



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, JULY 20, 2017

6:00 P.M.

CITY HALL – 2<sup>ND</sup> FLOOR CONFERENCE ROOM

I.	Call Meeting To Order – Chairman Aveni		
II.	Determination of Quorum		<u>Page</u>
III.	Approval of May 18, 2017 Meeting Minutes		2
	▪ with Committee Listings		5
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 –		8
	a. Consolidated Logistics –		
	b. Health and Safety –		
	c. Quality Assurance – <b>REPORT DUE</b> (Lieutenant Matt Fox)		
	d. Training Committee –		
	i. Uniform Rank Structure Report		
	ii. NIMS Quarterly Report – <b>REPORT DUE</b> (Robb Hoffower, VDEM)		
	e. Strategic Plan –		
	f. Information Technology Ad Hoc Group –		
	2. Incident Reporting – Update (Deputy Chief Lupton)		9
	3. FS 521 Update (Chief Clemons)		10
	4. Ordinance and Driving Points (Chief Clemons)		11
IX.	New Business		
	5. Minimum Driving Age (Deputy Chief Lupton)		12
	6. EMS Internship Manual, Revisions (Deputy Chief Lupton)		13
	7. FRC Annual Report (Chairman Aveni)		14
	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<b>Appendix:</b>		15
	A. Fuel Report (May 2017)		16
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**DISTRIBUTION:**

Vice-Mayor Marc Aveni, Chairman  
 Deputy Chief Todd E. Lupton, Manassas Fire and Rescue  
 Director David Burns, Greater Manassas Volunteer Rescue Squad  
 President Tripp DeRamus, Manassas Volunteer Fire Company

Chief Rob Clemons, Manassas Fire and Rescue  
 Chief Nancy Orndoff, Greater Manassas Volunteer Rescue Squad  
 Chief Gary Orndoff, Manassas Volunteer Fire Company  
 City Council, City Manager, and City Clerk

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# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

## Meeting Minutes May 18, 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**

PRESIDENT DERAMUS MOVED to approve the minutes of the April 20, 2017 meeting; Chief Clemons seconded the motion. Roll Call Vote: AYES – President DeRamus, Chief Clemons, Director Burns, Deputy Chief Lupton, Chief Orndoff and Chief Orndoff. **MOTION CARRIED (6/0)**

**CHAIPERSON’S REPORT**

Chairman Aveni welcomed everyone to the meeting. He reported that the City has a budget for FY2018. It will be a busy weekend in the City with Operation Staying Alive starting on Saturday at 8am and then the GMVRS Open House at 10am.

**MANASSAS FIRE AND RESCUE DEPARTMENT’S REPORT**

Chief Clemons reported that as of today there are 542 participants registered for Operation Staying Alive. Promotions were done along with Fox 5, NBC 4, and the Sports Junkies. The GMVRS Open House will also be promoted during the event and at the end of each session. EMS week begins on Sunday and the EMS week banner will be hung across Center Street for the week.

Staff is working with Fields Consulting to conduct a Master Technician promotional assessment center; an eligibility list will be created with the results.

In April, crews responded to 337 calls for service in the City with 624 unit responses. There were two significant fires over the past month one on Nash Drive in Sumner Lake and the other on Wesley Avenue. Additionally, there was an ALS shooting on Centreville Road and a pediatric CPR which crews responded to. The two citizens who rescued the brothers from the fire on Bretton Woods will be recognized at the May 22<sup>nd</sup> Council meeting as Hometown Heroes.

Amelia Gagnon is working with the Special Events Committee on the upcoming Color Vibe run and the Railway Festival. While staff prepared for the air show it was eventually canceled due to rain.

#### **APPARATUS MAINTENANCE**

Maintenance costs YTD are \$120,800.

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

President DeRamus reported that MVFC is moving forward with the Developmental Committee; members have met four times now and will meet again tonight. A summary will be given in June. There are five public education events this weekend in addition to the GMVRS Open House and CPR event.

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

Chief Orndoff reported that the GMVRS annual Open House is this weekend; MVFC will be assisting at the event. Members taught a CPR class last week for Grace United Methodist Church and trained a few GMBL coaches as well. The Board of Directors met last night; there are several new memberships pending.

