



City of Manassas, Virginia
Fire and Rescue Committee Meeting

AGENDA

Fire and Rescue Committee - Regular Agenda
Manassas City Hall
9027 Center Street
Manassas, VA 20110
Second Floor Conference Room
Thursday, December 21, 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 November 16, 2017 Meeting Minutes**
[FRC Meeting Minutes - November 16, 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**
- d. Training Committee**
- e. Strategic Plan**
- f. Information Technology Ad Hoc Group**
- g. NIMS Update**

[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 Code of Conduct Policy**
[Staff: Chief Rob Clemons]
[Code of Conduct Policy Agenda Statement](#)
[DRAFT Code of Conduct SOP](#)

9. New Business

- 9.1 ISO Update**
[ISO Update Agenda Statement](#)
- 9.2 Proposed Meeting Date for Future Fire and Rescue Committee Meetings**
[Staff: Chief Rob Clemons]
[Meeting Date Change \(Proposed\) Agenda Statement](#)

10. Closed Meeting

11. Adjournment

Appendix

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



CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

Meeting Minutes November 16, 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 Jerry Smith and Lt. Matt Fox

Others Present: Melissa Heiderman

Absent: None

DETERMINATION OF QUORUM

Chairman Aveni determined quorum is present.

APPROVAL OF MINUTES

(3.1) PRESIDENT DERAMUS MOVED to approve the minutes of the October 19, 2017 meeting; Deputy Chief Lupton seconded the motion. Roll Call Vote: AYES – President DeRamus, Deputy Chief Lupton, Director Burns, Chief Rob Clemons, Chief G. Orndoff and Chief N. Orndoff.
MOTION CARRIED (6/0)

CHAIRPERSON'S REPORT

Chairman Aveni welcomed everyone to the meeting.

MANASSAS FIRE AND RESCUE DEPARTMENT'S REPORT

Chief Rob Clemons stated that staff is continuing to work with GMVRS regarding the staffing letter that was submitted a few months ago. There is another meeting scheduled for after Thanksgiving, which is expected to be the last meeting to finalize the analysis. Also the week after Thanksgiving the Executive Leadership Team, which consists of Chief Clemons, Deputy Chief Lupton, Battalion Chiefs Smith, Nary and Franzello, Fire Marshal Hartnett and Melissa Heiderman will be attending the second annual two day retreat.

The recruit class which graduated recently will be sworn in by Mayor Parrish on November 27th. Crews responded to 404 incidents inside the City last month with 765 unit responses. There

were two significant incidents last month including a two alarm fire on McRae Court (end of September) and a structure fire on Corey Drive.

Firefighter/EMT Justin Laidler, who is also an Assistant Fire Marshal, will graduate from the Basic Law Enforcement Academy for Fire Marshals tomorrow. This was a grueling nine week course. Chief Clemons noted how proud he and the department are of FM Laidler's accomplishments.

As reported previously the land for the new Station 521 has been purchased. A sign is now up at the land parcel stating it's the future home of Station 521. Chief Clemons and Liz Via-Gossman have met with Samaha to revise the project timeline; this has been distributed to the construction work group. Another meeting is scheduled for early December.

APPARATUS MAINTENANCE

Maintenance costs YTD, through October 2017, are \$53,453.

MANASSAS VOLUNTEER FIRE COMPANY'S REPORT

President DeRamus reported that MVFC will be participating in the City's annual Christmas Parade on December, then on December 8th will celebrate the annual MVFC Christmas party, and on December 16th will sponsor a breakfast with Santa and then deliver food baskets to families throughout the City. He reported that they anticipate delivering approximately 80-100 baskets and would like to make this a public safety effort by inviting all public safety agencies in the City to participate.

Seventeen members are at some point in the process including nine firefighters, eight auxiliary, and three new applicants for firefighter and one auxiliary starting the process.

He stated that crews did a great job delivering a baby this morning.

GREATER MANASSAS VOLUNTEER RESCUE SQUAD'S REPORT

Chief N. Orndoff reported that eleven members are awaiting fingerprints and background checks, four need interviews and one probationary member was just voted in. Of the eleven new applicants, several are paramedics and EMTs already certified.

