



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, SEPTEMBER 15, 2016

6:00 P.M

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

I.	Call Meeting To Order – Chairman Aveni		
II.	Determination of Quorum		<u>Page</u>
III.	Approval of August 18, 2016 Meeting Minutes		2
	▪ <i>with</i> Committee Listings		5
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 –		9
	a. Budget/Finance Committee –		
	b. Consolidated Logistics – <b>REPORT DUE</b> (Battalion Chief Kevin Franzello)		
	c. Health and Safety –		
	d. Quality Assurance –		
	e. Training Committee – <b>REPORT DUE</b> (Battalion Chief Kevin Franzello)		
	f. Strategic Plan –		
	2. Social Media Policy (SOP 2.74) Update		10
	3. Incident Reporting – Update Only		15
	4. Review and Re-Adoption of Fleet Plan		16
	5. SOP 2.13 Vehicle Backing Procedures Revised (Battalion Chief Mark P. Nary)		17
	6. Live Scan Update (Chief Rob Clemons / Battalion Chief Todd E. Lupton)		22
IX.	New Business		
X.	7. Staffing Hours (Chief Rob Clemons)		23
	8. Strategic Plan Review (Chief Rob Clemons)		24
XI.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<b>Appendix:</b>		25
	A. Fuel Report (August 2016)		

**DISTRIBUTION:**

Councilman Marc Aveni, Chairman  
 Chief Donald Brown, Greater Manassas Volunteer Rescue Squad  
 Chief Gary Orndoff, Manassas Volunteer Fire Company  
 City Council, City Manager, and City Clerk

Chief Rob Clemons, Manassas Fire and Rescue  
 Director David Burns, Greater Manassas Volunteer Rescue Squad  
 President Jason Lesnik, Manassas Volunteer Fire Company

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# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

## Meeting Minutes August 18, 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, Deputy Chief Wade House, and Chief Gary Orndoff

*Guest Speakers:*    Battalion Chief Mark P. Nary

*Others Present:*     Mr. Pat Pate, Captain Joe Rose, and Melissa Heiderman

*Absent:*              Chief Donald Brown and President Jason Lesnik

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

DEPUTY CHIEF HOUSE MOVED to approve the minutes of the July 21, 2016 meeting; Chief Clemons seconded the motion. Roll Call Vote: AYES –Deputy Chief House, Chief Clemons, Director Burns, and Chief Orndoff. **MOTION CARRIED (4/0)**

**CHAIPERSON’S REPORT**

Chairman Aveni welcomed everyone to the meeting; he stated that at this meeting the committee would be saying goodbye to Deputy Chief Wade House. In describing Chief House, Councilman Aveni said he always appreciated his leadership and professionalism. A letter of thanks was read to Chief House.

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

Chief Clemons congratulated Deputy Chief House on his upcoming retirement. His retirement party, and last day, will be August 26<sup>th</sup>. The Sophomore Fire and Rescue Camp ran from July 25<sup>th</sup> – 29<sup>th</sup>; all students had a great experience. A few weeks ago, there was a CPR event at the GMBL ball fields; the patient was flown out, and today is doing well. The family of the patient has requested we provide a CPR class for teammates and families that were interested in learning CPR. This CPR class was held last weekend.

The Deputy Chief Process is ongoing; interviews will occur next week. The hiring process for FF/EMTs and FF/Medics is also ongoing. The purchase order for architectural services for the new station has been completed. The contract was awarded to Samaha Associates.

The system responded to 383 calls for service within the City, with 764 unit responses. Additionally, we responded to 203 calls for service in PWC and MP, with 309 unit responses. It was a busy month with second alarm fires and fire fatalities.

Staff participated in forcible entry and ventilation training at the old ABC building throughout the month. Amelia Gagnon was deployed to Ellicott City, Maryland to assist in recovery from the flooding as part of the NCR-IMT. This was a great experience for Amelia; she will be able to bring the skills and lessons learned there to help Manassas if we ever experience similar devastation.

Plans continue to be reviewed by the Fire Marshal's office; staff has been working with the new Baldwin School and some of the new planned residential buildings. Fire Marshals investigated three structure fires last month.

#### **APPARATUS MAINTENANCE – July 2016**

Maintenance costs for the month were \$8,937.57 and YTD \$8,937.57 (it was noted that July 1<sup>st</sup> is the beginning of the new fiscal year).

