



City of Manassas, Virginia  
Fire and Rescue Committee Meeting

AGENDA

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Fire and Rescue Committee - Regular Agenda  
Manassas City Hall  
9027 Center Street  
Manassas, VA 20110  
Second Floor Conference Room  
Thursday, November 16, 2017

1. **Call to Order - 6:00 p.m.**  
*Chairman Marc T. Aveni*
2. **Determination of Quorum**
3. **Approval of Meeting Minutes**
  - 3.1 **Approval of October 19, 2017 Meeting Minutes**  
[FRC Meeting Minutes - October 19, 2017](#)
4. **Chairperson's Report**
5. **City of Manassas Fire and Rescue Department's Report**
6. **Manassas Volunteer Fire Company's Report**
7. **Greater Manassas Volunteer Rescue Squad's Report**
8. **Unfinished Business**
  - 8.1 **Standing Committee Reports**
    - a. **Consolidated Logistics**

- b. Health and Safety
- c. Quality Assurance
- d. Training Committee - REPORT DUE (Battalion Chief Jerry Smith)
- e. Strategic Plan
- f. Information Technology Ad Hoc Group
- g. NIMS Update - REPORT DUE, to be distributed

[Standing Committees Agenda Statement](#)  
[FRC Standing and Sub Committee Listing 2017](#)

- 8.2 **Incident Reporting Update**  
[Staff: Deputy Chief Todd E. Lupton]  
[Incident Reporting Update](#)
- 8.3 **Fire and Rescue Station 521 Update**  
[Staff: Chief Rob Clemons]  
[Fire and Rescue Station 521 Update](#)
- 8.4 **SOP 2.52 EMS Quality Assurance Program, Revision**  
[Staff: Deputy Chief Todd E. Lupton]  
[SOP 2.52 EMS Quality Assurance Program](#)  
[SOP 2.52 EMS Quality Assurance Program \(Revised\)](#)

9. **New Business**

10. **Closed Meeting**

11. **Adjournment**

**Appendix**

**Fuel Report (October 2017)**  
[Appendix Cover Page](#)  
[Fuel Report \(October 2017\)](#)



## CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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### Meeting Minutes October 19, 2017

CALL TO ORDER 6:00pm

#### ROLL CALL

*Present:* Councilman Marc T. Aveni (Chairman), Director Dave Burns, President Tripp DeRamus, Deputy Chief Todd Lupton, Battalion Chief Mark P. Nary (non-voting for Chief Clemons), Chief Gary Orndoff, and Chief Nancy Orndoff

*Guest Speakers:* Battalion Chief Mark P. Nary and Lt. Matt Fox

*Others Present:* Melissa Heiderman and Jessica Higgins

*Absent:* Chief Rob Clemons

#### DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

#### APPROVAL OF MINUTES

**(3.1)** PRESIDENT DERAMUS MOVED to approve the minutes of the September 21, 2017 meeting; Deputy Chief Lupton seconded the motion. Roll Call Vote: AYES – President DeRamus, Deputy Chief Lupton, Director Burns, and Chief G. Orndoff. **MOTION CARRIED (4/0)**

#### CHAIPERSON'S REPORT

Chairman Aveni welcomed everyone to the meeting and introduced Jessica Higgins, new Fiscal Specialist for the Department. He attended the MVFC Open House and said it was a nice event for everyone and being coordinated with the Fall Jubilee was a nice idea. Rescue Engine 521 was presented to City Council at the last council meeting and was received well. The sale for the land of the new station 521 went through today.

#### MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Deputy Chief Lupton presented the monthly report in Chief Clemons' absence. Staff is continuing to work with GMVRS regarding the staffing letter which was submitted a few months ago. The Executive Leadership Team will be participating in its second annual retreat at the end of November. The group will be meeting in Fairfax over the two day period.

Staff assisted with coverage of the Fall Jubilee, First Friday and MVFC Open House. The current recruit class will be finishing this week and will be assigned into the field.

Last week was National Fire Prevention Week. FM Hartnett and Chief Clemons were present at the Council meeting when the Mayor read the proclamation.