The annual GMVRS Christmas party will be held on December 10th at the station. The annual installation of Officers will be February 10th and the theme is "Leaving Footprints." Nominations for the December election were given at the November Board meeting.

The new BLS CME program will begin on December 16th and classes will be every other month.

UNFINISHED BUSINESS

(8.1) Standing Committees

- D. Training (Battalion Chief Jerry Smith)
Deputy Chief Lupton presented NIMS Compliance data, updated as of November 6th, from Robb Hoffower (VDEM). The names reflected on the NIMS spreadsheet are consistent with the Uniform Rank Structure list. There are approximately five certifications missing.

Battalion Chief Smith reported that he last attended a FRC meeting in April, since that time a great deal of training has occurred, including: Responding to Aircraft Accidents for First Responders (June), ALS CMEs, Monthly Drills [Technical Rescue – Arizona Vortex, Deluge/Engine Drill, Triage/MCI, Hazmat Ops, Truck Company Operations, Vehicle Extrication/Stabilization, T-Shores Structural Collapse and Advanced Forcible Entry, and next month – Micron, VRE, and Rescue Engine], Orientation School, Infection Control, HIPAA, LODA, and the Poe Street and Nash Drive PIAs.

Additionally, the ARFF Trainer is scheduled for December 4th and the revisions to the Engine Company Minimum Staffing packet will be approved soon. Staff has requested EVOC and DPO funded classes through VDFP; these have not been scheduled yet due to a shortage of instructors at VDFP.

In the near future, the Special Piece Minimum Staffing and Ambulance/Medic Driver packets will be reviewed.

(8.2) Incident Reporting

Deputy Chief Lupton stated that fourteen reports were missing as of yesterday.

(8.3) Fire Station 521 Update – see MFRD Report

(8.4) SOP 2.52 EMS Quality Assurance Program, Revision

Last month a revision to SOP 2.52, EMS Quality Assurance Program, was distributed for review.

8.4 DIRECTOR BURNS MOVED to approve revisions to SOP 2.52 EMS Quality Assurance Program as presented; Chief G. Orndoff seconded the motion. Roll Call Vote: AYES – Director Burns, Chief G. Orndoff, Chief Clemons, President DeRamus, Deputy Chief Lupton, and Chief N. Orndoff. **MOTION CARRIED (6/0)**

NEW BUSINESS – none

ADJOURNMENT and CLOSING COMMENTS

Interviews for the new OMD were completed this past week. Deputy Chief Lupton will be reaching back out to offer the position. A town hall style event will be held so everyone can meet the new OMD.

The December agenda shall include these topics:

- ISO Update
- Code of Conduct Policy

ADJOURNED: 6:42 PM

Minutes prepared by:

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

Melissa A. Heiderman, Administrative Coordinator

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. _____

MEETING DATE: December 21, 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**

**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

<p>Kevin Franzello, <i>Battalion Chief</i> (Chair) TO BE DETERMINED Amos Akers, <i>Lieutenant</i> Ian Pleet, <i>Firefighter</i> Peter Stein, <i>Firefighter</i> Nancy Orndoff, <i>Chief</i> Gabriella Burnette, <i>EMT</i></p>	<p>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</p>
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Quality Assurance and System Protocol

<p>Matt Fox, <i>Lieutenant</i> (Chair) Eva Rose, <i>Medic/Firefighter</i> Ben Page, <i>Medic/Firefighter</i> Valerie Kusterbeck, <i>Medic/Firefighter</i> Thomas Boyden, <i>EMT</i> Gabriella Burnette, <i>EMT</i> Brandon Cox, <i>Firefighter</i> Gary Orndoff, <i>Chief</i> Dr. Thomas Luckey</p>	<p>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</p>
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Training

<p>Jerry Smith, <i>Battalion Chief</i> (Chair) David Halman, <i>Captain</i> Gary Orndoff, <i>Chief</i> Jason Kendrick, <i>Assistant Chief</i> Thomas Boyden, <i>EMT</i> Nancy Orndoff, <i>Chief</i></p>	<p>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</p>
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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>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: December 21, 2017

TIME ESTIMATE: 5 minutes

AGENDA ITEM TITLE: Incident Reporting

DATE THIS ITEM WAS LAST CONSIDERED BY COMMITTEE:	November 16, 2017 October 19, 2017 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
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**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: December 21, 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

If Committee Members have questions, you are urged to call the staff person who prepared this agenda statement prior to meeting.