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

Chief Orndoff reported that MVFC members gave 2,918 total hours (2,421 Operations, and 497 Auxiliary) in July. The bingo kitchen renovation has begun and is moving quickly. The fire alarm system has been repaired; the monitoring component is being worked on now. One member is out due to illness; another member who has been out due to injury has been released to return to duty. This member was a driver so his return will help with staffing.

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

Assistant Chief Boyden reported that GMVRS members gave 386.68 of the required 534 hours (72.4%); weekends have a higher percentage than weeknights. This month has been a bit of a struggle with vacations and injuries; leadership is looking at the options. The background process is taking a long time which is causing GMVRS to lose people interested in volunteering.

There was a long discussion on background checks and the fingerprint process.

\*After all company reports were given, Chief Clemons questioned whether career staffing hours should also be presented at the FRC; this would be for FRC discussions only. Chairman Aveni asked that this item be placed as an agenda item for September.

#### **UNFINISHED BUSINESS**

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

##### **(c) Health and Safety – Battalion Chief Mark P. Nary**

Battalion Chief Nary discussed the modified backing procedure (SOP 2.13; Item #6 under new business on the agenda). Some of the revisions include adding more personnel to help back units, terminology, and a reformatted SOP template. The committee is working on a medical

eval SOP which should be presented to the FRC in September; any last minute comments can be submitted to the Health and Safety committee.

Kevin Frye, a member of the committee, has retired; a name for his replacement will be brought forward next month.

**(2) Social Media Policy Update**

Chief Clemons had several comments on the draft social media policy. He will update the SOP, with track changes, and send to the FRC for review.

**(3) Incident Reporting**

An update will be given next month.

**(4) Review of Adopted Fleet Plan**

In July 2016, the FRC decided to vote upon the fleet plan each year; the Excel spreadsheet has changed, but the written plan has not. It was noted that each year the spreadsheet needs to be updated with the amount in the fund balance/fleet plan. It was decided to vote on the fleet plan in September of each year, rather than July, to allow time for the numbers to be updated.

The vote originally scheduled for this month will be postponed to September.

**(5) FRC Annual Report**

The FY2016 annual report (draft) was reviewed. Melissa will make the final changes. It will be presented to City Council on August 22<sup>nd</sup>.

**NEW BUSINESS**

**(6) SOP 2.13 Vehicle Backing Procedures, Revised**

This item was discussed under the Standing Committee, Health and Safety, report.

**CLOSING COMMENTS**

In September, there will be an update on the LiveScan system for fingerprint/background checks. The social media policy, with track changes, will be reviewed, as well as the revisions to SOP 2.13. Also, the fleet plan schedule will be re-adopted. Under new business, there will be discussions on staffing hours, and an update to the Strategic Plan.

Mr. Pate congratulated Deputy Chief House on his retirement and thanked him for his service to the City of Manassas.

**ADJOURNED: 7:25 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  
VDPP – Virginia Department of Fire Programs  
PWC – Prince William County  
URS – Uniform Rank Structure  
OMD – Operational Medical Director



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

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## Health and Safety

Mark Nary, *Battalion Chief (Chair)*  
Ian Pleet, *Firefighter*  
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

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## 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

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

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## STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

### **EMS Equipment**

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

**Technical Rescue Equipment**

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

**Recruitment and Retention**

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

**Suppression**

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

**Ambulance Specification Workgroup (Jan 2015)**

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

**Rescue Engine Workgroup (Jul 2015)**

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

Social Media Policy Workgroup (November 2015)

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

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



**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 9

**MEETING DATE:** September 15, 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:

- Consolidated Logistics
- Training

**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

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**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** Social Media Policy

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

**BUDGET/FISCAL  
IMPACT:**

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



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

<b>Social Media Policy</b>	Presented Date: 02/18/2016 Effective Date: 08/18/2016 Revision Date: 00/00/0000	Page 1 of 4	2.74
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**PURPOSE**

The City of Manassas Fire and Rescue System endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its members and the community.

This policy establishes the System’s position on the use of social media and provides guidelines on the management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general terms, as technology will outpace our ability to discover emerging technology and create policies governing its use.

**PHILOSOPHY**

Social media provides a valuable means of assisting the System and its members in meeting community education, community information, fire prevention, and other related organizational and community objectives.

This policy identifies social media uses that may be utilized as deemed necessary by fire administrative and operational personnel. The System also recognizes the role that social media tools may play in the personal lives of System personnel. The System further recognizes that the personal use of social media can have an adverse effect on said personnel in their official capacity as first responders.