#### **UNFINISHED BUSINESS**

##### **(1) Standing Committees**

##### **b. Health and Safety**

Battalion Chief Kevin Franzello reported that he has seen a reduction in "no-shows" and cancellations for physicals; billing issues are being handled as well. He reminded members that if they receive a bill for a physical to pass it on to him as quickly as possible. The Cancer Prevention task group has met and discussed short term and long term fixes. BC Franzello noted that cancer prevention came up in the After Action report for Kevin Frye's Line of Duty Death and the System decided they needed to get involved to develop a proactive approach. Member deaths will not be in vain; policies will be enforced and proactive approaches will be developed. Chief Clemons may present something about this task group to City Council.

The System is transitioning out of N95 paper masks to P100 masks. Fit testing will need to be done.

##### **(2) Incident Reporting**

Deputy Chief Lupton stated that the list of outstanding incident reports is starting to grow again and that it is a career and volunteer issue. His concern is the ebb and flow of the process. If it continues, disciplinary action will need to be taken.

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**(3) Code of Conduct Policy**

Chief Clemons requested that this item be pulled from the agenda. Members will meet offline and come back to the FRC with a draft that is agreed upon.

**(4) Lettering of Apparatus**

Last month Deputy Chief Lupton asked members their thoughts on the current way of lettering apparatus and whether it needed to change based on the new deployment of apparatus. Director Burns replied that the GMVRS Board of Directors would like to see a picture of a proposal before agreeing to change the existing lettering as they are happy with how GMVRS is currently being represented. Chief Nancy Orndoff did add that new equipment which will be located in the new station should probably be marked as 521 though. Chairman Aveni stated that Council agreed with the City seal on the front door so he'd be hesitant to change it. Deputy Chief Lupton stated that he felt it was prudent to put this out to the FRC since new units are being ordered and it can get expensive to change lettering. It was added that MVFC is happy with the current lettering as well.

**(5) Fire Station 521 Update**

Chief Clemons reported that a location is still being worked on. After the community meeting regarding the Shannon Lane site the committee was instructed to investigate alternative sites which is what they are doing now.

**NEW BUSINESS**

**(6) Ordinance and Driving Points**

Chief Clemons noted that the Ordinance requires drivers to have a DMV point balance of no less than zero, while City policy (for employees) is 6 demerits (City Employee Handbook Section 3.15). There needs to be a discussion of why the ordinance is holding volunteers to a more strict policy than city employees. Chairman Aveni suggested that Chief Clemons discuss this issue with Mr. Pate first. The FRC does agree with coordinating the City ordinance with city policy.

**CLOSING COMMENTS**

Incident reporting needs to be addressed. The Code of Conduct policy will be removed from the agenda and discussed offline. Lettering of apparatus will be removed from the agenda. There will be monthly updates regarding the new station. Chief Clemons will discuss the ordinance with Mr. Pate. Several FRC members will not be at the June meeting.

PRESIDENT DERAMUS MOVED to cancel the June 2017 FRC meeting due to lack of quorum; Chief Nancy Orndoff seconded the motion. Roll Call Vote: AYES – President DeRamus, Chief Orndoff, Director Burns, Chief Clemons, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (6/0)**

**ADJOURNED: 6:55 PM**

Minutes prepared by:

DRAFT

Melissa A. Heiderman, Administrative Coordinator



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE Standing and Sub Committees

## Health and Safety

Kevin Franzello, *Battalion Chief (Chair)*  
 TO BE DETERMINED  
 Amos Akers, *Master Technician*  
 Ian Pleet, *Firefighter*  
 Michael Cox, *Lieutenant*  
 Nancy Orndoff, *Chief*  
 Gabriella Baldo, *EMT*

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

## Quality Assurance and System Protocol

Matt Fox, *Lieutenant (Chair)*  
 Eva Rose, *Medic/Firefighter*  
 Ben Page, *Medic/Firefighter*  
 Valerie Kusterbeck, *Medic/Firefighter*  
 Thomas Boyden, *Assistant Chief*  
 Jordan Coleman, *EMT*  
 VACANT  
 Gary Orndoff, *Chief*  
 Dr. Thomas Luckey

Manassas Fire and Rescue Department  
 Manassas Fire and Rescue Department  
 Manassas Fire and Rescue Department  
 Manassas Fire and Rescue Department  
 Greater Manassas Volunteer Rescue Squad  
 Greater Manassas Volunteer Rescue Squad  
 Manassas Volunteer Fire Company  
 Manassas Volunteer Fire Company  
 Operational Medical Director

