



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, JANUARY 21, 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 December 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 –	12
	a. Budget/Finance Committee –	
	b. Consolidated Logistics –	
	c. Health and Safety –	
	d. Quality Assurance – REPORT DUE (Battalion Chief Todd E. Lupton)	13
	e. Training Committee –	
	f. Strategic Plan –	
	2. NIMS Quarterly Update (Robb Hoffower, VDEM)	22
	3. MVFC Non-Compliance Update (Deputy Chief Wade House / Chief Gary Orndoff)	23
	4. Social Media Policy Update (Captain Nancy Orndoff)	24
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	6. Incident Reporting (Chief Brett R. Bowman)	26
	7. EMT on Engine (Chief Brett R. Bowman)	27
IX.	New Business	
	8. Update SOP 2.65 Fire and EMS Reporting (Battalion Chief Todd E. Lupton)	28
	9. Rescind SOP 2.5 Adoption of the Office of EMS Rules and Regulations (Chief Brett R. Bowman)	35
X.	Closed Session (NONE)	
IX.	Adjournment of Meeting	
	Appendix:	37
	Fuel Report for December 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
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 December 17, 2015

CALL TO ORDER 6:01pm

ROLL CALL

Present: Councilman Marc T. Aveni (Chairman), Chief Brett R. Bowman, Director Dave Burns, Deputy Chief Wade House, Chief Gary Orndoff, and Assistant Chief Nancy Orndoff

Guest Speakers: None

Others Present: Melissa Heiderman

Absent: Vice-President Brian Kline

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

CHIEF ORNDOFF MOVED to approve the minutes of the November 19, 2015 meeting; Deputy Chief House seconded the motion. It was noted that a correction had been made to the spelling of a member's name on the sub-committee listing; this change was made prior to the meeting. Roll Call Vote: AYES –Chief Orndoff, Deputy Chief House, Chief Bowman, Director Burns, and Assistant Chief Orndoff. **MOTION CARRIED (5/0)**

CHAIPERSON'S REPORT

Chairman Aveni thanked everyone for their service and dedication and stated that he's looking forward to working with everyone in 2016. The non-compliance hearing was canceled earlier this month because Chief Orndoff, on behalf of MVFC, submitted a letter to Councilman Aveni in which Chief Orndoff agreed that MVFC was not in compliance with the Uniform Rank Structure; receipt of this letter and statement of acknowledgement meant there was no need for a formal hearing. The next step in the process is to appoint someone to work with MVFC to help bring them into compliance; Chairman Aveni appointed Deputy Chief Wade House to work with MVFC. Status reports will be given to the FRC in accordance with the timeline in the Ordinance; the first report will be given at the January FRC meeting. He thanked MVFC for handling this difficult issue professionally.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Bowman reported that there was a serious fire the morning of December 15th on Maury Lane in the Georgetown South community; four townhomes were damaged. Two members of Tower 501's crew, while searching for an unaccounted for resident, became trapped temporarily on the second floor of one of the townhouses when the first floor flashed over and they could not use the stairwell for egress. Through their training, they reacted quickly, and calmly, and were able to rapidly get out of the structure via a second floor window.

The Fire and Rescue Ops Program, which was held on November 21st, appears to have been a tremendous success. Participants were fitted for SCBA and gear, responded to a staged auto accident with entrapment, performed CPR and extinguished a live fire at the burn building. At the academy, they were also able to participate in a search, climb to the roof, and forcible entry simulations. Chief Bowman thanked everyone who participated and assisted with this program. Staff participated in the City's 12 Days of Giving program this year. People assisted with folding/stuffing letters, helping Habit for Humanity pack up and move, and laying wreaths at the graves of veterans at the Manassas Cemetery. Two staff members were honored to be able to assist with the commemorative wreath ceremony representing the Marines and POWs.

Chief Bowman attended the legislative breakfast with member of City Council and City Senior Leadership. Issues of focus were the funding for the Line of Duty Act and proposed a change of the Code of the Commonwealth to allow jurisdictions to provide for EAP type services for volunteer fire and rescue members. MFRD will be filling four staff vacancies; the application has been closed. Staff is reviewing applications now and will begin testing after the first of the year. He reported that he's hopeful to have these positions filled by the end of February.

The system responded to 341 calls for service within the City, with 716 unit responses. Additionally, we responded to 179 calls for service in PWC and MP, with 278 unit responses.

