



# CITY OF MANASSAS FIRE AND RESCUE COMMITTEE

THURSDAY, MARCH 16, 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		Page
III.	Approval of February 16, 2017 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. Consolidated Logistics –		
	b. Health and Safety – <b>REPORT DUE</b> (Battalion Chief Kevin Franzello)		
	c. Quality Assurance –		
	d. Training Committee –		
	e. Strategic Plan –		
	2. NIMS Quarterly Update - <b>postponed to April 2017</b> (Robb Hoffower, VDEM)		--
	3. Incident Reporting – Update (Deputy Chief Lupton)		10
	4. Code of Conduct Policy (Chief Clemons)		11
	5. FS 521 Update (Chief Clemons)		12
	6. Uniform Rank Structure Update (Deputy Chief Lupton)		13
IX.	New Business		
X.	Closed Session (NONE)		
IX.	Adjournment of Meeting		
	<b>Appendix:</b>		14
	A. Fuel Report (February 2017)		

**DISTRIBUTION:**

Councilman 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 February 16, 2017

**CALL TO ORDER**            6:00pm

**ROLL CALL**

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

*Guest Speakers:*        None

*Others Present:*         Fire Marshal Jim Hartnett, and Melissa Heiderman

*Absent:*                    None

**DETERMINATION OF QUORUM**

Chairman Aveni determined quorum is present.

**APPROVAL OF MINUTES**

CHIEF CLEMONS MOVED to approve the minutes of the January 19, 2017 meeting; President Lesnik seconded the motion with one change to the minutes. In the MVFC report, second paragraph, it should read that all renovations are now complete. Roll Call Vote: AYES – Chief Clemons, President Lesnik, 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 he attended the GMVRS Installation Banquet and had a great time; further, he congratulated Chief Orndoff and all the line officers and Board of Directors.

CHIEF ORNDOFF MOVED to remove item #8 Staffing Hours Discussion from the March agenda; Chief Orndoff seconded the motion. Roll Call Vote: AYES – Chief Orndoff, Chief Orndoff, Director Burns, Chief Clemons, President Lesnik, and Deputy Chief Lupton. **MOTION CARRIED (6/0)**

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

Chief Clemons also thanked GMVRS for the invitation to the installation banquet. He will be presenting the department annual report to City Council on February 27<sup>th</sup>. Additionally, on the same night, three members will be sworn in; two are returning members.

In January 2017 crews responded to 360 calls for service in the City and 210 mutual aid calls.

City Council, earlier this week, adopted the current Emergency Operations Plan which was presented by Amelia Gagnon. The Deputy Fire Marshal position is still open, but will close tomorrow. Chief Clemons will keep the FRC posted on the position.

**APPARATUS MAINTENANCE**

Maintenance costs YTD are \$79,320.

**MANASSAS VOLUNTEER FIRE COMPANY'S REPORT**

President Lesnik reported that members have given 2,303 hours in the past month; he noted that this number seems lower than usual but they are using a new system and the auxiliary hours were not included yet. MVFC recently revised its bylaws; they were presented to the Board in January. The HR Mentor program is up and running. Almost all members have watched the harassment video which Darla supplied.

President Lesnik informed the FRC that he has resigned his position of MVFC President, due to personal reasons. This resignation means that he will also be resigning his position on the FRC. MVFC will be holding a special election to fill the position; that person will also be nominated for appointment to the FRC by the Mayor.

Chief Orndoff reported that five members are in Firefighter I and II class, one is in Instructor II, and one in Instructor I. There is an EVOC I, II, and III class scheduled for the beginning of March at the firehouse. A DPO and Rural Water Supply class will be starting soon as well. There is one more HIPAA and Infection Control class scheduled for March. Physicals are moving forward; however, the process for getting results is slow. It was noted that GMVRS is seeing a slowdown in getting results back as well. Chief Clemons will mention this to Battalion Chief Franzello to address.

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

Chief Orndoff reported that members donated 267 operational hours, 118.75 administrative, and 87.5 training hours last month. Staffing has increased to 49%. Five new members were voted in last month, two are already certified and one is in EMT class. Seven new applications were just given to the Board of Directors. The Board is working on an alternate staffing model which will be given to the FRC.

