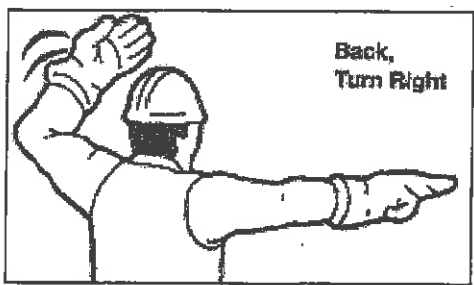
- D. If a spotter is not available, the vehicle must be stopped and circled by the operator before backing to verify that there are no obstructions or other dangers. The operator must turn on 4-way flashers and/or red lights and tap horn as a warning unless vehicle is equipped with a back-up alarm. Vehicle may then be cautiously backed.

- E. EMS units shall comply with backing policies. If a hospital does not have a drive-through ambulance bay, or a spotter is not available, the unit shall be parked facing forward. Upon leaving, the vehicle will be backed using Section C above.
- F. Standard Backing Hand Signals

REVERSE - Extend one arm up with palm toward spotter. Gesture continuously "backwards" in direction of travel.



TURN - Continue the "reverse" gesture with one hand; use other hand to point in direction back of vehicle is to go.



STOP - Cross both arms toward driver.



APPROVED BY

Marc T. Aveni

Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

6/17/10

Date

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City of Manassas Fire and Rescue Services Standard Operating Procedure

Vehicle Backing Procedures

Presented Date: 04/09/2010
Effective Date: 06/17/2010
Revision Date: 08/18/2016

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2.13

I. PURPOSE

To establish a standard, safe means for backing fire and rescue vehicles.

II. DEFINITIONS

- A. Backer - A person outside of a vehicle who is responsible for directing the driver as the vehicle is being backed.
- B. Spotter - A person who, in addition to a backer, is placed in front of the apparatus or the OIC side rear to assist the driver in order to ensure that vehicle crashes do not occur.
- C. Apparatus - To include Type I, Type II and Type III vehicles¹

III. PROCEDURES

- A. All operators of City motorized vehicles will be responsible for the safe operation of that vehicle at all times. This includes ensuring that the vehicle is safely backed and maneuvered without incident.
- B. Whenever possible, the need to back shall be avoided by positioning the vehicle so that it has a forward egress route. Attempt to avoid situations that require vehicle backing or close-quarter maneuvering, such as dead ends, cul-de-sacs, and routine parking situations. Whenever possible, drivers and officers must plan ahead to avoid backing situations. Do not back if a forward route is available.
- C. All unit personnel not involved in emergency operations shall be used as spotters.
- D. Roll down windows and remove hearing protection (if utilized) when backing.
- E. A minimum of one backer shall be used whenever the department's large vehicles (type II, type III) must be backed. **The backer shall be positioned to the driver**

¹Type I – sedan, brush truck, light-duty utility vehicles up to 10,000 lbs.

Type II – EMS transport unit, vehicles weighing between 10,000-25,999 lbs.


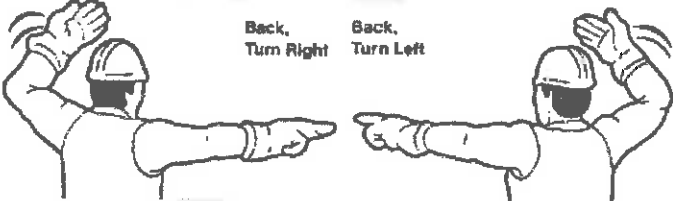

Type III – heavy-duty apparatus such as an engine, truck (tower/tiller), rescue or a vehicle weighing 26,000 lbs. or more

side rear of the vehicle. The backer shall direct the driver in a manner that will avoid obstructions in the path of travel. If spotters are available, they should be placed at the OIC side rear and front of the apparatus.