Significant incidents include:

- 11/05 – Structure Fire, Box 1129, Winfield Loop – Fire in basement
- 11/06 – Structure Fire, Box 8123, Sumner Lake Blvd – Food on stove; extension into wall
- 11/08 – Auto Accident, PW Parkway & Coloriver Rd – Extrication of trapped victim
- 11/17 – Commercial Fire, Box 8142, Liberia Ave – Electric meter on rear of structure
- 11/17 – Structure Fire, Box 8126, Taney Rd – Fire in wall; plumber burned hands; air transported to burn center

A CME (continuing medical education) quarterly training was held, as well as a monthly drill on mechanical advantage systems. MFRD received a local discretionary grant from Norfolk Southern in the amount of \$1,500; the plan is to use this money to purchase an AED for the UTV. An EOC drill was planned for earlier this week, but due to unforeseen circumstances it was canceled; it will be rescheduled for after the first of the year. Chief Bowman thanked Emergency Management and VDEM staff for their hard work on this drill. The newest version of WebEOC will begin rolling out around the first of the year. Amelia Gagnon will be working closely with the NCR WebEOC group to make this transition as smooth as possible.

Fire Marshal Activity for the month of November 2015:

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	71	
Inspection FIOP, FSPT, FALM, FHAZ	24	
Fire Prevention Code Permits (HAZU)	26	\$1,900
Fire Protection Permits (New System)	6	\$2,858
Arrest Felony		
Arrest Misdemeanor		
Investigate Structure Fire	5	
Investigate Vehicle Fire		
Investigate Fire – Brush, Dumpster, Other	7	
Investigate Hazmat and Hoarding Cases	1	
Investigate Construction Accident		
Review Fire Protection Plans	6	
Review Building Plans	8	
Review Site Plans		
Revenue Generated		\$4,758
FIRE LOSS		

There was 1 public education event(s) attended, with approximately 5 participants last month.

APPARATUS MAINTENANCE – November 2015

Maintenance costs for the month were \$16,895 and YTD \$65,056.

CHIEF BOWMAN MOVED to appoint Master Tech Jamie Jewett to the vacancy on the Health and Safety Committee, and Lt. David Halman to the vacancy on the Rescue Engine Specification Group; Director Burns seconded the motion. Roll Call Vote: AYES –Chief Bowman, Director Burns, Deputy Chief House, Assistant Chief Orndoff, and Chief Orndoff. **MOTION CARRIED (5/0)**

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

Chief Orndoff reported that since the last meeting, MVFC has provided assistance to Dale City during an election event. The annual MVFC Christmas party was very successful; this coming week MVFC will be escorting Santa on the Engine through the city. On Saturday morning, members will be delivering Christmas food baskets to families in need. They have approximately 80 baskets to deliver. The funds to make the food baskets were raised through collections at bingo and other fundraisers.

Members provided 1,492 operational man hours, and 110 hours from the auxiliary and bingo for a total of 1,602 hours provided. MVFC has a new software program to track man hours being provided; it should be online by the first of the year. Michael Cox (Lieutenant) has finished his Uniform Rank Structure training and is now compliant, and Gary Orndoff (Chief) finished Officer III and is now compliant.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Nancy Orndoff reported that GMVRS held their annual elections last night; many changes to Officers affect the operational side. A list of the new officers and board members was provided to FRC members. GMVRS provided 416.58 hours of staffing, out of a possible 474 hours, or 87%. The decrease in hours was mostly due to the Thanksgiving holiday. Members also provided 61.5 hours of administrative and training time.

No new members were voted in at the last squad meeting; however, members were made aware that there are 4 trial members awaiting background checks to be completed. There is now a 10 week turnaround time for background checks which are now being done by the Virginia State Police.

GMVRS participated in the 70th Annual Christmas Parade; the Ladies Auxiliary sold 60 dozen Krispy Kreme donuts at the parade. Members did a Toys for Tots campaign at the station and collected over 800 toys, which were picked up by the local Marine Corps Recruiter.

The last CME for the year was held last weekend; there was a good turnout for it. In the coming year, the bi-monthly CME will continue and one day, for practical skills only, will be added. Monthly CPR classes, as well as HIPAA and Infection Control, will continue too. The 2016 schedule should be out by the end of the year. There is one more HIPAA and Infection Control class for this year which will be held on December 20th at 1800 hours, at the Rescue Squad.

Assistant Chief Orndoff stated that this will be her last FRC meeting as a member; she expressed her gratitude for the time in which she has worked with this committee and the friends she has made. Chief Donald Brown will be replacing her on the committee next year.

UNFINISHED BUSINESS

(1) Standing Committees

(b) Consolidated Logistics

Chief Orndoff asked if we had changed vendors for station supplies; Deputy Chief House replied that yes we did.

