



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, FEBRUARY 16, 2017

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 January 19, 2017 Meeting Minutes		2
	▪ with Committee Listings		7
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. Consolidated Logistics –		
	b. Health and Safety –		
	c. Quality Assurance –		
	d. Training Committee – REPORT DUE (Deputy Chief Jerry Smith)		
	e. Strategic Plan –		
	2. NIMS Quarterly Update (Robb Hoffower, VDEM)		10
	3. Social Media Policy, SOP 2.74, Update (Chief Clemons)		11
	4. Incident Reporting – Update (Deputy Chief Lupton)		12
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	7. FS 521 Update (Chief Clemons)		15
	8. Staffing Hours Discussion (Chief Clemons)		16
	9. Uniform Rank Structure Update (Deputy Chief Lupton)		17
IX.	New Business		
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	 <u>Appendix:</u>		 18
	A. Fuel Report (January 2017)		

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 Nancy Orndoff, 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 January 19, 2017

CALL TO ORDER 6:00pm

ROLL CALL

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

Guest Speakers: Battalion Chief Mark P. Nary

Others Present: Fire Marshal Jim Hartnett, and Melissa Heiderman

Absent: None

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the December 15, 2016 meeting; Chief Clemons seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Clemons, Director Burns, Deputy Chief Lupton, Chief Orndoff, and Chief Orndoff. **MOTION CARRIED (6/0)**

CHAIPERSON'S REPORT

Chairman Aveni welcomed everyone to the first meeting of 2017; he also welcomed Chief Nancy Orndoff back to the FRC. Mayor Parrish has appointed Vice-Mayor Aveni to once again serve as the Chair of the FRC.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Clemons thanked Chairman Aveni for serving with the FRC again, and congratulated him on his appointment as the City's Vice-Mayor. The new Munis ERP system has gone live. Staff is working to learn the new system; everyone's patience is appreciated. The transition between systems will continue to occur over the next two years as all City business is moved to the new system. Chief Clemons reported that he would be attending Firehouse World Conference in San Diego in February.

In December 2016, crews responded to 351 calls for service in the City and 226 mutual aid calls. Member of the Rescue Engine Work Group were in Wisconsin this week meeting with the

manufacturer. Three new employees will be starting with the department on Monday; two Fire/Medics and one Firefighter/EMT. Two are returning employees so they will not be put through the traditional six week recruit class.

The EOC will be setup in a monitoring phase for tomorrow's Presidential Inauguration. Staff has been working closely with regional partners and VDEM in preparation for the event(s).

Deputy Chief Lupton, Fire Marshal Hartnett, and Chief Clemons conducted interviews for the Deputy Fire Marshal position; an announcement will hopefully be made soon.

APPARATUS MAINTENANCE

Maintenance costs YTD are \$56,819.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik reported that five members are in Firefighter I and II class which should be completed in April, two are in EMT, one is in Instructor I, and one is in Instructor II. MVFC is preparing to engage Patricia Thomas in assisting with a developmental plan for longer term goals. The plan will take into account a SWOT analysis, leadership, etc. As this initiative proceeds, the FRC will be updated.

Ninety-six food baskets were delivered over the holidays to families in the community, that's an average of twelve baskets per school; approximately \$8,000 was raised for this initiative which was completed by the Auxiliary.

In December, members gave 2,796 operational hours and 537 auxiliary hours for a total of 3,333 total volunteer hours. The \$500,000 building renovation, which began in 2014, is now complete except the security system.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Chief Orndoff and the Board are working to improve some shortfalls within the squad, and are working with career staff to address some issues. Strategic objectives for 2017 have been adopted and should hopefully be published next week; the FRC will be notified of them.

Four members are in EMT class, along with nine students not in the organization. One student was then recruited by GMVRS. Monthly HIPAA, Infection Control, and CPR classes are happening this week. The BLS CME program is continuing; it is open to anyone who needs CME hours.

Director Burns reported that five new members are coming into the company this month; four of those are already certified. The Installation Banquet is scheduled for February 11th.