1. The primary (standard) position for the backer is on the driver's side in a continuous line of sight with the left side mirror so the driver can maintain visual contact with the backer. Staying in view of the mirror allows the backer to see where the driver is looking. Whenever possible, the driver shall utilize spotters; one spotter should be stationed at the front of the vehicle and one spotter should be stationed at the OIC side right corner of the vehicle. Spotters are extremely important when the travel path of the vehicle is not in a straight line. When only one additional person is available as a spotter, the driver shall identify which position (the front of the vehicle or the OIC side right corner) of the apparatus is more critical to the backing operation. In these instances, the spotter will take the position that is identified by the driver.
 2. The backer and spotter(s) shall look for and make the driver aware of possible obstructions on both sides, as well as above and below the vehicle.
 3. The backer shall use standard hand signals described in Section II. I.
 4. At night, the backer and spotter(s) shall be illuminated. Lights shall not be pointed directly at the driver or vehicle mirror.
 5. The backer, spotter(s), or other personnel should not be beside apparatus while backing to avoid being pinned or run over.
- F. For Type II and Type III apparatus, if a backer is not available, the operator must complete a 360 degree walk around before backing to verify that there are no obstructions or other hazards. The operator must turn on 4-way flashers and/or emergency warning lights and tap horn as a warning unless the vehicle is equipped with a back-up alarm. The vehicle may then be cautiously backed.
- G. EMS units shall comply with backing policies. If a hospital does not have a drive-through ambulance bay, or a spotter is not available, the unit shall be parked facing forward. Upon leaving, the vehicle will be backed using the procedures delineated above.
- H. Apparatus equipped with back-up cameras still require a backer, even if the camera is functioning properly and there is good visibility. A driver must maintain full time attention to the backer. When checking mirrors, drivers shall not glance back and forth between mirrors while moving. While moving, the driver shall not check between backers and spotters, the back-up camera, mirrors, or any combination of the above. Any time the driver must check with the front spotter, view the back-up camera, or glance from mirror to mirror, or engage in any combination of the three, the vehicle must come to a complete stop. Once this

action is finished the driver must regain visual contact with the backer prior to any further backing motion.

I. Standard Backing Hand Signals:

<p>“REVERSE” Extend one arm up with palm toward spotter. Gesture continuously “backwards” in direction of travel.</p>	
<p>“TURN” Continue the “reverse” gesture with one hand; use other hand to point in direction back of vehicle is to go.</p>	
<p>“STOP” Cross both arms toward driver</p>	