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. _____

MEETING DATE: December 21, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Code of Conduct Policy, DRAFT

**DATE THIS ITEM WAS LAST
CONSIDERED BY
COMMITTEE:** May 18, 2017

**SUMMARY OF
ISSUE/TOPIC:** In December 2016, a draft Code of Conduct policy for the system was distributed for review/comment. In February 2017, GMVRS reported that they had significant concerns with the draft policy. These concerns must be addressed, and the policy must be reviewed by the City Attorney.

ORGANIZATION: Manassas Fire and Rescue Department

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

COMMENTS: This item was pulled from the agenda in May 2017. Members discussed the policy offline and are now presenting a revised draft for consideration.

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



City of Manassas Fire and Rescue Services Standard Operating Procedure			
Manassas Fire and Rescue System Code of Ethics and Conduct	Presented Date: 10/04/2017 Effective Date: 00/00/0000 Revision Date: 00/00/0000	Page 1 of 2	X.X

1. PURPOSE

To establish a System-wide Code of Ethics and Conduct for all career and volunteer members and their respective organizations. This policy is not intended to be all-inclusive and cover every specific situation that may affect a Fire and Rescue System organization.

2. Authority:

Ordinance #O-2010-14, Section 60-4(b) states that "Policies and SOPs may be proposed by the FRD Chief, volunteer chief, or any member of the Fire and Rescue Committee to address any aspects of the Fire and Rescue System."

3. Policy

Members of the City of Manassas Fire and Rescue System (System) I are expected to conduct themselves in such a way so as to earn and maintain the public's trust both for themselves as individual professionals, for their respective Fire and Rescue organizations, and for the City of Manassas. Therefore, the System has established a Code of Ethics and Conduct, contained below that contains the principles and actions each member is expected to sign and follow while affiliated with the System. Members will be provided a copy of the Code and receive instruction on its provisions along with periodic reminders. Alleged violations of the Code will be investigated and appropriate action, including discipline, taken in accordance with organizational regulations to ensure compliance.

4. City of Manassas Fire and Rescue System Code of Ethics and Conduct

The Fire and Rescue service is a noble calling, one which is founded on mutual respect and trust between emergency responders and civilian staff with the citizens they serve. To ensure the continuing integrity of the fire and rescue service, the highest standards of conduct must be maintained at all times by promoting a culture of ethical integrity and high standards of character and professionalism. Character is not necessarily defined by how a person behaves when conditions are optimal, but is also defined by decisions made under pressure, when no one is looking, when the path contains land mines, and the way is obscured. Therefore;

- *As a fire and rescue professional, my fundamental duty is to serve the community to safeguard lives, property and environment through timely, professional, humanitarian services essential to the health, safety and well-being of the community.*
- *I share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that I do, all of the time.*
- *I will behave in a manner that does not bring discredit to me, my department or my profession.*

- *I accept responsibility for my actions and for the consequences of my actions.*
- *I recognize the Fire and Rescue System requires the public's trust, , and I accept my role in earning that trust to be held so long as I am true to the mission, values and ethics of the fire and rescue service.*
- *I know that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources and will protect those resources from misuse and theft.*
- *I will support the concept of fairness and the value of diverse thoughts and opinions. I will be respectful and conscious of each member's safety and welfare.*
- *I will not harass, intimidate or threaten fellow members or the public and will report the actions of other members who engage in such behavior.*
- *I will conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my department.*
- *I will not engage in activities involving alcohol or other substance use or abuse that can impair my mental state in the performance of my duties and compromise safety.*
- *I will responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public.*
- *I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession.*

I have read, received, and agree to follow the Manassas Fire and Rescue System Code of Ethics and Conduct.