UNFINISHED BUSINESS

(1) Standing Committees

(b) Consolidated Logistics

Battalion Chief Mark Nary took over the Logistics program on January 1st. Since he's just getting into the program there is nothing to report; however, if anyone needs anything please let him know.

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(c) Quality Assurance

Deputy Chief Lupton reviewed the QA report that was distributed to FRC members.

(2) NIMS Quarterly Report

This topic was postponed until February.

(3) Budget Discussion with Supplemental Requests

The supplemental requests submitted by Chief Clemons to Mr. Pate were reviewed. In priority order, they were: Public Safety Fiscal Specialist, Upgrade Master Tech to Captain, ALS Hourly Incentive Pay, Lease for Lifepack 15 and Lucas Device, Increase Annual OMD Contract, Fire Rescue Medical Physicals Increase, 2.7% Increase for MVFC and GMVRS Budgets, Addition of Two Desktop Computers.

DIRECTOR BURNS MOVED to support the FY2018 Budget Supplemental Requests as presented; Chief Orndoff seconded the motion. Roll Call Vote: AYES – Director Burns, Chief Orndoff, Chief Clemons, President Lesnik, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (6/0)**

(4) Social Media Policy, SOP 2.74, Update

Chief Clemons stated that it worked in the FRC's favor to delay voting on this item as there has been recent litigation in other jurisdictions regarding similar policies. Martin Crim reviewed the draft policy and made changes based on that recent litigation; that draft is now with Darla Hicks to ensure it complies with HR policy. Melissa will send the current draft for your review; please think about whether you believe it still fulfills the scope of what the FRC wanted or not.

(5) Incident Reporting

Deputy Chief Lupton distributed the list of missing incident reports. There has been good progress made; one whole page of reports from 2015 is now complete. The 2016 reports are also making progress. Chief Orndoff researched the available data in CAD ; June 23, 2015 is the last date he can get from the current CAD system. Deputy Chief Lupton thanked Chief Gary Orndoff for his efforts on completing the outstanding reports.

DEPUTY CHIEF LUPTON MOVED to delete any outstanding incident reports prior to June 23, 2015 due to the change in the CAD system (it is the equivalent of approximately 22 reports); President Lesnik seconded the motion. Roll Call Vote: AYES – Deputy Chief Lupton, President Lesnik, Director Burns, Chief Clemons, Chief Orndoff, and Chief Orndoff. **MOTION CARRIED (6/0)**

(6) HR Follow-up and Code of Conduct Policy

Darla Hicks, HR Manager, was able to secure a copy of the VML video on harassment; there was a cost involved but that was absorbed by HR. The video will be shared with GMVRS. The first viewing of the video will be this Saturday; additionally, the mentor program will be discussed. The anticipated start date of the program will be February 1st. MVFC revised their bylaws, which included a code of conduct; they will be voted on at a meeting on January 31st. GVMRS adopted a process for new members as well.

The draft Code of Conduct policy, for the System, will be emailed to the FRC. Please review and submit comments to Chief Clemons and/or Melissa.

(7) Discussion of Existing Committees

The following changes were recommended for Standing and Sub Committees:

Committee Name	Function	Name		Name
Health and Safety	Replace	Mark Nary	With	Kevin Franzello
Health and Safety	Replace	Jamie Jewett	With	Amos Akers
Health and Safety	Replace	Amber Beacher	With	Gabriela Baldo
Health and Safety	Remove	Jerry Smith	n/a	n/a
QA	Add	Valerie Kusterbeck	n/a	n/a
Training	Replace	Kevin Franzello	With	Jerry Smith
Training	Remove	Joe Rose	n/a	n/a
Training	Replace	Andy Carver	With	David Halman
Logistics	Replace	Kevin Franzello	With	Mark Nary
Logistics	Replace	Amber Beacher	With	John Sakavich
Logistics	Remove	Jason Bowers	n/a	VACANT
Logistics	Remove	Karl Sampson	n/a	VACANT
Strategic Planning	Replace	Donald Brown	With	Nancy Orndoff
Strategic Planning	Replace	VACANT	With	Jim Hartnett
Recruitment	Add	Rob Clemons (Chair)	n/a	n/a
Recruitment	Replace	Mark Nary	With	Kevin Franzello