IV. BACKER RESPONSIBILITIES

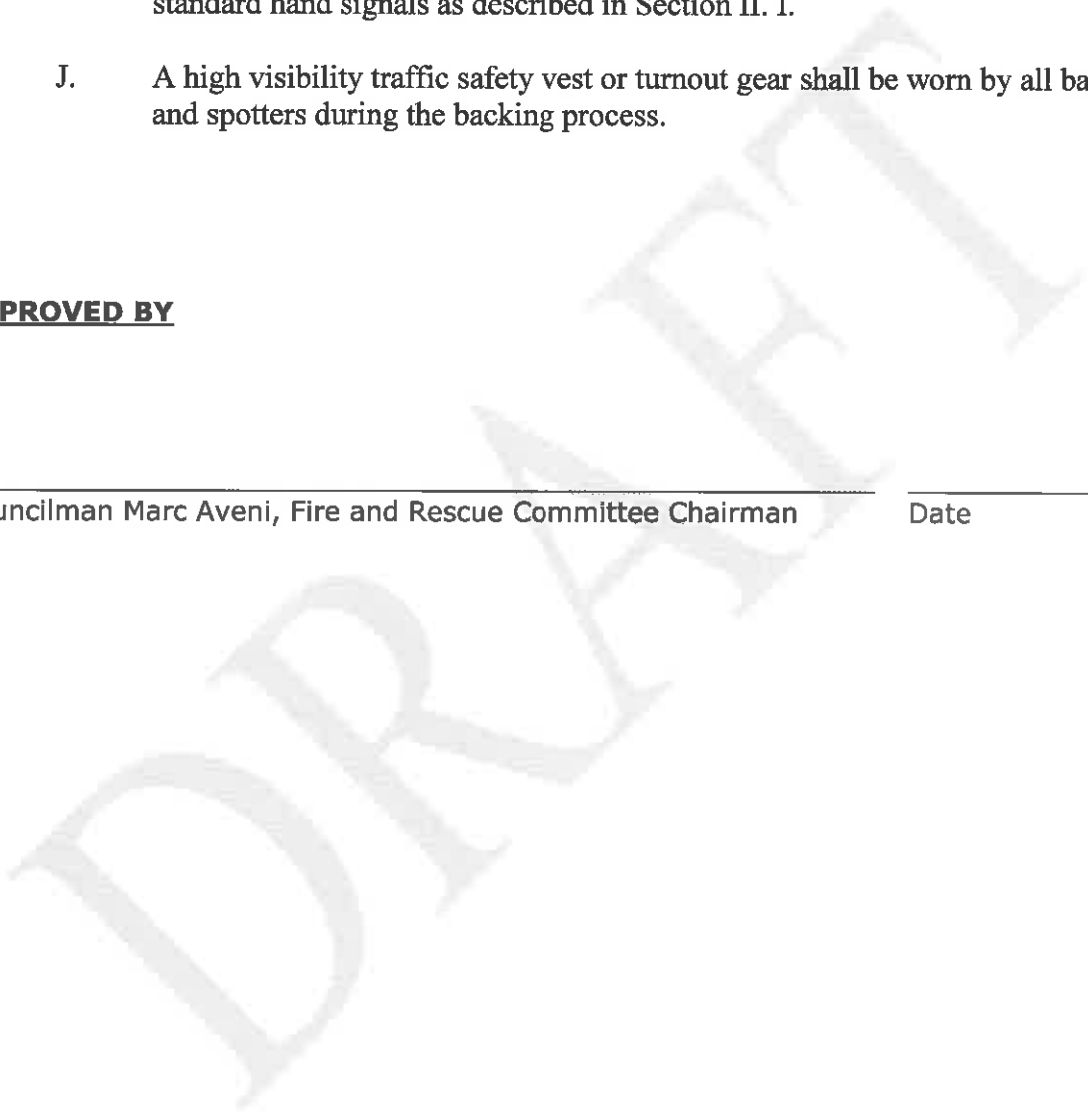
- A. The backer shall direct the driver in a manner which will avoid obstructions in the path of travel during backing.
- B. Conduct a full 360 degree walk around of the vehicle and survey the backing area and all sides of the vehicle checking for hazards and overhead clearance.
- C. Communicate any observed hazards to the driver and confirm the intended path of the vehicle.
- D. Ensure you are a safe distance from the vehicle but in clear view of the driver’s mirror.
- E. Establish visual and verbal contact with the driver and remain in visual sight of the driver at all times.
- F. Never turn your back to the vehicle.
- G. Be familiar with hand signals as identified in Section II. I., before beginning to back the vehicle.

- H. Stop the driver if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering. A backing plan shall be communicated prior to moving the vehicle.
- I. The backer and front spotter shall utilize hand signals. If applicable, the spotter at the OIC side rear corner of the vehicle will communicate with the backer, who in turn is communicating with the driver. The backer and front spotter shall use standard hand signals as described in Section II. I.
- J. A high visibility traffic safety vest or turnout gear shall be worn by all backers and spotters during the backing process.