APPROVED BY

Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

Date

**FIRE AND RESCUE COMMITTEE
AGENDA STATEMENT**

PAGE NO. _____

MEETING DATE: December 21, 2017

TIME ESTIMATE: 10 minutes

AGENDA ITEM TITLE: Proposed Meeting Date for Future Fire and Rescue Committee Meetings

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

**SUMMARY OF
ISSUE/TOPIC:** Currently the Fire and Rescue Committee meetings are held the third Thursday of each month. It has been proposed, due to scheduling conflicts, to change the standing meeting date to the second Thursday of each month, still starting at 6pm.

ORGANIZATION: Manassas Fire and Rescue Department

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

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

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



CITY OF MANASSAS
FIRE AND RESCUE COMMITTEE

APPENDIX

Appendix A: Fuel Report (November 2017)

FLEET MANAGEMENT BILLING REPORT
 11/01/2017 to 11/30/2017

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	184	0.00	0.00	21.59	0.00	0.00	0.00	0.00	21.59
ENG501	2013 COMMAND CHAS	859	0.00	0.00	50.29	0.00	0.00	0.00	0.00	50.29
ENG501B	1997 FIRETRUCK	151	0.00	0.00	71.82	0.00	0.00	0.00	0.00	71.82
FE501	2002 FIRETRUCK	0	0.00	0.00	115.09	0.00	0.00	0.00	0.00	115.09
TOW501	2013 COMMAND CHAS	749	0.00	0.00	200.94	0.00	0.00	0.00	0.00	200.94
UTF501	2016 F250 4X45C	548	0.00	0.00	25.92	0.00	0.00	0.00	0.00	25.92
DEPARTMENT SUBTOTALS :		2,491	0.00	0.00	485.65	0.00	0.00	0.00	0.00	485.65

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	6	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3020	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	0.00
		INSURANCE	0.00	SUBLETS	0.00
		OTHER	0.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	485.65	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
11/01/2017 to 11/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	803	0.00	0.00	116.55	0.00	0.00	0.00	0.00	116.55
MED501B	2008 F450	603	0.00	0.00	44.92	0.00	0.00	0.00	0.00	44.92
MED501C	2010 F450	336	0.00	0.00	93.98	0.00	0.00	0.00	0.00	93.98
MED501D	2016 F550	1,180	0.00	0.00	60.24	0.00	0.00	0.00	0.00	60.24
RC501	2014 TAHOE 1500	164	0.00	0.00	25.38	0.00	0.00	0.00	0.00	25.38
RES501	1997 AMBULANCE	1,084	0.00	0.00	152.56	0.00	0.00	0.00	0.00	152.56
DEPARTMENT SUBTOTALS :		4,170	0.00	0.00	493.63	0.00	0.00	0.00	0.00	493.63

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT : 6
DEPARTMENT : 3030

CHARGE TYPE	AMOUNT	DESCRIPTION
MILEAGE	0.00	PARTS - WO
MOTOR POOL	0.00	PARTS - INDEP
BASE	0.00	LABOR
INSURANCE	0.00	SUBLETS
OTHER	0.00	
REPLACEMENT	0.00	MISC - PARTS
FUEL	493.63	MISC - LABOR
		MISC - SUBLETS
		MISC - GENERAL
		RETURNS - PARTS
		CREDITS - PARTS
		CREDITS - LABOR
		CREDITS - SUBLETS
		CREDITS - GENERAL

FLEET MANAGEMENT BILLING REPORT
 11/01/2017 to 11/30/2017

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	363	0.00	0.00	27.72	2.65	230.50	178.23	22.50	461.60
FD03	2008 EXPEDITION	723	0.00	0.00	23.79	0.00	0.00	0.00	0.00	23.79
DEPARTMENT SUBTOTALS :		1,086	0.00	0.00	51.51	2.65	230.50	178.23	22.50	485.39
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :		2								
DEPARTMENT :		32001								
			MILEAGE		0.00			PARTS - WO		2.65
			MOTOR POOL		0.00			PARTS - INDEP		0.00
			BASE		0.00			LABOR		230.50
			INSURANCE		0.00			SUBLETS		178.23
			OTHER		0.00					
			REPLACEMENT		0.00			MISC - PARTS		0.00
			FUEL		51.51			MISC - LABOR		0.00
								MISC - SUBLETS		0.00
								MISC - GENERAL		22.50
								RETURNS - PARTS		0.00
								CREDITS - PARTS		0.00
								CREDITS - LABOR		0.00
								CREDITS - SUBLETS		0.00
								CREDITS - GENERAL		0.00

