



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, JULY 21, 2016

6:00 P.M

CITY HALL – 2<sup>ND</sup> FLOOR CONFERENCE ROOM

I.	Call Meeting To Order – Chairman Aveni		
II.	Determination of Quorum		<u>Page</u>
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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		
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	a. Budget/Finance Committee –		
	b. Consolidated Logistics –		
	c. Health and Safety –		
	d. Quality Assurance – <b>REPORT DUE</b> (Battalion Chief Todd E. Lupton)		
	e. Training Committee –		
	f. Strategic Plan –		
	2. NIMS Quarterly Report (Robb Hoffower, VDEM)		12
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	7. Fire and Rescue Committee Annual Report		21
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<u>Appendix:</u>		22
	A. Fuel Report (June 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

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### Meeting Minutes June 16, 2016

**CALL TO ORDER** 6:14pm

**ROLL CALL**

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

*Guest Speakers:* Battalion Chief Kevin Franzello, Battalion Chief Mark Nary, Lieutenant Matt Fox

*Others Present:* Councilman Ian Lovejoy and Melissa Heiderman

*Absent:* Chief Donald Brown and Director Dave Burns

At 6:15pm, the meeting of the Fire and Rescue Committee paused so that members could go outside and view the new Ambulance/Medic 501D. Lt. Matt Fox answered questions about the unit. The meeting was called back to order at 6:21pm.

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

CHIEF ORNDOFF MOVED to approve the minutes of the April 21, 2016 meeting; Deputy Chief House seconded the motion. Roll Call Vote: AYES – Chief Orndoff, Deputy Chief House, Chief Bowman, and President Lesnik. **MOTION CARRIED (4/0)**

**CHAIPERSON'S REPORT**

Chairman Aveni welcomed everyone to the meeting; he noted that the May 2016 meeting had been canceled due to not meeting quorum. He read aloud a letter thanking Chief Bowman for his five years of dedicated service to the Fire and Rescue Committee. Chairman Aveni noted how much Chief Bowman cared about the people, citizens and tax payers. He thanked Chief Bowman for his service.

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

Chief Bowman reported that the six new hires, which started on April 4<sup>th</sup>, are now assigned to units and doing very well. Recently two new Medics, along with a veteran Medic and Dr. Luckey were recognized for providing exceptional care; the patient wrote a nice letter thanking the department for the extensive knowledge possessed and for saving her arm. On May 10<sup>th</sup>, the

crew from Tower 501 delivered a healthy baby boy on China Grove Court. Mom, Baby, and Dad – and the firefighters – were doing well afterwards.

During the annual railway festival units had to respond to a stoppage of breathing at the rail yard on Stonewall Road. CPR was performed, initially by the firefighter on the 611 training, on a 75 year old patient. City of Manassas crews administered advanced life support treatment and by the time they arrived at the hospital the patient was alert and talking.

The 12 RFPs for architectural services for Fire Rescue Station 521 were evaluated by a group of City staff with representation from Fire and Rescue, Purchasing, Public Works and Building Development. The top four rated proposals were invited back and provided a presentation, as well as participated in a Q/A. They were then ranked; Purchasing is leading the negotiations with the top rated firm which hopefully will result in a signed contract within the next 20-30 days.

The system responded to 343 calls for service within the City, with 697 unit responses. Additionally, we responded to 230 calls for service in PWC and MP, with 321 unit responses. Significant incidents include:

- 5/3/16, Inside Gas Leak, Box 8103 – Stonewall Rd – suicide/CO poisoning
- 5/3/16, Structural Collapse, Box 1112 – Lomond Dr – car into house; gas meter sheared off
- 5/4/16, Structure Fire, Box 1502 – Sudley Rd – working fire, attached garage
- 5/8/16, Structure Fire, Box 0717 – Forestview Rd – attic fire, single family home
- 5/10/16, EMS, Box 8133 – China Grove Ct – delivery of a baby
- 5/28/16, Structure Fire, Box 1509 – Pageland Ln – working house fire

Staff completed their annual CPR re-certification in May. Their physical ability test has been redesigned to a task based test and was administered recently to potential candidates. The department is in the process to hire six more staff members (2 vacancies, 2 unfrozen positions, and 2 new positions); the orientation class is slated to begin in August. This includes the two additional positions which will allow us to extend the day shift coverage to 0600-1800 Monday through Friday. More information will come on this once the orientation class is complete.

Firefighter/Medic Valerie Kusterbeck was awarded the Northern Virginia EMS Council Outstanding Pre-Hospital Provider for 2016. The EOC exercise which was held in May was a success! This exercise had been postponed twice due to outside extenuating factors; even with the delays, staff performance was exceptional.

