



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, NOVEMBER 17, 2016

6:00 P.M.

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

I.	Call Meeting To Order – Chairman Aveni		
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	A. Fuel Report (October 2016)		

**DISTRIBUTION:**

Councilman Marc Aveni, Chairman  
 Deputy Chief Todd E. Lupton, Manassas Fire and Rescue  
 Director David Burns, Greater Manassas Volunteer Rescue Squad  
 President Jason Lesnik, Manassas Volunteer Fire Company

Chief Rob Clemons, Manassas Fire and Rescue  
 Chief Donald Brown, Greater Manassas Volunteer Rescue Squad  
 Chief Gary Orndoff, Manassas Volunteer Fire Company  
 City Council, City Manager, and City Clerk

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# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

## Meeting Minutes October 20, 2016

**CALL TO ORDER** 6:06pm

**ROLL CALL**

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

*Guest Speakers:* None

*Others Present:* Councilmembers Sheryl Bass and Ian Lovejoy, Battalion Chief Kevin Franzello and Melissa Heiderman

*Absent:* Chief Donald Brown

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

PRESIDENT LESNIK MOVED to approve the minutes of the September 15, 2016 meeting; Chief Clemons seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Clemons, Director Burns, Deputy Chief Lupton, and Chief Ordnoff. **MOTION CARRIED (5/0)**

**CHAIPERSON’S REPORT**

Chairman Aveni welcomed everyone to the meeting. He thanked MVFC for a wonderful evening at their installation banquet; it was a new venue and was a nice evening. He thanked MVFC for all they do.

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

Chief Clemons also thanked MVFC for the invite to their installation banquet; he welcomed Deputy Chief Todd Lupton to the Fire and Rescue Committee and congratulated him on his promotion. With his promotion there is a vacancy at the Battalion Chief level which will be filled internally; that will then create a vacancy at the Captain, then Lieutenant and Master Technician positions. An email was sent out the other week about Chief Clemons conducting an audit of the career department. There will be some overlap into the System. Next week, senior leadership of MFRD will be attending a retreat to discuss items such as the audit. The Kevin Frye golf tournament was held yesterday; Kevin and his family were able to attend.

The System responded to 337 calls for service within the City, with 655 unit responses. Additionally, we responded to 197 mutual aid calls for service, with 281 unit responses. Amelia Gagnon was recently deployed to Raleigh, North Carolina to work with the NCR-IMIT in assisting in the recovery efforts from Hurricane Matthew. Lt. Jim Hartnett is continuing to function as the acting Fire Marshal and Deputy Fire Marshal with assistance from Lt. Rick Boyd and FF/EMT Justin Laidler, both of whom are trained as Assistant Fire Marshals.

#### **APPARATUS MAINTENANCE – August 2016**

Maintenance costs YTD are \$26,313. The requisition for the Rescue Engine has been completed; the 90% down payment check will be cut and sent this week.

Chairman Aveni asked Deputy Chief Lupton if there was any concern with maintenance costs going up; Deputy Chief Lupton responded that the concerns in the past were with the apparatus that had excessive age and wear and tear. The fleet plan has allowed most units to be replaced and they are all now on a replacement cycle. Chief Clemons added that the primary concern with maintenance costs would be on the new Ladder Truck (Tower). It is 2.5 years old now and has been out of warranty approximately 6 months. There was some discussion on the recent maintenance the Tower has needed.

Chief Clemons further reported that Emergency Management is working on a reunification plan with Manassas City Public Schools; the goal is to learn how to reunite families with students in the event of things such as an active shooter at a school.

Recently there was a cardiac arrest incident which involved career and volunteer units; the patient is alive and has invited crews to the hospital to visit the patient.

There was further discussion of Lt. Matt Fox using the GMVRS Chief vehicle, during the day, for his role of EMS Supervisor. GMVRS' Board of Directors has voted to allow Matt to use that vehicle, but has requested that the lettering stay the same. DC Lupton will be working with the OEMS to get the vehicle licensed for EMS care. Chief Clemons thanked the GMVRS Board for this decision.