APPROVED BY

Councilman Marc Aveni, Fire and Rescue Committee Chairman

Date



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CITY OF MANASSAS
FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (July 2016)

FLEET MANAGEMENT BILLING REPORT
07/01/2016 to 07/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	537	0.00	140.00	87.86	54.55	165.00	0.00	22.50	469.91
FC99	2010 CHARGES	0	0.00	0.00	229.10	0.00	0.00	0.00	0.00	229.10
FD02	2008 EXPEDITION	867	0.00	140.00	131.75	0.00	0.00	0.00	0.00	271.75
FD03	2008 EXPEDITION	546	0.00	140.00	138.48	247.04	261.25	0.00	45.00	831.77
FD04	2000 CROWN VIC	121	0.00	140.00	20.76	0.00	0.00	0.00	0.00	160.76
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	425	0.00	358.00	97.55	46.00	154.00	0.00	22.50	678.05
FM581	2008 EXPLORER	113	0.00	140.00	21.48	0.00	0.00	22.50	0.00	183.98
DEPARTMENT SUBTOTALS :		2,609	0.00	1,138.00	726.98	347.59	580.25	22.50	90.00	2,905.32

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT : 8
DEPARTMENT : 2001

CHARGE TYPE	AMOUNT
MILEAGE	0.00
MOTOR POOL	0.00
BASE	578.00
INSURANCE	420.00
OTHER	140.00
REPLACEMENT	0.00
FUEL	726.98
PARTS - WO	0.00
PARTS - INDEP	0.00
LABOR	580.25
SUBLETS	0.00
MISC - PARTS	0.00
MISC - LABOR	0.00
MISC - SUBLETS	22.50
MISC - GENERAL	90.00
RETURNS - PARTS	0.00
CREDITS - PARTS	0.00
CREDITS - LABOR	0.00
CREDITS - SUBLETS	0.00
CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT
 07/01/2016 to 07/31/2016

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	205	0.00	80.00	41.48	37.06	250.25	0.00	22.50	431.29
ENG501	2013 COMMAND CHAS	779	0.00	60.00	569.35	0.00	0.00	0.00	0.00	629.35
ENG501B	1997 FIRETRUCK	669	0.00	0.00	284.91	0.00	0.00	0.00	0.00	284.91
FE501	2002 FIRETRUCK	0	0.00	0.00	84.91	0.00	0.00	0.00	0.00	84.91
SE501	2013 TRAILER	0	0.00	80.00	0.00	3.86	172.75	0.00	22.50	279.11
TOW501	2013 COMMAND CHAS	678	0.00	60.00	738.53	0.00	0.00	0.00	0.00	798.53
UTF501	2016 F250 4X4SC	645	0.00	60.00	123.38	0.00	0.00	0.00	0.00	183.38
VC501	2015 INTERCEPT UTIL	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
DEPARTMENT SUBTOTALS :		2,976	0.00	480.00	1,842.56	40.92	423.00	0.00	45.00	2,831.48

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9	MILEAGE	0.00	PARTS - WO	40.92
DEPARTMENT :	3020	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	423.00
		INSURANCE	420.00	SUBLETS	0.00
		OTHER	60.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,842.56	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

FLEET MANAGEMENT BILLING REPORT
07/01/2016 to 07/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	910	0.00	60.00	376.81	0.00	0.00	0.00	0.00	436.81
MED501B	2008 F450	603	0.00	0.00	272.83	0.00	0.00	0.00	0.00	272.83
MED501C	2010 F450	99	0.00	60.00	34.28	0.00	0.00	0.00	0.00	94.28
MED501D	2016 F550	969	0.00	0.00	421.93	0.00	0.00	0.00	0.00	421.93
RC501	2014 TAHOE 1500	164	0.00	60.00	31.33	0.00	151.25	0.00	22.50	265.08
RES501	1997 AMBULANCE	1,042	0.00	0.00	586.01	0.00	0.00	0.00	0.00	586.01
UTI581	1997 F250	329	0.00	0.00	91.22	0.00	0.00	0.00	0.00	91.22
DEPARTMENT SUBTOTALS :		4,116	0.00	180.00	1,814.41	0.00	151.25	0.00	22.50	2,168.16

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	151.25
		INSURANCE	180.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,814.41	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