



City of Manassas

**Fire and Rescue
Committee
FY2016 Annual Report**

Councilman Marc T. Aveni, Chairman

Fire and Rescue Committee

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City of Manassas Fire and Rescue

Chief Rob Clemons
Deputy Chief Wade House

Greater Manassas Volunteer Rescue Squad

Chief Donald Brown
Director David Burns

Manassas Volunteer Fire Company

Chief Gary Orndoff
President Jason Lesnik

Melissa Heiderman, Administrative Coordinator



Background: Fire and Rescue Committee

- The Fire and Rescue Committee is required, by Section 60-6.c.(5) of Ordinance #O-2010-14, to present an annual report to City Council.
- Manassas Volunteer Fire Company, City of Manassas Fire and Rescue Department, and Greater Manassas Volunteer Rescue Squad make up the Fire and Rescue System. It is the System's mission "to protect the lives and property of the residents of the City of Manassas, its visitors, and the surrounding communities by delivering quality emergency medical care, fire prevention, fire suppression, public education, and disaster management.
- Meetings are held once each month, on the third Thursday of the month. Only one meeting in FY2016, May 2016, had to be cancelled and it was due to lack of quorum.



NIMS Compliance

- NIMS, or the National Incident Management System, is a standardized approach to incident management developed by the Department of Homeland Security
- As of the end of FY2016, compliance rates with NIMS are:

	MFRD	MVFC	GMVRS
NIMS 100	100%	88.1%	100%
NIMS 200	100%	88.1%	95.3%
NIMS 300	100%	100%	100%
NIMS 400	100%	100%	100%
NIMS 700	100%	90.5%	97.7%
NIMS 800	100%	81%	95.3%



Fleet Plan

- **Ambulance / Medic 501D**
 - 2016 Ford F550 – Braun
 - Purchased for \$207,318
 - Under budget by \$10,000
- **Rescue Engine**
 - Work is continuing on specifications
 - Anticipate order and delivery in FY2017
 - Budget of \$710,000
 - Will put 90% down which will result in more savings
- **Fleet Plan Schedule**
 - The Fire and Rescue Committee will be reviewing the fleet plan schedule each year, making adjustments as necessary, and re-adopting





Uniform Rank Structure Compliance

- In October 2015, the FRC was made aware that there was an issue of non-compliance within MVFC in regards to the Uniform Rank Structure
- Deputy Chief Wade House was appointed by the FRC to assist MVFC become compliant
- In July 2016, it was reported that all current officers are now compliant with URS.
- Classes were hosted, including
 - EMT
 - RIT/Mayday
 - EVOC
 - ARFF



MVFC: Fire Station Updates

In FY2015 the Manassas Volunteer Fire Company began renovations on the station, which was built in 1956. This year, FY2016, phase II of the building renovations were done. They include:

- Security system installed
- Auxiliary kitchen remodeled

There are ongoing discussions on the need for a sprinkler system in the station.

The station renovations were funded by MVFC through bingo fundraising/gaming.

Also in FY2016, the Fire Museum was re-dedicated.



GMVRS 50th Anniversary

- In 2016 the Greater Manassas Volunteer Rescue Squad reached a milestone – their 50th anniversary of providing exceptional service to the City of Manassas.
- Station improvements were made including renovating the auxiliary kitchen, adding a video recording system for security, and IT upgrades
- The station's hall was named the "John S Hutton Jr Hall" in honor of Charter and Life Member John S. Hutton Jr
- GMVRS incident responses were up from 1,177 in FY2015 to 1,311 in FY2016.





Acknowledgements

- GMVRS **Assistant Chief Thomas Boyden**, MVFC **Firefighter Terry Norling**, and CERT **Member Joe Hanlin** were recognized at the City of Manassas Volunteer Reception as 2015-2016 Outstanding Volunteers
- **Firefighter/Medic Valerie Kusterbeck** was named Outstanding Pre-Hospital Provider by the Northern Virginia Office of EMS
- **Chief Brett R. Bowman** retired on June 30, 2016 after dedicating 42 years to serving our area
- **Chief Rob Clemons** was welcomed to the City as our new Fire and Rescue Chief; he was officially sworn in on June 27, 2016
- In FY2016, the System lost long time members **James "Jim" Clark** who served 50 years, **Quentin Lawler** who served 50 years, and **Frank Sweet** who served 59 years



Looking Ahead to FY2017...

- **MVFC** will be celebrating their 125th Anniversary in FY2017
- **Deputy Chief Wade House** will retire on September 1, 2016 after serving the City of Manassas for the past 52 years





In Conclusion...




