



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, JANUARY 19, 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>
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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 –		8
	a. Consolidated Logistics – REPORT DUE (Battalion Chief Mark P. Nary)		
	b. Health and Safety –		
	c. Quality Assurance – REPORT DUE (Deputy Chief Todd E. Lupton)		
	d. Training Committee –		
	e. Strategic Plan –		
	2. NIMS Quarterly Update (Robb Hoffower, VDEM)		9
	3. Budget Discussion [w/Supplemental Requests] (Chairman Aveni)		10
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	9. Staffing Hours Discussion (Chief Clemons)		16
IX.	New Business		
	10. SOP 2.64 Street Map Program Revision (Deputy Chief Lupton)		17
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<u>Appendix:</u>		20
	A. Fuel Report (December 2016)		

DISTRIBUTION:

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

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



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes December 15, 2016

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, and Chief Gary Orndoff

Guest Speakers: None

Others Present: Fire Marshal Jim Hartnett, and Melissa Heiderman

Absent: Chief Donald Brown

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

PRESIDENT LESNIK MOVED to approve the minutes of the November 17, 2016 meeting; Chief Orndoff seconded the motion. Roll Call Vote: AYES – President Lesnik, Chief Orndoff, Director Burns, Chief Clemons, and Deputy Chief Lupton. **MOTION CARRIED (5/0)**

CHAIPERSON'S REPORT

Chairman Aveni welcomed everyone to the meeting. This is the last meeting of 2016; let's look forward to another year.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Clemons thanked the FRC for their patience and support of him as the new Fire and Rescue Chief. In early December, FRC members met to discuss the staffing hours dashboard which was presented to the committee a few months back. The draft will be presented at the January meeting.

Member of the Fire and Rescue Department, along with many System members, will be participating in the Wreaths Across America event this coming Saturday as part of the City's 12 Days of Giving Program. They will be placing wreaths at the Manassas Cemetery, across from the Rescue Station. System members came together to donate funds that supplied Thanksgiving meals to local families, and provided a Christmas for more than 37 children in our community this year.

The City is transitioning to a new ERP system next month. The Accounting system will be the first module to open and will go live on January 11th. Due to this change, checks will not be processed after December 30th, until mid-January.

Fire Marshal Hartnett and Amelia Gagnon are monitoring the cold weather that has hit our area. They have been releasing weather briefings; Chief Clemons will ensure parties are notified if/when something substantial is anticipated.

APPARATUS MAINTENANCE

Maintenance costs YTD are \$36,241.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik stated that a total of 2,677.5 hours had been given by MVFC in November 2016; of those, 2,332 were operational and 345.5 were auxiliary. The Auxiliary held a pancake breakfast last weekend, and this weekend is the annual food drive where MVFC will be delivering holiday food baskets to families in need. MVFC has received outstanding support from Food Lion over the years and this year has received a \$2,500 grant from Walmart to assist with this program. Members raised approximately \$5,000 in food to support this program as well.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Director Burns reported that William "Bill" Daymude, a former member of GMVRS had passed away. Mr. Daymude, who was also a member of Manassas Park prior to working with GMVRS, was the creator of the Rescue Cat image that many have seen over the years.

The GMVRS Christmas party was held on Sunday; it was a great time for everyone. Elections will be next week and the installation will be the second Saturday in February.

UNFINISHED BUSINESS

(1) Standing Committees

(b) Consolidated Logistics

Deputy Chief Lupton reported for Battalion Chief Franzello. BC Franzello is working with the City's Purchasing Department and VFCA to donate outdated gear; two volunteer departments have shown interest. Most gear came from a grant initially.

President Lesnik asked that Battalion Chief Nary, who will be taking over Logistics on January 1st, work with the volunteers to look at the process for issuing gear to new volunteer members. AJ Shillingburg will be the MVFC rep for him to work with.

(e) Training Committee

Deputy Chief Lupton reported for Battalion Chief Franzello. An audit of the Uniform Rank Structure, for all three agencies and all ranks, is underway. A complete audit had not been done before now; it will allow an analysis to be done to determine if the system is meeting uniform rank and if there are any deficiencies. Deputy Chief Lupton is hoping that the results can be shared in January, if complete. BC Franzello is working with Robb Hoffower on NIMS compliance

as part of the audit, too; although, due to the NIMS requirements being controlled by FEMA, it may not match our URS. Training will transition to Battalion Chief Jerry Smith on January 1st.

