



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, AUGUST 17, 2017

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 July 20, 2017 Meeting Minutes                     |  | 2           |
|       | ▪ <i>with</i> 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 – NO REPORTS DUE IN AUGUST             |  |             |
|       | a. Consolidated Logistics                                     |  |             |
|       | b. Health and Safety  |  |             |
|       | c. Quality Assurance  |  |             |
|       | d. Training Committee   |  |             |
|       | i. Uniform Rank Structure Report                              |  |             |
|       | ii. NIMS Quarterly Report                                     |  |             |
|       | e. Strategic Plan   |  |             |
|       | f. Information Technology Ad Hoc Group                        |  |             |
|       | 2. Incident Reporting – Update (Deputy Chief Lupton)          |  | 9           |
|       | 3. FS 521 Update (Chief Clemons)                              |  | 10          |
|       | 4. Ordinance and Driving Points (Chief Clemons)               |  | 11          |
|       | 5. FRC Annual Report  |  | 12          |
| IX.   | New Business  |  |             |
|       | 6. Adoption of EMS Internship Manual, SOP 2.76                |  | 13          |
|       | 7. SOP 2.40 Repacking Attack Lines (Fire Apparatus), Revision |  | 15          |
|       | 8. Fleet Plan – Annual Review/Adoption                        |  | 16          |
|       | Closed Session (NONE)   |  |             |
| IX.   | Adjournment of Meeting  |  |             |
|       | <u>Appendix:</u>  |  | 17          |
|       | A. Fuel Report (July 2017)                                    |  | 18          |

**DISTRIBUTION:**

Vice-Mayor Marc Aveni, Chairman  
 Deputy Chief Todd E. Lupton, Manassas Fire and Rescue  
 Director David Burns, Greater Manassas Volunteer Rescue Squad  
 President Tripp DeRamus, Manassas Volunteer Fire Company

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

2



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

## Meeting Minutes July 20, 2017

**CALL TO ORDER** 6:00pm

**ROLL CALL**

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

*Guest Speakers:* Battalion Chief Kevin Franzello and Robb Hoffower, VDEM

*Others Present:* Melissa Heiderman

*Absent:* None

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

CHIEF GARY ORNDOFF MOVED to approve the minutes of the May 18, 2017 meeting; Chief Clemons seconded the motion. Roll Call Vote: AYES – Chief G. Orndoff, Chief Clemons, Director Burns, President DeRamus, Deputy Chief Lupton, Chief N. Orndoff. **MOTION CARRIED (6/0)**

**CHAIPERSON’S REPORT**

Chairman Aveni welcomed everyone to the meeting; there was no meeting held in June 2017. Station 21 will be discussed later in the meeting, but there was a community meeting held last night regarding the new site with great participation from citizens

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

Chief Clemons reported that the fifth annual Freshman Summer Camp is almost complete. Lorenzo Alexander of the Buffalo Bills stopped by on Tuesday to hang out with the kids. This group will be recognized in front of City Council on July 24<sup>th</sup>; also that day, the fourth annual Sophomore Camp will begin.

The Master Technician promotional process is entering its final stages; interviews will be conducted on July 24<sup>th</sup>. Staff has begun reviewing applications for the Fiscal Specialist position.

In June, crews responded to 405 incidents inside the City with 758 unit responses; in May they responded to 369 incidents with 692 unit responses.

#### **APPARATUS MAINTENANCE**

Maintenance costs YTD, through June 2017, are \$140,077.

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

Chief Orndoff reported that members have gone through quite a bit of training since the last meeting. Five members have completed Firefighter I and II, and four have completed RIT/Mayday and EVOC I, II, and III. These members are not considered minimum staffing yet but are close. Four members are enrolled in DPO in PWC and one completed the Virginia Fire Officer Academy. President DeRamus added that invitations for the anniversary celebration at Foxchase Manor will be going out soon. The annual picnic at Splashdown will be held this Sunday.

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

Chief Orndoff reported staffing hours for May and June; in May members staffed 223.75 hours out of a possible 524. Staff gave 899.5 hours which equates to 671.5 staffing, 40 administrative, 44 training and 144 special events. In June members staffed 309.25 hours out of a possible 500. They donated 868.75 hours in total.

She noted that GMVRS is working to improve staffing hours. To do so, new members are coming into the organization, two new drivers have completed training, and six new members are in the BLS internship program. Two trial members were voted into full member status. Four members are taking the NREMT; after passing they can begin their internship.

