

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

TRAINING BULLETIN TB-16004

TO: All Fire Department Personnel
FROM: Allen Baldwin, Fire Chief
RE: NOVAtime Training
Date: November 7, 2016

Important dates and times of the NOVAtime training are listed below.

City of Winchester finance department will be completing training for the new NOVAtime system for Fire and Rescue on December 5th, 6th, and 7th 2016. Everyone needs to attend one of the sessions. We understand that some personnel are on leave or away at schedule "A" training. Those personnel will receive the training at a later date. For anyone on Kelly day, you are expected to be present at your assigned shifts training. If you cannot make your assigned shift for whatever reason, send me an e-mail and c.c your supervisor.

The training for everyone will be from 0800-0900 hours on each assigned day and supervisors will continue until 1000 hours. All trainings will be held in the Debbie Bock training room at the Timbrook Building Public Safety Center on the third floor.

December 5, 2016, B shift
December 6, 2016, C shift
December 7, 2016, A shift

All administrative staff needs to attend one of the 3 days.