(2) Budget Discussion

The date has been set for the Fire and Rescue System to meet with Mr. Pate to discuss budget. Each agency has met with Chief Clemons and had a great discussion. It was decided to begin budget discussions earlier, perhaps in the spring time. Additionally a plan was developed to request increases via supplemental request(s). The monthly leadership meetings will now include a quarterly budget discussion.

(3) Social Media Policy

Comments were incorporated into the draft policy; it has been sent to Darla Hicks, HR Manager, and Martin Crim, City Attorney, for review. Chief Clemons thanked GMVRS President Pete Rockx for his comments.

(4) Incident Reporting Update

Deputy Chief Lupton reported that he and Chief Orndoff have met to discuss this issue and that MVFC has made tremendous progress on getting reports completed; there are now four reports missing for 2016, thus far. Reports from 2014 were removed from the outstanding list. The plan for the 2015 reports is that Chief Orndoff will start working backwards from December 2015 as far as he can go.

During 2015 Prince William County changed CAD systems which did not report times in the same way; it would be too costly to try to track down times from during that transition. March 1, 2017 is the deadline to have the 2015 reports completed. It was noted that all efforts need to be made to complete reports related to accidents.

There will be consequences for those who do not have their 2015 reports done by that deadline. It was noted that the General Order concerning incident reports, written by Chief Bowman (retired) will be rescinded.

(5) HR Follow-Up

The MVFC HR committee has met to build their process; they are hoping to officially begin implementing them January 1st but may be pushed to February 1st. The last piece that is needed is the video requested from Mrs. Hicks.

(6) Discussion of Existing Committees

PRESIDNET LESNIK MOVED to disband the Budget/Finance Standing Committee; Director Burns seconded the motion. Roll Call Vote: AYES – President Lesnik, Director Burns, Chief Clemons, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (5/0)**

CHIEF CLEMONS MOVED to make the Recruitment and Retention Work Group a Standing Committee; Director Burns seconded the motion. Roll Call Vote: AYES – Chief Clemons, Director Burns, President Lesnik, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (5/0)**

CHIEF CLEMONS MOVED to disband all Strategic Plan Work Groups; Director Burns seconded the motion. Roll Call Vote: AYES – Chief Clemons, Director Burns, President Lesnik, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (5/0)**

Chief Clemons will work on creating written expectations for each standing committee, including the new Recruitment and Retention Committee.

NEW BUSINESS

(7) FS 521 Update

Chief Clemons and the work group met with the architect last week; may look into having the architect attend a future FRC meeting. Chief Clemons will work with Mr. Pate to schedule any work sessions with City Council and/or the community to discuss plans for the station.

An advisory group, consisting of members from MFRD and GMVRS, has been formed to assist in the process.

(Added at Meeting) Code of Conduct Policy

Chief Clemons distributed a draft code of conduct policy; comments will be due in January. A code of ethics, which will be part of the SOP, will need to be signed by each individual and kept separate from the SOP.

CLOSING COMMENTS

Councilman Aveni reviewed the January agenda.

ADJOURNED: 7:19 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
VDFP – 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

Mark Nary, *Battalion Chief* (Chair) –
needs to change to Kevin Franzello

Ian Pleet, *Firefighter*

TO BE DETERMINED

Jamie Jewett, *Master Technician*

Michael Cox, *Lieutenant*

Nancy Orndoff, *Chief*

Amber Beacher, *Lieutenant*

William "Jerry" Smith III, *Battalion Chief*

Manassas Fire and Rescue Department

Manassas Volunteer Fire Company

Manassas Fire and Rescue Department

Manassas Fire and Rescue Department

Manassas Volunteer Fire Company

Greater Manassas Volunteer Rescue Squad

Greater Manassas Volunteer Rescue Squad

Manassas Fire and Rescue Department

Quality Assurance and System Protocol

Matt Fox, *Lieutenant* (Chair)