The monthly CPR class will be held on August 4<sup>th</sup>, HIPAA will be July 21<sup>st</sup> and August 18<sup>th</sup>. Members will be participating in the National Night Out event on August 1<sup>st</sup>.

#### **UNFINISHED BUSINESS**

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

##### c. Quality Assurance

Deputy Chief Lupton distributed the Quality Assurance report for the 1<sup>st</sup> quarter of 2017. The next meeting is scheduled for July 27<sup>th</sup>.

#### **INFORMATIONAL ONLY**

##### d.ii NIMS Quarterly Report

Robb Hoffower, VDEM, presented the current NIMS compliance numbers. He will provide leadership with the names of those members missing certification(s).

|          | <u>MFRD</u> | <u>MVFC</u> | <u>GMVRS</u> |
|----------|-------------|-------------|--------------|
| NIMS 100 | 100.0%      | 92.7%       | 100.0%       |
| NIMS 200 | 100.0%      | 92.7%       | 95.3%        |
| NIMS 300 | 100.0%      | 100.0%      | 100.0%       |
| NIMS 400 | 92.3%       | 100.0%      | 100.0%       |

|          |        |       |       |
|----------|--------|-------|-------|
| NIMS 700 | 100.0% | 92.7% | 97.7% |
| NIMS 800 | 100.0% | 90.2% | 95.3% |

**(2) Incident Reporting**

Deputy Chief Lupton updated the committee on the status of the missing reports; as of last check there are only a handful of reports missing. This item will be kept on the agenda to monitor.

**(3) Fire Station 521 Update**

Chief Clemons reported that last night a community meeting was held regarding the newly proposed site. Pictures and maps were available for citizens to view, and Chief Clemons explained how they were developed. Director Burns suggested creating a map that overlay the response time map on the heat map; additionally, he would like to see the 5 and 6 minute response map from both stations. The next step(s) on the station is for Community Development to do the due diligence over the next 60 days.

**(4) Ordinances and Driving Points**

Chief Clemons distributed wording that he is proposing be used to update the Ordinance, as a change. He is asking the FRC to review the proposed wording and let him know if they approve of it as is or would like to see a change made. He has spoken with Darla Hicks and Brenda Cogdell of HR regarding the proposed change. There have been no discussions with Mr. Pate yet since Chief Clemons would like to take him a final proposal.

**NEW BUSINESS**

**(5) Minimum Driving Age**

Deputy Chief Lupton stated that the topic of the minimum driving age was discussed offline over the past two weeks. A question was raised by GMVRS as to what the minimum age to driver the apparatus is, since it is not documented anywhere it was passed along to the City's Risk Manager who replied that the minimum driving age is 21. The System had been operating under the assumption that 18 was the minimum age for driving. Deputy Chief Lupton is asking all organizations for an impact statement if the minimum age is determined to be 21. It was stressed that if we are able to lower the age to 18 it will have an effect on insurance rates. The impact statements are due to Deputy Chief Lupton by the next FRC meeting.

**(6) EMS Internship Manual**

Deputy Chief Lupton revised the EMS Internship program which sent to the FRC via email. There has not been a review since its initial adoption. The program presented tonight has been vetted through by the FRC Training Committee.

CHIEF GARY ORNDOFF MOVED to approve the EMS Internship Manual as presented on July 20, 2017; Director Burns seconded the motion. Chairman Aveni suggested adding a revised date on the Internship Manual cover page. Roll Call Vote: AYES – Chief G. Orndoff, Director Burns, Chief Clemons, President DeRamus, Deputy Chief Lupton, and Chief N. Orndoff. **MOTION CARRIED (6/0)**

**(7) Annual Report**

City Council will not meet in August, therefore the FRC Annual Report will be presented on September 25<sup>th</sup>. Feedback on the draft (distributed to the FRC at the July meeting) is due by August 11<sup>th</sup>. A final draft will be presented at the August FRC meeting.

**CLOSING COMMENTS**

The agenda for the August meeting was reviewed. It was asked if the IT Work Group had met yet; Deputy Chief Lupton replied that they had not. He has Battalion Chief Nary working on the background for the EMS Software before the group meets.