(e) Training Committee

Assistant Chief Orndoff reported that the Training Committee met on December 10th; BLS CMEs are continuing. GMVRS asked to get some train the trainer classes for HIPAA and Infection Control. MVFC participated in training drills with MFRD. The OIC program is ¾ completed. Rescue 501 driver training packets need a few more items, then it will be emailed out to the group. BC Franzello needs HIPAA and Infection Control training records. The committee is looking to bring an EVOC I, II, and III class to Manassas. Requests for VDFP classes need to be in by tomorrow; looking at Instructor and Officer I, and Rural Water Supply. These classes would help to get some members of MVFC compliant. There is an EMT class at PWC Academy starting in January. Staff is looking to do an EMT class in house in February.

There was a brief discussion on the cost(s) associated with retesting or retaking classes. The Training Committee is working on a plan to address providing tutors for practical sessions before tests.

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(2) Social Media Policy

Assistant Chief Orndoff reported that the group met on Tuesday. A draft policy was distributed to the FRC; it is based mostly from the MVFC policy with some edits to include language from the other two policies. The FRC is asked to review the draft and provide feedback by January 4th. The group will then meet again to revise the policy.

(3) SOP 2.61 Apparatus Inspection and Maintenance

CHIEF ORNDOFF MOVED to approve SOP 2.61 Apparatus Inspection and Maintenance; Deputy Chief House seconded the motion. Roll Call Vote: AYES –Chief Orndoff, Deputy Chief House, Chief Bowman, Director Burns, and Assistant Chief Orndoff. **MOTION CARRIED (5/0)**

Deputy Chief House mentioned that there has recently been chatter of issues with the Tower. The truck is now out of warranty but former Master Technician Mike Nazionale had traveled to South Dakota to present the issues to the President of Rosenbauer. The President instructed Rosenbauer to correct the issues. Deputy Chief House mentioned that it's not uncommon for units to be out of service for months while issues are resolved. Rosenbauer has been responsive and is covering the costs of repairs. Chief Bowman added that fire apparatus is custom built, no two are alike, and sometimes issues come up. The unit is now back in service. This is the only ladder truck in our first due and it runs a lot of calls.

(4) FY17 Budget Discussion

The Budget Sub-Committee has not met yet, but will meet soon. Director Burns stated that he feels the System needs to invest in a new exhaust system, which could cost upwards of several hundred thousand dollars. It was noted that the Assistance to Firefighter's Grant (AFG) just opened and may be an avenue to explore for funding for a project like the exhaust system; however, the City would still need to fund approximately 20% of the project. Deputy Chief House noted that another costly project that needs to be looked at is the upgrade of the SCBA; it will cost over half a million dollars to upgrade to the 5.5 system. The last SCBA upgrade was 4 years ago which upgraded the System to the 2007 standard, using existing air packs. The 5.5 system would be an all new system and air packs which meet NFPA changes. Chief Bowman has had preliminary discussions with Paul York about the fund balance and the potential of sinking fund to cover the upgrade cost(s). He would like to see an analysis of the fund balance done, and potentially have two distinct funds.

NEW BUSINESS

(5) Incident Reporting

Chief Bowman stated that incident reporting needs to be addressed. There continues to be an issue of incident reports not being completed. Chief Bowman is responsible for reporting in the City; there could be an issue if they aren't completed. Assistant Chief Orndoff mentioned that there was an issue of getting into the system when providers weren't logging off properly. Chief Orndoff stated that MVFC is dealing with the issue; he is currently only getting information from 2 of the 3 shifts. It was noted that GMVRS has two reports to do for each call they respond to – Image Trend and Firehouse. Reports are more in depth if the call is an actual fire.

(6) EMT on Engine

Chief Bowman stated that the System is under one EMS license now. Out of the past 52 shifts, 19 of those did not have an EMT on the Engine, 13 shifts had an EMT for part of the shift, which

means that 61% of the shifts did not meet the requirements. Chief Orndoff replied that there are only 6 OMD endorsed EMTs in MVFC, while there are 30 EMTs in the company. He is working with Battalion Chief Lupton to get the EMTs endorsed by the OMD. Once EMTs pass the test, they need to ride with GMVRS in order to get 5 patient contacts and 10 more with MVFC in order to get signed off on by the OMD. Members who are employed elsewhere can have their department OMD write/sign a letter stating that they are endorsed in that jurisdiction and the City's OMD will endorse them based on that letter.

GMVRS and MVFC are working together to coordinate ride along time to meet the requirement(s).

CLOSING COMMENTS

The social media policy needs to be reviewed and comments sent to Assistant Chief Orndoff by January 4th. Incident reports and EMTs on the Engine will be on next month's agenda.

Director Burns noted that GMVRS has signed a contract with Roger's Automotive for fuel and maintenance on GMVRS owned units. Anyone is allowed to take the unit(s) to get fueled; Assistant Chief Orndoff will send the contract information to Chief Orndoff.