GMVRS will be participating in the upcoming St. Patrick's Day Parade. EMS Week is coming up in May; during the weeklong celebration GMVRS will host its annual Open House on May 20<sup>th</sup> from 10am – 3pm. She thanked everyone who attended the Installation Banquet.

Director Burns noted that two EMTs are in the Paramedic bridge program.

**UNFINISHED BUSINESS**

- (1) Standing Committees
- (d) Training

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Battalion Chief Jerry Smith is out of the country and therefore unable to attend the meeting. Training is still in the transition process so there is no report this month.

**(2) NIMS Quarterly Report**

This topic was postponed until March.

**(3) Social Media Policy, SOP 2.74, Update**

The latest draft that was distributed contains the comments and recommendations made by City Attorney Martin Crim; Darla Hicks had no comments to add.

DIRECTOR BURNS MOVED to approve and adopt Social Media Policy (#2.74) as presented; President Lesnik seconded the motion. Roll Call Vote: AYES – Director Burns, President Lesnik, Chief Clemons, Deputy Chief Lupton, Chief Orndoff and Chief Orndoff. **MOTION CARRIED (6/0)**

**(4) Incident Reporting**

An Information Bulletin was distributed on February 9<sup>th</sup> outlining the process for incident reporting. Everything seems to be moving in the right direction.

**(5) Code of Conduct Policy**

A draft policy was developed and distributed at the last FRC meeting; it needs to also be sent to the City Attorney for review and comment. The GMVRS Board has reviewed the draft policy has significant concerns. There was some discussion on if the FRC should, and if so how they could, combine disciplinary procedures for all three organizations into one document. Chief Clemons and President Lesnik both stated they believe this policy is necessary, but it needs to be a collaborative effort. GMVRS will forward comments on the policy to FRC members.

**(6) Discussion of Existing Committees**

The following committee changes were recommended:

<u>Committee Name</u>		<u>Name</u>
Recruitment and Retention	Replace Kevin Franzello	With Matt Fox
Recruitment and Retention	Add	Cailean Roche
Ambulance Specification Work Group (NEW)	Add	Todd Lupton
Ambulance Specification Work Group (NEW)	Add	Matt Fox
Ambulance Specification Work Group (NEW)	Add	Cailean Roche
Ambulance Specification Work Group (NEW)	Add	Thomas Boyden
Ambulance Specification Work Group (NEW)	Add	Leo Carbone
Engine Specification Work Group (NEW)	Add	Todd Lupton
Engine Specification Work Group (NEW)	Add	David Halman
Engine Specification Work Group (NEW)	Add	Jamie Jewett
Engine Specification Work Group (NEW)	Add	Joe Rose
Engine Specification Work Group (NEW)	Add	Gary Orndoff
Engine Specification Work Group (NEW)	Add	AJ Shillingburg

CHIEF ORNDOFF MOVED to adopt the above noted changes and additions to the existing list of Standing and Sub Committee representatives; Chief Clemons seconded the motion. Roll Call

Vote: AYES – Chief Orndoff, Chief Clemons, Director Burns, President Lesnik, Deputy Chief Lupton, and Chief Orndoff. **MOTION CARRIED (6/0)**

**(7) Fire Station 521 Update**

Chief Clemons reported that there have been three program meetings with Samaha Architects; the proposed site will work. The next decision will be either a one level or two levels; the recommendation from the consultant is due to the City by February 28<sup>th</sup>. The concept drawings were shown to the FRC.

**(8) Staffing Hours Discussion**

Removed from the agenda.

**(9) Uniform Rank Structure Update**

Deputy Chief Lupton reported that he, Chief Orndoff, and President Lesnik met to discuss Uniform Rank. Chief Orndoff will provide another update near the end of February. A complete audit will be performed prior to the March 13<sup>th</sup> deadline so Deputy Chief Lupton can make notifications of compliance and/or non-compliance. There will be further discussion at the March meeting.

**NEW BUSINESS**

***(Added at Meeting) Safety Discussion – added at meeting***

Deputy Chief Lupton stated that he would like for Officers to discuss with their members the following safety related items and their importance:

1. Driver Safety
2. Seat Belts
3. After the Fire – once you get back from a fire – take a shower, then worry about cleaning the apparatus, etc.