CHIEF NANCY ORNDOFF MOVED to replace Jordan Coleman on the Quality Assurance Committee with Gabrielle Burnette (formerly Baldo); President DeRamus seconded the motion. Roll Call Vote: AYES – Chief N. Orndoff, President DeRamus, Director Burns, Chief Clemons, Deputy Chief Lupton, and Chief G. Orndoff. **MOTION CARRIED (6/0)**

**ADJOURNED: 7:25 PM**

Minutes prepared by:

Draft

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*



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

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### Health and Safety

Kevin Franzello, *Battalion Chief (Chair)*  
TO BE DETERMINED  
Amos Akers, *Master Technician*  
Ian Pleet, *Firefighter*  
Michael Cox, *Lieutenant*  
Nancy Orndoff, *Chief*  
Gabriella Burnette, *EMT*

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

### Quality Assurance and System Protocol

Matt Fox, *Lieutenant (Chair)*  
Eva Rose, *Medic/Firefighter*  
Ben Page, *Medic/Firefighter*  
Valerie Kusterbeck, *Medic/Firefighter*  
Thomas Boyden, *Assistant Chief*  
Gabriella Burnette, *EMT*  
VACANT  
Gary Orndoff, *Chief*  
Dr. Thomas Luckey

Manassas Fire and Rescue Department  
Manassas Fire and Rescue Department  
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  
Operational Medical Director

### Training

Jerry Smith, *Battalion Chief (Chair)*  
David Halman, *Captain*  
Gary Orndoff, *Chief*  
Jason Kendrick, *Lieutenant*  
Thomas Boyden, *Assistant Chief*  
Nancy Orndoff, *Chief*

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

## CONSOLIDATED LOGISTICS

Mark Nary, *Battalion Chief (Chair)*  
 John Sakavich, *EMT*  
 AJ Shillingburg, *Firefighter*

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

## STRATEGIC PLANNING SUB-COMMITTEE

Rob Clemons, *Chief (Chair)*  
 Todd Lupton, *Deputy Chief*  
 Nancy Orndoff, *Chief*  
 Pete Rockx, *President*  
 Gary Orndoff, *Chief*  
 Jason Lesnik, *President*  
 James Hartnett, *Fire Marshal*

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

## Recruitment and Retention

Rob Clemons (Chair)  
 Matt Fox  
 Cailean Roche  
 Randy Cusick  
 Leo Carbone  
 Debbie Colby  
 Mark Failer

Manassas Fire and Rescue Department  
 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

## Rescue Engine Workgroup (Jul 2015)

David Halman, *Captain (Chair)*  
 William "Jerry" Smith, *Battalion Chief*  
 Karl Sampson, *Master Technician*  
 Donald Brown, *EMT*  
 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

Ambulance Specification Workgroup (Feb 2017)

|                                       |   |
|---------------------------------------|---|
| Todd Lupton, <i>Deputy Chief</i>      | Manassas Fire and Rescue Department     |
| Matt Fox, <i>Lieutenant</i>           | Manassas Fire and Rescue Department     |
| Cailean Roche, <i>FF/Medic</i>        | Manassas Fire and Rescue Department     |
| Thomas Boyden, <i>Assistant Chief</i> | Greater Manassas Volunteer Rescue Squad |
| Leo Carbone, <i>EMT</i>               | Greater Manassas Volunteer Rescue Squad |

Engine Specification Workgroup (Feb 2017)

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Todd Lupton, <i>Deputy Chief</i>    | Manassas Fire and Rescue Department |
| David Halman, <i>Captain</i>        | Manassas Fire and Rescue Department |
| Joe Rose, <i>Captain</i>            | Manassas Fire and Rescue Department |
| Jamie Jewett, <i>Master Tech</i>    | Manassas Fire and Rescue Department |
| Gary Orndoff, <i>Chief</i>          | Manassas Volunteer Fire Company     |
| AJ Shillingburg, <i>Firefighter</i> | Manassas Volunteer Fire Company     |

Information Technology and Management (Apr 2017)

|   |   |
|---|---|
| Mark Nary, <i>Battalion Chief - Chair</i> | Manassas Fire and Rescue Department     |
| Dave Burns, <i>Director</i>               | Greater Manassas Volunteer Rescue Squad |
| Drew McRoberts, <i>EMT</i>                | Greater Manassas Volunteer Rescue Squad |
| Terry Norling, <i>Firefighter</i>         | Manassas Volunteer Fire Company         |
| Mark Failer, <i>Firefighter</i>           | Manassas Volunteer Fire Company         |