ADJOURNED: 6:54 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
VDFP – Virginia Department of Fire Programs
PWC – Prince William County
URS – Uniform Rank Structure
OMD – Operational Medical Director



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE Standing and Sub Committees

Health and Safety

Mark Nary, *Battalion Chief (Chair)*
 Russell Carpenter, *Firefighter*
 Kevin Frye, *Firefighter/EMT*
 Jamie Jewett, *Master Technician*
 Michael Cox, *Lieutenant*
 Nancy Orndoff, *Assistant Chief*
 Mike Orazi, *Vice President*
 William "Jerry" Smith III, *Captain*

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

Quality Assurance and System Protocol

Todd Lupton, *Battalion Chief (Chair)*
 Matt Fox, *Lieutenant*
 Thomas Boyden, *Assistant Chief*
 Jon Stern, *Assistant Chief*
 Jessica Browne, *EMT*
 Gary Orndoff, *Chief*
 James Kemp, *Medic/Firefighter*
 Dr. Thomas Luckey

Manassas Fire and Rescue Department
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 Manassas Volunteer Fire Company
 Greater Manassas Volunteer Rescue Squad
 Manassas Volunteer Fire Company
 Manassas Fire and Rescue Department
 Operational Medical Director

Training

Kevin Franzello, *Battalion Chief (Chair)*
 Karl Sampson, *Master Technician*
 Joe Higgins, *Lieutenant*
 Brian Kline, *Vice President*
 Andrew Carver, *Captain*
 Donald Brown, *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, *Battalion Chief (Chair)*
 Jessica Browne, *EMT*
 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, *Captain*
 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

Thomas Boyden
 John Sakavich
 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>Lieutenant</i>	Manassas Fire and Rescue Department
Matt Heppner, <i>Medic/Firefighter</i>	Manassas Fire and Rescue Department
Curt Huntington, <i>EMT</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
Curt Huntington, <i>EMT</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

12 FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT

PAGE NO. 12

MEETING DATE: January 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 attached

**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
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:**
 - 1st Quarter 2016:
 - 2nd Quarter 2016:
 - 3rd Quarter 2016:
 - 4th 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/ Manassas Vol. Fire Company Greater Manassas VRS Reporting Period: 4th Quarter 2015
October 1 – December 31, 2015

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.
-

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

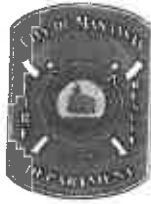
Treated, Transported by Private Vehicle: 3

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:
 - 4th Quarter 2015: Tetracaine
 - 1st Quarter 2016:
 - 2nd Quarter 2016:
 - 3rd Quarter 2016:
 - 4th 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/ Manassas Vol. Fire Company Greater Manassas VRS Reporting Period: 3rd. Quarter 2015
 July 1 – September 30, 2015

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.
-

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

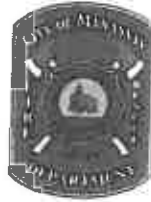
Response Disposition:

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



FRC EMS Quality Assurance Committee
Meeting Agenda
July 9, 2015 18:00 @ RS 1

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

Agenda/Minutes

- EMS QA:
 - 2nd Quarter of 2015 (April - June)
 - Random Topic: CMFRD: Facial Trauma
- GMVRS: BLS 12 Lead EKG
- Random Topics 2015:
 - July-September 2015: Not determined
 - October-December 2015: Not determined
- New Ambulance Status – Unit has been ordered
- EMS Equipment Status – MT Fox provided updates on new vents, drug shortages and McGrath video laryngoscopes
- Image Trend Version 3 update
- Roundtable: No comments
- Next meeting date will be set for October 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/ Manassas Vol. Fire Company Greater Manassas VRS Reporting Period: 2nd. Quarter 2015
April 1 – June 30, 2015

Total Number of Patient Care Reports Reviewed This Period:

CMFRD: 21 GMVRS: 31 Total: 52

8 reports were sent to supervisors to review with personnel.

EMS MT Fox QA 181 reports this quarter for CMFRD.

