



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, DECEMBER 15, 2016

6:00 P.M.

CITY HALL – 2ND FLOOR CONFERENCE ROOM

I.	Call Meeting To Order – Chairman Aveni		
II.	Determination of Quorum		<u>Page</u>
III.	Approval of November 17, 2016 Meeting Minutes		2
	▪ with Committee Listings		6
IV.	Chairperson’s Report		
V.	City of Manassas Fire and Rescue Department’s Report		
VI.	Manassas Volunteer Fire Company’s Report		
VII.	Greater Manassas Volunteer Rescue Squad’s Report		
VIII.	Unfinished Business		
	1. Standing Committees –		9
	a. Budget/Finance Committee –		
	b. Consolidated Logistics – REPORT DUE (Battalion Chief Kevin Franzello)		
	c. Health and Safety –		
	d. Quality Assurance –		
	e. Training Committee – REPORT DUE (Battalion Chief Kevin Franzello)		
	f. Strategic Plan –		
	2. Budget Discussion (Chairman Aveni)		10
	3. Social Media Policy, SOP 2.74, Update (Chief Clemons)		11
	4. Incident Reporting – Update (Deputy Chief Lupton)		12
	5. HR Follow-Up (President Lesnik)		13
	6. Discussion of Existing Committees (Chairman Aveni)		14
IX.	New Business		
	7. FS 521 Update (Chief Clemons)		15
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	Appendix:		16
	A. Fuel Report (November 2016)		

*The Staffing Hours Discussion item will be postponed to the January 2017 agenda.

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 Donald Brown, Greater Manassas Volunteer Rescue Squad
 Chief Gary Orndoff, Manassas Volunteer Fire Company
 City Council, City Manager, and City Clerk

2



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes November 17, 2016

CALL TO ORDER 6:00pm

ROLL CALL

Present: Councilman Marc T. Aveni (Chairman), Director Dave Burns, Assistant Chief Thomas Boyden (for Chief Donald Brown), Chief Rob Clemons, President Jason Lesnik, Deputy Chief Todd Lupton, and Chief Gary Orndoff

Guest Speakers: Darla Hicks, HR Manager

Others Present: Melissa Heiderman

Absent: Chief Donald Brown

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

CHIEF CLEMONS MOVED to approve the minutes of the October 20, 2016 meeting; Deputy Chief Lupton seconded the motion. Roll Call Vote: AYES – Chief Clemons, Deputy Chief Lupton, Director Burns, President Lesnik and Chief Orndoff. **MOTION CARRIED (5/0)**

CHAIPERSON’S REPORT

Chairman Aveni welcomed everyone to the meeting. He reported that elections were last week and we now have a new Councilmember, Pam Sebesky. He asked that she be invited to a future FRC meeting.

MANASSAS FIRE AND RESCUE DEPARTMENT’S REPORT

Chief Clemons reported that since Deputy Chief Lupton’s promotion last month there have been other promotions and vacancies. Jerry Smith, a former Captain, was promoted to Battalion Chief. His former Captain position will be filled by a Lieutenant and that Lieutenant position will then be filled by a Master Technician; there is currently an eligibility list for both positions that will be utilized. Additionally, Jim Hartnett was promoted to Fire Marshal effective November 14th. Chief Clemons will be working with Fire Marshal Hartnett to fill the now vacant Deputy Fire Marshal role.

Today, November 17th, is World Pancreatic Cancer Day; Chief Clemons asked that we take a moment to think about Kevin Frye who is still fighting the battle against the disease.

Preparations for the FY2018 budget are underway. The budget calendar was distributed and generated a great deal of discussion. Chief Clemons mentioned that he would like to produce a five year staffing plan and that he has reached out to Loudoun County to inquire about the grant they received for the SCBA upgrade. It was agreed that there would be an offline budget discussion with Chief Clemons, GMVRS, and MVFC.

The City was once again presented with the Storm Ready designation by the National Weather Service. Fire Marshal Hartnett and Amelia Gagnon worked closely with the National Weather Service throughout this process. The designation was presented to the Mayor during the November 14th Council meeting.

