



**City of Manassas, Virginia
Fire and Rescue Committee Meeting**

AGENDA

**Fire and Rescue Committee - Regular Agenda
Second Floor Conference Room
9027 Center Street
Manassas, VA 20110
Thursday, October 19, 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 September 21, 2017 Meeting Minutes**
[FRC Meeting Minutes - September 21, 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 - REPORT DUE (Battalion Chief Mark P. Nary)**
 - b. **Health and Safety**

- c. Quality Assurance - REPORT DUE (Lieutenant Matt Fox)
- d. Training Committee
- 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: Deputy Chief Todd E. Lupton]
[Fire and Rescue Station 521 Update](#)

9. **New Business**

- 9.1 **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 \(Revised\)](#)
- 9.2 **System Name (System vs. Service, Interchangeable)**
Staff: Deputy Chief Todd E. Lupton
[System Name](#)
[Ordinance #O-2010-14 \(page 1\)](#)

10. **Adjournment**

Appendix

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



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes September 21, 2017

CALL TO ORDER 6:00pm

ROLL CALL

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

Guest Speakers: Battalion Chief Kevin Franzello

Others Present: Melissa Heiderman

Absent: None

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

(3.1) CHIEF CLEMONS MOVED to approve the minutes of the August 17, 2017 meeting; Chief N. Orndoff seconded the motion. Roll Call Vote: **AYES** – Chief Clemons, Chief N. Orndoff, Director Burns, President DeRamus, Deputy Chief Lupton, and Chief G. Orndoff. **MOTION CARRIED (6/0)**

CHAIPERSON’S REPORT

Chairman Aveni welcomed everyone to the meeting. He thanked MVFC for the wonderful event last weekend, the Installation of Officers and 125th Anniversary celebration. He also congratulated them on their 125th anniversary of service to this community.

MANASSAS FIRE AND RESCUE DEPARTMENT’S REPORT

Chief Clemons also thanked MVFC for inviting him and his wife to their celebration; while they could not attend he noted that they heard it was a wonderful evening. Chief Clemons thanked President DeRamus for the kind gift he was given and noted that he understands every career member was made an Honorary Member of the MVFC; he thanked President DeRamus and Chief G. Orndoff for that notable honor.

The new Fiscal Specialist will be starting on October 2nd; her name is Jessica Higgins. He thanked President DeRamus and GMVRS President Pete Rockx for assisting on the interview panel. Also on October 2nd a new Firefighter/Medic will be starting; his name is Joseph Hernandez. Since

the last FRC meeting, Howard Coleman (Firefighter/Medic) also joined the team. With the addition of these three people, MFRD is at full staffing.

Chief Clemons reported that he's heard great feedback from this month's EMS CME (continuing medical education) classes. Staff put a lot of effort into making this a unique learning experience.

September is National Preparedness Month and Emergency Management will be hosting its first Preparedness Month Fun Fair in the City. It will be held this coming Saturday at the Farmer's Market. There will be games, prizes, and information on how to make a family preparedness plan. Amelia Gagnon has been working with various City staff to ensure this event has something for everyone. Additionally, she is working to create an incentive program among City staff to encourage learning more about preparedness including the EOP and COOP plans, the EOC and more.

APPARATUS MAINTENANCE

Maintenance costs YTD, through August 2017, are \$32,317.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President DeRamus reported that MVFC's open house will be October 7th from 10am-2pm; the hope is to attract visitors from the Fall Jubilee. Firehouse Subs will be at the event and will have a mock CPAT course for children. This Saturday, leaders will be attending a charitable gaming event which will outline changes to the rules and regulations affecting charitable gaming. These changes may have impacts to the weekly Bingo event.

ACTION: PRESIDENT DERAMUS MOVED to make the following changes to the Standing and Sub Committees:

<u>Committee</u>	<u>Replace</u>	<u>With</u>
Health and Safety	Michael Cox, Lt	Peter Stein, FF
Quality Assurance	VACANT	Brandon Cox, FF
Training	Jason Kendrick, LT	Jason Kendrick, Asst Chief
	Thomas Boyden, Asst Chief	Thomas Boyden, EMT
Strategic Planning	Jason Lesnik, President	Tripp DeRamus, President

Chief N. Orndoff seconded the motion.