COMMENDATIONS:

- Numerous reports were reviewed with good documentation and narratives

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.
 - Providers need to ensure dispositions are correct in the report.
 - Some of the same documentation and QA issues continue to appear each quarter. All providers need to address these issues ASAP. Thanks for your assistance.
-

MCFRD Service Average:

IV Service Average: 67% Success Rate
ET Service Average: 33%
Busiest Day: Tuesday
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: 719
GMVRS: 326
Total: 1045

Level of Care Provided:

ALS: 715
BLS: 330
Total: 1045

Response Disposition:

Cancelled: 225
Dead at Scene: 8
No Patient Found: 12
No Treatment Required: 9
Patient Refused Care: 107
Standby Only: 18
Treated and Released: 4
Treated, Referred to LE: 1
Treated, Transferred Care: 27
Treated, Transported by EMS: 632
Treated, Transported by Private Vehicle: 0
Unknown: 2

Incident Disposition Total: 1045

Submitted by: BC Lupton

Date: August 8, 2015

**22 FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 22

MEETING DATE: January 21, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: NIMS Compliance Update

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** July 16, 2015 – Fire and Rescue Committee
October 15, 2015 – Fire and Rescue Committee

**SUMMARY OF
ISSUE/TOPIC:** Virginia Department of Emergency Management (VDEM) has assigned Robb Hoffower to the Cities of Manassas and Manassas Park as the NIMS Compliance Officer. He is working with both jurisdictions – local government and volunteers, to assure all members receive the proper NIMS training.

ORGANIZATION: Manassas Fire and Rescue Department

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):** Compliancy rates will be provided at the January 2016 FRC meeting.

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Chief Brett Bowman, 703.257.8458, information provided by:
Robb Hoffower, Robert.Hoffower@vdem.virginia.gov

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 23

MEETING DATE: January 21, 2016

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Non-compliance Update

**DATE THIS ITEM WAS LAST
CONSIDERED BY
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.

**DISCUSSION
(IF NECESSARY):** A status update is due regarding current status of compliance and the plan to reach full compliance.

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**PAGE NO. 24**MEETING DATE:** January 21, 2016**TIME ESTIMATE:** 10 minutes**AGENDA ITEM TITLE:** Social Media Policy**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** 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 17th meeting; comments were due back to the policy group by January 4th.**DISCUSSION
(IF NECESSARY):****BUDGET/FISCAL
IMPACT:****CONTACT PERSON:** Captain Nancy Orndoff
Ad Hoc Committee Chairperson

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 25

MEETING DATE: January 21, 2016

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: FY2017 Budget Discussion

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

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**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 26

MEETING DATE: January 21, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Incident Reporting

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

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. 27

MEETING DATE: January 21, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: EMT on Engine

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

28 FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT

PAGE NO. 28

MEETING DATE: January 21, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: SOP 2.65 Fire and EMS Reporting Update

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

**SUMMARY OF
ISSUE/TOPIC:** SOP 2.65, Fire and EMS Reporting, which outlines the process for consolidated reporting was approved at the June 12, 2014 Fire and Rescue Committee meeting.

ORGANIZATION: Manassas Fire and Rescue Department

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

COMMENTS: This SOP was updated to reflect the new Image Trend Elite, VAv3, software system.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Battalion Chief Todd E. Lupton
(703) 257-8458



**City of Manassas Fire and Rescue Services
Standard Operating Procedure**

Fire and EMS Reporting	Presented Date: 12/19/2013 Effective Date: 06/12/2014 Revision Date: 01/15/2014	Page 1 of 6	2.65
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PURPOSE

To establish a uniform standard for completing Fire and EMS reports.

POLICY

All Fire & Rescue System members shall comply with this SOP.

PROCEDURE

I. Fire Reports

Reports shall be completed as soon as possible after returning to the station after the incident. All reports shall be completed prior to going off-duty for FRD personnel. MVFC and GMVRS shall complete all reports within 72 hours of the incident.

Fire Reports are computer based using the Firehouse Software's National Fire Incident Reporting System (NFIRS). NFIRS reports shall be reported under FDID number 68300. Reports shall be completely and accurately filled out.

It is the responsibility of the unit officer to complete or to ensure a NFIRS report is completed for each incident.

A report shall be made for every incident or service performed where the Office of Public Safety Communications either dispatched a System unit or held an incident number.

The Prime Unit for the incident shall start and complete the NFIRS report and all support units will add their unit along with any pertinent information about their actions on the incident in either the unit narrative section or main narrative section. The Prime Unit is typically an Engine for suppression incidents and an EMS unit for EMS incidents.

Incident information and times will be gathered from CAD and inputted into the NFIRS report in Firehouse Software. All times will be entered as fractional times (i.e. 17:00:01).

EMS reports shall also be completed by a suppression piece; if the incident was in the City and if no Ambulance or Medic unit responded from the System.

FRD Officers shall conduct or assign a member to conduct a quality assurance check of all NFIRS and EMS reports for their shift on a regular basis.

The quality assurance check shall include correct/accurate incident number, incident times, address, supplemental address, units and personnel, narrative and any other information required for the report to be complete and accurate.

II. EMS Reports

Reports shall be completed and posted as soon as possible after the incident. All reports shall be completed and posted prior to going off-duty for FRD personnel. MVFC and GMVRS shall complete no patient EMS reports within 72 hours and patient transports within 12 hours per OEMS Rules and Regulations.