Chief Clemons reported that the leadership of each organization has come up with ways to get physicals done and to hold members accountable. President Lesnik and Chief Orndoff emailed their membership with a January 1<sup>st</sup> deadline for physicals and fit testing or they get pulled from being operational; allowing members to ride without physicals is breaking City Ordinance. Additionally, GMVRS emailed members giving them 2 weeks (from the date of the email) to get their physical scheduled or they are pulled off units. President Lesnik reported that they are looking at alternatives since the schedule is restrictive to weekdays; he noted that it will be a collective effort to solve the issue(s).

#### **MANASSAS VOLUNTEER FIRE COMPANY'S REPORT**

President Lesnik stated that the combined MVFC and GMVRS Open House was held this past weekend; there were a lot of people and a lot of fun. MVFC members gave 2,120 hours operationally, and 422 auxiliary hours last month. Several members have stepped up and started scheduling their physicals.

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He further stated that MVFC was approached by PWC about starting a Junior Fire Explorer Program; this could be a part of the summer camp and used as recruiting tool.

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

Director Burns thanked MVFC for allowing GMVRS to participate in a joint open house, since their original event in May was canceled due to rain. GMVRS is continuing to work on training and to work with the live scan system, which he noted is working much better. Membership numbers are down significantly; this can be attributed back to the fingerprinting issues prior to the live scan system (and the current process) being implemented. Leadership is working to reach out to prospective members they lost during the fingerprint wait time to reinstate them.

#### *Added at meeting:*

Chairman Aveni recognized Councilmembers Bass and Lovejoy in the audience. Councilwoman Bass stated that a member of the community had asked her about having issues with a piece of new fire apparatus; Chief Clemons replied that it is the 2.5 year old ladder truck. The department is analyzing how much time it's been out of service and the cost to the City. It is now out of warranty. He further mentioned that he was approached as to why a Dumfries unit was at the Fall Jubilee. The ladder truck was brand new when the City purchased it; it was not a refurbished unit. The Engine, which was purchased at the same time by the same manufacturer, does not have similar issues.

#### **UNFINISHED BUSINESS**

##### **(1) Standing Committees**

##### **(d) Quality Assurance – Deputy Chief Todd Lupton**

Deputy Chief Lupton reviewed the minutes from the recent Quality Assurance meeting; there were no questions.

##### **(2) NIMS Quarterly Update**

There was no update provided at the meeting.

##### **(3) Social Media Policy Update**

Chief Clemons sent several policies from other jurisdictions to the FRC via email. Thoughts should be sent to Melissa Heiderman by November 4<sup>th</sup>; Chief Clemons will take the comments and produce a draft document for the November FRC meeting.

CHIEF ORNDOFF MOVED to disband the Social Media Work Group; President Lesnik seconded the motion. Discussion included that once a draft policy has been written, there will be a 30 day review/comment period. Roll Call Vote: AYES – Chief Orndoff, President Lesnik, Director Burns, Chief Clemons, and Deputy Chief Lupton. **MOTION CARRIED (5/0)**

##### **(4) Incident Reporting**

The list of missing incident reports for October shows 194 reports, which means that 22.4% were completed from the previous month. Chief Orndoff noted that he believes the report distributed is incorrect; he noted that all 34 of his reports showing on the list are completed, yet still show on the list. The spreadsheet is done manually; human factors involved in making a report may lead to inaccuracies. Chief Orndoff has requested to see the report each week. Chief Clemons and DC will have further discussions, offline, about the accuracy and method of

the report. Chief Clemons recommends no action this month; however, leadership still needs to reinforce when reports are to be done per SOP 2.65. President Lesnik noted that everyone on the list is no longer an OIC (Officer in Charge).

Director Burns added that GMVRS members must do two reports; former Chief Nancy Orndoff would do the patient care report and tasked her driver to do the firehouse report. However, with this method, Nancy would have been listed as the OIC and listed on the missing incident report if one report wasn't done. Chairman Aveni noted that between the September and October lists, some reports were marked as complete.