This policy provides restrictions and prohibitions on the use of social media by System members.

**DEFINITIONS**

1. Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions or comments.
2. Post: Content an individual shares on a social media site or the act of publishing content on a site.
3. Profile: Information that a user provides about himself or herself on a social networking site.
4. Social Media: A category on Internet based resources that enable the user to generate content and encourage other user participation. This includes but is not limited to, social networking sites: Facebook, MySpace, Twitter, YouTube, Wikipedia, blogs, and other sites. (There are many sites of this type).
5. Social Networks: Platforms where users can create profiles, share information, and socialize with others using a range of technologies.
6. Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

**DRAFT**

7. System (System Member): Members of the City of Manassas Fire and Rescue Department, Greater Manassas Volunteer Rescue Squad, Manassas Volunteer Fire Company and the Fire and Rescue Committee make up the City of Manassas Fire and Rescue System, otherwise known as System.

### **POLICY**

#### Strategic Policy

##### A. Determine Strategy

Each social media site shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.

Social media sites should be linked to the System's official website.

Whenever possible, social media sites should be designed for a target audience such as community, civic leadership, members or potential recruits.

### **PROCEDURE**

System social media sites or pages shall be approved by the Chiefs or Presidents their respective System organizations and the Chief of the Fire and Rescue System or designee. The System's member organizations' public information officer or designee shall administer the sites.

Social media pages shall clearly indicate that are maintained by the System member organizations and shall have appropriate logo and contact information prominently displayed.

Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the System.

Social media content is subject to open public records laws.

Relevant records retention schedules shall apply to social media content.

Content shall be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

Social media sites shall state that the opinions expressed by visitors to the site do not reflect the opinions of the System.

Social media sites shall clearly state that "posted comments will be monitored and that the System reserves the right to remove any comments, or content deemed offensive or inconsistent with the System's core values". Such determinations will be made by the sites administrator who will notify the appropriate System member organization.

Social media pages shall clear state that any content posted or submitted for posting is subject to public disclosure.

##### I. Official Fire and Rescue System Use

All members of the System that use social media outlets shall comply with the following:

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

**DRAFT**

All members shall conduct themselves at all times as representatives of the System and, accordingly, shall adhere to all System standards of conduct and observe conventionally accepted protocols and proper decorum.

Fire and EMS incidents may be subject to further review including criminal investigation. Therefore, System members shall not post any information, photographs, or videos that can be construed as a determination of the origin and/or cause of a fire, accident, injury or illness of any person or that may interfere with an investigation. This includes information, photographs and videos of training scenarios, pre-plans, or other proprietary information that can compromise the security and safety of System members.

Approval to post information about any of the above shall be obtained from the Fire and Rescue Chief in consultation with the Fire Marshall as necessary.

System members shall not use the System's social media outlets to engage in political activities or private business.

Personally owned devices shall not be used to manage the official Systems' social media activities or in the course of official duties without the permission from the respective Chiefs or Presidents of the System member organizations.

Members shall follow all copyright, trademark, and service mark restrictions in posting materials to electronic media.

## II. Personal Use

System personnel shall abide by the following when using social media:

System personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not adversely affect working relationships and morale within the System, violate personal privacy or confidentially, impede the performance of duties, is illegal, violates established ethical standards and/or negatively affect the public perception of the System.

All members of the System are cautioned that their social media activity either on duty or off duty may not be protected under the First Amendment. Improper social media activity as determined by this policy shall form the basis for disciplinary action.

All system personnel are cautioned that images and comments they post on the Internet will be in the public eye forever and should never reflect negatively on the Fire and Rescue System. No amount of erasing or deleting will remove a post. You are not anonymous on the Internet. Everyone on the Internet can see what your post, from where you post it, who your friends and associates are, the comments your friends make and your "witty" comments. An embarrassing comment or image will come back to haunt you...one day...when you least expect it...at the least opportune time.

Adherence to the System's code of conduct, contained in the City of Manassas Fire and Rescue System SOPs, is required in the personal use of social media.

**DRAFT**

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System personnel should be aware that privacy is not guaranteed on social media sites, as they are constantly in flux. They should never assume that personal information posted on such sites will be protected.