Fire Marshal Activity for the month of May 2016:

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	37	
Inspection FIOP, FSPT, FALM, FHAZ	29	
Fire Prevention Code Permits (HAZU)	26	\$3,900
Fire Protection Permits (New System)	2	\$313

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Arrest Felony		
Arrest Misdemeanor		
Investigate Structure Fire	2	
Investigate Vehicle Fire		
Investigate Fire – Brush, Dumpster, Other	8	
Investigate Hazmat and Hoarding Cases	1	
Investigate Construction Accident		
Review Fire Protection Plans	2	
Review Building Plans	6	
Review Site Plans	1	
Revenue Generated		\$4,213
FIRE LOSS		

There were 4 public education event(s) attended, with approximately 140 participants.

**APPARATUS MAINTENANCE – May 2016**

Maintenance costs for the month were \$13,988.78 and YTD \$136,931.50. The new Medic unit is being outfitted and will be placed into operational service shortly.

**MANASSAS VOLUNTEER FIRE COMPANY'S REPORT**

Chief Orndoff thanked Chief Bowman for his service and for working with MVFC over the past five years.

He announced that six members are in EMT school; three are in a class in Fauquier County and 3 are in a hybrid class in Manassas. MVFC is moving along with training.

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

No report given at the meeting.

**UNFINISHED BUSINESS**

**(1) Standing Committees**

**(b) Consolidated Logistics**

Battalion Chief Franzello reported that he recently submitted a large order for turnout gear; this bridges the gap left by the 2015 UASI gear. Additional gear was ordered for stock. He noted that hopefully we can continue replacing gear in small increments each year rather than large orders all at once. New rope equipment was ordered which will help bring us back up to the standard. We currently have a shortage of traffic vests; these are now on order. All air bags in the system, which were coming close to expiration, are being replaced. The logistics team is working to unify all equipment on the specialty pieces. Chairman Aveni thanked the group for their efforts.

**(e) Training Committee**

Battalion Chief Franzello reported that classes are coming. He has worked with Tom Phalen, VDFP, for an ARFF class at the end of August (tentative dates August 19-20) which would then

continue into a tabletop exercise in the fall with the airport and an exercise in May 2017. They are working to get either a burn trailer or go to a burn building for evolutions; the costs for both are being reviewed. An EVOC class was recently hosted by Manassas and a Mayday/RIT class had to be canceled due to low enrollment.

#### (c) Health and Safety

Battalion Chief Nary reported that three SOPs are out for review with the Health and Safety Committee; hopefully they will come before the FRC next month. They include – Exposure Control (annual review), Backing Policy, and Medical Evaluation. Sunday June 19<sup>th</sup> kicks off the Safety Stand Down week. The theme this year is “the First Five Minutes: Stretching the Initial Hose Line, Putting Water on the Fire.”

CHIEF ORNDOFF MOVED to remove Russ Carpenter from the Health and Safety Committee and replace him with Ian Pleet; President Lesnik seconded the motion. Roll Call Vote: AYES – Chief Orndoff, President Lesnik, Chief Bowman, and Deputy Chief House. **MOTION CARRIED (4/0)**

#### **(2) NIMS Quarterly Report**

Robb Hoffower, VDEM, was not able to attend the June 2016 meeting but a report was provided.

	MFRD	MVFC	GMVRS
NIMS 100	100.0%	88.1%	100.0%
NIMS 200	100.0%	88.1%	95.3%
NIMS 300	100.0%	100.0%	100.0%
NIMS 400	87.5%	100.0%	100.0%
NIMS 700	100.0%	90.5%	97.7%
NIMS 800	100.0%	81.0%	95.3%

#### **(3) MVFC Non-Compliance Update**

Chief Orndoff reported that all officers, 4 are currently recognized and 1 is still awaiting paperwork from the state, have met the required standards. Elections are in August. Chairman Aveni thanked and congratulated MVFC for their hard work; he asked that this topic remain on the agenda until the final documentation is received.

#### **(4) Social Media Policy**

There was discussion among the FRC members on this topic. The work group will be contacted for follow-up. The FRC would like to see a draft of the policy before the July meeting; it was stated that a policy needs to be adopted so it can be enforced.

#### **(5) FY17 Budget Discussion**

The budget was passed; it includes money for raises, a southwest Fire Station (521), two new firefighters, and funds to unfreeze two firefighter positions.