FLEET MANAGEMENT BILLING REPORT
 11/01/2017 to 11/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC./ CREDIT	\$ TOTAL
DEPARTMENT : 32013 / FIRE & RESCUE										
BAT581	2013 TAHOE K1500	184	0.00	80.00	0.00	29.89	269.50	0.00	22.50	401.89
CH1501	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	859	0.00	60.00	552.95	0.00	0.00	0.00	0.00	612.95
ENG501B	1997 FIRETRUCK	151	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
FC01	2017 TAHOE 4X4 4 DR	363	0.00	80.00	21.78	0.00	82.50	125.00	22.50	331.78
FC99	2010 CHARGES	0	0.00	0.00	5.86	0.00	0.00	0.00	0.00	5.86
FD02	2008 EXPEDITION	580	0.00	140.00	94.25	48.22	151.25	0.00	22.50	456.22
FD03	2008 EXPEDITION	723	0.00	140.00	119.70	0.00	0.00	0.00	0.00	259.70
FD04	2008 EXPEDITION	916	0.00	140.00	149.33	0.00	0.00	0.00	0.00	289.33
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
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
FM1	2013 F150	467	0.00	358.00	64.96	23.61	192.50	0.00	22.50	661.57
FM581	2008 EXPLORER	0	0.00	140.00	31.84	0.00	0.00	0.00	0.00	171.84
MED501	2015 AMBULANCE	803	0.00	60.00	206.59	0.00	0.00	0.00	0.00	266.59
MED501B	2008 F450	603	0.00	60.00	229.39	0.00	0.00	0.00	0.00	289.39
MED501C	2010 F450	336	0.00	60.00	48.82	0.00	0.00	0.00	0.00	108.82
MED501D	2016 F550	1,180	0.00	60.00	447.05	0.00	0.00	0.00	0.00	507.05
RC501	2014 TAHOE 1500	164	0.00	80.00	28.91	0.00	0.00	0.00	0.00	108.91
RESS01	1997 AMBULANCE	1,084	0.00	60.00	543.91	0.00	0.00	0.00	0.00	603.91
RESS21	2018 ARROW XT	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
SES01	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	749	0.00	60.00	639.81	0.00	0.00	0.00	0.00	699.81
UTF501	2016 F250 4X45C	548	0.00	80.00	98.46	0.00	0.00	0.00	0.00	178.46
UT1581B	2007 F550 4X4	77	0.00	80.00	31.47	0.00	0.00	0.00	0.00	111.47
UTV581	2012 UNK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
VC501	2015 INTERCEPT UTIL	148	0.00	80.00	25.25	103.68	275.00	0.00	22.50	506.43

FLEET MANAGEMENT BILLING REPORT
 11/01/2017 to 11/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT SUBTOTALS :										
		9,935	0.00	2,418.00	3,340.33	205.40	970.75	125.00	112.50	7,171.98
BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	28									
DEPARTMENT :	32013									
	MILEAGE		0.00							205.40
	MOTOR POOL		0.00							0.00
	BASE		518.00							970.75
	INSURANCE		1,620.00							125.00
	OTHER		280.00							
	REPLACEMENT		0.00							0.00
	FUEL		3,340.33							0.00
	PARTS - WO									0.00
	PARTS - INDEP									0.00
	LABOR									112.50
	SUBLET\$									112.50
	MISC - PARTS									0.00
	MISC - LABOR									0.00
	MISC - SUBLETS									0.00
	MISC - GENERAL									112.50
	RETURNS - PARTS									0.00
	CREDITS - PARTS									0.00
	CREDITS - LABOR									0.00
	CREDITS - SUBLETS									0.00
	CREDITS - GENERAL									0.00