

FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
 Voice: 434-296-5833 FAX: 434-972-4123

www.ACFireRescue.org

ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD AGENDA

Wednesday, June 26, 2019 | 1800 Hours | County Office Building - Room 241

Agenda Item	Name
I. Call to Order A. Moment of Silence B. From the Board: Matters Not Listed on the Agenda i. Update from each Chief - matters of importance from their station ii. Addition of agenda items – deferring any major issues/items requiring preparation to a future agenda. C. From the Public: Matters Not Listed on the Agenda	K. Alibertis
II. Work Session	
III. Approval of Consent Agenda A. May 2019 Minutes	K. Alibertis
IV. Committee updates - A. Executive Committee B. Training Committee C. Operations Committee D. Recruitment & Retention E. Quartermaster F. Apparatus Committee	No Meeting No Meeting No Meeting No Meeting No Meeting C. Walker
V. Unfinished Business – A. Fleet Maintenance Policy Update B. Volunteer Station OEMS Inspections C. Recruitment and Retention Summit D. Standards of Cover Update and Future Reporting	C. Walker H. Childress H. Childress H. Childress/A. Mezzoni
VI. New Business – A. FEMS Reference Sheet Review B. Quarterly Allotments and Ordering Through ACFR	H. Childress H. Childress

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD MEETING
COUNTY OFFICE BUILDING, MCINTIRE ROAD – ROOM 241
WEDNESDAY, MAY 22, 2019 – 1800 HOURS

A meeting of the Albemarle County Fire/EMS Board was held on Wednesday, May 22, 2019, at 1800 hours in Room 241 of the County Office Building, Stagecoach Road, Charlottesville, Virginia.

The following members were in attendance:

Heather Childress, Albemarle County Fire Rescue
Larry DeVault, Crozet Volunteer Fire Department
Chuck Pugh, North Garden Volunteer Fire Company
Mike Grandstaff, Scottsville Volunteer Fire Department
Greg Frazier, Stony Point Volunteer Fire Department
Dennis Hahn, Seminole Trail Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:

Patrick Maranuk, Albemarle County Fire Rescue
Scott Lambert, Albemarle County Fire Rescue
John Norin, North Garden Volunteer Fire Company
John Oprandy, Albemarle County Fire Rescue
Howard Lagomarsino, Albemarle County Fire Rescue
John Norin, North Garden Volunteer Fire Company
David Puckett, Albemarle County Fire Rescue

I. Call to Order

Chief Alibertis called the meeting to order at 1800 hrs.

A. Moment of Silence

Attendees observed a moment of silence.

B. From the Board: Matters not Listed on the Agenda

i. Update from Chiefs – matters of importance from stations

There were none provided.

ii. Addition of Agenda Items

[The recording was inaudible here, but it sounded like someone was speaking.]

C. From the Public: Matters not Listed on the Agenda

There were none presented.

II. Work Session

There was no work session held.

III. Consent Agenda

A. April 2019 Minutes

MOTION: Chief Grandstaff moved to approve the Consent Agenda with changes made to the minutes as presented at this meeting. Chief Pugh seconded the motion, which passed unanimously (7-0).

IV. Committee updates

A. Executive Committee

Chief Alibertis stated that the Executive Committee did not meet in June.

B. Training Committee

Chief Lambert reported that the committee's minutes had been distributed and highlights were that attrition rates were lower than expected in the spring semester, with 16 participants in Fire Academy to start, ending up with 15; and 16 participants in EMT to start, ending up with 13. He noted that everyone passed the Firefighter I test, and 11 of 13 passed the [inaudible] test for the EMT class. He stated that EMT registration updates are planned for the summer, as are PVCC classes.

C. Operations Committee

There was no Operations Committee report.

D. Recruitment & Retention Committee

E. Quartermaster Committee

F. Apparatus Committee

Chief Walker reported that the committee had the Fleet Management Policy and was hoping to get action from the FEMS Board on the Brush Truck Spec Policy, which follow as Unfinished Business.

V. Unfinished Business

A. Fleet Management Policy

He stated that when they started the fleet management process and hired Chief Calvin Butler in 2017, they created a booklet that outlined everything related to fleet management -- with the FEMS Board approving it as a guideline that would be adjusted and adapted at six months, which has now passed.