**CLOSING COMMENTS**

Chairman Aveni reviewed the agenda for March. He also thanked President Lesnik for his service to MVFC, the FRC, and the citizens of Manassas.

**ADJOURNED: 7:28 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

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

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## 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)	Manassas Fire and Rescue Department
Matt Fox	Manassas Fire and Rescue Department
Cailean Roche	Manassas Fire and Rescue Department
Randy Cusick	Greater Manassas Volunteer Rescue Squad
Leo Carbone	Greater Manassas Volunteer Rescue Squad
Debbie Colby	Manassas Volunteer Fire Company
Mark Failer	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, *Deputy Chief*  
Matt Fox, *Lieutenant*  
Cailean Roche, *FF/Medic*  
Thomas Boyden, *Assistant Chief*  
Leo Carbone, *EMT*

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

Engine Specification Workgroup (Feb 2017)

Todd Lupton, *Deputy Chief*  
David Halman, *Captain*  
Joe Rose, *Captain*  
Jamie Jewett, *Master Tech*  
Gary Orndoff, *Chief*  
AJ Shillingburg, *Firefighter*

Manassas Fire and Rescue Department  
Manassas Fire and Rescue Department  
Manassas Fire and Rescue Department  
Manassas Fire and Rescue Department  
Manassas Volunteer Fire Company  
Manassas Volunteer Fire Company



**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 9

**MEETING DATE:** March 16, 2017

**TIME ESTIMATE:** 5 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
- 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:

- Health and Safety

**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:** March 16, 2017

**TIME ESTIMATE:** 5 minutes

**AGENDA ITEM TITLE:** Incident Reporting

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

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

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

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

**COMMENTS:** 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 1<sup>st</sup>. 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.**  
**March 1, 2017 is the deadline to have outstanding CY2015 reports completed.**  
**January 19, 2017 – the FRC voted to delete any outstanding reports, prior to June 23, 2015, since CAD data is not available.**

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

*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. 11

**MEETING DATE:** March 16, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Code of Conduct SOP

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** February 16, 2017  
January 19, 2017  
December 15, 2016  
November 17, 2016

**SUMMARY OF  
ISSUE/TOPIC:** A Code of Conduct policy is being developed for the system.

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

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

**COMMENTS:** 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.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 12

**MEETING DATE:** March 16, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** FS 521 Update

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** February 16, 2017  
January 19, 2017  
December 15, 2016

**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.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

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

**FIRE AND RESCUE COMMITTEE  
AGENDA STATEMENT**

PAGE NO. 13

**MEETING DATE:** March 16, 2017

**TIME ESTIMATE:** 10 minutes

**AGENDA ITEM TITLE:** Uniform Rank Structure Update

**DATE THIS ITEM WAS LAST  
CONSIDERED BY  
COMMITTEE:** February 16, 2017  
January 19, 2017

**SUMMARY OF  
ISSUE/TOPIC:** Complete audits of the System's training files were completed in January 2017; MVFC was found to have members in non-compliance. March 13, 2017 was set as the compliance deadline for these members to become compliant with Uniform Rank Structure.

**ORGANIZATION:**

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

**COMMENTS:** Since February 2017 will be the last FRC meeting prior to the compliance deadline of March 13<sup>th</sup> a status update will be given.

**DISCUSSION  
(IF NECESSARY):**

**BUDGET/FISCAL  
IMPACT:**

**CONTACT PERSON:** Deputy Chief Todd E. Lupton  
City of Manassas Fire and Rescue  
(703) 257-8458

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CITY OF MANASSAS  
FIRE AND RESCUE COMMITTEE

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# APPENDIX

Appendix A: Fuel Report (February 2017)

**FLEET MANAGEMENT BILLING REPORT**  
02/01/2017 to 02/28/2017

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	540	0.00	80.00	77.06	0.00	0.00	20.00	0.00	177.06
FC99	2010 CHARGES	-143	0.00	0.00	314.99	30.00	0.00	17.50	0.00	362.49
FD02	2008 EXPEDITION	976	0.00	140.00	131.48	12.69	0.00	0.00	0.00	284.17
FD03	2008 EXPEDITION	608	0.00	140.00	132.64	0.00	0.00	0.00	0.00	272.64
FD04	2008 EXPEDITION	15	0.00	140.00	0.00	120.49	192.50	0.00	22.50	475.49
FD05	2010 BN618TA	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
FM1	2013 F150	419	0.00	358.00	77.54	0.00	0.00	0.00	0.00	435.54
FM581	2008 EXPLORER	294	0.00	140.00	43.47	0.00	302.50	0.00	22.50	508.47
<b>DEPARTMENT SUBTOTALS :</b>		<b>2,709</b>	<b>0.00</b>	<b>1,078.00</b>	<b>777.18</b>	<b>163.18</b>	<b>495.00</b>	<b>37.50</b>	<b>45.00</b>	<b>2,595.86</b>