**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 9

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

|   |                   |                    |
|---|-------------------|--------------------|
| <b>DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:</b> | July 20, 2017     | September 15, 2016 |
|   | May 18, 2017      | August 18, 2016    |
|   | April 20, 2017    | July 21, 2016      |
|   | March 16, 2017    | June 16, 2016      |
|   | February 16, 2017 | April 21, 2016     |
|   | January 19, 2017  | March 17, 2016     |
|   | December 15, 2016 | February 18, 2016  |
|   | November 17, 2016 | January 21, 2016   |
|   | October 20, 2016  | December 17, 2015  |

**SUMMARY OF ISSUE/TOPIC:** There has been 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:** As of March 16, 2017 there were no outstanding incident reports.

**DISCUSSION (IF NECESSARY):** Update only

**BUDGET/FISCAL IMPACT:**

**CONTACT PERSON:** Deputy Chief Todd Lupton  
(703) 257-8458

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 10

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** FS 521 Update

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** July 20, 2017

**SUMMARY OF  
ISSUE/TOPIC:** New Fire Station 521 (CIP P-022) is moving forward. City Staff has been working with the architect on land and building design. An advisory group has also been established to help address member inquiries and comments.

**ORGANIZATION:** Manassas Fire and Rescue Department

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

**COMMENTS:** Chief Clemons was asked to provide an update on the project status to the FRC each month until completion of the project.

A community meeting was held on March 21, 2017 at Round Elementary School.

A community meeting will be held on July 19, 2017 at City Hall.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chief Rob Clemons  
(703) 257-8465

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

**PAGE NO. 11**

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Ordinance #O-2010-14 and Driving Points (Section 60-10)

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** July 20, 2017  
May 18, 2017

**SUMMARY OF  
ISSUE/TOPIC:** Section 60-10, Background Checks, of Ordinance #O-2010-14 which created the Fire and Rescue Service should be reviewed.

**ORGANIZATION:** Manassas Fire and Rescue Department

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

**COMMENTS:** Chief Clemons has discussed this issue and will present the current recommendation(s).

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chief Rob Clemons  
(703) 257-8465

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

12

PAGE NO. 12

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 20 minutes

**AGENDA ITEM TITLE:** FRC Annual Report

**DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:** 2016

**SUMMARY OF ISSUE/TOPIC:** It is requested that the City of Manassas Fire and Rescue System and the Fire and Rescue Committee provide City Council with a unified annual report in August of each year.

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:**            The Strategic Plan Work Group, consisting of Fire and Rescue Committee Members, agreed that the annual report would use the Strategic Plan Report Card as a guideline. Any information should be sent to Melissa Heiderman for inclusion in the report.

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

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Adoption of EMS Internship Manual SOP 2.76

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** July 20, 2017

**SUMMARY OF  
ISSUE/TOPIC:** The EMS Internship Manual was revised in July 2017; however, it was determined at that time there was no corresponding SOP for it.

**ORGANIZATION:**

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

**COMMENTS:** The EMS Internship Manual was adopted on July 20, 2017

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Deputy Chief Todd E. Lupton  
(703) 257-8458

14



|   |   |             |      |
|---|---|-------------|------|
| <b>City of Manassas Fire and Rescue Services<br/>Standard Operating Procedure</b> |   |             |      |
| <b>Adoption of EMS Internship Manual</b>  | Presented Date: 08/17/2017<br>Effective Date: 08/17/2017<br>Revision Date: 00/00/0000 | Page 1 of 1 | 2.76 |

**PURPOSE**

Establish adoption of the System EMS Internship Manual.

**POLICY**

It shall be the policy of the City of Manassas Fire and Rescue Services to adopt and comply with the adopted EMS Internship Manual.

**PROCEDURE**

Reference the EMS Internship Manual for procedural information.

There are no exceptions to this adoption.

**APPROVED BY**

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

\_\_\_\_\_  
Date

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 15

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** SOP 2.40 Repacking Attack Lines (Fire Apparatus) Revision

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** July 15, 2010

**SUMMARY OF  
ISSUE/TOPIC:** A revision to SOP 2.40 will be presented at the FRC meeting for review.

**ORGANIZATION:**

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Deputy Chief Todd E. Lupton  
(703) 257-8458

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 16

16

**MEETING DATE:** August 17, 2017

**TIME ESTIMATE:** 15 minutes

**AGENDA ITEM TITLE:** Fleet Plan – Annual Review and Adoption

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

**SUMMARY OF  
ISSUE/TOPIC:** In 2016 the Fire and Rescue Committee agreed to review the adopted fleet plan annually and re-adopt it, or make necessary changes.

