



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, OCTOBER 20, 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 September 15, 2016 Meeting Minutes		2
	▪ with Committee Listings		6
IV.	Chairperson’s Report		
V.	City of Manassas Fire and Rescue Department’s Report		
VI.	Manassas Volunteer Fire Company’s Report		
VII.	Greater Manassas Volunteer Rescue Squad’s Report		
VIII.	Unfinished Business		
	1. Standing Committees –		10
	a. Budget/Finance Committee –		
	b. Consolidated Logistics –		
	c. Health and Safety –		
	d. Quality Assurance – REPORT DUE (Deputy Chief Todd E. Lupton)		
	e. Training Committee –		
	f. Strategic Plan –		
	2. NIMS Quarterly Update (Robb Hoffower, VDEM)		11
	3. Social Media Policy, SOP 2.74, Update (Chief Clemons)		12
	4. Incident Reporting – Update (Chief Rob Clemons)		13
	5. Committee Listing Update(s)		14
	6. Staffing Hours Discussion – Status Update (Chief Rob Clemons)		15
IX.	New Business		
	7. NOVA Fire Chiefs and Police Chiefs Work Session (Chief Rob Clemons)		16
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	Appendix:		17
	A. Fuel Report (September 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 September 15, 2016

CALL TO ORDER 6:00pm

ROLL CALL

Present: Councilman Marc T. Aveni (Chairman), Assistant Chief Thomas Boyden (for Chief Donald Brown), Director Dave Burns, Chief Rob Clemons, President Jason Lesnik, and Chief Gary Orndoff

Guest Speakers: Battalion Chief Kevin Franzello and Battalion Chief Mark P. Nary

Others Present: Lt. Jim Hartnett 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 August 18, 2016 meeting; Chief Orndoff seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Orndoff, Chief Clemons, and Director Burns. **MOTION CARRIED (4/0)**

CHAIPERSON'S REPORT

Chairman Aveni welcomed everyone to the meeting.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Clemons reported that the selection to fill the vacant Deputy Chief position, left when Wade House retired has been made; Todd Lupton has been appointed to the position. Fire Marshal Frank Teevan is retiring effecting October 1st. His last day was September 9th and his retirement party will be October 7th. Lt. Hartnett, Deputy Fire Marshal, will be acting Fire Marshal until a replacement can be hired. Lt. Rick Boyd and FF/EMT Justin Laidler will be assisting in the Fire Marshal's Office. Seven new Firefighters (EMTs and Medics) will begin employment with the City on September 19th. All will go through a six week long recruit class. This leaves us with two vacancies in the department. One of Deputy Chief Lupton's first assignments will be to start a process to fill these vacancies.

The System responded to 399 calls for service within the City, with 792 unit responses, and 203 calls for mutual aid service, with 320 unit responses.

September is National Emergency Preparedness Month; to spread awareness, the American Red Cross visited the Georgetown South community last weekend to distribute smoke alarms.

Chief Clemons mentioned a few upcoming events in support of Kevin Frye who is battling pancreatic cancer.

APPARATUS MAINTENANCE – August 2016

Maintenance costs for the month were \$5,502.34 and YTD \$14,552.21. The requisition for the Rescue Engine has been completed and the process is moving forward. Delivery of the unit should be prior to the end of this fiscal year.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik reported that the Virginia State Fire Association's National Volunteer Council is making a big push to recruit more volunteers, as well as to increase cancer prevention and awareness. A cancer registry has even been created which will require fire conditions to be noted on reports. The Virginia Fire Service Board is working to educate lawmakers in Richmond about the issues facing the fire service today.

The MVFC Installation banquet will be held on Saturday, and the celebration for the MVFC 125th anniversary will be coming up in the near future. In August, volunteers gave 2,331 hours and the auxiliary gave 294 hours. The kitchen renovation will be finishing up in a few days and the security system is in progress.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Boyden reported that GMVRS met their evening staffing obligation 41% of the time due to several members on medical leave, as well as other on educational leave. GMVRS is working on recruitment efforts as well as compliance with medical physicals. Correspondence will be going out soon to clean up the roster and to determine who has/has not complied with the physical requirement.

Director Burns stated that he needs to leave meeting early and requested that any items requiring a vote be moved up on the agenda; Councilman Aveni agreed.

UNFINISHED BUSINESS

(4) Review of Adopted Fleet Plan

The current fleet plan was reviewed at the last meeting.