Chief Clemons recently sent an email with an update about the ARFF unit. President DeRamus asked the status of the search for an OMD; Deputy Chief Lupton replied that the search is ongoing.

Deputy Chief Lupton also mentioned the land sale for the new station being completed. Staff will be meeting with Samaha in the next week or two to review the timeline and begin moving forward.

#### **APPARATUS MAINTENANCE**

Maintenance costs YTD, through September 2017, are \$44,084.

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

Chief G. Orndoff reported that the Open House was a successful event. There were many attendees and fun was had by all. There are two events tomorrow at local elementary schools and at Home Depot over the weekend.

There are two members in EMT class, which started Monday and one completing DPO on Sunday. President DeRamus noted that staffing availability is looking more positive now; everyone's hard work in class is being seen. Leadership is working on getting staff trained in specialty roles.

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

Chief N. Orndoff reported that the GMVRS has sixteen members at some stage of the new member process. Seven are awaiting background checks, three need interviews, one needs the agility test, and five were voted in as trial members last month.

She reported that she and President Rockx are working with CMFRD to develop recommendations to ensure a 2<sup>nd</sup> transport unit is available 24/7. GMVRS is doing a 30-day review of current practices; the group will meet next month to review results.

A new EMT class started this week through Training 911. Three new members, three junior members, and two from MVFC are in the class. There are three night classes and one weekend class for HIPPA and Infection Control being offered next week. A new BLS CME is set to begin on November 4<sup>th</sup>; if completed it will give members 30 hours of cme credit.

Members participated in First Friday, Fall Jubilee and the MVFC Open House. During the Fall Jubilee members provided staffing and had table; three applications were received at the table. Members will also be participating in the annual Trunk or Treat at St. Thomas United Methodist Church and the Christmas parade in December.

#### **UNFINISHED BUSINESS**

##### **(8.1) Standing Committees**

- A. Consolidated Logistics (Battalion Chief Mark P. Nary)

Battalion Chief Nary reported that he and his staff are doing a complete gear inventory. Thus far, the needs are exceeding the available budget so prioritization must be done. A boot order was placed and all major hose purchases are complete, except for the new Engine. He further stated that he's waiting on a new contract before he can order gear. New pick kits are out (for protection on EMS calls).

President DeRamus reminded the group that MVFC has two members that are grant writers who have offered their assistance. Grants are available to replace expired gear in fire departments.

- C. Quality Assurance (Lieutenant Matt Fox)  
Lt. Fox reported that the QA Committee reviewed 90 calls during the last review. They focused on chest pain calls; no concerns with treatment were noted. Commendations include: resuscitation rates are high regarding CPR patients; on pediatric cardiac arrest calls during the quarter providers did a great job. Improvements warranted were the need for more documentation. Earlier this month, flight paramedics from Deer County EMS (in the Outerbanks) visited Manassas to talk with staff about the progressive EMS program here in the City.
- G. NIMS Update  
Robb Hoffower (VDEM) had worked with members last month to update the compliance report for the FRC annual report. No additional report was made.

#### **(8.2) Incident Reporting**

Deputy Chief Lupton stated that twenty reports are missing. There was an issue with the reporting system being down. He has already reached out to staff missing reports to complete them immediately.

#### **(8.3) Fire Station 521 Update – see MFRD Report**

### **NEW BUSINESS**

#### **(9.1) SOP 2.52 EMS Quality Assurance Program, Revision**

The revised SOP is being presented to address changes in practices and the addition of RSI. It is more of a wording change than policy change. There are also changes to the form begin recommended. The group agreed to review the policy for thirty days.

#### **(9.2) System Name (System vs. Service, Interchangeable)**

Deputy Chief Lupton noted that the two names (System and Service) are interchangeable in the ordinance. He would like to see one consistent name for SOPs, form headers, etc.