**APPROVED BY**

**DRAFT**

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

\_\_\_\_\_  
Date

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 15

**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

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

**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**

PAGE NO. 16

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**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 20 minutes

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

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** August 18, 2016  
July 21, 2016  
June 16, 2016

**SUMMARY OF  
ISSUE/TOPIC:** The FRC has requested to review the fleet plan which was adopted by City Council under Ordinance #O-2012-10 on March 12, 2012. The plan has not been reviewed by the FRC since its adoption.

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

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

**COMMENTS:** Plan was reviewed at the July 2016 meeting; it will be distributed at the August meeting again for a vote.

The fleet plan will be voted on each September.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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



**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 17

**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** SOP 2.13 Vehicle Backing Procedures [Revised]

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** August 18, 2016

**SUMMARY OF  
ISSUE/TOPIC:** Revisions have been made to SOP 2.13, Vehicle Backing Procedures, which was originally adopted in June 2010.

**ORGANIZATION:**

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

**COMMENTS:** The adopted SOP, and the revised draft, was distributed in August. Comments were due back to the Health and Safety Committee.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Battalion Chief Mark P. Nary  
City of Manassas Fire and Rescue  
(703) 257-8458



City of Manassas Fire and Rescue Services <b>Standard Operating Procedure</b>			
<b>Vehicle Backing Procedures</b>	Presented Date: 04/09/2010 Effective Date: 06/17/2010 Revision Date: 08/18/2016	Page 1 of 4	2.13

## I. PURPOSE

To establish a standard, safe means for backing fire and rescue vehicles.

## II. DEFINITIONS

- A. **Backer** - A person outside of a vehicle who is responsible for directing the driver as the vehicle is being backed.
- B. **Spotter** - A person who, in addition to a backer, is placed in front of the apparatus or the OIC side rear to assist the driver in order to ensure that vehicle crashes do not occur.
- C. **Apparatus** - To include Type I, Type II and Type III vehicles<sup>1</sup>

## III. PROCEDURES

- A. All operators of City motorized vehicles will be responsible for the safe operation of that vehicle at all times. This includes ensuring that the vehicle is safely backed and maneuvered without incident.
- B. Whenever possible, the need to back shall be avoided by positioning the vehicle so that it has a forward egress route. Attempt to avoid situations that require vehicle backing or close-quarter maneuvering, such as dead ends, cul-de-sacs, and routine parking situations. Whenever possible, drivers and officers must plan ahead to avoid backing situations. Do not back if a forward route is available.
- C. All unit personnel not involved in emergency operations shall be used as spotters.
- D. Roll down windows and remove hearing protection (if utilized) when backing.
- E. A minimum of one backer shall be used whenever the department's large vehicles (type II, type III) must be backed. **The backer shall be positioned to the driver**

<sup>1</sup>Type I – sedan, brush truck, light-duty utility vehicles up to 10,000 lbs.

Type II – EMS transport unit, vehicles weighing between 10,000-25,999 lbs.

Type III – heavy-duty apparatus such as an engine, truck (tower/tiller), rescue or a vehicle weighing 26,000 lbs. or more

**DRAFT**

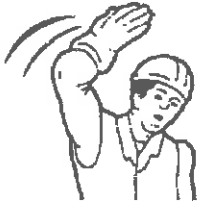
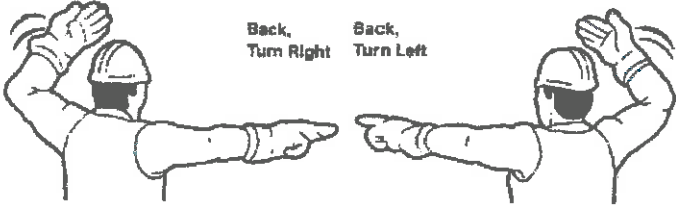

**side rear of the vehicle.** The backer shall direct the driver in a manner that will avoid obstructions in the path of travel. If spotters are available, they should be placed at the OIC side rear and front of the apparatus.