It is the responsibility of the Lead EMS provider to complete an EMS report and NFIRS report for each incident.

Image Trend Elite (electronic report) is the System's official primary legal report for EMS patient care and transport.

The Image Trend Elite report will be completed and used to generate a hard copy that will be provided to the hospital.

A Firehouse Software Incident report (NFIRS) is required for all calls transport or non-transport. This will still be located on the station computers and not on the laptop computers containing Image Trend Elite.

Per OEMS Regulations if a Suppression piece responds to an EMS call and is the only MCFRS unit on the scene then an EMS report shall be completed by the Suppression piece.

All sections of the Image Trend Elite EMS report that are required fields shall be completed for each report.

There are some fields that are not required, but if the information is obtained on the incident that information shall also be included into the report.

Vital signs, monitor strips and other information from the LP15 shall be downloaded to Image Trend Elite via the supplied cable or via Bluetooth (if equipped).

Any other paperwork or information such as nursing home files and medication lists sent to the hospital with the patient shall be turned over to the patient or the patient's nurse at the time of your report submission or prior to leaving the receiving hospital. It is necessary that pertinent information contained in these documents be collected and inputted in the Image Trend Elite report.

Incident information and times will be gathered from CAD and inputted into the Image Trend Elite report upon completing a transport or returning to quarters from a non-transport incident. All times will be entered as fractional times (i.e. 17:00:01).

Upon completion of the EMS report, the provider shall post the report to VA Office of EMS VPHIB server.

Fire and EMS Reporting

Section 2.65

Page 3 of 6

III. REPORT SUBMISSIONS

A "Pre-hospital Report" shall be printed and submitted to the receiving facility within 12 hours per OEMS regulation by the Lead EMS provider.

A printer is supplied at Prince William Medical Center ER in the EMS room for reporting purposes.

If a transport goes to a hospital other than Prince William, upon your return to quarters the report shall be faxed to the receiving facility that patient care was transferred to. A regional list of hospital fax numbers is supplied in the alarm room.

EKG strips shall be printed from the monitor and provided to the receiving facility.

There is no need to print a copy for System records; all incident reports are stored electronically on the VA Office of EMS VPHIB server and are accessible for later viewing and modification.

EMS reports are submitted to the VA Office of EMS VPHIB server by posting them from the Image Trend EliteField-Bridge software either from the "Incident List" on the main screen by selecting the incidents to post from the list or while in the incident reporting screen by pressing the "Post" button at the top of the screen.

It is not necessary to print a report prior to posting; the report is available for review, edit and printing from the "Incident" list on the "Dashboard."

IV. REQUIRED SIGNATURES

Signatures are obtained electronically by signing the designated signature blanks in the "Signatures" tab in the Image Trend Elite software.

A "Signature Reason" tab will appear at the top of the page. Please select the reason for signature from the options provided. In the case of a Nurses signature or any other reason that does not appear, you will need to select the "Other" icon.

The "Language" tab will have English listed as the only option, please select if applicable.

"Type of Person Signing" tab will appear with a drop-down menu of options:

A "Attendant in Charge" is required for all EMS reports. Technician signature is the Lead EMS provider.

A "Patient Signature" is required for all transports and patient refusals.

A "Witness Signature" is required for patient refusals and any time a patient signs with a mark such as an "X" or other symbol.

"Patient Representative Signature" is required for any incident the patient is unable to sign in the "Patient Signatures" selection either legally, mentally or physically. An Authorized Representative of the patient should sign this section.

If the patient and/or authorized representative is unable to sign, the reason needs to be documented in the narrative section of the report and document "patient unable to sign" (PUTS) in Patient Signature section.

"Medical Practitioner Signature" is required for "online medical direction" or use of medications in the controlled substance cases.

V. PATIENT REFUSAL

A Patient Refusal form shall be completed for any patient who refuses assessment, medical treatment, or transport.

"Refusal of Care/Transport" is located in the "signature" tab and is required for all patient refusals.

Select "Patient" from the "Type of Person Signing" drop down and the Waiver of Liability of Information will appear for the patient to sign.

VI. BILLING INFORMATION

Information for billing includes Patient demographics, to include full name, address with zip code, age, gender and social security number. Insurance information can be obtained as long as patient care is not affected.

Mileage for transport is obtained by the City's EMS Billing vendor. Mileage is required to be recorded to the 10th of a mile for all transports. The provider shall ensure the patient destination is documented in the report so accurate mileage can be obtained. If the patient is being transported by helicopter, document the address of the landing zone in the narrative section. Mileage is only required when a patient is transported.

