



# Informational Bulletin

## Finance & Logistics Office Hours

Date: April 18, 2019

Number: 19.015

Effective Date: April 22, 2019

Expiration Date: N/A

Approved By: Mark S. Ciarrocca, Acting Fire Rescue Chief

With the expansion of several programs such as the uniform on-line store and the personal protective equipment cleaning, combined with increased financial management tasks, ordinary business needs, and limited office space, the Department is at a point in time that we need to establish “walk-in” service hours for the Finance and Logistics office. By establishing “walk-in” service hours, the finance and logistics personnel can dedicate time to internal customers as well as establishing time dedicated to processing the necessary office workflow to keep other business needs moving in a timely manner. Effective Monday, April 22, 2019, the following schedule will be implemented:

### Finance and Logistics “Walk-in” Office Hours

Location: EMS 1 Location Upstairs

Staff: Deputy Chief Kight, Lynne Clegg, Heather Kidd

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Monday	10:00-11:30am	1:00-3:00pm
Tuesday	10:00-11:30am	1:00-3:00pm
Wednesday	No Walk-in Hours	
Thursday	10:00-11:30am	1:00-3:00pm
Friday	10:00-11:30am	1:00-3:00pm
Saturday	CLOSED	
Sunday	CLOSED	

NOTE: If you have business that will take more than 10 minutes to complete please schedule a time so that staff can make sure that they are available to meet your needs. Appointments may be scheduled outside of the “walk-in” hours as appropriate.

Office staff are always available to receive emails. Please limit non-emergent phone calls to times posted above. Thank you for your understanding and cooperation with this change. This will ultimately enable the office staff to better serve individual members as well as the Department as a whole.

Questions regarding this bulletin should be directed to Assistant Chief Ciarrocca or Deputy Chief Kight.