1. The primary (standard) position for the backer is on the driver's side in a continuous line of sight with the left side mirror so the driver can maintain visual contact with the backer. Staying in view of the mirror allows the backer to see where the driver is looking. Whenever possible, the driver shall utilize spotters; one spotter should be stationed at the front of the vehicle and one spotter should be stationed at the OIC side right corner of the vehicle. Spotters are extremely important when the travel path of the vehicle is not in a straight line. When only one additional person is available as a spotter, the driver shall identify which position (the front of the vehicle or the OIC side right corner) of the apparatus is more critical to the backing operation. In these instances, the spotter will take the position that is identified by the driver.
  2. The backer and spotter(s) shall look for and make the driver aware of possible obstructions on both sides, as well as above and below the vehicle.
  3. The backer shall use standard hand signals described in Section II. I.
  4. At night, the backer and spotter(s) shall be illuminated. Lights shall not be pointed directly at the driver or vehicle mirror.
  5. The backer, spotter(s), or other personnel should not be beside apparatus while backing to avoid being pinned or run over.
- F. For Type II and Type III apparatus, if a backer is not available, the operator must complete a 360 degree walk around before backing to verify that there are no obstructions or other hazards. The operator must turn on 4-way flashers and/or emergency warning lights and tap horn as a warning unless the vehicle is equipped with a back-up alarm. The vehicle may then be cautiously backed.
- G. EMS units shall comply with backing policies. If a hospital does not have a drive-through ambulance bay, or a spotter is not available, the unit shall be parked facing forward. Upon leaving, the vehicle will be backed using the procedures delineated above.
- H. Apparatus equipped with back-up cameras still require a backer, even if the camera is functioning properly and there is good visibility. A driver must maintain full time attention to the backer. When checking mirrors, drivers shall not glance back and forth between mirrors while moving. While moving, the driver shall not check between backers and spotters, the back-up camera, mirrors, or any combination of the above. Any time the driver must check with the front spotter, view the back-up camera, or glance from mirror to mirror, or engage in any combination of the three, the vehicle must come to a complete stop. Once this

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action is finished the driver must regain visual contact with the backer prior to any further backing motion.

#### I. Standard Backing Hand Signals:

<p><b>“REVERSE”</b>          Extend one arm up with palm toward spotter. Gesture continuously “backwards” in direction of travel.</p>	
<p><b>“TURN”</b>          Continue the “reverse” gesture with one hand; use other hand to point in direction back of vehicle is to go.</p>	
<p><b>“STOP”</b>          Cross both arms toward driver</p>	

#### IV. BACKER RESPONSIBILITIES

- A. The backer shall direct the driver in a manner which will avoid obstructions in the path of travel during backing.
- B. Conduct a full 360 degree walk around of the vehicle and survey the backing area and all sides of the vehicle checking for hazards and overhead clearance.
- C. Communicate any observed hazards to the driver and confirm the intended path of the vehicle.
- D. Ensure you are a safe distance from the vehicle but in clear view of the driver’s mirror.
- E. Establish visual and verbal contact with the driver and remain in visual sight of the driver at all times.
- F. Never turn your back to the vehicle.
- G. Be familiar with hand signals as identified in Section II. I., before beginning to back the vehicle.

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- H. Stop the driver if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering. A backing plan shall be communicated prior to moving the vehicle.
- I. The backer and front spotter shall utilize hand signals. If applicable, the spotter at the OIC side rear corner of the vehicle will communicate with the backer, who in turn is communicating with the driver. The backer and front spotter shall use standard hand signals as described in Section II. I.
- J. A high visibility traffic safety vest or turnout gear shall be worn by all backers and spotters during the backing process.

**APPROVED BY**

**DRAFT**

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

\_\_\_\_\_  
Date

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 22

22

**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** LiveScan Update

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

N/A

**SUMMARY OF  
ISSUE/TOPIC:**

The Virginia Office of EMS requires background checks, through fingerprints, to be completed prior to any individual's involvement in EMS functions, including support roles. The method which had been used was for an individual to be fingerprinted at the Manassas City Police Station, return those fingerprint cards to HQ who would then forward them to Human Resources. HR would then mail them to the Virginia State Police (VSP); once the check was completed a result letter would be mailed back. This process was taking upwards of 8-10 weeks at times.

In an effort to streamline all fingerprint processes, the City installed a new fingerprinting system called LiveScan. This system takes fingerprints and electronically sends them to the VSP. HR staff can then pull up the results in an online database. This process should take 1-2 weeks at the most. This reduction in wait time will help retain volunteers. However, the system was not working as expected. Battalion Chief Lupton met with HR and MCPD to discuss and to determine any process changes that may need to occur to best optimize the system.

**ORGANIZATION:**

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

**COMMENTS:**                      This is an update on the system and the process only.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:**                      Battalion Chief Todd E. Lupton and Chief Rob Clemons  
City of Manassas Fire and Rescue  
(703) 257-8458

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 23

**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Staffing Hours

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

**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**                      **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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 24

24

**MEETING DATE:** September 15, 2016

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Strategic Plan Review

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

**SUMMARY OF  
ISSUE/TOPIC:** The Strategic Plan, and the corresponding report card, should be reviewed. It needs to be determined by the FRC how frequently this review should take place. Part of the review would be to track the status of goals and trends.