VII. HIPAA NOTICE OF PRIVACY PRACTICES (SIGNATURE/CARD)

The HIPAA Notice of Privacy Practices signature section and card/pamphlet shall be completed and provided for each patient encountered regardless if they were transported or refused treatment. Patients should be directed to the City's website for the Notice of Privacy Practices. If you have a patient this shall be completed.

The EMS provider shall explain and obtain a signature from the patient in the "Patient Signature" section. In some cases the patient may not be able to sign due to medical or other reasons; in these situations the "Authorized Representative" section shall be completed. An Authorized Representative of the patient should sign this section if an Authorized Representative is not present the EMS provider shall sign this section.

The System recommends the EMS provider explain and obtain the patient signature and provide a HIPAA card to the patient during transfer of care at the Medical facility. If time permits this can be accomplished during transport if patient care is not affected.

VIII. GENERAL EMS REPORTING REQUIREMENTS

Login to VAv3 by selecting the "VAv3 Field Login" icon on the desktop and utilize your own credentials to log into the system. Once logged in the "Run Form Dashboard" will appear where you can setup your crew, unit and shift.

To start a new incident report: click the "New Incident-from-Template" button at the top left of the screen, and select the appropriate template. If you have already started an incident report and need to change the template click the "Switch" button at the top right of the screen and select the appropriate template.

Fire and EMS Reporting

Section 2.65

Page 5 of 6

A ~~"VA EMS Medical Record w/Billing"~~Virginia Emergency Medical Record template (EMR) is required for all patient transports and is required for a complete report submission to the System's Third party billing agency for EMS Cost Recovery.

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The same "EMR" is used for all reporting with the correct Incident/Patient Disposition selected under "Transport Info"

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~~A "VA EMS Medical Record Non-Billing" template shall be utilized for patient refusal incidents.~~

~~A "Cancellation Report" template shall be utilized for incidents without patients, property damage only MVC, cancelled enroute and etc.~~

Narrative: Shall be descriptive from the beginning of the call to the end, and shall include the patient's medical history as well as history of present illness, signs and symptoms, observations made by the EMS providers, remedies the provider administered, orders requested/given, patient changes, and pertinent patient statements relating to the illness. It should also include the landing zone address if applicable as well as reasoning for any patient demographics that where not obtained.

A minimum of two complete sets of vital signs shall be done and documented on all transports, and a minimum of one complete set done on all patient refusals.

A physician's signature is not required when the provider has provided care within System-wide Protocols.

The only time a physician's signature is required is when the provider receives verbal order from the physician. The order shall be documented in the report and a physician's signature obtained.

IX. EMS COST RECOVERY QA COMMITTEE PROCESS

Access to the VPHIB server for review and printing of all posted reports for QA and EMS Cost Recovery purposes will be granted to personnel with those responsibilities.

Only program administrators and QA committee personnel will have access to all reports on the VPHIB server.

Personnel assigned EMS Cost Recovery duties will be responsible for reviewing and making corrections to all posted reports. The System's billing vendor will then download the reports and mark them as "Billed."

EMS Quality Assurance Committee process will follow the appropriate "EMS Quality Assurance Program" SOP 2.52.

X. STATE BRIDGE

Personnel completing EMS reports shall log-on to Image Trend Elite ~~State-Bride~~ on a regular basis to check their inbox for QA messages. ~~The State-Bride~~ website is:

<https://imagnetrendelite.com>
vphib.vdh.virginia.gov/

Field Code Changed

Log-on information is the same for Image Trend Elite and Image Trend Elite ~~Field~~ ~~Field-Bridge and State-Bridge~~.

Personnel can correct or update their reports at Image Trend Elite, ~~either from Field Bridge or State-Bridge~~.

XI. FIRE & EMS REPORTING REQUIREMENT QUICK REFERENCE

**Fire Incidents
Reporting
Requirement**

- Suppression and EMS unit(s) complete a NFIRS for all incidents
- EMS unit(s) completes an EMS report

**EMS Incidents
Reporting
Requirement**

- EMS unit(s) completes an EMS report for all incidents
- Suppression and EMS unit(s) complete a NFIRS for all incidents
- If MCFRS EMS unit on scene with Suppression piece – no EMS report required by Suppression piece.
- If Suppression piece is the only unit from MCFRS on scene an EMS report is required

APPROVED BY

Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

Date _____

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 35

MEETING DATE: January 21, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Rescind SOP 2.5 Adoption of OEMS Rules and Regulations

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

June 17, 2010

**SUMMARY OF
ISSUE/TOPIC:**

SOP 2.5 Adoption of Office of Emergency Medical Services (OEMS) Rules and Regulations require the City of Manassas Fire and Rescue Service to adopt and comply with the OEMS rules and regulations. State law requires EMS providers to comply with these rules and regulations; this SOP is redundant and unnecessary. This SOP is recommended to be rescinded, effective immediately.