Eva Rose, *Medic/Firefighter*

Thomas Boyden, *Assistant Chief*

VACANT

Jordan Coleman, *EMT*

Gary Orndoff, *Chief*

Ben Page, *Medic/Firefighter*

Dr. Thomas Luckey

Manassas Fire and Rescue Department

Manassas Fire and Rescue Department

Greater Manassas Volunteer Rescue Squad

Manassas Volunteer Fire Company

Greater Manassas Volunteer Rescue Squad

Manassas Volunteer Fire Company

Manassas Fire and Rescue Department

Operational Medical Director

Training

Kevin Franzello, *Battalion Chief* (Chair) –
needs to change to Jerry Smith

Joe Rose, *Captain*

Gary Orndoff, *Chief*

Jason Kendrick, *Lieutenant*

Andrew Carver, *Captain*

Manassas Fire and Rescue Department

Manassas Fire and Rescue Department

Manassas Volunteer Fire Company

Manassas Volunteer Fire Company

Manassas Fire and Rescue Department

Thomas Boyden, *Assistant Chief*
Nancy Orndoff, *Chief*

Greater Manassas Volunteer Rescue Squad
Greater Manassas Volunteer Rescue Squad

CONSOLIDATED LOGISTICS

Kevin Franzello, <i>Battalion Chief (Chair)</i> – needs to change to Mark Nary	Manassas Fire and Rescue Department
Amber Beacher, <i>Lieutenant</i>	Greater Manassas Volunteer Rescue Squad
AJ Shillingburg, <i>Firefighter</i>	Manassas Volunteer Fire Company
Jason Bowers, <i>Lieutenant</i>	Manassas Fire and Rescue Department
Karl Sampson, <i>Master Tech</i>	Manassas Fire and Rescue Department

STRATEGIC PLANNING SUB-COMMITTEE

Rob Clemons, <i>Chief (Chair)</i>	Manassas Fire and Rescue Department
Todd Lupton, <i>Deputy Chief</i>	Manassas Fire and Rescue Department
Donald Brown, <i>EMT***needs to change to Nancy Orndoff</i>	Greater Manassas Volunteer Rescue Squad
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
VACANT, <i>Fire Marshal</i> – needs to change to Jim Hartnett	Manassas Fire and Rescue Department

Recruitment and Retention

Randy Cusick	Greater Manassas Volunteer Rescue Squad
Leo Carbone	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

Rescue Engine Workgroup (Jul 2015)

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

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 8

MEETING DATE: January 19, 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:

- Consolidated Logistics
- Quality Assurance

**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. 9

MEETING DATE: January 19, 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:

**DISCUSSION
(IF NECESSARY):** Compliancy rates will be provided at the January 19, 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. 10

MEETING DATE: January 19, 2017

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Budget Discussions

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

**SUMMARY OF
ISSUE/TOPIC:** Preparations are underway for the FY2018 budget process. Agencies have met to discuss budget needs. A meeting is scheduled with the City Manager for January 24th to present the Fire and Rescue Budget.

ORGANIZATION: Manassas Fire and Rescue Committee

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

COMMENTS: Supplemental requests will be presented at the meeting.

**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**

MEETING DATE: January 19, 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

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**

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PAGE NO. 12

MEETING DATE: January 19, 2017
TIME ESTIMATE: 5 minutes
AGENDA ITEM TITLE: Incident Reporting
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

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

ORGANIZATION: City of Manassas Fire and Rescue

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

COMMENTS: Progress on completing outstanding reports needs to be discussed, as well as a plan to mitigate this issue in the future. General Order 2016-02, Incident Reporting, was released on March 21, 2016. On April 21, 2016, the compliance date listed in the General Order, Chief Bowman wrote individual letters to each person with outstanding reports extending their deadline to May 1st. During the September 2016 meeting, there were 250 reports on the list; Chairman Aveni stated that by the October 2016 meeting there should be a good amount of progress on clearing this list up. 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.**

**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: January 19, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: HR Follow-Up and Code of Conduct SOP

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

**SUMMARY OF
ISSUE/TOPIC:** MVFC discussed their newly formed HR department and the need to provide HR training to all members.

ORGANIZATION: Manassas Volunteer Fire Company

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

COMMENTS: City of Manassas HR Manager Darla Hicks attended the November 2016 meeting to provide some direction and feedback. Additionally, the MFRD Code of Conduct was distributed to the FRC as a resource.

Follow-up will be done to track the progress and determine if there are any needs that can be addressed by the City resources.

In December 2016, a draft Code of Conduct policy for the system was distributed for review/comment. Comments due in January 2017.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: President Jason Lesnik and Chief Rob Clemons
(703) 257-8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

14

PAGE NO. 14

MEETING DATE: January 19, 2017
TIME ESTIMATE: 10 minutes
AGENDA ITEM TITLE: Discussion of Existing Committees
DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: December 15, 2016

SUMMARY OF ISSUE/TOPIC: There are some existing committees that have not met, or whose mission statement needs to be reviewed. A general discussion is necessary to determine which committees need to be looked at more closely.