Chief Walker stated that the Executive Committee had reviewed the policy and had several concerns, and he had spoken with Chief Grandstaff and Chief Alibertis about it. He said that Chief Alibertis had noted that the officers in his station responsible for the fleet hold rank and are referred to generically as "motor sergeant." He stated that it was

not necessarily their rank but reflected their functional capacity and the title should be changed accordingly.

Chief Walker said that Chief Grandstaff's concerns were related to the use of any vendor not listed on the County-approved contractor vendor list requiring approval from ACFR for the use of that vendor. He explained that the rationale behind that was so that stations didn't have to pay for anything, so they should contact ACFR first. He said that the second part was extenuating circumstances, such as a tow truck required to do repairs on a vehicle that was taken out of town. Chief Walker stated that the questions would be whether the vendor was qualified to do repairs on the vehicle and the cost associated with it, as any repair totaling more than \$5,000 would require a purchase order from the County.

Chief Walker mentioned that he could not recall a time over the last two years that they denied a vendor or repair, with the exception of an upgrade when the previous version was still available.

Chief Grandstaff stated that his concern was primarily for his station's purchase of things like boats, as they are no approved boat vendors on the list -- and he shouldn't have to call ACFR every time there.

Chief Walker responded that by this policy, ACFR should be paying for that, and he asked if those repairs could exceed \$5,000.

Chief Grandstaff said that they did sometimes, and sometimes mom and pop shops in small rural areas like Scottsville didn't have the capability to process credit cards.

Chief Walker commented that ACFR had no problem cutting the check if it was below \$5,000, providing the vendor did not mind waiting until that could happen.

Chief Grandstaff stated that he didn't want the station to be tied down in the event there was a short timeframe.

Chief Walker said he would defer to the group, but he felt that ACFR had lived up to what it had agreed to take care of in this regard.

Chief Alibertis commented that a boat would be a first-time apparatus.

Chief Hahn asked if Scottsville used a specific vendor.

Chief Grandstaff responded that they use James River Ships, and he had no expertise in boats.

Chief Hahn said that wasn't any different than setting up an account with a specific garage.

Chief Grandstaff said that in the case of a four-wheeler, for example, he would have to call the County every time they needed an oil change. He emphasized that he was a bit leery about having to call every time he needed a small repair, especially in light of the recent Scottsville Rescue situation.

Chief Walker stated that he was not aware of them delaying repairs on anything, and all of the motor sergeants and ACFR get contacted at the same time. He cited Engine 501 recently had issues, and they were able to use the process and get it fixed.

Chief Grandstaff said that he would support it if they put a sentence in that said “at least upgrades or station-owned equipment.” He said that his station has a person who comes down on small electrical repairs, etc., and he wouldn’t want to have to call just for that.

Chief Hahn suggested that not every station would want to pay for their own repairs.

Chief Walker stated that it’s one thing if it’s a boat or four-wheeler, but if it’s an \$800K squad truck or fire engine, they would want to confirm the qualifications of the vendor.

Chief Hahn stated that perhaps there could be a line reference “station-owned miscellaneous” equipment and apparatus.

Chief Walker said that he just wanted to make sure the wording covered exactly what they wanted. He suggested that on Page 2 under “Miscellaneous Units,” they could add a sentence that referenced the station funding.

Chief Grandstaff suggested they add: “prior to work being started, unless station-funded upgrades or repairs.”

[Someone is speaking off-mic hear and cannot be heard.]

Chief Walker said the other question is whether they want to strike “independent third party” from the language.

The FEMS Board agreed to strike, “The annual testing will be conducted by independent third party vendors or contractors.”

Chief Alibertis suggested they set the standard for what testing is.

Chief Walker noted that it was outlined in the next line, and asked if they wanted to strike it or add “or.” He asked if it was cheaper if they didn’t pay for the liners.

Chief Alibertis confirmed that the liners were tested for free.

Chief Hahn stated that it may be worth it to look at having one vendor do all of the stations, as the one his station uses was also doing at least two other stations. He said

that there are two major companies that do the testing in the area, but possibly others could be looked into in the future.