(9.2) DIRECTOR BURNS MOVED to formally adopt the name of the system which compromises the GMVRS, MVFC, and CMFRD as the "City of Manassas Fire and Rescue System"; President DeRamus seconded the motion. Roll Call Vote: AYES – Director Burns, President DeRamus, Deputy Chief Lupton, Chief G. Orndoff, and Chief N. Orndoff. **MOTION CARRIED (5/0)**

### **ADJOURNMENT and CLOSING COMMENTS**

The November agenda shall include the following topics which are carryover from October:

- NIMS Update

- SOP 2.52 EMS Quality Assurance, revision

**ADJOURNED:** 6:33 PM

Minutes prepared by:

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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*

FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT

PAGE NO. \_\_\_\_\_

MEETING DATE: November 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
- Strategic Planning
- Information Technology Ad Hoc

ORGANIZATION: Manassas Fire and Rescue Committee

RECOMMENDATION:            Approve            Disapprove            Reviewed            X            See Comments

COMMENTS: Reports are due from the following committees and/or standing updates:

- Training
- NIMS Quarterly Update

DISCUSSION  
(IF NECESSARY):

BUDGET/FISCAL  
IMPACT:

CONTACT PERSON: Vice-Mayor Marc T. Aveni, Chairman  
[Melissa Heiderman, Administrative Coordinator, 703.257.8458]



# 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, *Lieutenant*  
Ian Pleet, *Firefighter*  
Peter Stein, *Firefighter*  
Nancy Orndoff, *Chief*  
Gabiella 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, *EMT*  
Gabiella Burnette, *EMT*  
Brandon Cox, *Firefighter*  
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, *Assistant Chief*  
Thomas Boyden, *EMT*  
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, <i>Battalion Chief (Chair)</i>	Manassas Fire and Rescue Department
John Sakavich, <i>EMT</i>	Greater Manassas Volunteer Rescue Squad
AJ Shillingburg, <i>Firefighter</i>	Manassas Volunteer Fire Company

### 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
Nancy Orndoff, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company
Tripp DeRamus, <i>President</i>	Manassas Volunteer Fire Company
James Hartnett, <i>Fire Marshal</i>	Manassas Fire and Rescue Department

### Recruitment and Retention

Rob Clemons (Chair)	Manassas Fire and Rescue Department
Matt Fox	Manassas Fire and Rescue Department
Cailean Roche	Manassas Fire and Rescue Department
Randy Cusick	Greater Manassas Volunteer Rescue Squad
Leo Carbone	Greater Manassas Volunteer Rescue Squad
Debbie Colby	Manassas Volunteer Fire Company
Mark Failer	Manassas Volunteer Fire Company

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### Rescue Engine Workgroup (Jul 2015) (*will be disbanded soon*)

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

### Ambulance Specification Workgroup (Feb 2017) *(will be disbanded soon)*

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>EMT</i>	Greater Manassas Volunteer Rescue Squad
Leo Carbone, <i>EMT</i>	Greater Manassas Volunteer Rescue Squad

### Engine Specification Workgroup (Feb 2017) *(will be disbanded soon)*

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. \_\_\_\_\_**

**MEETING DATE:** November 16, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

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

**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:**

**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. \_\_\_\_\_**

**MEETING DATE:** November 16, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** FS 521 Update

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

**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 was held on July 19, 2017 at City Hall.

Due diligence began in July 2017.

In September 2017, the Planning Commission approved Comprehensive Plan Amendment #2018-01, which found the proposed Dumfries Road location consistent with the City Comprehensive Plan.

Land Sale was completed in October 2017. Sign is now on display at site.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT

PAGE NO. \_\_\_\_\_

MEETING DATE: November 16, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: SOP 2.52 EMS Quality Assurance Program, Revision

DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE: October 19, 2017  
July 2012

SUMMARY OF  
ISSUE/TOPIC: SOP 2.52, EMS Quality Assurance Program, has been revised to meet current processes, review sheet(s), and information.

ORGANIZATION: Manassas Fire and Rescue Department

RECOMMENDATION: X    Approve            Disapprove            Reviewed            See Comments

COMMENTS: The Quality Assurance Committee has approved this SOP as proposed. In October, the FRC requested thirty days to review the policy.