**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





CITY OF MANASSAS  
FIRE AND RESCUE COMMITTEE

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# APPENDIX

Appendix A: Fuel Report (August 2016)

**FLEET MANAGEMENT BILLING REPORT**  
 08/01/2016 to 08/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2008 EXPEDITION	612	0.00	140.00	98.34	0.00	0.00	0.00	0.00	238.34
FC99	2010 CHARGES	0	0.00	0.00	393.10	0.00	0.00	0.00	0.00	393.10
FD02	2008 EXPEDITION	759	0.00	140.00	116.20	0.00	0.00	0.00	0.00	256.20
FD03	2008 EXPEDITION	722	0.00	140.00	162.71	0.00	0.00	0.00	0.00	302.71
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	469	0.00	358.00	91.29	183.06	140.25	0.00	22.50	795.10
FM581	2008 EXPLORER	596	0.00	140.00	41.36	0.00	0.00	0.00	0.00	181.36
<b>DEPARTMENT SUBTOTALS :</b>		<b>3,158</b>	<b>0.00</b>	<b>1,138.00</b>	<b>903.00</b>	<b>183.06</b>	<b>140.25</b>	<b>0.00</b>	<b>22.50</b>	<b>2,386.81</b>

BREAKDOWN OF CHARGES:		MILEAGE		PARTS - WO	
EQUIPMENT COUNT :	8	MOTOR POOL		PARTS - INDEP	
DEPARTMENT :	2001	BASE		LABOR	
		INSURANCE		SUBLETS	
		OTHER			
		REPLACEMENT			
		FUEL			
			0.00		183.06
			0.00		0.00
			578.00		140.25
			420.00		0.00
			140.00		
			0.00	MISC - PARTS	0.00
			903.00	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**

08/01/2016 to 08/31/2016

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	90	0.00	80.00	17.81	0.00	0.00	0.00	0.00	97.81
ENG501	2013 COMMAND CHASS	654	0.00	60.00	350.76	0.00	0.00	0.00	0.00	410.76
ENG501B	1997 FIRETRUCK	352	0.00	0.00	119.61	0.00	0.00	0.00	0.00	119.61
FE501	2002 FIRETRUCK	0	0.00	0.00	260.87	0.00	0.00	0.00	0.00	260.87
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHASS	435	0.00	60.00	377.78	0.00	0.00	0.00	0.00	437.78
UTF501	2016 F250 4X4SC	301	0.00	60.00	36.42	37.08	165.00	0.00	22.50	321.00
VC501	2015 INTERCEPT UTIL	135	0.00	80.00	21.79	0.00	176.00	0.00	22.50	300.29
DEPARTMENT SUBTOTALS :		1,967	0.00	480.00	1,185.04	37.08	341.00	0.00	45.00	2,088.12

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	9	MILEAGE	0.00
DEPARTMENT :	3020	MOTOR POOL	0.00
		BASE	0.00
		INSURANCE	420.00
		OTHER	60.00
		REPLACEMENT	0.00
		FUEL	1,185.04
		PARTS - WO	37.08
		PARTS - INDEP	0.00
		LABOR	341.00
		SUBLETS	0.00
		MISC - PARTS	0.00
		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**  
08/01/2016 to 08/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	686	0.00	60.00	243.96	0.00	0.00	0.00	0.00	303.96
MED501B	2008 F450	311	0.00	0.00	118.18	0.00	0.00	0.00	0.00	118.18
MED501C	2010 F450	594	0.00	60.00	153.75	0.00	0.00	0.00	0.00	213.75
MED501D	2016 F550	1,259	0.00	0.00	452.18	0.00	0.00	0.00	0.00	452.18
RC501	2014 TAHOE 1500	180	0.00	60.00	45.52	0.00	0.00	0.00	0.00	105.52
RES501	1997 AMBULANCE	1,308	0.00	0.00	574.17	0.00	0.00	0.00	0.00	574.17
UT1581	1997 F250	123	0.00	0.00	29.07	0.00	0.00	0.00	0.00	29.07
DEPARTMENT SUBTOTALS :		4,461	0.00	180.00	1,616.83	0.00	0.00	0.00	0.00	1,796.83

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	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	1,616.83	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