PRESIDENT LESNIK MOVED to adopt the above noted changes to the existing list of Standing and Sub Committee representatives; Chief Gary Orndoff seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Orndoff, Director Burns, Chief Clemons, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (6/0)**

(8) Fire Station 521 Update

Chief Clemons reported that he will be giving City Council an update on the new station at their Council Retreat, January 27th. He has not received plans from Samaha in order to share what the site would look like; however, he will show the FRC when it is received. He is working with Bryan Foster and Liz Via-Gossman on arranging community meetings to include the schools. Although the timelines are not firm yet, construction is expected to begin in late FY17; we are hoping to occupy within the first quarter of FY19. The task group has worked well. There have been two programming meetings thus far with Samaha. There will be discussions with an internal committee regarding the existing Rescue Station building.

(9) Staffing Hours Discussion

There have been a few discussions on how to show the staffing hours; the FRC members met and agreed on the dashboard, which was distributed to FRC members. The new dashboard will, once it completely revised with all agreed upon changes, be included in the monthly FRC packet. Melissa still has a few changes to make to the report, as requested by the FRC.

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NEW BUSINESS

(10) SOP 2.64 Street Map Program Revision

The proposed revision is a technical update to an existing policy.

DIRECTOR BURNS MOVED to approve the revisions to SOP 2.64 Street Map Program; Chief Gary Orndoff seconded the motion. Roll Call Vote: AYES – Director Burns, Chief Orndoff, Chief Clemons, President Lesnik, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (6/0)**

(Added at Meeting) Uniform Rank Structure

Deputy Chief Lupton reported that two to three months ago he instituted a full audit with the Uniform Rank Structure (URS) for all three organizations. Staff is still in progress with GMVRS records. He and Chief Gary Orndoff met last week to discuss the MVFC results; both concurred with the findings which showed that some members were compliant, while others were not. A compliance date was set for sixty days in order to become compliant; that date is March 13, 2017.

MFRD was 100% compliant; some members are still obtaining certifications but are not operating outside of their current certification level. The last time an audit was done of GMVRS they were at 100% compliance.

Deputy Chief Lupton stated that while he realizes there has been a great deal of discussion on this item over the past week, everyone was able to come to a good compromise on the compliance date. He has given a commitment to try to schedule classes and get opportunities setup to bring everyone into compliance. Some issues stemmed from volunteers who were career members in other jurisdictions and just needed to provide a physical copy of their certification(s); some issues will be easy to correct.

The compliance date was set by the FRC as December 31, 2014. From there, MVFC was noted as non-compliant in 2015, which extended the compliance deadline and only applied to officers. When this issue was resolved, the officers were compliant. After the new deadline of March 13, 2017 all operational members must be compliant.

Chairman Aveni recognized the hard work that has been put into this by all parties involved. He reminded all that Chief Clemons has operational authority, but the date has already been extended and will not be extended again.

CLOSING COMMENTS

Chairman Aveni reviewed the agenda for February.

ADJOURNED: 7:26 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

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 Baldo, *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*
Jordan Coleman, *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

<p>Mark Nary, <i>Battalion Chief (Chair)</i> John Sakavich, <i>EMT</i> AJ Shillingburg, <i>Firefighter</i></p>	<p>Manassas Fire and Rescue Department Greater Manassas Volunteer Rescue Squad Manassas Volunteer Fire Company</p>
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STRATEGIC PLANNING SUB-COMMITTEE

<p>Rob Clemons, <i>Chief (Chair)</i> Todd Lupton, <i>Deputy Chief</i> Nancy Orndoff, <i>Chief</i> Pete Rockx, <i>President</i> Gary Orndoff, <i>Chief</i> Jason Lesnik, <i>President</i> James Hartnett, <i>Fire Marshal</i></p>	<p>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</p>
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Recruitment and Retention

