



## Waterford Ambulance Service Directive

---

Approval Date: January 27, 2014  
To: All WAS Staff  
From: Steven D Garvin, President WAS  
Subject: Fleet Management  
Directive: 14-002

---

As of this date, Mark Cassidy has been designated as the Waterford Ambulance Fleet Manager, and Vincent Ukleja has been designated as the alternate Waterford Ambulance Fleet Manager.

The purpose of these positions is to delegate the day to day responsibilities of Fleet Management to a Board level representative, and allow for more WAS personnel to share the work load. Both Mark and Vincent will work with members of Waterford Ambulance and Fire Services to:

- Schedule ambulances for maintenance and KKK inspections
- Coordinate ambulance repairs
- Track vehicle registration and insurance
- Develop ambulance purchasing specifications

Mark and Vincent will also be looking to the EMS districts for help in this endeavor, we will be looking for individuals from each district to act as “vehicle officers” to help coordinate and perform basic vehicle maintenance and service.

In order to facilitate these responsibilities, the Board has empowered Mark and Vincent purchasing authority of small parts & accessories costing no more than \$100.00 without Board pre-approval, and greater than \$100.00 but less than \$1,000.00 with Board pre-approval. Purchasing of parts & accessories costing more than \$1,000.00 might require quotations and bidding.

When small parts & accessories costing *no more* than \$100.00 are purchased, an email will be sent to the Treasure and cc'd to me on the purchased equipment's details including the cost and where they were purchased.

When small parts & accessories costing *more* than \$100.00, but less than \$1000.00 are being requested to be purchased, an email will be sent to the Treasure and President detailing the need for the equipment, the cost and where they were purchased.



## Waterford Ambulance Service Directive

When scheduled or non-emergency equipment or services costing *more* than \$1000.00 is being requested to be purchased, a request to the Board will be initiated and discussed during a normal Board Meeting.

When nonscheduled or emergency equipment or services costing *more* than \$1000.00 is being requested to be purchased, a request to the Board will be initiated and discussed outside of a regular Board meeting and disclosed as soon as practical.

Note: for nonscheduled or emergency repairs or parts cost, two Board members can approve the funding via phone or email, providing an email will be sent to the Treasure and Myself detailing the need for the equipment as soon as practical, detailing the cost and where they were purchased.

I want to thank Mark and Vincent for stepping up and taking on this assignment.

Steven D. Garvin

Waterford Ambulance Service President