#### **(5) Committee Listing Update**

DIRECTOR BURNS MOVED to make the following changes to the FRC's Standing and Sub-Committee listing; Chief Clemons seconded the motion:

Training – replace Karl Sampson with Joe Rose (MFRD)

Consolidated Logistics – add Jason Bowers and Karl Sampson (MFRD)

Quality Assurance – remove Todd Lupton, replace with Eva Rose (MFRD); change Matt Fox (MFRD) to Chairperson; remove Spencer Askin (MVFC) who will need to be replaced

Budget – replace Wade House with Todd Lupton (MFRD)

Strategic Planning – replace Wade House with Todd Lupton, and replace Frank Teevan (MFRD)

Ambulance Specification Work Group (Jan 2015) – remove this group; a new group will form in January 2017

Rescue Engine Work Group – remove Wade House; make David Halman (MFRD) the Chair

EMS Strategic Planning Work Group – remove Spencer Askin (MVFC) who will need to be replaced

Roll Call Vote: AYES – Director Burns, Chief Clemons, President Lesnik, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (5/0)**

#### **(6) Staffing Hours Discussion**

A meeting needs to be setup, offline. Melissa Heiderman will send out a few dates.

### **NEW BUSINESS**

#### **(7) NOVA Fire Chiefs and Police Chiefs Work Session**

A work session was held recently to discuss communication gaps between police and fire and rescue, including terminology. A 101 Ops class has been developed to help fire learn police terminology. MFRD would like to begin incorporating this into the recruit class. The basic class will be sent to the region, including volunteers. Director Burns recommended having Chief Keen review it before sending out, to ensure the information is reflective of the City. Chairman Aveni would like to see it at the FRC prior to distributing it as well.

### **CLOSING COMMENTS**

The following items will be carried over to the November agenda: Social Media Policy, and Missing Incident Reports.

**ADJOURNED: 7:26 PM**

Minutes prepared by:

\_\_\_\_\_  
Melissa A. Heiderman, Administrative Coordinator

*Abbreviations:*

*FRC – Fire and Rescue Committee*

*GMVRS – Greater Manassas Volunteer Rescue Squad*

*MFRD – Manassas Fire and Rescue Department*

*MVFC – Manassas Volunteer Fire Company*

*VDFFP – Virginia Department of Fire Programs*

*PWC – Prince William County*

*URS – Uniform Rank Structure*

*OMD – Operational Medical Director*

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

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## Health and Safety

Mark Nary, *Battalion Chief* (Chair)  
Ian Pleet, *Firefighter*  
TO BE DETERMINED  
Jamie Jewett, *Master Technician*  
Michael Cox, *Lieutenant*  
Nancy Orndoff, *Captain*  
Amber Beacher, *Lieutenant*  
William "Jerry" Smith III, *Battalion Chief*

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

Matt Fox, *Lieutenant* (Chair)  
Eva Rose, *Medic/Firefighter*  
Thomas Boyden, *Assistant Chief*  
VACANT  
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)  
Joe Rose, *Captain*  
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
Jason Bowers, <i>Lieutenant</i>	Manassas Fire and Rescue Department
Karl Sampson, <i>Master Tech</i>	Manassas Fire and Rescue Department

### 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
Todd Lupton, <i>Deputy Chief</i>	Manassas Fire and Rescue Department

### STRATEGIC PLANNING SUB-COMMITTEE

Rob Clemons, <i>Chief (Chair)</i>	Manassas Fire and Rescue Department
Todd Lupton, <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
VACANT, <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
VACANT	Manassas Volunteer Fire Company

**Technical Rescue Equipment**

David Burns  
 Donald Brown  
 Kevin Franzello  
 Karl Sampson  
 Don Holman  
 Jon Stern

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

**Recruitment and Retention**

Randy Cusick  
 Jessica Bailey  
 Mark Nary  
 Matt Fox  
 Debbie Colby  
 Mark Failer

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

**Suppression**

N/A  
 N/A  
 Mark Nary  
 Jason Bowers  
 Brian Kline  
 Joseph Higgins

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

**Rescue Engine Workgroup (Jul 2015)**

David Halman, *Lieutenant (Chair)*  
 William "Jerry" Smith, *Battalion Chief*  
 Karl Sampson, *Master Technician*  
 Donald Brown, *Chief*  
 Gary Orndoff, *Chief*

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



**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 9

**MEETING DATE:** November 17, 2016

**TIME ESTIMATE:** 5 minutes

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

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

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

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

**ORGANIZATION:** Manassas Fire and Rescue Committee

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

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

- **Health and Safety**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Councilman Marc T. Aveni, Chairman  
[Melissa Heiderman, Administrative Assistant, 703.257.8458]