<p>Rob Clemons (Chair) Kevin Franzello Matt Fox Randy Cusick Leo Carbone Debbie Colby Mark Failer</p>	<p>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</p>
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Rescue Engine Workgroup (Jul 2015)

<p>David Halman, <i>Captain (Chair)</i> William "Jerry" Smith, <i>Battalion Chief</i> Karl Sampson, <i>Master Technician</i> Donald Brown, <i>EMT</i> Gary Orndoff, <i>Chief</i></p>	<p>Manassas Fire and Rescue Department Manassas Fire and Rescue Department Manassas Fire and Rescue Department Greater Manassas Volunteer Rescue Squad Manassas Volunteer Fire Company</p>
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**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 9

MEETING DATE: February 16, 2017

TIME ESTIMATE: 10 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
- 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:

- Training Committee

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

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AGENDA STATEMENT

PAGE NO. 10

MEETING DATE: February 16, 2017

TIME ESTIMATE: 10 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: Postponed from January 2017 meeting.

DISCUSSION
(IF NECESSARY): Compliancy rates will be provided at the February 16, 2017 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. 11

MEETING DATE: February 16, 2017

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Social Media Policy

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

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

ORGANIZATION:

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

COMMENTS: **The draft policy has been given to the HR Manager and City Attorney for review.**

**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. 12

MEETING DATE: February 16, 2017

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Incident Reporting

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** January 19, 2017
December 15, 2016
November 17, 2016
October 20, 2016
September 15, 2016
August 18, 2016
July 21, 2016
June 16, 2016
April 21, 2016
March 17, 2016
February 18, 2016
January 21, 2016
December 17, 2015

**SUMMARY OF
ISSUE/TOPIC:** There 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: 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. At the October 2016 meeting, there was concern expressed over the accuracy of the report as some reports on the list were said to be complete.

**A list of missing incident reports will be provided at the FRC meeting.
March 1, 2017 is the deadline to have outstanding CY2015 reports completed.
January 19, 2017 – the FRC voted to delete any outstanding reports, prior to June 23, 2015, since CAD data is not available.**

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 13

MEETING DATE: February 16, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Code of Conduct SOP

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** January 19, 2017
December 15, 2016
November 17, 2016

**SUMMARY OF
ISSUE/TOPIC:** A Code of Conduct policy is being developed for the system.

ORGANIZATION: City of Manassas Fire and Rescue

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

COMMENTS: In December 2016, a draft Code of Conduct policy for the system was distributed for review/comment.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

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**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 14

MEETING DATE: February 16, 2017

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Changes to Existing Standing and Sub Committees

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

**SUMMARY OF
ISSUE/TOPIC:** Changes are being suggested to the representatives on Standing and Sub-Committees.

ORGANIZATION: Fire and Rescue Committee

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

COMMENTS: The following changes are being recommended:

1. Recruitment and Retention – remove Kevin Franzello and Matt Fox; add Cailean Roche (MFRD)
2. Create an Ambulance Specification Work Group. Add: Todd Lupton, Matt Fox, Cailean Roche, Thomas Boyden, Leo Carbone
3. Create an Engine Specification Work Group. Add: Todd Lupton, David Halman, Jamie Jewett, Joe Rose, and MVFC Representatives

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 15

MEETING DATE: February 16, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: FS 521 Update

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** January 19, 2017
December 15, 2016

**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.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 16

MEETING DATE: February 16, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Staffing Hours

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** January 19, 2017
November 17, 2016
September 15, 2016

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

ORGANIZATION:

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

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

FRC members met in December 2016 and revised the staffing hours dashboard. A few more changes had to be corrected from the January 2017 meeting.

**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. 17

MEETING DATE: February 16, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Uniform Rank Structure Update

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** January 19, 2017

**SUMMARY OF
ISSUE/TOPIC:** Complete audits of the System's training files were completed in January 2017; MVFC was found to have members in non-compliance. March 13, 2017 was set as the compliance deadline for these members to become compliant with Uniform Rank Structure.