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

EMS Quality Assurance  
Program

Presented Date: 06/21/2012  
Effective Date: 07/19/2012  
Revision Date: 10/19/2017

Page 1 of 7

2.52

### PURPOSE

To provide a Quality Assurance (QA) Program that is designed to objectively, systematically and continuously monitor, assess and improve the quality and appropriateness of patient care provide by the City of Manassas Fire & Rescue Services.

### POLICY

1. The Quality Assurance (QA) Program shall maintain a committee, approved by the Fire & Rescue Committee to complete routine evaluations of all aspects of pre-hospital Emergency Medical Services for the system.
2. The committee shall consist of seven (7) personnel, one (1) chairperson, two (2) from CMFRD, two (2) from MVFC, and two (2) from GMVRS.
3. The committee shall meet at the minimum of once each quarter or under any special circumstances. Typically regular meetings will be in January, April, July, and October of each year.
4. The CMFRD EMS Supervisor shall conduct routine QA of system incidents between the quarterly meetings to insure continued protocol compliance is being met.
5. The committee Chair will report to the Fire & Rescue Committee.
6. A quarterly summary along with any pertinent documentation will be submitted to the OMD, Fire & Rescue Chief, Volunteer Chiefs and Fire & Rescue Committee.

### PROCEDURE

1. The Quality Assurance committee will review patient care reports according to the incident type and the diversity among personnel.
2. All patient care reports reflecting any of the below incident types or procedures shall be QA every quarter.
  - a. Respiratory arrest
  - b. Stoppage of breathing
  - c. Use of EMS helicopter
  - d. Endotracheal Intubation
  - e. Needle Decompression
  - f. RSI or Cricothyrotomy
  - g. Electrical Therapy
  - h. STEMI
  - i. One additional BLS or ALS randomly chosen incident type or procedure
  - j. 10 random BLS, ALS or Canceled reports from each agency.
  - k. Patient care concerns or complaints
3. Reports should be reviewed to insure the following entries are accurate and complete:
  - a. Patient name and demographic information
  - b. Primary impression and assessment findings
  - c. All medications and procedures appropriately documented in correct fields

- d. ECG data attached to record
  - e. Accurate and appropriate narrative
  - f. Correct signatures obtained for patient, receiving staff, and providers.
  - g. Appropriate level of care on scene and during transport.
  - h. Patient disposition
4. The committee shall complete a quarterly review report for each patient care report reviewed. All comments and discrepancies shall be documented thoroughly. A quarterly summary report will also be produced for each quarter.
5. The Quality Assurance committee will review patient care reports for accuracy, completeness, and adherence to Department protocols. The committee will also make recommendations to the Fire & Rescue Committee on training needs, protocols revisions or issues, and overall improvement of the EMS delivery system.
6. The Quality Assurance committee shall also have the responsibility to investigate all complaints filed against personnel as it relates to providing medical care.
7. All complaints shall be properly documented and fully investigated by the committee and a copy forwarded to the OMD, Fire & Rescue Chief, Volunteer Chiefs and Fire & Rescue Committee.
8. The committee shall utilize the Quality Assurance complaint form for each complaint filed with the Department.
9. The committee shall utilize (if required) the investigation checklist and the investigation interview form.

\*QUALITY ASSURANCE FORMS ON FOLLOWING PAGES

APPROVED BY

**DRAFT**

\_\_\_\_\_  
Vice-Mayor Marc T. Aveni, Fire and Rescue Committee Chairman

\_\_\_\_\_  
Date

City of Manassas Fire and Rescue Services  
Quality Assurance Review Report

Date: \_\_\_\_\_ QA Personnel: \_\_\_\_\_ Incident #: \_\_\_\_\_

Reports should be reviewed to insure the following entries are accurate and complete:

Topic	Complete	Incomplete	Notes
Patient name and demographic information			
Primary impression and assessment Findings			
All medications and procedures appropriately documented			
ECG data attached to record			
Accurate and appropriate narrative			
Correct signatures obtained for patient, receiving staff, and providers			
Appropriate level of care on scene and during transport			
Patient disposition			