**ORGANIZATION:**

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

**COMMENTS:** The current fleet plan will be distributed at, or before, the FRC meeting.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Deputy Chief Todd E. Lupton  
(703) 257-8458





17

CITY OF MANASSAS  
FIRE AND RESCUE COMMITTEE

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# APPENDIX

Appendix A: Fuel Report (July 2017)

**FLEET MANAGEMENT BILLING REPORT**  
07/01/2017 to 07/31/2017

| EQUIPMENT #                        | DESCRIPTION         | MI / HRS<br>DRIVEN | M.P. /<br>\$ MILEAGE | \$ FIXED | \$ FUEL  | \$ PARTS | \$ LABOR | \$ SUBLET | \$ MISC /<br>CREDIT | \$ TOTAL |
|------------------------------------|---------------------|--------------------|----------------------|----------|----------|----------|----------|-----------|---------------------|----------|
| DEPARTMENT : 32001 / FIRE & RESCUE |                     |                    |                      |          |          |          |          |           |                     |          |
| FC01                               | 2017 TAHOE 4X4 4 DR | 244                | 0.00                 | 80.00    | 38.76    | 0.00     | 0.00     | 17.50     | 0.00                | 136.26   |
| FC99                               | 2010 CHARGES        | 12                 | 0.00                 | 0.00     | 657.20   | 0.00     | 0.00     | 0.00      | 0.00                | 657.20   |
| FD02                               | 2008 EXPEDITION     | 617                | 0.00                 | 140.00   | 79.16    | 0.00     | 0.00     | 0.00      | 0.00                | 219.16   |
| FD03                               | 2008 EXPEDITION     | 1,155              | 0.00                 | 140.00   | 161.06   | 0.00     | 0.00     | 0.00      | 0.00                | 301.06   |
| FD04                               | 2008 EXPEDITION     | 216                | 0.00                 | 140.00   | 23.38    | 52.30    | 316.25   | 17.50     | 22.50               | 571.93   |
| FD05                               | 2010 BN618TA        | 0                  | 0.00                 | 80.00    | 0.00     | 0.00     | 0.00     | 0.00      | 0.00                | 80.00    |
| FM1                                | 2013 F150           | 235                | 0.00                 | 358.00   | 50.25    | 0.00     | 0.00     | 0.00      | 0.00                | 408.25   |
| FM581                              | 2008 EXPLORER       | 189                | 0.00                 | 140.00   | 48.03    | 0.00     | 0.00     | 0.00      | 0.00                | 188.03   |
| <b>DEPARTMENT SUBTOTALS :</b>      |                     |                    |                      |          |          |          |          |           |                     |          |
|                                    |                     | 2,668              | 0.00                 | 1,078.00 | 1,057.84 | 52.30    | 316.25   | 35.00     | 22.50               | 2,561.89 |

| BREAKDOWN OF CHARGES: |       |             |          |  |  |  |  |                   |  |        |
|-----------------------|-------|-------------|----------|--|--|--|--|-------------------|--|--------|
| EQUIPMENT COUNT :     | 8     |             |          |  |  |  |  |                   |  |        |
| DEPARTMENT :          | 32001 | MILEAGE     | 0.00     |  |  |  |  | PARTS - WO        |  | 52.30  |
|                       |       | MOTOR POOL  | 0.00     |  |  |  |  | PARTS - INDEP     |  | 0.00   |
|                       |       | BASE        | 518.00   |  |  |  |  | LABOR             |  | 316.25 |
|                       |       | INSURANCE   | 420.00   |  |  |  |  | SUBLETS           |  | 0.00   |
|                       |       | OTHER       | 140.00   |  |  |  |  |                   |  |        |
|                       |       | REPLACEMENT | 0.00     |  |  |  |  | MISC - PARTS      |  | 0.00   |
|                       |       | FUEL        | 1,057.84 |  |  |  |  | MISC - LABOR      |  | 0.00   |
|                       |       |             |          |  |  |  |  | MISC - SUBLETS    |  | 35.00  |
|                       |       |             |          |  |  |  |  | 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**  
 07/01/2017 to 07/31/2017