ORGANIZATION: Fire and Rescue Committee

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

COMMENTS: At the December meeting, the Budget/Finance standing committee and all Strategic Plan Work Groups were removed, except the Recruitment and Retention Group which was made into a standing committee.

New names are needed for several committees and expectations for each committee will be developed and presented to the FRC.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Chairman Aveni
c/o Melissa Heiderman
(703) 257-8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 15

MEETING DATE: January 19, 2017
TIME ESTIMATE: 10 minutes
AGENDA ITEM TITLE: FS 521 Update
DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: 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: January 19, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Staffing Hours

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

**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: January 19, 2017

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Street Map Program (SOP 2.64) Revision

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

**SUMMARY OF
ISSUE/TOPIC:** The Street Map Program, SOP 2.64, was last revised on April 17, 2014. Since that time several changes have been made in how the system operates that does affect the program. One of those changes includes the use of Dropbox to store maps. The SOP has been updated to reflect these changes. [all changes are noted with an underline]

ORGANIZATION: City of Manassas Fire and Rescue Department

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



City of Manassas Fire and Rescue Services Standard Operating Procedure

Street Map Program	Presented Date: 11/15/2012 Effective Date: 12/20/2012 Revision Date: 04/17/2014	Page 1 of 2	2.64
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PURPOSE

The objective of the City of Manassas Fire and Rescue Department Street Map Program is designed to **ensure** that all apparatus are equipped with current and accurate map books to **ensure** a timely response to incidents.

POLICY

1. The Department shall assign a Coordinator to the Program. The Coordinator shall report directly to the Department's Deputy Chief or designee. The Coordinator shall oversee and manage the Street Map Program and processes, to assure that all program requirements and procedures are being followed.
2. The Coordinator is responsible for obtaining the updated files from surrounding jurisdictions, establishing a schedule, assigning maps to be reviewed and updated by each shift, **and** reviewing updated Visio files for quality assurance.
3. Each shift shall assign a Liaison, who will report directly to the Program Coordinator. Each Liaison is responsible for overseeing their shift's street mapping activities. Liaisons will assure assigned maps are accurate and completed in a timely manner, update Visio files, update Dropbox and distribute updated maps and running routes to the street map books in the apparatus.
4. Street maps and running routes will be updated on an annual basis.
5. The following response boxes will be covered in the maps and running routes:
 - 501
 - 508
 - 509
 - 511
 - 516
 - 525
 - 505
 - 507
 - **506- Dropbox only, no need for directions**
6. Map books in the suppression pieces are to include the following:
 - Street by street turns at the top of the map page (running routes)
 - Full page maps (8.5x11)
 - **LZ sites and coordinates (primary and secondary)**
 - Street diagrams/maps (neighborhood map if applicable)
 - House or building numbers (To include suite numbers, hydrants, and FDC/sprinkler valve connections)
 - **Hydrants and FDC are to be colored on the map (red)**
 - **The map will be displayed as traveling from the bottom of the page towards the top.**

Street Map Program

Section 2.64

- Ensure that a minimum of one street is shown before a turn is to be made
 - For any apartment building(s), a separate map will be made on a new tab of the street map to show the layout of the building. It should also show hydrants, FDC's, stairwells, and any other pertinent information.
 - If there are any known hazards that will affect initial operations for a building, indicate this with the hazardous material symbol (i.e. Chemical storage). This will indicate to look at the preplan
 - If hydrants are added or taken away, ensure that all street maps it affects are updated. This is also applicable for any other pertinent information and not limited to hydrants.
7. Map books in the EMS units and Chief Officer units are to include the following:
- Half page maps (2 maps on 8.5x11 sheet)
 - Street by street turns (running routes) only for other companies.
8. Directions to companies not listed in section 5 shall be obtained by utilizing the ADC/Google Maps in both suppression and EMS units.