Roll Call Vote: AYES – President DeRamus, Chief N. Orndoff, Director Burns, Chief Clemons, Deputy Chief Lupton, and Chief G. Orndoff. **MOTION CARRIED (6/0)**

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Chief Orndoff thanked members of MVFC and MFRD for assisting in the memorial service for Sandra Clarke. Three new members were voted in, two of which are already certified. There are 5-7 members currently in the background check process; they are expected to be voted in next week. There are 24 people currently at various stages of the membership process.

GMVRS members will be at the 1st Friday event for Historic Manassas, then the Fall Jubilee and MVFC Open House on October 7th.

UNFINISHED BUSINESS

(8.1) Standing Committees

B. Health and Safety (Battalion Chief Kevin Franzello)

Battalion Chief Franzello distributed the updated Occupational Exposure Control Plan. The only changes involved were administrative, not policy. This is an annual update required by OSHA.

Dates for the flu shots have been sent out along with the declination form. Forms must be completed by everyone whether you receive a shot or not. If members elect not to receive a shot they must wear a mask during flu season.

Chief Clemons thanked BC Franzello for his hard work. He has instructed BC Franzello to develop a risk management plan for the fire service. Everything BC Franzello is working on right now, when combined, would essentially make a risk management plan. He is also working with physicals and trying to streamline the process and to ensure the appropriate tests are done to make sure all members are healthy.

President DeRamus mentioned that some members don't have health insurance and unable to follow up with specialists if/when recommended from the physicals. In these cases, members end up leaving the company. There had been discussion in the past of the System paying these expenses; BC Franzello will investigate.

F. Information Technology Ad Hoc Group (added at meeting): Deputy Chief Lupton noted that Battalion Chief Nary sent out an email regarding a records management system on the ESO platform.

(8.2) Incident Reporting

Deputy Chief Lupton reviewed the list of outstanding reports which was released today. MFRD had an issue this month and Deputy Chief Lupton has already sent a statement to employees regarding compliance. There have been a few issues with the Firehouse software as well.

(8.3) Fire Station 521 Update

Chief Clemons reported that the Planning Commission approved the Comprehensive Plan Amendment (#2018-01) which found the proposed Dumfries Road location consistent with the City Comprehensive Plan. The due diligence period ends this month; thus far there have been no noted geo-tech issues with the site.

On Monday September 18th the System made the transition from Station 1 Rescue and Station 1 Fire to Station 501 (current fire station) and Station 521 (current rescue station). This was done ahead of the new Station 521 opening since transitioning to a new station and changing numbers at the same can be overwhelming for dispatch. All units from the rescue station have been changed to 521. Additionally, accountability from the fire ground is better with different numbers. The GMVRS Board supported moving ahead with the change. There is no change in service delivery. GMVRS is still Company 1 Rescue regardless of station number.

(8.4) Fire and Rescue Committee Annual Report

FRC members reviewed the final draft of the annual report. It was noted that the new Rescue Engine will be at the meeting.

(8.5) Revision to SOP 2.40 Repacking Attack Lines

Deputy Chief Lupton stated that this SOP was distributed for review; all comments were incorporated and the newest draft was distributed at the meeting.

CHIEF G. ORNDOFF MOVED to approve SOP 2.40 Repacking Attack Lines (Fire Apparatus); President DeRamus seconded the motion. Roll Call Vote: AYES –Chief G. Orndoff, President DeRamus, Director Burns, Chief Clemons, Deputy Chief Lupton, and Chief N. Orndoff. **MOTION CARRIED (6/0)**

NEW BUSINESS

(9.1) Infection Control Update

Discussed under Health and Safety committee report.

CLOSING COMMENTS

The following statements were made during the close of the meeting; these items are currently being worked on:

- MVFC and GMVRS have requested VDFP classes (DPO and EVOC 1, 2, and 3); a request for instructors has gone out. Both classes are funded by the state. More information to come.
- GMVRS and MFRD are working together to address the letter GMVRS submitted to Mr. Pate. A work session is scheduled for next week.
- MFRD Leadership is working with Leidos and the Manassas Regional Airport. Nothing is solidified. There is an ARFF unit at the airport but is not part of the System fleet plan.
- Dr. Luckey submitted his resignation as the System’s OMD; he will remain as OMD for sixty days. Deputy Chief Lupton is working to find a replacement.