| EQUIPMENT #                         | DESCRIPTION         | MI / HRS<br>DRIVEN | M.P. /<br>\$ MILEAGE | \$ FIXED | \$ FUEL | \$ PARTS | \$ LABOR | \$ SUBLET | \$ MISC /<br>CREDIT | \$ TOTAL |
|-------------------------------------|---------------------|--------------------|----------------------|----------|---------|----------|----------|-----------|---------------------|----------|
| DEPARTMENT : 3020 / FIRE STATION #1 |                     |                    |                      |          |         |          |          |           |                     |          |
| BAT581                              | 2013 TAHOE K1500    | 224                | 0.00                 | 80.00    | 49.11   | 12.69    | 167.25   | 0.00      | 22.50               | 331.55   |
| CHI501                              | 2003 SUBURBAN       | 0                  | 0.00                 | 60.00    | 0.00    | 0.00     | 0.00     | 0.00      | 0.00                | 60.00    |
| DEC501                              | 1993 E350           | 30                 | 0.00                 | 60.00    | 48.51   | 0.00     | 0.00     | 0.00      | 0.00                | 108.51   |
| ENG501                              | 2013 COMMAND CHAS   | 1,010              | 0.00                 | 60.00    | 580.49  | 0.00     | 0.00     | 0.00      | 0.00                | 640.49   |
| ENG501B                             | 1997 FIRETRUCK      | 760                | 0.00                 | 60.00    | 220.94  | 0.00     | 0.00     | 0.00      | 0.00                | 280.94   |
| FE11                                | 1966 FIRETRUCK      | 0                  | 0.00                 | 60.00    | 0.00    | 0.00     | 0.00     | 0.00      | 0.00                | 60.00    |
| FE501                               | 2002 FIRETRUCK      | 0                  | 0.00                 | 60.00    | 109.95  | 0.00     | 0.00     | 0.00      | 0.00                | 169.95   |
| SE501                               | 2013 TRAILER        | 0                  | 0.00                 | 80.00    | 0.00    | 22.10    | 153.50   | 0.00      | 22.50               | 278.10   |
| TOW501                              | 2013 COMMAND CHAS   | 0                  | 0.00                 | 60.00    | 0.00    | 0.00     | 0.00     | 0.00      | 0.00                | 60.00    |
| UTF501                              | 2016 F250 4X4SC     | 508                | 0.00                 | 80.00    | 107.90  | 0.00     | 0.00     | 0.00      | 0.00                | 187.90   |
| UTV581                              | 2012 UNK            | 0                  | 0.00                 | 60.00    | 0.00    | 0.00     | 0.00     | 0.00      | 0.00                | 60.00    |
| VC501                               | 2015 INTERCEPT UTIL | 133                | 0.00                 | 80.00    | 25.60   | 46.24    | 170.50   | 0.00      | 22.50               | 344.84   |

**FLEET MANAGEMENT BILLING REPORT**  
 07/01/2017 to 07/31/2017

| EQUIPMENT #                   | DESCRIPTION | MI / HRS<br>DRIVEN | M.P. /<br>\$ MILEAGE | \$ FIXED | \$ FUEL  | \$ PARTS | \$ LABOR | \$ SUBLET         | \$ MISC /<br>CREDIT | \$ TOTAL |
|-------------------------------|-------------|--------------------|----------------------|----------|----------|----------|----------|-------------------|---------------------|----------|
| <b>DEPARTMENT SUBTOTALS :</b> |             |                    |                      |          |          |          |          |                   |                     |          |
|                               |             | 2,665              | 0.00                 | 800.00   | 1,142.50 | 81.03    | 491.25   | 0.00              | 67.50               | 2,582.28 |
| <b>BREAKDOWN OF CHARGES:</b>  |             |                    |                      |          |          |          |          |                   |                     |          |
| EQUIPMENT COUNT :             | 12          |                    |                      |          |          |          |          |                   |                     |          |
| DEPARTMENT :                  | 3020        |                    |                      |          |          |          |          |                   |                     |          |
|                               | MILEAGE     |                    |                      |          | 0.00     |          |          | PARTS - WO        |                     | 81.03    |
|                               | MOTOR POOL  |                    |                      |          | 0.00     |          |          | PARTS - INDEP     |                     | 0.00     |
|                               | BASE        |                    |                      |          | 0.00     |          |          | LABOR             |                     | 491.25   |
|                               | INSURANCE   |                    |                      |          | 720.00   |          |          | SUBLETS           |                     | 0.00     |
|                               | OTHER       |                    |                      |          | 80.00    |          |          |                   |                     |          |
|                               | REPLACEMENT |                    |                      |          | 0.00     |          |          | MISC - PARTS      |                     | 0.00     |
|                               | FUEL        |                    |                      |          | 1,142.50 |          |          | MISC - LABOR      |                     | 0.00     |
|                               |             |                    |                      |          |          |          |          | MISC - SUBLETS    |                     | 0.00     |
|                               |             |                    |                      |          |          |          |          | 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**  
 07/01/2017 to 07/31/2017