Fire and Rescue Strategic Plan Report Card FY 2016


Goal 1: Improve emergency response service delivery within the City		Trend ↑	Improve
<u>Objectives</u>	<u>Achievements</u>	<u>Next Steps in FY17</u>	
Objective 1a: Optimize staffing levels	<ul style="list-style-type: none"> -Career and volunteer Battalion Chiefs and Captains are working together to provide BC coverage -Career vacancies are being filled 	- Two additional career positions were approved in the FY17 staffing plan	
Objective 1b: Cultivate fire and rescue competencies	<ul style="list-style-type: none"> -Continuing to work on training per the Uniform Rank Structure -Several joint training sessions have been held in FY15 -In house EMT CME program continuing 	- ARFF (Aircraft Rescue and Firefighting) training and exercise program will be coming to Manassas Regional Airport in FY17	
Objective 1c: Establish a system wide Quality Assurance program for all services to enhance the overall efficiency of operations	<ul style="list-style-type: none"> -Quality Assurance Committee has continued to review reports - EMS Lieutenant position created in the Fire and Rescue Department staffing plan; this position works closely with the Battalion Chief who oversees the EMS program and the OMD 		
Objective 1d: Evaluate and ensure appropriate equipment and tools are maintained and available for the Fire and Rescue System	<ul style="list-style-type: none"> -Power load stretcher added to new medic unit -Paratech equipment added to two specialty units in an effort to standardize these units 		
Measurable Outcomes Related with Goal 1			

Goal 2: Enhance the safety of the community		Trend 	Improve
Objectives	Achievements	Next Steps in FY17	
Objective 2a: Enhance and expand the community risk reduction programming	<ul style="list-style-type: none"> -SAM (Safety Around Manassas) project kicked off in the Fall of 2015 -To date, SAM has received \$6,650 in donations -Monthly blood pressure checks at City Hall are continuing -Continuing public education program 	<ul style="list-style-type: none"> - Phase II of SAM will begin in the Fall of 2016 	
Objective 2b: Champion disaster preparedness within the community	<ul style="list-style-type: none"> -SAM (<i>see above</i>) -CERT has restructured and now has section leaders -OEM (Office of Emergency Management) trained City staff in EOC operations, planned events, and conducted monthly and quarterly WebEOC and EOC activation exercises -CERT received training in Unified Command/Incident Command System 	<ul style="list-style-type: none"> -OEM will develop and deliver monthly and quarterly training to City staff -CERT is expanding its role in community outreach by attending various gatherings and festivals in addition to the annual major planned events 	
Objective 2c: Enhance and coordinate community education, life safety, fire prevention, and risk reduction programs	<ul style="list-style-type: none"> -Continued public education programs -Continued Freshman and Sophomore Fire and Rescue Camps -FMO (Fire Marshal Office) staff, as the AHJ, worked closely with the Building Official, contractors, and citizens to review building, site, and fire protection systems plans to ensure life-safety and fire protection is developed and maintained -FMO issued 450 Fire Prevention Code Permits for hazardous operations and storage of hazardous materials FMO conducted 1,500 inspections on new and existing fire protection systems and structures throughout the City 	<ul style="list-style-type: none"> -FMO staff will continue to be the Authority Having Jurisdiction (AHJ) for plans review and permit issuance for the installation and modification of fire protection systems -FMO will conduct 1,800 fire safety inspections 	
Measurable Outcomes Related with Goal 2			

Goal 3: Support fire and rescue personnel to meet the System needs		Trend	No Change
			
<u>Objectives</u>	<u>Achievements</u>	<u>Next Steps in FY17</u>	
Objective 3a: Recruit and retain personnel	-Hired eight (8) new career members in FY16; these hires were to fill vacancies		
Objective 3b: Develop and improve a system wide training program that meets the needs for both career and volunteer personnel	-Continued work with the Uniform Rank Structure -Unified Command with EOC interface training -Junior EMT Program -Fire Marshals attended annual training in fire inspection and fire investigation and qualified with their new duty firearm -FMO staff coordinated the first two-day training class sponsored by the new NOVA FM Committee -OEM staff attended the Emergency Management Institute and other local and national seminars	-Fire Marshals will attend 40 hours of re-certification training in fire investigation -Fire Marshals will attend semi-annual firearms qualification -OEM staff will attend local, state, and national training programs	
Objective 3c: Develop and maintain strong safety, health, and wellness programs	-Physicals for all system members is now being coordinated through HQ		
Measurable Outcomes Related with Goal 3			


Goal 4: Ensure adequate infrastructure to meet the need(s) of the fire and rescue system		Trend	No Change
			
<u>Objectives</u>	<u>Achievements</u>	<u>Next Steps in FY17</u>	
Objective 4a: Develop a fire rescue station deployment model to meet established standards of performance to best serve the citizens of the City of Manassas	-New station approved by Council in FY16 CIP; work is continuing on new Station 521. A RFP for architectural services was released in FY16 and firms were interviewed.	- Work with the selected architect to secure land and begin working on the floor plan	
Objective 4b: Assure adequate and appropriate fleet assets are available to the Fire and Rescue System	-Continuing with fleet replacement per approved fleet plan -Fleet maintenance program continuing	- Work is continuing on the Rescue Engine	