Chief Alibertis suggested the language: “for an individual station as long as the vendor meets certification requirements.”

Chief Puckett said that ideally for that situation, they would want testing records for ISO purposes.

Chief Alibertis agreed that they should put in the statement that the vendor must be certified.

Chief Walker summarized the proposed language: “will be paid for by the fleet management budget or the individual station, as long as the vendor is a certified provider of services, follows NFPA standards, and maintains industry-standard insurance coverage.” He said that he would clean up the language and return it to the FEMS Board in June.

Chief Alibertis said that under “Repairs and Heavy Equipment,” [inaudible].

Per Chief Pugh’s comment, Chief Walker stated that the goal was to have the Appendix A attachment information on a hyperlink so as the vendor changes, the FEMS Board doesn’t have to revote on vendors.

Chief Alibertis said that at one point, they were looking at putting together a chiefs manual, which is where that information would reside.

Chief Walker stated that all vendors were available through the VIOCI [inaudible], which could be contacted 24/7.

B. Brush Truck Specification

Chief Walker reported that the Apparatus Committee had found a Brush Truck Spec from 2006 in draft form, and he found in fire meeting minutes that it was voted on and approved in minutes -- but he could never find the approved policy copy. He stated that there was enough to establish a good template, and the committee worked on this for a few months then called a special meeting with the hope they could push it through without holding up Stony Point, which would have money for a brush truck after July 1.

Chief Walker stated that the 2006 spec they located was very specific -- a 2006 Ford 6.0 engine, with all the dimensions and parameters associated with that vehicle. He said they tried to make that more generic, as with the rest of the specs, with flexibility among individual stations. He said he felt they accomplished that but maintained the core priorities of the brush truck.

Chief Walker said that one big change beyond cleaning the policy up was reducing the specificity about the truck itself, as per the desire of the committee. He stated that the

pump they were using on the other truck was no longer available, and Chief Stephens reached out to the Forestry Department for information because they build numerous trucks every year and have an equivalent appropriate version of a pump, which the committee put in the draft policy. He noted that they have a handful of the vehicles already in the fleet, although the policy is more generic.

MOTION: Chief Grandstaff moved to approve the Brush Truck Specification as presented from the Apparatus Committee. Chief Hahn seconded the motion, which passed unanimously (7-0).

VI. New Business

A. ISO

Chief Puckett reported that the Insurance Services Office (ISO) had called ACFR and had wanted to do an updated review, and they have exchanged phone calls since but have not connected. He stated that he did not know what that would entail, but stations should be prepared to show training, testing, and personnel records -- which is typically what they review.

Chief Puckett said that with the last review, they consolidated and when from 6 to a 9 to a 3, so there is an opportunity to improve -- with the ACFR system being about 9 points to a better score. He noted that if they have the proper records and documentation, they are in good shape for a centralized audit, and they would likely only go to individual stations if there were questions.

B. Training Center CIP Request

Chief Oprandy reported that ACFR had been dealing with the CIP replacement process for about 20 years now, and a copy of this is in their packets. He noted that the burn building was built in 1987 and has expanded significantly over the years. There have been minor improvements to the facility and a major renovation in 1992, with another major renovation needed in the near future -- which could be avoided with a CIP replacement of the building.

Chief Oprandy stated that they are still training and certifying personnel in the facility, but they are not getting the quality of training the system would like to be providing. He said that the previous site was not master planned to be anything but a burn building, and rebuilding would satisfy a lot of needs there -- including logistics like curbs and gutters, parking, bathrooms, and kitchen facilities. He mentioned that the facility was used about 15 times as much as it was 30 years ago, adding that a lot had changed in their scope of work over that time.

Chief Oprandy referenced a slide presented that showed where they could put two burn buildings, classroom facilities, storage, and an extrication pad. He stated that the needs assessment also addressed future things, as not everything can fit on this site, and at one point they had a lot of information and a CIP project that was approved for Keene -- which would have been an all-encompassing facility for police, fire, etc.