## Training

Jerry Smith, *Battalion Chief (Chair)*  
 David Halman, *Captain*  
 Gary Orndoff, *Chief*  
 Jason Kendrick, *Lieutenant*  
 Thomas Boyden, *Assistant Chief*  
 Nancy Orndoff, *Chief*

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

CONSOLIDATED LOGISTICS

Mark Nary, *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*  
Jason Lesnik, *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

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Rescue Engine Workgroup (Jul 2015)

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)

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)

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. 8

**MEETING DATE:** July 20, 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:

- Quality Assurance
- NIMS

**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. 9

**MEETING DATE:** July 20, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

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

**SUMMARY OF  
ISSUE/TOPIC:** There has been an issue with units responding on emergency incidents but not completing incident reports. These reports are legal documents, accounts of what happened at an incident; they are often requested by the citizen/business that was affected.

**ORGANIZATION:** City of Manassas Fire and Rescue

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

**COMMENTS:** As of March 16, 2017 there were no outstanding incident reports.

**DISCUSSION  
(IF NECESSARY):** Update only

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

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PAGE NO. 10

**MEETING DATE:** July 20, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** FS 521 Update

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

**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 will be held on July 19, 2017 at City Hall.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 11

**MEETING DATE:** July 20, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Ordinance #O-2010-14 and Driving Points (Section 60-10)

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

**SUMMARY OF  
ISSUE/TOPIC:** Section 60-10, Background Checks, of Ordinance #O-2010-14 which created the Fire and Rescue Service should be reviewed.

**ORGANIZATION:** Manassas Fire and Rescue Department

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

**COMMENTS:** Chief Clemons has discussed this issue and will present the current recommendation(s).

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

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PAGE NO. 12

**MEETING DATE:** July 20, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Minimum Driving Age Discussion

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

**SUMMARY OF  
ISSUE/TOPIC:** A question of minimum driving age in the City arose and after research it was discovered that there is a consensus from the City and VML that the minimum driving age is 21 years old. This has presented an issue for agencies who recruit new volunteers at a minimum of 18 years old.

**ORGANIZATION:** Manassas Fire and Rescue Department

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 13

**MEETING DATE:** July 20, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Revision to EMS Internship Manual

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

**SUMMARY OF  
ISSUE/TOPIC:** Revisions are being proposed to the existing EMS Internship Manual. The revised manual will be distributed to FRC members under separate cover.

**ORGANIZATION:** Manassas Fire and Rescue Department

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

**COMMENTS:**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 14

**MEETING DATE:** July 20, 2017

**TIME ESTIMATE:** 20 minutes

**AGENDA ITEM TITLE:** FRC Annual Report

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** 2016

**SUMMARY OF  
ISSUE/TOPIC:** It is requested that the City of Manassas Fire and Rescue System and the Fire and Rescue Committee provide City Council with a unified annual report in August of each year.

**ORGANIZATION:** Fire and Rescue Committee

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

**COMMENTS:** The Strategic Plan Work Group, consisting of Fire and Rescue Committee Members, agreed that the annual report would use the Strategic Plan Report Card as a guideline. Any information should be sent to Melissa Heiderman for inclusion in the report.

**DRAFT REPORT TO BE DISTRIBUTED AT THE MEETING**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Chairman Aveni (c/o Melissa Heiderman)  
703.257.8458

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



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## CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

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# APPENDIX

Appendix A: Fuel Report (May 2017)

Appendix B: Fuel Report (June 2017)

**FLEET MANAGEMENT BILLING REPORT**

05/01/2017 to 05/31/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2017 TAHOE 4X4 4 DR	459	0.00	80.00	69.24	0.00	0.00	20.00	0.00	169.24
FD02	2008 EXPEDITION	600	0.00	140.00	91.71	84.65	261.25	0.00	22.50	600.11
FD03	2008 EXPEDITION	716	0.00	140.00	186.83	0.00	0.00	0.00	0.00	326.83
FD04	2008 EXPEDITION	70	0.00	140.00	37.11	0.00	0.00	0.00	0.00	177.11
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	416	0.00	358.00	90.25	0.00	0.00	0.00	0.00	448.25
FM581	2008 EXPLORER	352	0.00	140.00	33.35	0.00	0.00	0.00	0.00	173.35
<b>DEPARTMENT SUBTOTALS :</b>		<b>2,613</b>	<b>0.00</b>	<b>1,078.00</b>	<b>508.49</b>	<b>84.65</b>	<b>261.25</b>	<b>20.00</b>	<b>22.50</b>	<b>1,974.89</b>