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 10

**MEETING DATE:** November 17, 2016

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** Social Media Policy

**DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:** October 20, 2016  
September 15, 2016  
August 18, 2016  
July 21, 2016  
June 16, 2016  
April 21, 2016  
March 17, 2016  
February 18, 2016  
January 21, 2016  
December 17, 2015  
November 19, 2015  
October 15, 2015  
September 17, 2015

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

**ORGANIZATION:**

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

**COMMENTS:** The FRC will review all social media policies whether approved or in draft form for each agency.  
  
A draft policy was presented at the December 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.  
  
A final draft was distributed to the FRC at the July 21<sup>st</sup> meeting.

**DISCUSSION (IF NECESSARY):** Templates of social media policies from other jurisdictions were emailed to the FRC members for review. Comments on templates were due back November 4, 2016. (October 2016)

**BUDGET/FISCAL IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 11

**MEETING DATE:** November 17, 2016

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Incident Reporting

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** October 20, 2016  
September 15, 2016  
August 18, 2016  
July 21, 2016  
June 16, 2016  
April 21, 2016  
March 17, 2016  
February 18, 2016  
January 21, 2016  
December 17, 2015

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

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

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

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

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

During the September 2016 meeting, there were 250 reports on the list; Chairman Aveni stated that by the October 2016 meeting there should be a good amount of progress on clearing this list up.

At the October 2016 meeting, there was concern expressed over the accuracy of the report as some reports on the list were said to be complete. **A list of missing incident reports will be provided at the FRC meeting.**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

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

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**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 12

**MEETING DATE:** November 17, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Staffing Hours

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** September 15, 2016

**SUMMARY OF  
ISSUE/TOPIC:** Discussion of staffing hours for all three entities – Greater Manassas Volunteer Rescue Squad, Manassas Volunteer Fire Company, and the City of Manassas Fire and Rescue Department.

**ORGANIZATION:**

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

**COMMENTS:** A discussion will take place offline; findings will be reported back to the FRC. Meeting to be scheduled for early December 2016.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chief Rob Clemons  
City of Manassas Fire and Rescue  
(703) 257-8465

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 13

**MEETING DATE:** November 17, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Approval of 2017 Fire and Rescue Committee Meeting Schedule

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

**SUMMARY OF  
ISSUE/TOPIC:** The 2017 schedule for FRC meeting dates, agenda topic due date and agenda packet distribution date needs to be approved.

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:** The committee report dates have been changed to coincide with when the Chairperson's shift is working.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Councilman Marc T. Aveni, Chairman  
[Melissa Heiderman, Administrative Assistant, 703.257.8458]



## CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

### 2017 Meeting Schedule

<u>Meeting Date</u> <i>(Thursday)</i>	<u>Packet to Council</u> <i>(Friday)</i>	<u>Items due to Admin</u> <i>(Monday)</i>	<u>Shift</u>	<u>Reports Due</u> <i>Reports were scheduled based on shift working</i>
December 15, 2016	December 9, 2016	December 5, 2016	B	No Reports
January 19	January 13	January 9	A	Logistics, QA, Budget/Finance, NIMS
February 16	February 10	February 6	B	Training, Budget/Finance
March 16	March 10	March 6	C	Health and Safety, Budget/Finance
April 20	April 14	April 10	B	Training, QA, Budget/Finance, NIMS
May 18	May 12	May 8	C	Health and Safety, Budget/Finance
June 15	June 9	June 5	A	Logistics
July 20	July 14	July 10	C	QA, NIMS
August 17	August 11	August 7	A	No Report
September 21	September 15	September 11	C	Health and Safety
October 19	October 13	October 9	A	Logistics, QA, NIMS
November 16	November 9 (original date was 11/10, City observed Veteran's Day)	November 6	B	Training
December 21	December 15	December 11	A	Logistics



CITY OF MANASSAS  
FIRE AND RESCUE COMMITTEE

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# APPENDIX

Appendix A: Fuel Report (October 2016)

