



Magnolia Fire Department

MEMORANDUM

No. 2026-01

Date: January 20, 2026
To: Emergency Operations Personnel
From: Division Chief of Logistics
Subject: Apparatus Fuel Cards

All,

The department implemented new Vehicle Maintenance Software (RTA) on October 1, 2025. This software allows the department to better track overall costs for each vehicle. We import fuel transactions and mileage into this software on a monthly basis. It is important that fuel cards are used for their assigned vehicle only and that mileage is entered accurately. Please do not use another vehicle's assigned fuel card when purchasing fuel. This will alter costs for that vehicle. If a fuel card is missing or lost, please contact the chain of command as soon as possible to order a replacement. If another fuel card was used incidentally, please report the event to the Division Chief of Logistics. If you have any questions or concerns, please let us know.

Chief Thornton 1803