Does this call require follow-up with the Operational Medical Director? Yes/No

Should the unit or provider be recognized for going above and beyond with patient care? Yes/No

Additional Comments or  
Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## City of Manassas Fire and Rescue Services

### SYSTEM QUARTERLY QUALITY ASSURANCE REPORT

Agency #: City of Manassas Fire & Rescue System Reporting Period:

**Total Number of Patient Care Reports Reviewed This Period:**

CMFRS:

EMS Supervisor:

\*Random Topic:

**COMMENDATIONS:**

- 

**RECOMMENDATIONS FOR IMPROVEMENT:**

- 

Submitted by:

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## City of Manassas Fire & Rescue Services

### Quality Assurance Complaint Form

Date of Occurrence: \_\_\_/\_\_\_/20\_\_\_ Time of Occurrence: \_\_\_\_\_

Location of Occurrence: (circle one) Emergency Dept.      Scene      Station

In unit      Other: \_\_\_\_\_

Unit(s) involved: \_\_\_\_\_

Personnel involved: \_\_\_\_\_; \_\_\_\_\_

\_\_\_\_\_;

Incident Number (if known) \_\_\_\_\_

Describe incident in detail:

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(Use additional space on back if needed)

Phone number where you can be reached: \_\_\_\_\_

Date form was completed: \_\_\_\_\_

Print your name: \_\_\_\_\_

Sign your name: \_\_\_\_\_

Return to the below address: (Deputy Chief Lupton can be reached at 571-921-5997)  
City of Manassas Fire and Rescue Department  
Attn: Deputy Chief Lupton  
9324 West Street, Suite 103  
Manassas, VA 20110

(All information will be kept confidential)

## City of Manassas Fire & Rescue Services Quality Assurance Investigation Checklist

Incident #: \_\_\_\_\_ Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notifications of ongoing investigation

1. Operational Medical Director
2. Fire & Rescue Chief
3. EMS Program Manager
4. Quality Assurance Committee
5. Affected Volunteer Chief
6. Personnel being investigated & Supervisor

Copies of all relevant documentation

Patient Care Report  
Written Statements from providers and other personnel as needed  
Quality Assurance Complaint Form  
Hospital Documentation  
Other Documentation

Review patient care report and any related documents

Interview complainant: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_

Interview all persons directly involved with the incident and/or patient care

Copy and research any related Medical protocols, SOPs, and related policy

Report the committee's findings in writing to the OMD, Fire & Rescue Chief, Volunteer Chiefs and Fire & Rescue Committee with recommendations for improvement.

Quality Assurance Committee members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **City of Manassas Fire & Rescue Services Quality Assurance Investigation Interview Form**

Incident Number: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Person Interviewed: \_\_\_\_\_ Certification Level: \_\_\_\_\_

Personnel conducting interview: \_\_\_\_\_

Interview Notes:

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Interview completed (Time): \_\_\_\_\_



## CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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# APPENDIX

### Appendix A: Fuel Report (October 2017)

The City of Manassas  
3500.rpt  
BATCH # : 293

**FLEET MANAGEMENT BILLING REPORT**  
10/01/2017 to 10/31/2017

PAGE: 32  
DATE: 11/01/2017 06:19

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 32001 / FIRE & RESCUE										
FC01	2017 TAHOE 4X4 4 DR	246	0.00	80.00	46.22	0.00	0.00	0.00	0.00	126.22
FC99	2010 CHARGES	0	0.00	0.00	1.74	0.00	0.00	0.00	0.00	1.74
FD02	2008 EXPEDITION	372	0.00	140.00	67.59	0.00	0.00	0.00	0.00	207.59
FD03	2008 EXPEDITION	856	0.00	140.00	235.12	0.00	0.00	0.00	0.00	375.12
FD04	2008 EXPEDITION	1,137	0.00	140.00	187.79	60.71	170.00	0.00	52.50	611.00
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	420	0.00	358.00	87.01	0.00	0.00	0.00	0.00	445.01
FM581	2008 EXPLORER	0	0.00	140.00	0.00	0.00	0.00	0.00	0.00	140.00