Chief Oprandy stated that the new facility would be at a different location than the current facility behind the jail and would include hazmat training, [inaudible] rescue, [inaudible] course -- which is difficult to achieve in just parking lots. He referenced a slide that was alluding to the CIP history, which had been included since 2000. He said that a study was done prior to the recession, and the scope of the project had changed and required two locations, including use of the existing site as possible.

Chief Oprandy said that there was a new CIP process this year, and the Board has met with the School Board to prioritize projects based on limited resources. He stated that the training center last year was left just shy of being cut, and there was talk of going out on a public referendum for funding -- but that died in committee. He said there was discussion now about funding the CIP in different ways, with a potential tax increase included to fund the CIP.

Chief Oprandy stated that Chief Lambert had spoken with Supervisor Anne Mallek before she left the FEMS Board meeting earlier that evening, and she had a question about the Board's recent approval of \$50,000 in repairs for the existing burn building and \$180,000 for a portable burn building, similar to what the state uses. Chief Oprandy emphasized that these were stopgap measures just until the building could be replaced, and both of those items would be online before the end of the fiscal year.

Chief ? asked where the City fit into this.

Chief Oprandy responded that the City has not been able to secure funding, although they have expressed an interest in participating, so the County has decided to continue to involve them in conversations even though they may not be able to fund it. He said that there had been discussion of usage fees in the event they don't help fund it, and they don't use it as much as the County.

C. Miscellaneous

Ms. Childress reported that she and Chief Walker had reviewed items listed on the insurance policy and found many things that were overinsured and underinsured, due in part to misunderstanding what was covered and what wasn't -- such as insurance on an Explorer for \$70,000 when it really only needs \$45,000. She said that she and Chief Walker would like to go through the lists for each station and make sure the insurance coverage was appropriate. She said they hoped to look at it next week and get it back to the stations in the near future, adding that she and Chief Walker and others could come out to individual stations that had questions about auxiliary buildings, storage tanks, etc.

Chief Alibertis stated that the EVOC class would start at UVA for Advanced EMT, and there would be another class at PVCC as well. [nearly inaudible]

Chief Puckett reported that [inaudible].

Chief Pugh said that several years earlier, there was discussion about towers in Nelson County on Route 6, and he asked if anything had been done on that.

Chief Puckett responded that they had approved the lease and tower site for that property, and they were going through site by site, with the implementation date for the entire new system by July 2021; other towers were being added in Crozet and Whitehall. He said that it had been suggested that Dave [?] from ECC attend a meeting and explain the project.

Chief Pugh commented that it had taken a long time for this to happen and the coverage was still very spotty, which was unfortunate.

Other chiefs also expressed concern about the lack of coverage and the time it has taken to get improvements.

Chief Alibertis asked if there had been any further discussion of ECC moving.

Chief Puckett responded that he saw something to the effect that they could stay in their building in the short term, but he wasn't sure about long-term plans -- although they were doing a space study to determine what was needed. He noted that there was concern about the entire ECC site, as UVA had other plans for it.

Chief Oprandy said he heard the ECC could stay and even use part of the police building, but that could change.

VII. Adjournment

MOTION: Chief Hahn moved to adjourn the meeting. Chief Grandstaff seconded the motion, which passed unanimously (7-0).

The FEMS Board adjourned their meeting at 1702 hrs.



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD ATTENDANCE LOG

Date: Wednesday May 22, 2019

VOTING MEMBERS (OR DESIGNATES)

Chief Dan Eggleston (Albemarle County):

Heather Cline

Chief Noah Hillstrom (CARS):

NOT PRESENT

Chief Gary Dillon (Crozet):

Harry DeVault

Chief Todd Richardson (Earlsville):

NOT PRESENT

Chief Danny Vanderploeg (East Rivanna):

NOT PRESENT

Chief George Stephens (North Garden):

Chuck Pugh

Chief Mike Grandstaff (Scottsville Fire):

M. Grandstaff

Chief Brian Kester (Seminole Trail):