	<ul style="list-style-type: none"> -New Apparatus put in service and/or ordered in FY16 <ul style="list-style-type: none"> • Ambulance / Medic • Rescue Engine – work is continuing - the old Tower, Engine, and Attack units were sold; funds went back to the fleet plan 	
Objective 4c: Ensure adequate water supply		
Objective 4d: Ensure adequate transportation infrastructure to enhance fire and rescue service delivery	-FMO reviews site plans on all new construction and designates fire lanes for fire and rescue access	
Objective 4e: Ensure adequate communication systems	<ul style="list-style-type: none"> -Working with Prince William County on CAD, which was upgraded in FY16 - MDC units were upgraded in FY16 -Patient tracking capability project has been deployed but is not yet fully operational 	- In FY17 staff will work with PWC to begin using reporting tools available in the new CAD system
Measurable Outcomes Related with Goal 4		

Goal 5: Optimize use of technology in management and delivery of fire and rescue services		Trend 	No Change
<u>Objectives</u>	<u>Achievements</u>	<u>Next Steps in FY17</u>	
Objective 5a: Develop system-wide data management systems	-All System members now using Firehouse Software	-Migrating to reporting system available in CAD system	
Objective 5b: Implement technology to support operations		-All MDCs were replaced with new units and upgraded to have vehicle tracking and mapping	
Measurable Outcomes Related with Goal 5			

Goal 6: Participate and interact with internal and external partners and agencies		Trend ↑	Improve
Objectives	Achievements	Next Steps in FY17	
Objective 6a: Collaborate in the development of policies, procedures and standards	<ul style="list-style-type: none"> -Adopted the following SOPs 2.73 Notification of Traffic Violation or License Suspension -Revised the following SOPs 2.65 Fire and EMS Reporting The insurance issues presented in FY15/FY16 were resolved in FY16 		
Objective 6b: Develop and enhance relationships and cooperation	<ul style="list-style-type: none"> -Monthly meetings between Fire and Rescue Chief and Volunteer Organizational Leadership -Quarterly meetings with PWC and MP to discuss operational issues. The MVFC Fire Chief routinely meets with the Volunteer Chiefs in Western Prince William County -Chief Brett R. Bowman (Retired) served as the Chairperson of the NOVA Fire Chief's Committee - Deputy Chief Wade House serves as the Chairperson of the NOVA Senior Operations Chiefs Committee - Battalion Chief Todd E. Lupton serves as the Chairperson of the NOVA EMS Operations Board - Battalion Chief Kevin Franzello serves as the Chairperson of the NOVA Fire Operations Board - Battalion Chief Todd E. Lupton serves as the President of the NOVA EMS Council - Battalion Chief Mark P. Nary serves on the NOVA Technical Writing Group - Battalion Chief Mark P. Nary serves on the NOVA High Threat Response Committee - Battalion Chief Mark P. Nary serves on the COG Health and Safety Committee - FM Teevan serves on the NOVA FM Training Committee and NOVA Regional Emergency 	<ul style="list-style-type: none"> -Fire Marshal attends monthly meeting with regional Emergency Management staff; monthly meetings with NOVA Fire Marshals; and Deputy Fire Marshal attends monthly meetings with the NOVA Fire and Arson Investigators Committee 	

	<p>Management Committee</p> <ul style="list-style-type: none"> - Deputy FM / Lt Hartnett serves on the NOVA Fire and Arson Investigation Committee - EM Planner Gagnon serves on the COG EM Planners Committee 	
Objective 6c: Seek and document outreach opportunities to expand and share knowledge with the fire and rescue community	<ul style="list-style-type: none"> -Battalion Chief Lupton taught during both weeks of the Virginia Fire Officers Academy, as well as two Fire Officer III classes -Battalion Chief Todd Lupton was on the planning committee for the first Virginia Chief Officer Academy -FM Teevan presented training on Code Enforcement for Residential Hoarding to the Pennsylvania Building and Fire Officials Association 	
Measurable Outcomes Related with Goal 6		

Goal 7: Utilize the Fire and Rescue Committee to establish and achieve Fire and Rescue System mission and goals in alignment with the City of Manassas goals and expectations		Trend 	Improve
<u>Objectives</u>	<u>Achievements</u>	<u>Next Steps in FY17</u>	
Objective 7a: Develop standards of performance for City's Fire and Rescue System			
Objective 7b: Assure fiscal responsibility and accountability	<ul style="list-style-type: none"> -The consolidated budget is in its 4th year -Grants received or open in FY2016: 2015 Citizen Preparedness (CERT), \$17,500 2015 LEMPG (Local Emergency Preparedness Grant), \$15,000 2015 UASI Regional Planner, \$125,000 	<ul style="list-style-type: none"> -CERT grant was increased to \$18,500 -UASI EM Planner grant was increased to \$127,500 	
Objective 7c: Maintain an active and current strategic plan	-The strategic plan Continued to be used as a guide for the System		
Objective 7d: Unify the City of Manassas Fire and	-The GMVRS agreed to come under the MFRD OEMS		

Rescue System while maintaining the organizational identities of the CMFRD, MVFC, and GMVRS	(Office of EMS) license, resulting in system-wide operational and administrative efficiencies. There is now just one OEMS license for the entire system.	
Measurable Outcomes Related with Goal 7		