DEPARTMENT SUBTOTALS :	3,031	0.00	1,078.00	625.47	60.71	170.00	0.00	52.50	1,986.68
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BREAKDOWN OF CHARGES:	MILEAGE	0.00	PARTS - WO	60.71
EQUIPMENT COUNT : 8	MOTOR POOL	0.00	PARTS - INDEP	0.00
DEPARTMENT : 32001	BASE	518.00	LABOR	170.00
	INSURANCE	420.00	SUBLETS	0.00
	OTHER	140.00		
	REPLACEMENT	0.00	MISC - PARTS	0.00
	FUEL	625.47	MISC - LABOR	0.00
			MISC - SUBLETS	0.00
			MISC - GENERAL	52.50
			RETURNS - PARTS	0.00
			CREDITS - PARTS	0.00
			CREDITS - LABOR	0.00
			CREDITS - SUBLETS	0.00
			CREDITS - GENERAL	0.00

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EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3020 / FIRE STATION #1										
BAT581	2013 TAHOE K1500	443	0.00	80.00	72.21	0.00	0.00	0.00	0.00	152.21
CHI501	2003 SUBURBAN	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
DEC501	1993 E350	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
ENG501	2013 COMMAND CHASS	406	0.00	60.00	231.45	0.00	0.00	0.00	0.00	291.45
ENG501B	1997 FIRETRUCK	1,311	0.00	60.00	658.70	0.00	0.00	0.00	0.00	718.70
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	0.00	0.00	0.00	0.00	0.00	60.00
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHASS	775	0.00	60.00	941.43	0.00	0.00	0.00	0.00	1,001.43
UTF501	2016 F250 4X4SC	454	0.00	80.00	122.90	0.00	0.00	0.00	0.00	202.90
UTV581	2012 UNK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
VC501	2015 INTERCEPT UTIL	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00

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EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT SUBTOTALS :		3,389	0.00	800.00	2,026.69	0.00	0.00	0.00	0.00	2,826.69
BREAKDOWN OF CHARGES:			MILEAGE		0.00		PARTS - WO			0.00
EQUIPMENT COUNT : 12			MOTOR POOL		0.00		PARTS - INDEP			0.00
DEPARTMENT : 3020			BASE		0.00		LABOR			0.00
			INSURANCE		720.00		SUBLETS			0.00
			OTHER		80.00					
			REPLACEMENT		0.00		MISC - PARTS			0.00
			FUEL		2,026.69		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



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EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	235	0.00	60.00	98.98	0.00	0.00	0.00	0.00	158.98
MED501B	2008 F450	766	0.00	60.00	352.32	0.00	0.00	0.00	0.00	412.32
MED501C	2010 F450	462	0.00	60.00	144.47	0.00	0.00	0.00	0.00	204.47
MED501D	2016 F550	1,691	0.00	60.00	801.50	0.00	0.00	0.00	0.00	861.50
RC501	2014 TAHOE 1500	250	0.00	80.00	32.33	27.59	283.25	0.00	22.50	445.67
RES501	1997 AMBULANCE	1,332	0.00	60.00	869.97	0.00	0.00	0.00	0.00	929.97
RES521	2018 ARROW XT	0	0.00	80.00	0.00	6.25	55.00	0.00	0.00	141.25
UTI581B	2007 F550 4X4	476	0.00	80.00	138.25	0.00	0.00	0.00	0.00	218.25

DEPARTMENT SUBTOTALS :	5,212	0.00	540.00	2,437.82	33.84	338.25	0.00	22.50	3,372.41
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BREAKDOWN OF CHARGES:	MILEAGE	0.00	PARTS - WO	27.59
EQUIPMENT COUNT : 8	MOTOR POOL	0.00	PARTS - INDEP	6.25
DEPARTMENT : 3030	BASE	0.00	LABOR	283.25
	INSURANCE	480.00	SUBLETS	0.00
	OTHER	60.00		
	REPLACEMENT	0.00	MISC - PARTS	0.00
	FUEL	2,437.82	MISC - LABOR	55.00
			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