



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, JUNE 16, 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 April 21, 2016 Meeting Minutes		2
	▪ with Committee Listings		8
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 – REPORT DUE (Battalion Chief Kevin Franzello)		
	c. Health and Safety – REPORT DUE (Battalion Chief Mark P. Nary)		
	d. Quality Assurance –		
	e. Training Committee – REPORT DUE (Battalion Chief Kevin Franzello)		
	f. Strategic Plan –		
	2. NIMS Quarterly Report (Report Only)		13
	3. MVFC Non-Compliance Update (Deputy Chief Wade House / Chief Gary Orndoff)		14
	4. Social Media Policy Update (Captain Nancy Orndoff)		15
	5. FY17 Budget Discussion (Chairman Marc T. Aveni)		16
	6. Incident Reporting – Update Only		17
IX.	New Business		
	7. Review of Adopted Fleet Plan		18
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
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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 May 19, 2016

The May 19, 2016 meeting of the Fire and Rescue Committee was canceled due to not meeting quorum.

Minutes prepared by:

Melissa A. Heiderman, Administrative Coordinator



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes April 21, 2016

CALL TO ORDER 6:00pm

ROLL CALL

Present: Councilman Marc T. Aveni (Chairman), Chief Brett R. Bowman, Assistant Chief Thomas Boyden, Director Dave Burns, President Jason Lesnik, and Chief Gary Orndoff

Guest Speakers: None

Others Present: Mark Nary and Melissa Heiderman

Absent: Chief Donald Brown and Deputy Chief Wade House

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present. Assistant Chief Thomas Boyden sat in place of Chief Donald Brown, as a non-voting party.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the March 17, 2016 meeting; Chief Orndoff seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Orndoff, Chief Bowman, and Director Burns. **MOTION CARRIED (4/0)**

CHAIPERSON'S REPORT

Chairman Aveni welcomed everyone to the meeting. Public hearings on the budget are scheduled for Monday April 26th.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Bowman stated that on April 15th two Prince George's County firefighters were shot while responding to a medical incident, checking on the welfare of an individual. Sadly, Firefighter/Paramedic John Ulmschneider succumbed to his injuries. Chief Bowman and Lt. Richard Boyd and FF/EMT Brian Placon, representing the Honor Guard, attended the funeral. The second injured firefighter is still hospitalized, but is improving. Last week was also the 9th anniversary of Kyle Wilson's line of duty death; he lost his life during a single family house fire while searching the home for potential victims. The annual Kyle Wilson walk raises funds for the GMU scholarship in Kyle's name. Recently, the Prince William County School Board voted to name a new elementary school after Kyle. Fairfax County Fire and Rescue is still searching for

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Firefighter Nicole Mittendorf who went missing last week. She and her husband, who is a Virginia State Trooper, are Prince William County residents. Amelia Gagnon was activated by the NCR-IMT to assist in the search, but was cancelled just before the FRC meeting began.

The RFPs for architectural services for the new station have been evaluated. The top four submissions will be brought in for an interview process in the coming weeks; the process will be led by the Purchasing Department and then negotiations of costs will occur with the top candidate. Mr. Pate and Darla Hicks, HR Manager, are working on the process to hire a new Fire and Rescue Chief. Interviews are scheduled for April 28th and May 3rd. Both President Lesnik and President Rockx will be involved.

Earlier in April Chief Bowman met with Congresswoman Barbara Comstock to discuss the need for residential sprinklers, the importance of federal funding for the US Fire Administration, the National Fire Academy, and the FIRE Act grant programs.

The six new hires started on April 4th and are doing well. They conducted EMS practical exercises last week and were able to practice on several members of the community, including Councilman Wolfe. The department appreciates everyone's assistance. They are scheduled to graduate and be sworn in, in front of City Council, on May 9th. Master Technician Billy Barton will also be sworn in that evening for his recent promotion.

The system responded to 319 calls for service within the City, with 657 unit responses. Additionally, we responded to 162 calls for service in PWC and MP, with 280 unit responses. Significant incidents include:

- 3/5/16, Structure, Box 1009 – Danville Rd – house fire
- 3/12/16, Structure, Box 8102 – Taylor St – shed fire with extension
- 3/18/16, Structure, Box 0805 – Spruce St – house fire, heavy throughout
- 3/18/16, Structure, Box 2514 – Schaeffer Ln – two outside sheds on fire
- 3/29/16, Building Collapse, Box 1155 – Balls Ford Rd – shelving collapse; workers injured and trapped, one DOA
- 3/30/16, Structure, Box 1521 – Poplar Hill Rd – house fire, heavy fire showing

In April there have been two separate incidents where Manassas Fire and Rescue personnel removed civilians from homes which were on fire. EMS Week is coming up, May 15-21. A proclamation will be signed by Mayor Parrish designating that week as EMS Week in the City and presented at the May 9th Council meeting; the banner is scheduled to go up across Center Street as well.