BREAKDOWN OF CHARGES:			
EQUIPMENT COUNT :	8		
DEPARTMENT :	2001		
MILEAGE	0.00	PARTS - WO	120.49
MOTOR POOL	0.00	PARTS - INDEP	42.69
BASE	518.00	LABOR	495.00
INSURANCE	420.00	SUBLETS	0.00
OTHER	140.00		
REPLACEMENT	0.00	MISC - PARTS	0.00
FUEL	777.18	MISC - LABOR	0.00
		MISC - SUBLETS	37.50
		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**  
 02/01/2017 to 02/28/2017

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	38	0.00	80.00	11.94	0.00	0.00	0.00	0.00	91.94
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	370	0.00	60.00	259.98	0.00	0.00	0.00	0.00	319.98
ENG501B	1997 FIRETRUCK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
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	417.08	0.00	0.00	0.00	0.00	477.08
SE501	2013 TRAILER	0	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
TOW501	2013 COMMAND CHAS	485	0.00	60.00	530.54	0.00	0.00	0.00	0.00	590.54
UTF501	2016 F250 4X4SC	0	0.00	60.00	24.98	0.00	0.00	0.00	0.00	84.98
UTV581	2012 UNK	0	0.00	60.00	0.00	0.00	0.00	0.00	0.00	60.00
VC501	2015 INTERCEPT UTIL	145	0.00	80.00	28.20	0.00	137.50	0.00	22.50	268.20



**FLEET MANAGEMENT BILLING REPORT**  
 02/01/2017 to 02/28/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
<b>DEPARTMENT SUBTOTALS :</b>										
		1,038	0.00	780.00	1,272.72	0.00	137.50	0.00	22.50	2,212.72
<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	60.00						0.00
			REPLACEMENT	0.00			MISC - PARTS			0.00
			FUEL	1,272.72			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**  
02/01/2017 to 02/28/2017

EQUIPMENT #	DESCRIPTION	MI / HRS DRIVEN	M.P. / \$ MILEAGE	\$ FIXED	\$ FUEL	\$ PARTS	\$ LABOR	\$ SUBLET	\$ MISC / CREDIT	\$ TOTAL
DEPARTMENT : 3030 / RESCUE SQUAD										
MED501	2015 AMBULANCE	1,024	0.00	60.00	361.79	0.00	0.00	0.00	0.00	421.79
MED501B	2008 F450	600	0.00	60.00	220.80	0.00	0.00	0.00	0.00	280.80
MED501C	2010 F450	627	0.00	60.00	160.70	0.00	0.00	0.00	0.00	220.70
MED501D	2016 F550	169	0.00	60.00	77.27	0.00	0.00	0.00	0.00	137.27
RC501	2014 TAHOE 1500	105	0.00	80.00	19.03	0.00	0.00	0.00	0.00	99.03
RES501	1997 AMBULANCE	1,146	0.00	60.00	680.30	0.00	0.00	0.00	0.00	740.30
UTI581B	2007 F550 4X4	-53,422	0.00	60.00	0.00	392.62	516.50	0.00	22.50	991.62
DEPARTMENT SUBTOTALS :		-49,751	0.00	440.00	1,519.89	392.62	516.50	0.00	22.50	2,891.51

BREAKDOWN OF CHARGES:										
EQUIPMENT COUNT :	7									
DEPARTMENT :	3030									
		MILEAGE	0.00			PARTS - WO				392.62
		MOTOR POOL	0.00			PARTS - INDEP				0.00
		BASE	0.00			LABOR				516.50
		INSURANCE	420.00			SUBLETS				0.00
		OTHER	20.00							
		REPLACEMENT	0.00			MISC - PARTS				0.00
		FUEL	1,519.89			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