ORGANIZATION:

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

COMMENTS: Since February 2017 will be the last FRC meeting prior to the compliance deadline of March 13th a status update will be given.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



CITY OF MANASSAS
FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (January 2017)

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

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2017 TAHOE 4X4 4 DR	164	0.00	80.00	58.38	441.36	4,125.00	0.00	0.00	4,704.74
FC01A	2008 EXPEDITION	326	0.00	140.00	37.02	35.73	165.00	0.00	22.50	400.25
FC99	2010 CHARGES	33	0.00	0.00	381.27	0.00	0.00	0.00	0.00	381.27
FD02	2008 EXPEDITION	662	0.00	140.00	108.29	6.54	98.50	0.00	22.50	375.83
FD03	2008 EXPEDITION	856	0.00	140.00	177.33	0.00	0.00	0.00	0.00	317.33
FD04A	2000 CROWN VIC	90	0.00	140.00	0.00	0.00	137.50	0.00	22.50	300.00
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	330	0.00	358.00	60.90	0.00	220.00	0.00	22.50	661.40
FM581	2008 EXPLORER	143	0.00	140.00	18.10	0.00	0.00	0.00	0.00	158.10
DEPARTMENT SUBTOTALS :		2,604	0.00	1,218.00	841.29	483.63	4,746.00	0.00	90.00	7,378.92

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9									
DEPARTMENT :	2001	MILEAGE	0.00					PARTS - WO		859.88
		MOTOR POOL	0.00					PARTS - INDEP		0.00
		BASE	578.00					LABOR		4,746.00
		INSURANCE	480.00					SUBLETS		0.00
		OTHER	160.00							
		REPLACEMENT	0.00					MISC - PARTS		0.00
		FUEL	841.29					MISC - LABOR		0.00
								MISC - SUBLETS		0.00
								MISC - GENERAL		90.00
								RETURNS - PARTS		-376.25
								CREDITS - PARTS		0.00
								CREDITS - LABOR		0.00
								CREDITS - SUBLETS		0.00
								CREDITS - GENERAL		0.00

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

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT SUBTOTALS :		2,397	0.00	720.00	1,540.75	0.00	0.00	0.00	0.00	2,260.75
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	12									
DEPARTMENT :	3020									
	MILEAGE			0.00				PARTS - WO		0.00
	MOTOR POOL			0.00				PARTS - INDEP		0.00
	BASE			0.00				LABOR		0.00
	INSURANCE			660.00				SUBLETS		0.00
	OTHER			60.00						0.00
	REPLACEMENT			0.00				MISC - PARTS		0.00
	FUEL			1,540.75				MISC - LABOR		0.00
								MISC - SUBLETS		0.00
								MISC - GENERAL		0.00
								RETURNS - PARTS		0.00
								CREDITS - PARTS		0.00
								CREDITS - LABOR		0.00
								CREDITS - SUBLETS		0.00
								CREDITS - GENERAL		0.00

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

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	664	0.00	60.00	231.97	0.00	0.00	0.00	0.00	291.97
MED501B	2008 F450	1,051	0.00	60.00	376.63	0.00	0.00	0.00	0.00	436.63
MED501C	2010 F450	296	0.00	60.00	114.53	0.00	0.00	0.00	0.00	174.53
MED501D	2016 F550	563	0.00	60.00	195.44	0.00	0.00	0.00	0.00	255.44
RC501	2014 TAHOE 1500	205	0.00	80.00	38.69	30.50	137.50	0.00	22.50	309.19
RES501	1997 AMBULANCE	1,146	0.00	60.00	589.86	0.00	0.00	0.00	0.00	649.86
UTI581B	2007 F550	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
DEPARTMENT SUBTOTALS :		3,925	0.00	440.00	1,547.12	30.50	137.50	0.00	22.50	2,177.62

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	30.50
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	137.50
		INSURANCE	420.00	SUBLETS	0.00
		OTHER	20.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,547.12	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