ADJOURNED: 7:23 PM

Minutes prepared by:

Melissa A. Heiderman, Administrative Coordinator

Abbreviations:
FRC – Fire and Rescue Committee
GMVRS – Greater Manassas Volunteer Rescue Squad
MFRD – Manassas Fire and Rescue Department
MVFC – Manassas Volunteer Fire Company
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: October 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
- 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:

- Consolidated Logistics
- Quality Assurance
- 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

Health and Safety

Kevin Franzello, <i>Battalion Chief (Chair)</i>	Manassas Fire and Rescue Department
TO BE DETERMINED	Manassas Fire and Rescue Department
Amos Akers, <i>Master Technician</i>	Manassas Fire and Rescue Department
Ian Pleet, <i>Firefighter</i>	Manassas Volunteer Fire Company
Peter Stein, <i>Firefighter</i>	Manassas Volunteer Fire Company
Nancy Orndoff, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad
Gabriella Burnette, <i>EMT</i>	Greater Manassas Volunteer Rescue Squad

Quality Assurance and System Protocol

Matt Fox, <i>Lieutenant (Chair)</i>	Manassas Fire and Rescue Department
Eva Rose, <i>Medic/Firefighter</i>	Manassas Fire and Rescue Department
Ben Page, <i>Medic/Firefighter</i>	Manassas Fire and Rescue Department
Valerie Kusterbeck, <i>Medic/Firefighter</i>	Manassas Fire and Rescue Department
Thomas Boyden, <i>Assistant Chief</i>	Greater Manassas Volunteer Rescue Squad
Gabriella Burnette, <i>EMT</i>	Greater Manassas Volunteer Rescue Squad
Brandon Cox, <i>Firefighter</i>	Manassas Volunteer Fire Company
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company
Dr. Thomas Luckey	Operational Medical Director

Training

Jerry Smith, <i>Battalion Chief (Chair)</i>	Manassas Fire and Rescue Department
David Halman, <i>Captain</i>	Manassas Fire and Rescue Department
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company
Jason Kendrick, <i>Assistant Chief</i>	Manassas Volunteer Fire Company
Thomas Boyden, <i>EMT</i>	Greater Manassas Volunteer Rescue Squad
Nancy Orndoff, <i>Chief</i>	Greater Manassas Volunteer Rescue Squad

CONSOLIDATED LOGISTICS

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

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

STRATEGIC PLANNING SUB-COMMITTEE

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

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

Recruitment and Retention

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

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

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

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

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

Ambulance Specification Workgroup (Feb 2017) (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>Assistant Chief</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: October 19, 2017

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Incident Reporting

DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE: September 21, 2017
August 17, 2017
July 20, 2017
May 18, 2017
April 20, 2017
March 16, 2017
February 16, 2017
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:

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: October 19, 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.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Deputy Chief Todd Lupton
(703) 257-8465

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. _____

MEETING DATE: October 19, 2017

TIME ESTIMATE: 10 minutes

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

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** 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: **Approve** **Disapprove** **Reviewed** **See Comments**

COMMENTS: The Quality Assurance Committee has approved this SOP as proposed.

**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:

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:

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. _____

MEETING DATE: October 19, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: System Name (System versus Service)

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

**SUMMARY OF
ISSUE/TOPIC:** Ordinance #O-2010-14 (enacted February 8, 2010), Section 60-1 Establishment of Manassas City Fire and Rescue Services; Purposes

- (a) There is hereby created the Manassas City Fire and Rescue System (Service), consisting of:
 - (1) The City of Manassas Fire and Rescue Department,
 - (2) The Greater Manassas Volunteer Rescue Squad,
 - (3) The Manassas Volunteer Fire Company,
 - (4) The Fire and Rescue Committee,
 - (5) The Fire and Rescue System Appeals Committee, and
 - (6) Such technical committees as may be appropriate

The ordinance uses the terms "System" and "Service" interchangeably to identify this group, therefore, both terms have been used in many different documents and policies.