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	84.65
DEPARTMENT :	2001	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	518.00	LABOR	261.25
		INSURANCE	420.00	SUBLETS	0.00
		OTHER	140.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	508.49	MISC - LABOR	0.00
				MISC - SUBLETS	20.00
				MISC - GENERAL	22.50
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

Appendix A



**FLEET MANAGEMENT BILLING REPORT**  
 05/01/2017 to 05/31/2017

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	230	0.00	80.00	37.96	0.00	0.00	0.00	0.00	117.96
CHI501	2003 SUBURBAN	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
DEC501	1993 E350	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
ENG501	2013 COMMAND CHASS	238	0.00	60.00	245.36	0.00	0.00	0.00	0.00	305.36
ENG501B	1997 FIRETRUCK	674	0.00	60.00	263.08	0.00	0.00	0.00	0.00	323.08
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	470.88	0.00	0.00	0.00	0.00	530.88
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHASS	895	0.00	60.00	895.94	0.00	0.00	0.00	0.00	955.94
UTF501	2016 F250 4X45C	111	0.00	80.00	36.25	0.00	0.00	0.00	0.00	116.25
UTV581	2012 UNK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
VC501	2015 INTERCEPT UTIL	170	0.00	80.00	25.99	0.00	137.50	0.00	22.50	265.99

Appendix A

**FLEET MANAGEMENT BILLING REPORT**  
 05/01/2017 to 05/31/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
<b>DEPARTMENT SUBTOTALS :</b>										
		2,318	0.00	800.00	1,975.46	0.00	137.50	0.00	22.50	2,935.46
<b>BREAKDOWN OF CHARGES:</b>										
EQUIPMENT COUNT :	12		MILEAGE		0.00		PARTS - WO			0.00
DEPARTMENT :	3020		MOTOR POOL		0.00		PARTS - INDEP			0.00
			BASE		0.00		LABOR			137.50
			INSURANCE		720.00		SUBLETS			0.00
			OTHER		80.00					
			REPLACEMENT		0.00		MISC - PARTS			0.00
			FUEL		1,975.46		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

Appendix A

**FLEET MANAGEMENT BILLING REPORT**  
 05/01/2017 to 05/31/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	130	0.00	60.00	42.01	0.00	0.00	0.00	0.00	102.01
MED501B	2008 F450	1,028	0.00	60.00	366.03	0.00	0.00	0.00	0.00	426.03
MED501C	2010 F450	1,115	0.00	60.00	315.43	0.00	0.00	0.00	0.00	375.43
MED501D	2016 F550	358	0.00	60.00	129.08	0.00	0.00	0.00	0.00	189.08
RC501	2014 TAHOE 1500	143	0.00	80.00	27.70	0.00	0.00	0.00	0.00	107.70
RES501	1997 AMBULANCE	821	0.00	60.00	476.43	0.00	0.00	0.00	0.00	536.43
UTI581B	2007 F550 4X4	119	0.00	80.00	35.88	0.00	0.00	0.00	0.00	115.88
<b>DEPARTMENT SUBTOTALS :</b>		<b>3,714</b>	<b>0.00</b>	<b>460.00</b>	<b>1,392.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,852.56</b>

**BREAKDOWN OF CHARGES:**

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	0.00
		INSURANCE	420.00	SUBLETS	0.00
		OTHER	40.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,392.56	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

Appendix A

**FLEET MANAGEMENT BILLING REPORT**

06/01/2017 to 06/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 2001 / FIRE CHIEF										
FC01	2017 TAHOE 4X4 4 DR	352	0.00	80.00	49.22	376.03	159.50	0.00	22.50	687.25
FC99	2010 CHARGES	98	0.00	0.00	536.10	0.00	0.00	0.00	0.00	536.10
FD02	2008 EXPEDITION	754	0.00	140.00	71.54	0.00	0.00	0.00	0.00	211.54
FD03	2008 EXPEDITION	496	0.00	140.00	115.75	103.68	165.00	415.63	22.50	962.56
FD04	2008 EXPEDITION	530	0.00	140.00	66.92	0.00	0.00	0.00	0.00	206.92
FD05	2010 BN618TA	0	0.00	80.00	0.00	33.69	208.50	0.00	22.50	344.69
FM1	2013 F150	441	0.00	358.00	32.71	0.00	0.00	0.00	0.00	390.71
FM581	2008 EXPLORER	270	0.00	140.00	57.84	43.92	220.00	0.00	22.50	484.26
DEPARTMENT SUBTOTALS :		2,941	0.00	1,078.00	930.08	557.32	753.00	415.63	90.00	3,824.03