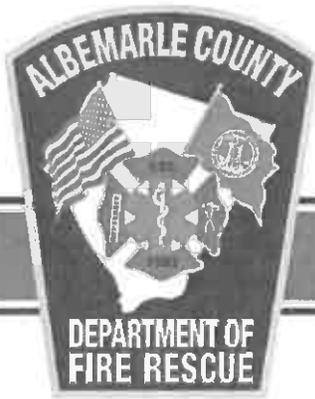
B. Kester

Chief Greg Fraizer (Stony Point):

G. Fraizer

Chief Kostas Alibertis (Western Albemarle):

KC



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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Consent Agenda Approval	May 22, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
Approval of April Consent Agenda	Scottsville Fire (Sta 7)	Crozet Fire (Sta 5)
SUBSEQUENT MOTIONS/AMENDMENTS:		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Heather Childress (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Noah Hillstrom (CARS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Larry DeVault (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Danny Vanderploeg (East Rivanna)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chuck Pugh (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Mike Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg Frazier (Stony Point)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

Patrick M. Maranuk

5/23/2019

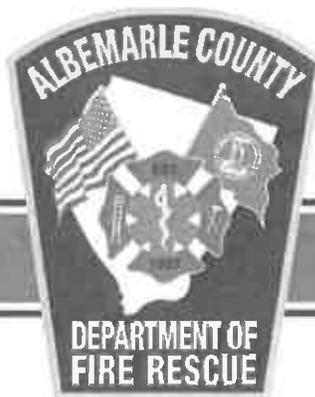
Clerk

Date



ALBEMARLE COUNTY
FIRE RESCUE
ADVISORY BOARD

- Building the Model Volunteer-Career Fire & EMS System -



FIRE RESCUE

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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Brush Truck Specification Policy Update	May 22, 2019
MOTION:	MOTION MADE BY: SECONDED BY:
Approval of Brush Truck Specification for Apparatus Committee	Scottsville Fire (Sta 7) Seminole Trail (Sta 8)
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Heather Childress (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Noah Hillstrom (CARS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Larry DeVault (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Danny Vanderploeg (East Rivanna)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chuck Pugh (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Mike Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg Frazier (Stony Point)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Allbertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

Patrick M. Maranuk

5/23/2019

Clerk

Date



ALBEMARLE COUNTY
FIRE RESCUE
ADVISORY BOARD

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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Meeting Ajournment	May 22, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
May Meeting Ajournment	Seminole Trail (Sta 8)	Crozet Fire (Sta 5)
SUBSEQUENT MOTIONS/AMENDMENTS:		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Heather Childress (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Noah Hillstrom (CARS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Larry DeVault (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Danny Vanderploeg (East Rivanna)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chuck Pugh (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Mike Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg Frazier (Stony Point)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Allbertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

Patrick M. Maranuk

5/23/2019

Clerk

Date



ALBEMARLE COUNTY
FIRE RESCUE
ADVISORY BOARD

- Building the Model Volunteer-Career Fire & EMS System -

Volunteer Station Payment Changes for FY2020

What is changing?

- We will no longer deduct from the quarterly checks for items purchased or ordered through ACFR.
- Each department will get a quarterly invoice for items ordered through ACFR.

Why is the process changing?

- The current practice of deducting from the quarterly allotment is inefficient and messy from an accounting perspective.
- There is a lot of extra work involved in changing each department's check by a different amount each quarter, resulting in a delay in sending the checks out.

What are the benefits to the volunteer departments?

- Departments get the quarterly allotment earlier.
- The amount of the check is predictable.
- Makes balancing the books easier at the end of the year.

How Do Departments Order or Purchase through ACFR moving forward?

- There is no change to the actual ordering process. Departments will order through Patrick by simply sending an email with the list of requested items.
 - Patrick will keep track of the purchases by department and send 1 invoice for the quarter.
 - Invoices for training issues/regional school will be handled separately.
- Department treasurers will receive a consolidated invoice for items purchased in the previous quarter. The department will then cut a check to ACFR for that amount.

What about items already ordered from the last quarter of FY 2019?

- Funds will be deducted from the allotment for the first quarter of FY2020 for purchases already made, just as it has been done up to this point.

When will this start?

- Purchases after July 1, 2019 will be handled using the updated process
- Departments should expect to receive their quarterly invoice during the same month that quarterly allotment checks are mailed.