**FLEET MANAGEMENT BILLING REPORT**  
 10/01/2016 to 10/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	425	0.00	140.00	67.47	34.70	209.00	0.00	22.50	473.67
FC99	2010 CHARGES	0	0.00	0.00	157.17	0.00	0.00	0.00	0.00	157.17
FD02	2008 EXPEDITION	174	0.00	140.00	30.39	0.00	0.00	141.25	0.00	311.64
FD03	2008 EXPEDITION	390	0.00	140.00	89.84	0.00	0.00	0.00	0.00	229.84
FD04	2000 CROWN VIC	0	0.00	140.00	0.00	0.00	0.00	0.00	0.00	140.00
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	481	0.00	358.00	89.18	35.63	151.25	0.00	22.50	656.56
FM581	2008 EXPLORER	777	0.00	140.00	108.63	30.28	222.75	0.00	22.50	524.16
<hr/>										
DEPARTMENT SUBTOTALS :		2,247	0.00	1,138.00	542.68	100.61	583.00	141.25	67.50	2,573.04

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	8		
DEPARTMENT :	2001		
MILEAGE	0.00	PARTS - WO	100.61
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	578.00	LABOR	583.00
INSURANCE	420.00	SUBLETS	0.00
OTHER	140.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	542.68	MISC - LABOR	0.00
		MISC - SUBLETS	141.25
		MISC - GENERAL	67.50
		RETURNS - PARTS	0.00
		CREDITS - PARTS	0.00
		CREDITS - LABOR	0.00
		CREDITS - SUBLETS	0.00
		CREDITS - GENERAL	0.00



**FLEET MANAGEMENT BILLING REPORT**  
 10/01/2016 to 10/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3020 / FIRE STATION #1										
BAT501	1999 SUBURBAN	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
BAT581	2013 TAHOE K1500	105	0.00	80.00	32.06	0.00	0.00	0.00	0.00	112.06
ENG501	2013 COMMAND CHASS	1,115	0.00	60.00	660.64	0.00	0.00	0.00	0.00	720.64
ENG501B	1997 FIRETRUCK	365	0.00	0.00	112.90	0.00	0.00	0.00	0.00	112.90
FE501	2002 FIRETRUCK	0	0.00	0.00	80.71	0.00	0.00	0.00	0.00	80.71
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHASS	555	0.00	60.00	570.44	0.00	0.00	0.00	0.00	630.44
UTF501	2016 F250 4X4SC	131	0.00	60.00	33.23	0.00	0.00	0.00	0.00	93.23
VC501	2015 INTERCEPT UTIL	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
<b>DEPARTMENT SUBTOTALS :</b>		<b>2,271</b>	<b>0.00</b>	<b>480.00</b>	<b>1,489.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,969.98</b>

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	9		
DEPARTMENT :	3020		
MILEAGE	0.00	PARTS - WO	0.00
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	0.00	LABOR	0.00
INSURANCE	420.00	SUBLETS	0.00
OTHER	60.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	1,489.98	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**  
10/01/2016 to 10/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	300	0.00	60.00	96.04	0.00	0.00	0.00	0.00	156.04
MED501B	2008 F450	292	0.00	0.00	127.26	0.00	0.00	0.00	0.00	127.26
MED501C	2010 F450	1,292	0.00	60.00	348.27	0.00	0.00	0.00	0.00	408.27
MED501D	2016 F550	584	0.00	0.00	242.74	0.00	0.00	0.00	0.00	242.74
RC501	2014 TAHOE 1500	173	0.00	80.00	40.14	0.00	137.50	0.00	22.50	280.14
RES501	1997 AMBULANCE	1,159	0.00	0.00	610.52	0.00	0.00	0.00	0.00	610.52
UTI581	1997 F250	341	0.00	0.00	66.90	0.00	0.00	0.00	0.00	66.90
<b>DEPARTMENT SUBTOTALS :</b>		<b>4,141</b>	<b>0.00</b>	<b>200.00</b>	<b>1,531.87</b>	<b>0.00</b>	<b>137.50</b>	<b>0.00</b>	<b>22.50</b>	<b>1,891.87</b>

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	7		
DEPARTMENT :	3030		
MILEAGE	0.00	PARTS - WO	0.00
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	0.00	LABOR	137.50
INSURANCE	180.00	SUBLETS	0.00
OTHER	20.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	1,531.87	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