| EQUIPMENT #                             | DESCRIPTION     | MI / HRS<br>DRIVEN | M.P. /<br>\$ MILEAGE | \$ FIXED      | \$ FUEL         | \$ PARTS    | \$ LABOR      | \$ SUBLET   | \$ MISC /<br>CREDIT | \$ TOTAL        |
|---|-----------------|--------------------|----------------------|---------------|-----------------|-------------|---------------|-------------|---------------------|-----------------|
| <b>DEPARTMENT : 3030 / RESCUE SQUAD</b> |                 |                    |                      |               |                 |             |               |             |                     |                 |
| MED501                                  | 2015 AMBULANCE  | 817                | 0.00                 | 60.00         | 152.83          | 0.00        | 0.00          | 0.00        | 0.00                | 212.83          |
| MED501B                                 | 2008 F450       | 1,224              | 0.00                 | 60.00         | 442.01          | 0.00        | 0.00          | 0.00        | 0.00                | 502.01          |
| MED501C                                 | 2010 F450       | 501                | 0.00                 | 60.00         | 168.44          | 0.00        | 0.00          | 0.00        | 0.00                | 228.44          |
| MED501D                                 | 2016 F550       | 486                | 0.00                 | 60.00         | 200.59          | 0.00        | 0.00          | 0.00        | 0.00                | 260.59          |
| RC501                                   | 2014 TAHOE 1500 | 288                | 0.00                 | 80.00         | 47.09           | 0.00        | 137.50        | 0.00        | 22.50               | 287.09          |
| RES501                                  | 1997 AMBULANCE  | 1,106              | 0.00                 | 60.00         | 569.55          | 0.00        | 0.00          | 0.00        | 0.00                | 629.55          |
| UTI581B                                 | 2007 F550 4X4   | 308                | 0.00                 | 80.00         | 70.82           | 0.00        | 0.00          | 0.00        | 0.00                | 150.82          |
| <b>DEPARTMENT SUBTOTALS :</b>           |                 | <b>4,730</b>       | <b>0.00</b>          | <b>460.00</b> | <b>1,651.33</b> | <b>0.00</b> | <b>137.50</b> | <b>0.00</b> | <b>22.50</b>        | <b>2,271.33</b> |

| <b>BREAKDOWN OF CHARGES:</b> |      |                   |          |
|------------------------------|------|-------------------|----------|
| EQUIPMENT COUNT :            | 7    | MILEAGE           | 0.00     |
| DEPARTMENT :                 | 3030 | MOTOR POOL        | 0.00     |
|                              |      | BASE              | 0.00     |
|                              |      | INSURANCE         | 420.00   |
|                              |      | OTHER             | 40.00    |
|                              |      | REPLACEMENT       | 0.00     |
|                              |      | FUEL              | 1,651.33 |
|                              |      | PARTS - WO        | 0.00     |
|                              |      | PARTS - INDEP     | 0.00     |
|                              |      | LABOR             | 137.50   |
|                              |      | SUBLETS           | 0.00     |
|                              |      | MISC - PARTS      | 0.00     |
|                              |      | MISC - LABOR      | 0.00     |
|                              |      | MISC - SUBLETS    | 0.00     |
|                              |      | MISC - GENERAL    | 22.50    |
|                              |      | RETURNS - PARTS   | 0.00     |
|                              |      | CREDITS - PARTS   | 0.00     |
|                              |      | CREDITS - LABOR   | 0.00     |
|                              |      | CREDITS - SUBLETS | 0.00     |
|                              |      | CREDITS - GENERAL | 0.00     |

21