BREAKDOWN OF CHARGES:

EQUIPMENT COUNT # 8

DEPARTMENT : 2001

CHARGE TYPE	AMOUNT
MILEAGE	0.00
MOTOR POOL	0.00
BASE	518.00
INSURANCE	420.00
OTHER	140.00
REPLACEMENT	0.00
FUEL	930.08
PARTS - WO	0.00
PARTS - INDEP	0.00
LABOR	753.00
SUBLETS	415.63
MISC - PARTS	0.00
MISC - LABOR	0.00
MISC - SUBLETS	0.00
MISC - GENERAL	90.00
RETURNS - PARTS	0.00
CREDITS - PARTS	0.00
CREDITS - LABOR	0.00
CREDITS - SUBLETS	0.00
CREDITS - GENERAL	0.00

Appendix B

**FLEET MANAGEMENT BILLING REPORT**  
 06/01/2017 to 06/30/2017

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	281	0.00	80.00	37.79	21.78	110.00	0.00	22.50	272.07
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	651	0.00	60.00	408.05	0.00	0.00	0.00	0.00	468.05
ENG501B	1997 FIRETRUCK	96	0.00	60.00	40.29	0.00	0.00	0.00	0.00	100.29
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	100.83	0.00	0.00	0.00	0.00	160.83
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
UTF501	2016 F250 4X4SC	111	0.00	80.00	31.33	0.00	0.00	0.00	0.00	111.33
UTV581	2012 UNK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
VC501	2015 INTERCEPT UTIL	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00

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Appendix B

**FLEET MANAGEMENT BILLING REPORT**

06/01/2017 to 06/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
<b>DEPARTMENT SUBTOTALS :</b>										
		1,139	0.00	800.00	618.29	21.78	110.00	0.00	22.50	1,572.57
<b>BREAKDOWN OF CHARGES:</b>										
EQUIPMENT COUNT :	12									21.78
DEPARTMENT :	3020									0.00
			MILEAGE		0.00			PARTS - WO		0.00
			MOTOR POOL		0.00			PARTS - INDEP		0.00
			BASE		0.00			LABOR		110.00
			INSURANCE		720.00			SUBLETS		0.00
			OTHER		80.00					
			REPLACEMENT		0.00			MISC - PARTS		0.00
			FUEL		618.29			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

Appendix B

**FLEET MANAGEMENT BILLING REPORT**  
 06/01/2017 to 06/30/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	1,612	0.00	60.00	495.15	0.00	0.00	0.00	0.00	555.15
MED501B	2008 F450	249	0.00	60.00	91.35	0.00	0.00	0.00	0.00	151.35
MED501C	2010 F450	340	0.00	60.00	85.22	0.00	0.00	0.00	0.00	145.22
MED501D	2016 F550	411	0.00	60.00	157.69	0.00	0.00	0.00	0.00	217.69
RC501	2014 TAHOE 1500	140	0.00	80.00	26.13	0.00	0.00	0.00	0.00	106.13
RES501	1997 AMBULANCE	1,074	0.00	60.00	470.23	0.00	0.00	0.00	0.00	530.23
UTI581B	2007 F550 4X4	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
<b>DEPARTMENT SUBTOTALS :</b>		3,826	0.00	460.00	1,325.77	0.00	0.00	0.00	0.00	1,785.77

**BREAKDOWN OF CHARGES:**

EQUIPMENT COUNT :	7	MILEAGE	0.00	PARTS - WO	0.00
DEPARTMENT :	3030	MOTOR POOL	0.00	PARTS - INDEP	0.00
		BASE	0.00	LABOR	0.00
		INSURANCE	420.00	SUBLETS	0.00
		OTHER	40.00		
		REPLACEMENT	0.00	MISC - PARTS	0.00
		FUEL	1,325.77	MISC - LABOR	0.00
				MISC - SUBLETS	0.00
				MISC - GENERAL	0.00
				RETURNS - PARTS	0.00
				CREDITS - PARTS	0.00
				CREDITS - LABOR	0.00
				CREDITS - SUBLETS	0.00
				CREDITS - GENERAL	0.00

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