#### **(6) Incident Reporting**

The current list of missing incident reports was distributed. It was noted that some reports which have been completed are still appearing on the list. Chief Bowman noted that switching

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incident reporting systems will be delayed from July to January. The new system will be a part of the PWC CAD system. It was noted that part of the issue with outstanding reports is the lack of training on how to complete reports.

#### **NEW BUSINESS**

##### **(7) Review of Adopted Fleet Plan**

Deputy Chief House reviewed the adopted fleet plan and where the System is with purchases and funding. He noted that some adjustments will need to be made in an effort to account for vehicles in good condition with low mileage, etc. Fiscal year 2025/2026 will be large purchase years. Expected costs were inflated to account for inflation.

President Lesnik noted that GMVRS had expressed interest in keeping one of the old Chief vehicles which would be maintained until the end of its useful life.

Deputy Chief House noted that three vehicles have been sold; Attack 501, Medic, and old utility.

#### **CLOSING COMMENTS**

Councilman Lovejoy thanked everyone for their service and expressed his gratitude for the work being done and for keeping the community safe. He noted that the job comes with a lot of responsibility.

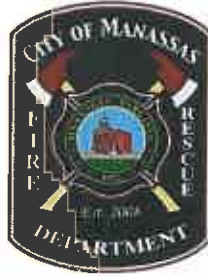
**ADJOURNED: 7:14 PM**

Minutes prepared by:

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Melissa A. Heiderman, Administrative Coordinator

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



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

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## Health and Safety

Mark Nary, *Battalion Chief (Chair)*  
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

Brett R. Bowman, <i>Chief (Chair)</i>	Manassas Fire and Rescue Department
Wade House, <i>Deputy Chief</i>	Manassas Fire and Rescue Department
Donald Brown, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
Frank Teevan, <i>Fire Marshal</i>	Manassas Fire and Rescue Department

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### 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**

PAGE NO. 11

**MEETING DATE:** July 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**

**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. 12

MEETING DATE: July 21, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: NIMS Compliance Update

DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE: Quarterly

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 July 21, 2016 FRC meeting.

BUDGET/FISCAL  
IMPACT:

CONTACT PERSON: Chief Rob Clemons, 703.257.8458, information provided by:  
Robb Hoffower, [Robert.Hoffower@vdem.virginia.gov](mailto:Robert.Hoffower@vdem.virginia.gov)

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 13

**MEETING DATE:** July 21, 2016

**TIME ESTIMATE:** 15 minutes

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

**DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:** June 16, 2016 – Fire and Rescue Committee  
April 21, 2016 – Fire and Rescue Committee  
March 17, 2016 – Fire and Rescue Committee  
February 18, 2016 – Fire and Rescue Committee  
January 21, 2016 – Fire and Rescue Committee  
December 17, 2015 – Fire and Rescue Committee

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

**ORGANIZATION:** Fire and Rescue Committee

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

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

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

The deadline for compliance was March 17, 2016.

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

**This item will be carried over until all final documentation (certificates and reciprocity) is received.**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 14

**MEETING DATE:** July 21, 2016  
**TIME ESTIMATE:** 10 minutes  
**AGENDA ITEM TITLE:** Social Media Policy

**DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:** 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 17<sup>th</sup> meeting; comments were due back to the policy group by January 4<sup>th</sup> and again by February 10<sup>th</sup> for the second draft.  
  
The draft policy was sent back to the group for clarification on wording.

**DISCUSSION (IF NECESSARY):**

**BUDGET/FISCAL IMPACT:**

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



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City of Manassas Fire and Rescue Services Standard Operating Procedure			
<b>Social Media Policy</b>	Presented Date: 02/18/2016 Effective Date: 03/17/2016 Revision Date: 00/00/0000	Page 1 of 4	2.74

**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**

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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.
8. Personal Web Page: A World Wide Web page created by an individual to contain content of a personal nature rather than on behalf of a company, organization, or institution. Personal web pages are often used solely for information or entertainment purposes.

**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 of 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:

**DRAFT**



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

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 Marshal 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.

The use of any logo belonging to any fire and rescue system organizations shall not be used for any purpose without the permission of the Chief of the appropriate organization.

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.

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.

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**APPROVED BY**

**DRAFT**

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

\_\_\_\_\_  
Date

**DRAFT**

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 19

**MEETING DATE:** July 21, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** 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 1<sup>st</sup>.