CHIEF ORNDOFF MOVED to approve fleet plan as presented; Chief Clemons seconded the motion. Roll Call Vote: AYES –Chief Orndoff, Chief Clemons, Director Burns and President Lesnik. **MOTION CARRIED (4/0)**

(5) SOP 2.13 Vehicle Backing Procedures, Revised

Revisions to SOP 2.13, Vehicle Backing Procedures, were presented at the August FRC meeting. No comments were received by Battalion Chief Mark Nary.

CHIEF ORNDOFF MOVED to approve SOP 2.13 Vehicle Backing Procedures, with revisions, as presented; Director Burns seconded the motion. Roll Call Vote: AYES –Chief Orndoff, Director Burns, Chief Clemons, and President Lesnik. **MOTION CARRIED (4/0)**

(6) Live Scan Update

Battalion Chief Lupton has met with HR and MCPD to review the Live Scan system. MVFC has submitted several people for fingerprints since the meeting and the results are being returned within a few days now. An outline of the process steps was distributed; the turnaround time is being estimated at 72 hours now. The FRC gave Chief Lupton credit for his efforts in getting this resolved.

(1) Standing Committees

(b) Consolidated Logistics – Battalion Chief Kevin Franzello

Battalion Chief Franzello reported that the first round of gear, close to \$70,000 worth of gear, is in and is being distributed. Old gear is being removed as the new is distributed, and gear in need of repair is being fixed. Logistics is working with Jerry Burke in Purchasing to determine if we can sell/donate the old gear to a department who needs it while also removing the liability from the City. He noted that when gear is first sold, it has a type of serial number which assigns the liability to the purchaser.

Additionally he reported that in some cases, gear being sent out for repairs is costing more to repair than it would be to replace. In these cases the gear will be replaced. Morning Pride is the vendor that the gear is purchased from. Gear needing repair is sent back to them; although they cost a small amount more it does help with the warranty and the work is better quality.

Another gear order will be done soon to maintain stock; BC Franzello noted that he is trying to do the orders in chunks as to spread the cost out as much as possible. Also, the tech rescue gear is coming in slowly.

(e) Training Committee – Battalion Chief Kevin Franzello

Battalion Chief Franzello reported that there will be some classes available at the end of the month; he is working with VDFP to schedule. He is in the process of updating training files and will work with volunteer membership to ensure their files are updated as well. He did request a current and accurate roster for both MVFC and GMVRS, in which members are identified as their role (i.e. driver, operator, etc.).

Additionally, BC Franzello is working with Manassas Regional Airport to schedule and deliver a disaster drill in May 2017. During this exercise the new MCI standards and patient tracking capabilities will be used.

ADDED AT MEETING – the following committee changes were recommended, but cannot be voted on until next month:

Training – replaced Karl Sampson with Joe Rose (MFRD)

Consolidated Logistics – Add Lt. Bowers and Karl Sampson (MFRD)

(2) Social Media Policy Update

Chief Clemons stated that he begun to track his suggested changes to the draft social media policy, but there were many; he suggested that the FRC revisit the policy and that he send existing policies as a template. President Lesnik noted that this policy needs to be completed sooner rather than later. It was noted that the IAFC has some resources that the FRC can use to see what other departments have in place; Chief Clemons will send these policies to the FRC.

(3) Incident Reporting

Chief Clemons stated that there is a legal concern with reports not being completed and that the FRC may need the Chairman's assistance in ensuring these reports are done. It was stated that all 2016 definitely need to be done; Chief Clemons suggested that by the next FRC meeting, all reports except 2014 should be done. He also referenced a memo written by retired Chief Brett Bowman requiring these reports be done. Chief Orndoff noted that in 2015 PWC changed the program and it has made it difficult to go back and pull data. Assistant Chief Boyden stated that he would put pressure on GMVRS to get their reports done and if they are not, a reason must be given.

Chairman Aveni noted that as of today, 250 reports are on the list of outstanding reports; if at the October meeting, we have 5 pages of missing reports something else will be done.

NEW BUSINESS**(7) Staffing Hours**

Chief Clemons distributed a draft dashboard that shows staffing hours. There was some discussion on the draft dashboard; there will be an offline meeting to discuss possible changes.

(8) Strategic Plan Review

Chief Clemons would like to schedule a work session with the Strategic Plan Committee to discuss the strategic plan and to see if the report card is accurate, or does something need to be changed. It was suggested that this be scheduled around the 1st quarter of 2017.