Chief Bowman reported that plans to switch from the FireHouse incident reporting system to FirstOnSceneRMS; the new software links directly with the PWC CAD system. The tentative goal is to go live July 1st, but the training phase will be monitored to assure readiness. PWC is inputting the necessary data now. BC Nary is coordinating the training aspect. Personnel will attend the Train-the-Trainer sessions and will then provide in-house training to the rest of the personnel. The program will be installed on all MDCs for inputting reports. PWC is working on making this web-based so eventually they can be done from any computer. When an incident is

generated, most of the data will be pre-populated so report completion time will be significantly reduced for most incidents.

Amelia Gagnon and Robb Hoffower have continued to work on the EOC drill that will be happening next week. This drill has been scheduled twice before but had to be postponed for various reasons. This exercise is a continuation from a session last year and is intended to allow staff to practice and enhance their extended roles in emergency management. Amelia is working with public works on the debris management plan.

Fire Marshal Activity for the month of March 2016:

ACTIVITY	NUMBER	REVENUE
Inspection (Annual)	95	
Inspection FIOP, FSPT, FALM, FHAZ	77	
Fire Prevention Code Permits (HAZU)	30	\$2,500
Fire Protection Permits (New System)	3	\$757
Arrest Felony		
Arrest Misdemeanor		
Investigate Structure Fire	1	
Investigate Vehicle Fire	1	
Investigate Fire – Brush, Dumpster, Other	6	
Investigate Hazmat and Hoarding Cases		
Investigate Construction Accident	1	
Review Fire Protection Plans	6	
Review Building Plans	13	
Review Site Plans	3	
Revenue Generated		\$3,257
FIRE LOSS		

There were 4 public education event(s) attended, with approximately 374 participants, including the health fair at Metz Middle School.

APPARATUS MAINTENANCE – March 2016

Maintenance costs for the month were \$11,104.56 and YTD \$112,138.59. The old Tower has been sold is now with its new owner. Old Ambulance 501D, old Utility 501, and Attack 501 are with Purchasing to be sold through the City's process. New Medic 501D is being shown at FDIC this week; this opportunity is also being used as the final inspection by BC Lupton and Lt. Fox. We expect arrival in Manassas within the next few weeks.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

Chief Orndoff announced the promotion of Jason Kendrick to Lieutenant; with his promotion, Lt. Kendrick will take over as the weekend staffing officer and assist with the training committee. One member is in the driver program, another in the officer program, and one is coming out of

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the DPO class and moving into the driver program shortly. Seven members have expressed an interest in going into the EMT program.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Thomas Boyden reported that GMVRS members staffed 294.84 of the required 382 hours for weeknight staffing; in addition, they provided 127.5 hours of training and administration during the month of March. Eight new members are in process and a new driver was just released to help with staffing. They are working with new members to get them through the process and comfortable in their position(s). The GMVRS 50th Anniversary Celebration will be held at Foxchase Manor on April 30, 2016. Director Burns announced that Assistant Chief Thomas Boyden will be honored at the City of Manassas Volunteer Reception.

UNFINISHED BUSINESS

(1) Standing Committees

(d) Quality Assurance

The Quality Assurance report was included in the agenda packet. Chairman Aveni asked that Battalion Chief Lupton be thanked for the good job on the minutes.

(2) MVFC Non-Compliance Update

Two members have recently passed the EMT test and have been endorsed by the OMD. Two people are working on precepting with GMVRS; another two members are taking the protocol test tonight. MVFC is still waiting on reciprocity paperwork for one member. Chairman Aveni asked when, at what point, MVFC will no longer be non-compliant. President Lesnik clarified that the issue was with the line officers; those officers have either resigned or been replaced. One member has until August to get his last two classes and then he can operate as a crew leader. Chief Orndoff stated that after another month, the issue should go away, after clarification is received for two members.

(3) Social Media Policy

There has been no update to this item. Assistant Chief Boyden will reach out to Captain Orndoff for a status update.