APPARATUS MAINTENANCE

Maintenance costs YTD are \$39,564.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President Lesnik stated that progress is continuing on member physical requirements; leadership is working with staff to find a way for members to take physicals on the weekends. If this cannot be accommodated there is the issue of members either taking time off of work, or fasting all day until evening appointments.

Seven members have recently completed the EMT class, and another member recently completed DPO training.

President Lesnik reported that last month there were 3,007 hours contributed; of those, 2,195 were operational and 813 were auxiliary.

President Lesnik and Chief Clemons are working together on a few HR related items. MVFC has a newly created HR department; they are currently working to review and revise the bylaws, and establishing a mentor program for both operations and auxiliary members. Fifteen members have agreed to serve as mentors. MVFC is hoping to start this program January 1st. Chief Orndoff is working with Master Tech Kevin Shafer to review/revise the existing red hat manual so that the MFRD and MVFC new member packets are similar. The intent is to streamline the training packets so that everyone is getting the same information. During the first Saturday training sessions, an HR component will be added. He has reached out to VFIS for a harassment/discrimination video.

Darla Hicks added that she is available for HR questions. Each organization needs to provide members/staff with HR training, such as sexual harassment; she can assist in putting a program in place. President Lesnik and Chief Orndoff have been working diligently to institute this new program but want to ensure they are doing enough. Mrs. Hicks further recommended having a code of conduct policy in place that volunteers and employees must abide by. Chief Clemons stated that MFRD has something in place; it will be shared with MVFC, GMVRS and HR.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Assistant Chief Boyden reported that GMVRS is working on staffing, as well as ensuring member physicals are being completed. Chief Clemons applauded both GMVRS and MVFC for taking action to ensure member physicals are being done; he stressed the importance of the annual physical for each member.

The BLS CME program for 2017 has been approved. Annual HIPPA training is coming up soon and infectious control class will be on the 26th.

UNFINISHED BUSINESS

(1) Standing Committees

(c) Health and Safety

The Committee Chairperson was out sick and unable to attend the meeting to give a report.

(2) Social Media Policy Update

Comments were received from a few people; another review period was given. Comments are due to Chief Clemons by December 8th for inclusion. Another draft, with comments, will be sent out.

(3) Incident Reporting

Deputy Chief Lupton noted that is an ongoing disagreement as to the list of missing reports given to the FRC and what has been completed. He further stated that the FRC has been so focused on the recent reports that the outstanding 2015 reports are getting older by the day; those need to be done and removed from the list. Chief Orndoff noted that one of the issues with 2015 reports is that the times are not available since this was during the transition of the CAD systems.

Deputy Chief Lupton and Chief Orndoff will review the list offline. Melissa will try to get the report earlier in the month and release to the FRC prior to the meeting for review.

(4) Staffing Hours Discussion

An offline meeting has been scheduled for December 7th to discuss this item.

NEW BUSINESS

(5) 2017 Fire and Rescue Committee Meeting Schedule

The 2017 FRC meeting schedule was reviewed, along with the change to how committees report to the FRC. There was a brief discussion on how to use the Budget/Finance group.

DIRECTOR BURNS MOVED to approve 2017 Fire and Rescue Committee meeting schedule; Chief Orndoff seconded the motion. Roll Call Vote: AYES –Director Burns, Chief Orndoff, Chief Clemons, President Lesnik, and Deputy Chief Lupton. **MOTION CARRIED (5/0)**

CLOSING COMMENTS

Director Burns reminded the FRC about the Recruitment and Retention committee, which has two members from each agency. This group has not met in a while. He further commented that GMVRS needs help with recruitment and retention because volunteer staffing levels have decreased. There was a lot of great work done when the group was first created, but then the

work stopped. Chief Clemons is going to make contact with the group and get the meetings going again, elect a new Chair, and set their expectations. President Lesnik suggested contacting the National Volunteer Fire Council about their recruitment resources.