ORGANIZATION:

Manassas Fire and Rescue Department

RECOMMENDATION:

X Approve

Disapprove

Reviewed

See Comments

COMMENTS:

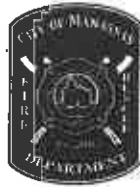
**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON:

Chief Brett R. Bowman
(703) 257-8458

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**City of Manassas Fire and Rescue Services
Standard Operating Guideline**

Adoption of the Office of Emergency Medical Services Rules and Regulations	Presented Date: 03/16/2010 Effective Date: 06/17/2010 Revision Date: 00/00/0000	Page 1 of 1	2.5
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PURPOSE

To establish adoption of the 2003 Virginia Office of Emergency Medical Services Rules and Regulations.

POLICY

It shall be the policy of the City of Manassas Fire and Rescue Services to adopt and comply with the Virginia Office of Emergency Medical Services Rules and Regulations (2003).

PROCEDURE

Reference the 2003 edition of the Virginia Office of Emergency Medical Services Rules and Regulations.

There are no exceptions to the adoption of the rules and regulations.

APPROVED BY

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

6/17/10
Date



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (December 2015)

FLEET MANAGEMENT BILLING REPORT

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	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
ENG501	2013 COMMAND CHAS	94	0.00	60.00	54.29	0.00	0.00	0.00	0.00	114.29
FE501	2002 FIRETRUCK	266	0.00	0.00	153.09	0.00	0.00	0.00	0.00	153.09
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHAS	562	0.00	60.00	245.85	0.00	0.00	0.00	0.00	305.85
VC501	2015 INTERCEPT UTIL	0	0.00	60.00	0.00	0.00	55.00	0.00	45.00	160.00

DEPARTMENT SUBTOTALS :	922	0.00	360.00	453.23	0.00	0.00	55.00	0.00	45.00	913.23
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BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	7									
DEPARTMENT :	3020									
		MILEAGE	0.00	PARTS - WO	0.00					0.00
		MOTOR POOL	0.00	PARTS - INDEP	0.00					0.00
		BASE	0.00	LABOR	55.00					55.00
		INSURANCE	360.00	SUBLETS	0.00					0.00
		OTHER	0.00							
		REPLACEMENT	0.00	MISC - PARTS	0.00					0.00
		FUEL	453.23	MISC - LABOR	0.00					0.00
				MISC - SUBLETS	0.00					0.00
				MISC - GENERAL	45.00					45.00
				RETURNS - PARTS	0.00					0.00
				CREDITS - PARTS	0.00					0.00
				CREDITS - LABOR	0.00					0.00
				CREDITS - SUBLETS	0.00					0.00
				CREDITS - GENERAL	0.00					0.00

FLEET MANAGEMENT BILLING REPORT
12/01/2015 to 12/31/2015

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	67	0.00	60.00	19.14	0.00	0.00	0.00	0.00	79.14
MED501B	2008 F450	107	0.00	0.00	45.43	0.00	0.00	0.00	0.00	45.43
MED501C	2010 F450	226	0.00	0.00	70.84	0.00	0.00	0.00	0.00	70.84
MED501D	2007 F450	60	0.00	0.00	22.45	0.00	0.00	0.00	0.00	22.45
RC501	2014 TAHOE 1500	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
RES501	1997 AMBULANCE	261	0.00	0.00	148.74	0.00	0.00	0.00	0.00	148.74
RS99	1970 CHARGES	0	0.00	0.00	33.86	0.00	0.00	0.00	0.00	33.86
DEPARTMENT SUBTOTALS :										
		721	0.00	120.00	340.46	0.00	0.00	0.00	0.00	460.46
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :		7	MILEAGE	0.00	PARTS - WO	0.00				0.00
DEPARTMENT :		3030	MOTOR POOL	0.00	PARTS - INDEP	0.00				0.00
			BASE	0.00	LABOR	0.00				0.00
			INSURANCE	120.00	SUBLETS	0.00				0.00
			OTHER	0.00						
			REPLACEMENT	0.00	MISC - PARTS	0.00				0.00
			FUEL	340.46	MISC - LABOR	0.00				0.00
					MISC - SUBLETS	0.00				0.00
					MISC - GENERAL	0.00				0.00
					RETURNS - PARTS	0.00				0.00
					CREDITS - PARTS	0.00				0.00
					CREDITS - LABOR	0.00				0.00
					CREDITS - SUBLETS	0.00				0.00
					CREDITS - GENERAL	0.00				0.00