(4) FY17 Budget Discussion

Chairman Aveni reported that there has been much discussion on the budget, primarily around the CIP and Omni Ride. A public hearing is scheduled for Monday night at 7:30pm. The school piece of the budget was addressed through the new agreement. One issue included in the City Manager's proposed budget was to unfreeze the two frozen positions in Fire and Rescue; there has been additional discussion to add two positions to the fire and rescue staffing plan. The new positions would be to address the overtime and filling the gap left between volunteer and career staffing requirements. A work session will be held the Wednesday after the public hearing.

(5) Incident Reporting

The updated list of missing incident reports was distributed. Letters were written to the individuals who were missing reports; the letters referenced General Order 2016-02 regarding the incident reports and extended the deadline from April 21st to May 1st. The General Order still stands but was modified through the letter(s). After talking with Chief Orndoff and Assistant

Chief Boyden, it was found that some reports on the list are done but were not removed from the list. MVFC has stated that if reports are not done today, the member(s) with outstanding reports will not ride until the reports are complete.

(6) EMT on Engine

Chief Bowman stated that as of the March FRC meeting the System is complying with the Uniform Rank Structure in that an EMT will always be on the Engine. When MVFC does not have a qualified Officer riding the Engine, MFRD will provide staff, any of which are certified EMTs. This item can be removed from the agenda.

NEW BUSINESS

(7) Water Tower – added at the meeting

President Lesnik stated that he was approached by Steven Hersch who is one of the citizens wishing to preserve the water tower by the fire station. He stated that Charlie Patullo and HMI, through Mr. Hersch, asked President Lesnik to write a letter from MVFC stating their position on the water tower. President Lesnik asked if the FRC should write an opinion letter regarding this issue. Chief Bowman replied that approximately two years ago he wrote a letter which stated that since the water tower was no longer in use and had no bearing on fire protection, he saw no need to maintain it. The position letter agreed with the position of public works.

(8) Fleet Plan – added at the meeting

Questions were raised about adding a vehicle back into the fleet plan, in place of another vehicle. After a brief discussion it was decided that the FRC should review the adopted fleet plan, which has not been reviewed by the Committee since its adoption by Council in 2012.

(9) Changes to the Sub-Committee Listing – added at the meeting

CHIEF BOWMAN MOVED to replace Jamie Kemp with Ben Page on the Quality Assurance Committee; Director Burns seconded the motion. Roll Call Vote: AYES – Chief Bowman, Director Burns, President Lesnik and Chief Orndoff. **MOTION CARRIED (4/0)**

CHIEF ORNDOFF MOVED to replace John Stern with Spencer Askin on the Quality Assurance Committee; Director Burns seconded the motion. Roll Call Vote: AYES – Chief Orndoff, Director Burns, Chief Bowman, and President Lesnik. **MOTION CARRIED (4/0)**

CHIEF ORNDOFF MOVED to replace Brian Kline with Jason Kendrick on the Training Committee; President Lesnik seconded the motion. Roll Call Vote: AYES – Chief Orndoff, President Lesnik, Chief Bowman, and Director Burns. **MOTION CARRIED (4/0)**

CLOSING COMMENTS

Chief Bowman will not be at the May FRC meeting. The May agenda will include the MVFC non-compliance status update, for potentially the last month, the social media policy, and review the adopted fleet plan. The EMT on the Engine item can be removed from the agenda.

ADJOURNED: 7:07 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, 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

STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

EMS Equipment	
Thomas Boyden	Greater Manassas Volunteer Rescue Squad
Amber Beacher	Greater Manassas Volunteer Rescue Squad
Todd Lupton	Manassas Fire and Rescue Department
Andrew Carver	Manassas Fire and Rescue Department
Jeremy Mader	Manassas Volunteer Fire Company
Spencer Askin	Manassas Volunteer Fire Company

Technical Rescue Equipment

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

Recruitment and Retention

Randy Cusick	Greater Manassas Volunteer Rescue Squad
Jessica Bailey	Greater Manassas Volunteer Rescue Squad
Mark Nary	Manassas Fire and Rescue Department
Matt Fox	Manassas Fire and Rescue Department
Debbie Colby	Manassas Volunteer Fire Company
Mark Failer	Manassas Volunteer Fire Company

Suppression

N/A	Greater Manassas Volunteer Rescue Squad
N/A	Greater Manassas Volunteer Rescue Squad
Mark Nary	Manassas Fire and Rescue Department
Jason Bowers	Manassas Fire and Rescue Department
Brian Kline	Manassas Volunteer Fire Company
Joseph Higgins	Manassas Volunteer Fire Company

Ambulance Specification Workgroup (Jan 2015)

