

Timbrook Public Safety Center
231 East Piccadilly Street, Ste. 330
Winchester, VA 22601

Telephone: (540) 662-2298
FAX: (540) 542-1318
Website: www.winchesterva.gov

INFORMATIONAL BULLETIN IB-13038

TO: All Fire and Rescue Personnel

FROM: Scott Kensinger, Deputy Chief

RE: Early Time Sheet Pickup

DATE: July 31, 2013

Due to a scheduling conflict in the office, we will need to pick-up timesheets on Thursday, August 8, 2013 in the morning.

Supervisors please ensure all personnel have completed their timesheets and have been checked for accuracy.