There was additional discussion about which of the Strategic Planning groups, outside of the Recruitment and Retention, are still needed. There will be a discussion next month.

ADJOURNED: 8:16 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)*
 Ian Pleet, *Firefighter*
 TO BE DETERMINED
 Jamie Jewett, *Master Technician*
 Michael Cox, *Lieutenant*
 Nancy Orndoff, *Captain*
 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)*
 Joe Rose, *Captain*
 Gary Orndoff, *Chief*
 Jason Kendrick, *Lieutenant*
 Andrew Carver, *Captain*
 Thomas Boyden, *Assistant Chief*
 Nancy Orndoff, *Captain*

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

CONSOLIDATED LOGISTICS

Kevin Franzello, <i>Battalion Chief (Chair)</i>	Manassas Fire and Rescue Department
Amber Beacher, <i>Lieutenant</i>	Greater Manassas Volunteer Rescue Squad
AJ Shillingburg, <i>Lieutenant</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

BUDGET / FINANCE

Paul York, <i>Chairman</i>	City of Manassas Finance
Pete Rockx, <i>President</i>	Greater Manassas Volunteer Rescue Squad
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
Todd Lupton, <i>Deputy Chief</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>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
Jason Lesnik, <i>President</i>	Manassas Volunteer Fire Company
VACANT, <i>Fire Marshal</i>	Manassas Fire and Rescue Department

STRATEGIC PLANNING SUB-COMMITTEE - WORKGROUPS

EMS Equipment

Thomas Boyden	Greater Manassas Volunteer Rescue Squad
Amber Beacher	Greater Manassas Volunteer Rescue Squad
Todd Lupton	Manassas Fire and Rescue Department
Andrew Carver	Manassas Fire and Rescue Department
Jeremy Mader	Manassas Volunteer Fire Company
VACANT	Manassas Volunteer Fire Company

Technical Rescue Equipment

David Burns	Greater Manassas Volunteer Rescue Squad
Donald Brown	Greater Manassas Volunteer Rescue Squad
Kevin Franzello	Manassas Fire and Rescue Department
Karl Sampson	Manassas Fire and Rescue Department
Don Holman	Manassas Volunteer Fire Company
Jon Stern	Manassas Volunteer Fire Company

Recruitment and Retention

Randy Cusick	Greater Manassas Volunteer Rescue Squad
Jessica Bailey	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

Suppression

N/A	Greater Manassas Volunteer Rescue Squad
N/A	Greater Manassas Volunteer Rescue Squad
Mark Nary	Manassas Fire and Rescue Department
Jason Bowers	Manassas Fire and Rescue Department
Brian Kline	Manassas Volunteer Fire Company
Joseph Higgins	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>Chief</i>	Greater Manassas Volunteer Rescue Squad
Gary Orndoff, <i>Chief</i>	Manassas Volunteer Fire Company

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 9

MEETING DATE: December 15, 2016

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
- Budget/Finance
- 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
- Training

**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. 10

MEETING DATE: December 15, 2016

TIME ESTIMATE: 15 minutes

AGENDA ITEM TITLE: Budget Discussions

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

**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. 12

MEETING DATE: December 15, 2016

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Incident Reporting

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: Chief Rob Clemons
(703) 257-8458

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 13

MEETING DATE: December 15, 2016

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: HR Follow-Up

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

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

CONTACT PERSON: President Jason Lesnik

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. 14

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

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: Refer to pages 6 - 8 of the agenda packet for the list of committees.

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: December 15, 2016

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: FS 521 Update

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

**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

16



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (November 2016)

FLEET MANAGEMENT BILLING REPORT
 11/01/2016 to 11/30/2016

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01A	2008 EXPEDITION	664	0.00	140.00	106.83	0.00	0.00	0.00	0.00	246.83
FD02	2008 EXPEDITION	341	0.00	140.00	56.75	34.70	165.00	0.00	22.50	418.95
FD03	2008 EXPEDITION	564	0.00	140.00	113.70	42.97	137.50	0.00	22.50	456.67
FD04	2000 CROWN VIC	0	0.00	140.00	0.00	0.00	0.00	0.00	0.00	140.00
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	363	0.00	358.00	63.20	0.00	0.00	0.00	0.00	421.20
FM581	2008 EXPLORER	0	0.00	140.00	0.00	0.00	0.00	0.00	0.00	140.00
DEPARTMENT SUBTOTALS :		1,932	0.00	1,138.00	340.48	77.67	302.50	0.00	45.00	1,903.65