Todd Lupton, <i>Battalion Chief</i>	Manassas Fire and Rescue Department
Matt Fox, <i>Lieutenant</i>	Manassas Fire and Rescue Department
Matt Heppner, <i>Medic/Firefighter</i>	Manassas Fire and Rescue Department
Thomas Boyden, <i>Assistant Chief</i>	Greater Manassas Volunteer Rescue Squad
Donald Brown, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad

Rescue Engine Workgroup (Jul 2015)

Wade House, <i>Deputy Chief (Chair)</i>	Manassas Fire and Rescue Department
William "Jerry" Smith, <i>Captain</i>	Manassas Fire and Rescue Department
David Halman, <i>Lieutenant</i>	Manassas Fire and Rescue Department
Karl Sampson, <i>Master Technician</i>	Greater Manassas Volunteer Rescue Squad
Donald Brown, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company

Social Media Policy Workgroup (November 2015)

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

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 12

MEETING DATE: June 16, 2016

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Standing Committees – Committee Listing and Monthly Reports

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

**SUMMARY OF
ISSUE/TOPIC:** Ordinance #O-2010-14, Section 60-6.e, gives the Fire and Rescue Committee authority to establish standing committees and technical sub-committees. The following have been formed by the FRC, and shall be acknowledged as such:

- Quality Assurance and System Protocol
- Health and Safety
- Training
- Consolidated Logistics
- Budget/Finance
- Unified Training and Rank
- Strategic Planning

ORGANIZATION: Manassas Fire and Rescue Committee

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

COMMENTS: **Reports are due from the following committees:**

- **Health and Safety (carried over from May 19th)**
- **Consolidated Logistics**
- **Training Committee**

**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. 13

MEETING DATE: June 16, 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
January 21, 2016 – 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 June 16, 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**

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MEETING DATE: June 16, 2016

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Non-compliance Update

DATE THIS ITEM WAS LAST CONSIDERED BY 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.

June 2016 is expected to be the last status update on this item.

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT:

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

If Committee Members have questions, you are urged to call the staff person who prepared this agenda statement prior to meeting.

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 15

MEETING DATE: June 16, 2016

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Social Media Policy

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** 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: 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 and again by February 10th for the second draft.

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Captain Nancy Orndoff
Ad Hoc Committee Chairperson

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 16

MEETING DATE: June 16, 2016
TIME ESTIMATE: 10 minutes
AGENDA ITEM TITLE: FY2017 Budget Discussion

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

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

ORGANIZATION: Fire and Rescue Committee

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

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

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

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

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

DISCUSSION (IF NECESSARY): Update Only

BUDGET/FISCAL IMPACT:

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 17

MEETING DATE: June 16, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Incident Reporting

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

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

ORGANIZATION: City of Manassas Fire and Rescue

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

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

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

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 18

MEETING DATE: June 16, 2016

TIME ESTIMATE: 20 minutes

AGENDA ITEM TITLE: Review of Adopted Fleet Plan

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

**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: The adopted fleet plan and Ordinance #O-2012-10 was emailed to the FRC.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



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CITY OF MANASSAS
FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (April 2016)

Appendix B: Fuel Report (May 2016)

FLEET MANAGEMENT BILLING REPORT

04/01/2016 to 04/30/2016

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	734	0.00	60.00	71.14	0.00	0.00	0.00	0.00	131.14
ENG501	2013 COMMAND CHAS	1,299	0.00	60.00	653.61	0.00	0.00	0.00	0.00	713.61
ENG501B	1997 FIRETRUCK	143	0.00	0.00	50.56	0.00	0.00	0.00	0.00	50.56
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHAS	676	0.00	60.00	562.99	0.00	0.00	0.00	0.00	622.99
UTF501	2016 F250 4X4SC	372	0.00	60.00	38.18	0.00	137.50	0.00	0.00	258.18
VC501	2015 INTERCEPT UTIL	91	0.00	60.00	22.15	0.00	0.00	0.00	0.00	82.15
DEPARTMENT SUBTOTALS :		3,315	0.00	420.00	1,398.63	0.00	137.50	0.00	22.50	1,978.63

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	8	MILEAGE	0.00
DEPARTMENT :	3020	MOTOR POOL	0.00
		BASE	0.00
		INSURANCE	420.00
		OTHER	0.00
		REPLACEMENT	0.00
		FUEL	1,398.63
		PARTS - WO	0.00
		PARTS - INDEP	0.00
		LABOR	137.50
		SUBLETS	0.00
		MISC - PARTS	0.00
		MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	22.50
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00

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FLEET MANAGEMENT BILLING REPORT