ORGANIZATION: Manassas Fire and Rescue Department

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

COMMENTS: The City of Manassas Fire and Rescue Department is asking the FRC to decide on one term to use in all documents and policies to ensure uniformity and consistency.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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

ORDINANCE #O-2010-14

First Reading: January 25, 2010
Second Reading: February 8, 2010
Enacted: February 8, 2010
Effective: February 8, 2010

AN ORDINANCE TO AMEND AND REENACT THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002), AS AMENDED, BY DELETING ARTICLES II AND IV OF CHAPTER 54, DELETING CHAPTER 62, AND ENACTING A NEW CHAPTER 60 RELATING TO FIRE AND RESCUE SERVICES; PENALTY

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in Regular session this 8th day of February, 2010:

1. That the Code of Ordinances, City of Manassas, Virginia (2002), is hereby amended and reenacted by deleting Articles II (Rescue Squad) and IV (Cost Reimbursement for Emergency Medical Transport) of Chapter 54, deleting Chapter 62 (Fire Prevention and Protection), and enacting a new Chapter 60 on Fire and Rescue Services as follows:

ARTICLE I. ORGANIZATION OF FIRE AND RESCUE SERVICES

Sec. 60-1. Establishment of Manassas City Fire and Rescue Services; Purposes

(a) There is hereby created the Manassas City Fire and Rescue System (Services), consisting of:

- (1) the City of Manassas Fire and Rescue Department,
- (2) the Greater Manassas Volunteer Rescue Squad,
- (3) the Manassas Volunteer Fire Company,
- (4) the Fire and Rescue Committee,
- (5) the Fire and Rescue System Appeals Committee, and
- (6) such technical committees as may be appropriate and necessary.

(b) The Manassas City Council by creation of the Fire and Rescue System intends to assure adequate public safety, health, and welfare through a collaborative fire, rescue, and emergency medical services program that is competent, highly trained, efficiently delivered, and equitably administered, and that is operated through the City of Manassas Fire and Rescue Department, the Greater Manassas Volunteer Rescue Squad, and the Manassas Volunteer Fire Company in accordance with this chapter. The System should provide maximum cost-effective performance,



CITY OF MANASSAS
FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (September 2017)

FLEET MANAGEMENT BILLING REPORT

09/01/2017 to 09/30/2017

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	711	0.00	80.00	106.79	0.00	0.00	0.00	0.00	186.79
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 CHAS	814	0.00	60.00	610.53	0.00	0.00	0.00	0.00	670.53
ENG501B	1997 FIRETRUCK	270	0.00	60.00	121.72	0.00	0.00	0.00	0.00	181.72
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
SES01	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	662	0.00	60.00	837.03	0.00	0.00	0.00	0.00	897.03
UTF501	2016 F250 4X4SC	89	0.00	80.00	26.50	0.00	0.00	0.00	0.00	106.50
UTV561	2012 UNK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
VC501	2015 INTERCEPT UTIL	114	0.00	80.00	33.73	0.00	0.00	0.00	0.00	113.73

FLEET MANAGEMENT BILLING REPORT
 09/01/2017 to 09/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT SUBTOTALS										
		2,660	0.00	800.00	1,736.30	0.00	0.00	0.00	0.00	2,536.30
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	12									
DEPARTMENT	3020									
	MILEAGE		0.00		0.00		PARTS - WO			0.00
	MOTOR POOL		0.00		0.00		PARTS - INDEP			0.00
	BASE		0.00		0.00		LABOR			0.00
	INSURANCE		720.00				SUBLETS			0.00
	OTHER		80.00							0.00
	REPLACEMENT		0.00				MISC - PARTS			0.00
	FUEL		1,736.30				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
09/01/2017 to 09/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	929	0.00	60.00	374.87	0.00	0.00	0.00	0.00	434.87
MED501B	2008 F450	843	0.00	60.00	352.56	0.00	0.00	0.00	0.00	412.56
MED501C	2010 F450	725	0.00	60.00	256.58	0.00	0.00	0.00	0.00	316.58
MED501D	2016 F550	116	0.00	60.00	136.98	0.00	0.00	0.00	0.00	196.98
RC501	2014 TAHOE 1500	119	0.00	80.00	24.29	0.00	0.00	0.00	0.00	104.29
RESS01	1997 AMBULANCE	1,013	0.00	60.00	639.11	0.00	0.00	0.00	0.00	699.11
UT1581B	2007 F550 4X4	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
DEPARTMENT SUBTOTALS :		3,745	0.00	460.00	1,784.39	0.00	0.00	0.00	0.00	2,244.39
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :		7								
DEPARTMENT :		3030								
			MILEAGE		0.00		PARTS - WO			0.00
			MOTOR POOL		0.00		PARTS - INDEP			0.00
			BASE		0.00		LABOR			0.00
			INSURANCE		420.00		SUBLETS			0.00
			OTHER		40.00					0.00
			REPLACEMENT		0.00		MISC - PARTS			0.00
			FUEL		1,784.39		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