PROCEDURE

1A	City of Manassas Fire and Rescue			
Map / Running Route Update schedule				
<i>A - Shift</i>	<i>B - Shift</i>	<i>C - Shift</i>	<i>D - Shift</i>	
<i>511/506/516</i>	<i>501 / 508</i>	<i>525 / 505 / 507</i>	<i>509</i>	

1. The response box areas will be assigned to shifts per Diagram 1a of the SOP.
2. The program coordinator will obtain the most up to date copies of streets from mutual aid companies.
3. Shift liaisons shall review the files obtained from the mutual aid companies and compare them to the current files, making any changes or adjustments as needed.
4. The updated information shall be entered into electronic format in Microsoft Visio and saved by box area in the appropriate Maps Folder on the City P drive.
5. The updated Visio map shall be saved as a PDF file to replace the current PDF version.
6. Once the update has been completed, the maps/running routes will be printed and placed in the apparatus map books.
7. All completed maps will then be uploaded in PDF format into the Dropbox Application by the liaison for their assigned area.
8. Each shift liaison is responsible to update the maps for their assigned areas for both stations.

APPROVED BY

DRAFT

Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

Date



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (December 2016)

FLEET MANAGEMENT BILLING REPORT

12/01/2016 to 12/31/2016

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	0	0.00	80.00	0.00	12.50	123.75	0.00	22.50	238.75
FC01A	2008 EXPEDITION	584	0.00	140.00	93.69	0.00	0.00	0.00	0.00	233.69
FC99	2010 CHARGES	0	0.00	0.00	23.53	0.00	0.00	0.00	0.00	23.53
FD02	2008 EXPEDITION	692	0.00	140.00	93.85	0.00	0.00	0.00	0.00	233.85
FD03	2008 EXPEDITION	773	0.00	140.00	149.63	122.42	253.00	0.00	22.50	687.55
FD04	2000 CROWN VIC	164	0.00	140.00	0.00	17.17	247.50	0.00	22.50	427.17
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	338	0.00	358.00	61.31	0.00	0.00	0.00	0.00	419.31
FM581	2008 EXPLORER	468	0.00	140.00	56.72	0.00	0.00	0.00	0.00	196.72
DEPARTMENT SUBTOTALS :		3,019	0.00	1,218.00	478.73	152.09	624.25	0.00	67.50	-2,540.57

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	9	MILEAGE	0.00	PARTS - WO	244.58
DEPARTMENT :	2001	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	578.00	LABOR	624.25
		INSURANCE	480.00	SUBLETS	0.00
		OTHER	160.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	478.73	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	67.50
				RETURNS - PARTS	-92.49
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

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FLEET MANAGEMENT BILLING REPORT

12/01/2016 to 12/31/2016

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	261	0.00	80.00	35.55	0.00	0.00	0.00	0.00	115.55
ENG501	2013 COMMAND CHAS	699	0.00	60.00	443.82	0.00	0.00	0.00	0.00	503.82
ENG501B	1997 FIRETRUCK	1,272	0.00	0.00	525.42	0.00	0.00	0.00	0.00	525.42
FE501	2002 FIRETRUCK	0	0.00	0.00	34.06	0.00	0.00	0.00	0.00	34.06
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	891	0.00	60.00	783.55	0.00	0.00	0.00	0.00	843.55
UTF501	2016 F250 4X4SC	274	0.00	60.00	60.67	0.00	181.00	0.00	22.50	324.17
VC501	2015 INTERCEPT UTIL	73	0.00	80.00	21.17	0.00	0.00	0.00	0.00	101.17
DEPARTMENT SUBTOTALS :		3,470	0.00	480.00	1,904.24	0.00	181.00	0.00	22.50	2,587.74

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	1,904.24
		PARTS - WO	0.00
		PARTS - INDEP	0.00
		LABOR	181.00
		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

FLEET MANAGEMENT BILLING REPORT
 12/01/2016 to 12/31/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
MED501B	2008 F450	420	0.00	0.00	145.07	0.00	0.00	0.00	0.00	145.07
MED501C	2010 F450	578	0.00	60.00	165.27	0.00	0.00	0.00	0.00	225.27
MED501D	2016 F550	1,701	0.00	0.00	608.38	0.00	0.00	0.00	0.00	608.38
RC501	2014 TAHOE 1500	235	0.00	80.00	41.55	0.00	0.00	0.00	0.00	121.55
RES501	1997 AMBULANCE	564	0.00	0.00	327.07	0.00	0.00	0.00	0.00	327.07
UTI581	1997 F250	121	0.00	0.00	43.25	0.00	0.00	0.00	0.00	43.25
DEPARTMENT SUBTOTALS :		3,619	0.00	200.00	1,330.59	0.00	0.00	0.00	0.00	1,530.59

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	20.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,330.59	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