04/01/2016 to 04/30/2016

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EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	531	0.00	60.00	167.61	0.00	0.00	0.00	0.00	227.61
MED501B	2008 F450	1,226	0.00	0.00	441.19	0.00	0.00	0.00	0.00	441.19
MED501C	2010 F450	871	0.00	0.00	204.91	0.00	0.00	0.00	0.00	204.91
RC501	2014 TAHOE 1500	899	0.00	60.00	90.17	54.91	214.50	0.00	22.50	442.08
RES501	1997 AMBULANCE	881	0.00	0.00	478.02	0.00	0.00	0.00	0.00	478.02
UTI581B	2007 F550	615	0.00	0.00	34.44	0.00	0.00	0.00	0.00	34.44
DEPARTMENT SUBTOTALS :		5,023	0.00	120.00	1,416.34	54.91	214.50	0.00	22.50	1,828.25

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	6	MILEAGE	0.00	PARTS - WO	54.91
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	214.50
		INSURANCE	120.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,416.34	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	22.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT
 05/01/2016 to 05/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC/ CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	301	0.00	120.00	45.53	0.00	0.00	0.00	0.00	165.53
FC99	2010 CHARGES	0	0.00	0.00	191.90	0.00	0.00	0.00	0.00	191.90
FD02	2008 EXPEDITION	365	0.00	120.00	55.52	395.49	605.00	0.00	22.50	1,198.51
FD03	2008 EXPEDITION	822	0.00	120.00	196.48	0.00	55.50	0.00	22.50	394.48
FD04	2000 CROWN VIC	107	0.00	120.00	24.84	0.00	0.00	0.00	0.00	144.84
FM1	2013 F150	528	0.00	338.00	105.86	0.00	0.00	0.00	0.00	443.86
FM581	2008 EXPLORER	394	0.00	120.00	23.58	0.00	0.00	0.00	0.00	143.58
DEPARTMENT SUBTOTALS :		2,517	0.00	938.00	643.71	395.49	660.50	0.00	45.00	2,682.70

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	7		
DEPARTMENT :	2001		
MILEAGE	0.00	PARTS - WO	395.49
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	578.00	LABOR	660.50
INSURANCE	360.00	SUBLETS	0.00
OTHER	0.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	643.71	MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	45.00
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT
 05/01/2016 to 05/31/2016

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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	182	0.00	60.00	33.20	0.00	0.00	0.00	0.00	93.20
ENG501	2013 COMMAND CHAS	684	0.00	60.00	407.83	0.00	0.00	0.00	0.00	467.83
ENG501B	1997 FIRETRUCK	795	0.00	0.00	312.17	0.00	0.00	0.00	0.00	312.17
FE501	2002 FIRETRUCK	0	0.00	0.00	42.84	0.00	0.00	0.00	0.00	42.84
SE501	2013 TRAILER	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
TOW501	2013 COMMAND CHAS	552	0.00	60.00	542.67	0.00	0.00	0.00	0.00	602.67
UTF501	2016 F250 4X4SC	259	0.00	60.00	54.34	0.00	0.00	0.00	0.00	114.34
VC501	2015 INTERCEPT UTIL	101	0.00	60.00	0.00	0.00	137.50	0.00	22.50	220.00
DEPARTMENT SUBTOTALS :		2,573	0.00	420.00	1,393.05	0.00	137.50	0.00	22.50	1,973.05

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	1,393.05
		PARTS - W/O	0.00
		PARTS - INDEP	0.00
		LABOR	137.50
		SUBLETS	0.00
		MISC - PARTS	0.00
		MISC - LABOR	0.00
		MISC - SUBLETS	0.00
		MISC - GENERAL	22.50
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT
 05/01/2016 to 05/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	1,678	0.00	60.00	553.20	0.00	0.00	0.00	0.00	613.20
MED501B	2008 F450	650	0.00	0.00	235.67	0.00	0.00	0.00	0.00	235.67
MED501C	2010 F450	631	0.00	0.00	183.52	0.00	0.00	0.00	0.00	183.52
RC501	2014 TAHOE 1500	264	0.00	60.00	39.78	0.00	0.00	0.00	22.50	122.28
RES501	1997 AMBULANCE	1,026	0.00	0.00	556.14	0.00	0.00	0.00	0.00	556.14
UTI581	1997 F250	286	0.00	0.00	68.20	0.00	0.00	0.00	0.00	68.20
DEPARTMENT SUBTOTALS :		4,535	0.00	120.00	1,636.51	0.00	0.00	0.00	22.50	1,779.01

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	6	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	0.00
		INSURANCE	120.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,636.51	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	22.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00