CLOSING COMMENTS

President Lesnik stated that MVFC provides the number of hours given by the Auxiliary because he assumes Council members review the agenda packet and is proud of the Auxiliary, all the work they do and funds they raise, and wants Council to know. Chief Clemons noted that he will be doing an audit of the career department which will include the System at some level. Chief Clemons thanked the volunteer organizations for taking the issue of compliance with medical physicals and fit testing so seriously; it is important to the safety of the members.

The October meeting agenda will include updates to the committee listing, social media policy, staffing hours, incident reporting, and strategic plan.

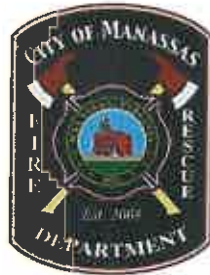
ADJOURNED: 7:59 PM

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

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CITY OF MANASSAS FIRE AND RESCUE COMMITTEE Standing and Sub Committees

Health and Safety

Mark Nary, *Battalion Chief (Chair)*
 Ian Pleet, *Firefighter*
 TO BE DETERMINED
 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> Amber Beacher, <i>Lieutenant</i> AJ Shillingburg, <i>Lieutenant</i>	Manassas Fire and Rescue Department Greater Manassas Volunteer Rescue Squad Manassas Volunteer Fire Company
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BUDGET / FINANCE

Paul York, <i>Chairman</i> Pete Rockx, <i>President</i> Jason Lesnik, <i>President</i> Wade House, <i>Deputy Chief</i>	City of Manassas Finance Greater Manassas Volunteer Rescue Squad Manassas Volunteer Fire Company Manassas Fire and Rescue Department
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STRATEGIC PLANNING SUB-COMMITTEE

Rob Clemons, <i>Chief (Chair)</i> Wade House, <i>Deputy Chief</i> Donald Brown, <i>Chief</i> Pete Rockx, <i>President</i> Gary Orndoff, <i>Chief</i> Jason Lesnik, <i>President</i> Frank Teevan, <i>Fire Marshal</i>	Manassas Fire and Rescue Department Manassas Fire and Rescue Department Greater Manassas Volunteer Rescue Squad Greater Manassas Volunteer Rescue Squad Manassas Volunteer Fire Company Manassas Volunteer Fire Company Manassas Fire and Rescue Department
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STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

EMS Equipment

Thomas Boyden Amber Beacher Todd Lupton Andrew Carver Jeremy Mader Spencer Askin	Greater Manassas Volunteer Rescue Squad Greater Manassas Volunteer Rescue Squad Manassas Fire and Rescue Department Manassas Fire and Rescue Department Manassas Volunteer Fire Company Manassas Volunteer Fire Company
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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: October 20, 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 October 20, 2016 FRC meeting.

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 12

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MEETING DATE: October 20, 2016
TIME ESTIMATE: 15 minutes
AGENDA ITEM TITLE: Social Media Policy
DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: 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 17th meeting; comments were due back to the policy group by January 4th and again by February 10th for the second draft.

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

A final draft was distributed to the FRC at the July 21st meeting.

DISCUSSION (IF NECESSARY): **Templates of social media policies from other jurisdictions were emailed to the FRC members for review. (October 2016)**

BUDGET/FISCAL IMPACT:

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 13

MEETING DATE: October 20, 2016
TIME ESTIMATE: 10 minutes
AGENDA ITEM TITLE: Incident Reporting
DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: 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 1st.

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.

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

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PAGE NO. 14

MEETING DATE: October 20, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Committee Listing Update(s)

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

**SUMMARY OF
ISSUE/TOPIC:** Due to changes in membership and/or responsibilities, a few changes to the standing and sub-committee rosters have been submitted. See the "comments" section for details.

ORGANIZATION: City of Manassas Fire and Rescue

RECOMMENDATION: X Approve Disapprove Reviewed X See Comments

COMMENTS: Recommended changes made at the September 2016 meeting:
Training – replace Karl Sampson with Joe Rose (MFRD)
Consolidated Logistics – add Jason Bowers and Karl Sampson (MFRD)

Recommendations made after the meeting:
Quality Assurance – remove Todd Lupton, replace with Eva Rose (MFRD); change Matt Fox to Chair; replace Spencer Askin (MVFC)
Budget – replace Wade House with Todd Lupton (MFRD)
Strategic Planning – replace Wade House with Todd Lupton (MFRD); replace Frank Teevan
Ambulance Specification Work Group (Jan 2015) – remove; a new group will form in Jan 2017
Rescue Engine Work Group – remove Wade House; make David Halman Chair

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

MEETING DATE: October 20, 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.

