



SPECIAL ORDER

SPECIAL ORDER 2015.33

Personnel Changes

OFFICE OF THE FIRE CHIEF

Issue Date: June 12, 2015

Expiration Date: June 19, 2015

OVERVIEW

The current supervisor of each transferred person shall prepare and deliver a mid-cycle performance evaluation, and then forward it to the new supervisor. Battalion Chiefs shall coordinate the transfer of pertinent employee documentation and information.

DEFINITIONS

Abbreviations:

A	A Shift	TBA	To Be Announced	(A)	Acting Position
B	B Shift	En	Engine	ESB	Emergency Services
C	C Shift	Tr	Truck/Tower	OSH	Occup Safety & Health
D	Day Work Schedule	Tn	Tanker	ASB	Admin Services
B1	Battalion 1	Ai	Aide	LOG	Logistics
B2	Battalion 2	Fl	Float	OFM	Office of Fire Marshal
MHO	Mandatory Hold Over	Mdo	Medical Duty Officer	OFC	Office of Fire Chief
NA	Not Applicable	Sa	Safety Officer	E&T	Education & Training
NC	No Change	Bc	Battalion Chief	OEM	Emergency Management

TOPIC DETAILS

The following retirement is effective as of Sunday, May, 31, 2015:

Name	Rank
Francis, Damion	FF

The following resignation is effective as of Thursday, June 4, 2015:

Name	Rank
Crosswhite, Jeffrey	FF

The following Acting position changes and detail assignments are effective Friday, June 12, 2015:

Name	Rank	From	TO	RANK	Kelly	MHO	Unit ID
Sabat, David	(A)Capt	B-08-En	B-09-En	Lt/P	NC	NC	NA
Pollack, Matthew	(A)Lt	B-B2-Fl	B-08-En	FF	NC	NC	NA



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15 **FORMS/ATTACHMENTS/REFERENCES**

16 Approved:

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20 _____
21 Fire Chief John S. Butler
22 Office of the Fire Chief

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24 Author:

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28 _____
29 Gordon Wallace, Assistant Chief
30 Emergency Services Bureau