**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

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**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 20

**MEETING DATE:** July 21, 2016

**TIME ESTIMATE:** 20 minutes

**AGENDA ITEM TITLE:** Review of Adopted Fleet Plan

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** 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:**            **Approve**            **Disapprove**            **X Reviewed**            **See Comments**

**COMMENTS:**

**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**

PAGE NO. 21

**MEETING DATE:** July 21, 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.

**DRAFT REPORT TO BE DISTRIBUTED AT THE MEETING**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

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# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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## APPENDIX

Appendix A: Fuel Report (June 2016)

**FLEET MANAGEMENT BILLING REPORT**  
06/01/2016 to 06/30/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	697	0.00	120.00	106.89	0.00	0.00	0.00	0.00	226.89
FC99	2010 CHARGES	0	0.00	0.00	8.46	0.00	0.00	0.00	0.00	8.46
FD02	2008 EXPEDITION	505	0.00	120.00	81.70	0.00	0.00	0.00	0.00	201.70
FD03	2008 EXPEDITION	780	0.00	120.00	184.58	102.17	110.00	0.00	22.50	539.25
FD04	2000 CROWN VIC	314	0.00	120.00	34.78	0.00	137.50	0.00	22.50	314.78
FD05	2010 BN618TA	0	0.00	0.00	0.00	0.00	153.50	0.00	22.50	176.00
FM1	2013 F150	497	0.00	338.00	112.30	0.00	0.00	0.00	0.00	450.30
FM581	2008 EXPLORER	741	0.00	120.00	50.23	309.45	247.50	0.00	45.00	772.18
<b>DEPARTMENT SUBTOTALS :</b>		3,534	0.00	938.00	578.94	411.62	648.50	0.00	112.50	2,689.56

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	8	MILEAGE	0.00
DEPARTMENT :	2001	MOTOR POOL	0.00
		BASE	578.00
		INSURANCE	360.00
		OTHER	0.00
		REPLACEMENT	0.00
		FUEL	578.94
		PARTS - WO	0.00
		PARTS - INDEP	0.00
		LABOR	648.50
		SUBLETS	0.00
		MISC - PARTS	0.00
		MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	112.50
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00

**FLEET MANAGEMENT BILLING REPORT**  
 06/01/2016 to 06/30/2016

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	168	0.00	60.00	32.45	0.00	0.00	0.00	0.00	92.45
ENG501	2013 COMMAND CHASS	319	0.00	60.00	191.69	0.00	0.00	0.00	0.00	251.69
ENG501B	1997 FIRETRUCK	526	0.00	0.00	204.87	0.00	0.00	0.00	0.00	204.87
FE501	2002 FIRETRUCK	0	0.00	0.00	570.24	0.00	0.00	0.00	0.00	570.24
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHASS	869	0.00	60.00	910.36	0.00	0.00	0.00	0.00	970.36
UTF501	2016 F250 4X4SC	157	0.00	60.00	47.47	0.00	0.00	0.00	0.00	107.47
VC501	2015 INTERCEPT UTIL	68	0.00	60.00	29.00	0.00	0.00	0.00	0.00	89.00
<b>DEPARTMENT SUBTOTALS :</b>		<b>2,107</b>	<b>0.00</b>	<b>420.00</b>	<b>1,986.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,406.08</b>

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	9	MILEAGE	0.00
DEPARTMENT :	3020	MOTOR POOL	0.00
		BASE	0.00
		INSURANCE	420.00
		OTHER	0.00
		REPLACEMENT	0.00
		FUEL	1,986.08
		PARTS - WO	0.00
		PARTS - INDEP	0.00
		LABOR	0.00
		SUBLETS	0.00
		MISC - PARTS	0.00
		MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	0.00
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00



**FLEET MANAGEMENT BILLING REPORT**  
 06/01/2016 to 06/30/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	833	0.00	60.00	336.79	0.00	0.00	0.00	0.00	396.79
MED501B	2008 F450	389	0.00	0.00	169.67	0.00	0.00	0.00	0.00	169.67
MED501C	2010 F450	1,242	0.00	0.00	433.22	0.00	0.00	0.00	0.00	433.22
RC501	2014 TAHOE 1500	73	0.00	60.00	13.80	48.13	96.25	0.00	0.00	218.18
RES501	1997 AMBULANCE	1,134	0.00	0.00	633.93	0.00	0.00	0.00	0.00	633.93
UTI581	1997 F250	152	0.00	0.00	40.58	0.00	0.00	0.00	0.00	40.58
DEPARTMENT SUBTOTALS :		3,823	0.00	120.00	1,627.99	48.13	96.25	0.00	0.00	1,892.37

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT : 6

DEPARTMENT : 3030

MILEAGE	0.00	PARTS - WO	48.13
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	0.00	LABOR	96.25
INSURANCE	120.00	SUBLETS	0.00
OTHER	0.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	1,627.99	MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	0.00
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00