**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. 16

MEETING DATE: October 20, 2016

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Northern Virginia Fire Chiefs and Police Chiefs Work Session

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

**SUMMARY OF
ISSUE/TOPIC:** Update on a recent joint work session held by the Fire Chiefs and Police Chiefs throughout Northern Virginia.

ORGANIZATION:

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



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CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (September 2016)

FLEET MANAGEMENT BILLING REPORT
09/01/2016 to 09/30/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	537	0.00	140.00	81.65	0.00	0.00	0.00	0.00	221.65
FC99	2010 CHARGES	0	0.00	0.00	573.16	0.00	0.00	0.00	0.00	573.16
FD02	2008 EXPEDITION	82	0.00	140.00	20.66	0.00	0.00	0.00	0.00	160.66
FD03	2008 EXPEDITION	745	0.00	140.00	130.73	0.00	0.00	0.00	0.00	270.73
FD04	2000 CROWN VIC	121	0.00	140.00	0.00	102.17	165.00	0.00	22.50	429.67
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	591	0.00	358.00	93.58	0.00	0.00	0.00	0.00	451.58
FM581	2008 EXPLORER	1,495	0.00	140.00	145.57	0.00	0.00	0.00	0.00	285.57
DEPARTMENT SUBTOTALS :		3,571	0.00	1,138.00	1,045.35	102.17	165.00	0.00	22.50	2,473.02

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT : 8
DEPARTMENT : 2001

MILEAGE	0.00	PARTS - WO	102.17
MOTOR POOL	0.00	PARTS - INDEP	0.00
BASE	578.00	LABOR	165.00
INSURANCE	420.00	SUBLETS	0.00
OTHER	140.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	1,045.35	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

09/01/2016 to 09/30/2016

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	171	0.00	80.00	30.24	134.49	68.75	0.00	22.50	335.98
ENG501	2013 COMMAND CHAS	757	0.00	60.00	415.58	0.00	0.00	0.00	0.00	475.58
ENG501B	1997 FIRETRUCK	1,021	0.00	0.00	149.99	0.00	0.00	0.00	0.00	149.99
FE501	2002 FIRETRUCK	0	0.00	0.00	87.52	0.00	0.00	0.00	0.00	87.52
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	62	0.00	60.00	54.45	0.00	0.00	0.00	0.00	114.45
UTF501	2016 F250 4X4SC	328	0.00	60.00	92.40	0.00	0.00	0.00	0.00	152.40
VC501	2015 INTERCEPT UTIL	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
DEPARTMENT SUBTOTALS :		2,339	0.00	480.00	830.18	134.49	68.75	0.00	22.50	1,535.92

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9	MILEAGE	0.00	PARTS - WO	134.49
DEPARTMENT :	3020	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	68.75
		INSURANCE	420.00	SUBLETS	0.00
		OTHER	60.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	830.18	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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The City of Manassas
3501.rpt
BATCH #'s : 278 TO 278

FLEET MANAGEMENT BILLING REPORT
09/01/2016 to 09/30/2016

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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	488	0.00	60.00	179.64	0.00	0.00	0.00	0.00	239.64
MED501B	2008 F450	337	0.00	0.00	126.83	0.00	0.00	0.00	0.00	126.83
MED501C	2010 F450	358	0.00	60.00	125.13	0.00	0.00	0.00	0.00	185.13
MED501D	2016 F550	1,158	0.00	0.00	363.82	0.00	0.00	0.00	0.00	363.82
RC501	2014 TAHOE 1500	48	0.00	60.00	11.09	0.00	0.00	0.00	0.00	71.09
RES501	1997 AMBULANCE	831	0.00	0.00	363.43	0.00	0.00	0.00	0.00	363.43
UTI581	1997 F250	203	0.00	0.00	44.89	0.00	0.00	0.00	0.00	44.89
DEPARTMENT SUBTOTALS :		3,423	0.00	180.00	1,214.83	0.00	0.00	0.00	0.00	1,394.83

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				0.00
		INSURANCE	180.00			SUBLETS				0.00
		OTHER	0.00							
		REPLACEMENT	0.00			MISC - PARTS				0.00
		FUEL	1,214.83			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