BREAKDOWN OF CHARGES:		MILEAGE	PARTS - WO	77.67
EQUIPMENT COUNT :	7	MOTOR POOL	PARTS - INDEP	0.00
DEPARTMENT :	2001	BASE	LABOR	302.50
		INSURANCE	SUBLETS	0.00
		OTHER	MISC - PARTS	0.00
		REPLACEMENT	MISC - LABOR	0.00
		FUEL	MISC - SUBLETS	0.00
			MISC - GENERAL	45.00
			RETURNS - PARTS	0.00
			CREDITS - PARTS	0.00
			CREDITS - LABOR	0.00
			CREDITS - SUBLETS	0.00
			CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT
11/01/2016 to 11/30/2016

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	309	0.00	80.00	52.81	0.00	137.50	0.00	22.50	292.81
ENG501	2013 COMMAND CHAS	621	0.00	60.00	373.52	0.00	0.00	0.00	0.00	433.52
ENG501B	1997 FIRETRUCK	287	0.00	0.00	116.67	0.00	0.00	0.00	0.00	116.67
FE501	2002 FIRETRUCK	0	0.00	0.00	277.40	0.00	0.00	0.00	0.00	277.40
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	1,071	0.00	60.00	955.01	0.00	0.00	0.00	0.00	1,015.01
UTF501	2016 F250 4X4SC	138	0.00	60.00	35.02	0.00	0.00	0.00	0.00	95.02
VC501	2015 INTERCEPT UTIL	170	0.00	80.00	25.52	0.00	137.50	0.00	22.50	265.52
DEPARTMENT SUBTOTALS :		2,596	0.00	480.00	1,835.95	0.00	275.00	0.00	45.00	2,635.95

BREAKDOWN OF CHARGES:		MILEAGE	PARTS - WO	0.00
EQUIPMENT COUNT :	9	MOTOR POOL	PARTS - INDEP	0.00
DEPARTMENT :	3020	BASE	LABOR	275.00
		INSURANCE	SUBLETS	0.00
		OTHER		
		REPLACEMENT	MISC - PARTS	0.00
		FUEL	MISC - LABOR	0.00
			MISC - SUBLETS	0.00
			MISC - GENERAL	45.00
			RETURNS - PARTS	0.00
			CREDITS - PARTS	0.00
			CREDITS - LABOR	0.00
			CREDITS - SUBLETS	0.00
			CREDITS - GENERAL	0.00

FLEET MANAGEMENT BILLING REPORT
 11/01/2016 to 11/30/2016

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	744	0.00	0.00	263.96	0.00	0.00	0.00	0.00	263.96
MED501C	2010 F450	1,161	0.00	60.00	300.00	0.00	0.00	0.00	0.00	360.00
MED501D	2016 F550	865	0.00	0.00	315.67	0.00	0.00	0.00	0.00	315.67
RC501	2014 TAHOE 1500	218	0.00	80.00	33.42	0.00	0.00	0.00	0.00	113.42
RES501	1997 AMBULANCE	1,257	0.00	0.00	668.35	0.00	0.00	0.00	0.00	668.35
UTI581	1997 F250	102	0.00	0.00	27.08	0.00	0.00	0.00	0.00	27.08
UTI581B	2007 F550	308	0.00	0.00	40.59	0.00	0.00	0.00	0.00	40.59
DEPARTMENT SUBTOTALS :		4,655	0.00	200.00	1,649.07	0.00	0.00	0.00	0.00	1,849.07

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :			
8			
DEPARTMENT :		3030	
MILEAGE	0.00	PARTS - WO	0.00
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	1,649.07	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