



SPECIAL ORDER

SPECIAL ORDER 2020.68

Personnel Changes

OFFICE OF THE FIRE CHIEF

Issue Date: September 04, 2020

Expiration Date: October 21, 2020

1 OVERVIEW

2 The following personnel changes shall occur as listed.

3 DEFINITIONS

Abbreviations:

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

4 TOPIC DETAILS

5 The current immediate supervisor of each transferred or detailed individual shall:

- 6 • Ensure that Tenzinga and all supervisory records are updated within 10 days of the issuance of
- 7 this order.
- 8 • Transition all pertinent employee supervisory information to the new immediate supervisor
- 9 through the chain of command within 30 days of the issuance of this order.

10
11 Chief officers shall facilitate and coordinate the transfer of pertinent employee documentation and
12 information.

13
14 If above timelines cannot be met, immediate supervisors shall notify their command, and battalion chiefs
15 shall submit written notice to the appropriate bureau chief.





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20 The following detail took effect on August 20, 2020 at 0700. Personnel listed waived their ten day notice
21 of reassignment where applicable.
22

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
CLICK, Michelle	FF	C-11-En	D-E&T	FF	C3	NA	NA

23
24 The following transfer took effect on July 20, 2020 at 0700. Personnel listed waived their ten day notice
25 of reassignment where applicable.
26

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
JACOBSON, John	FFP	E&T-D	D-OSH	FFP	B3	NA	BOSH610

27
28 The following acting and detail assignments will take effect September 14, 2020 at 0700 hours. Personnel
29 listed have waived their ten day notice of reassignment where applicable.
30

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
FRANZ, Casey	FF	B-6-En	B-6-En	A/HVO	NC	NC	NA
PAYAGGAPANDHA, Max	FF	B-5-En	B-5-En	A/HVO	NC	NC	NA
STEINHILBER, John	FF	C-14-En	C-8-En	A/HVO	NC	NC	NA

31
32 The following detail assignment will end on September 14, 2020 at 0700 hours.
33

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
PORTER, Warren	CAP	A-2-En	A-2-En	CAP	NA	NA	NA

34
35 The following transfers will take effect September 14, 2020 at 0700 hours. Personnel listed have waived
36 their ten day notice of reassignment where applicable.
37

Name	Rank	From	To	Rank	Kelly	MHO	Unit ID
ALEJANDRE, Ashley	FF	C-7-En	D-E&T	FF	C5	NA	TRG416
CARTER, Jeffrey	CAP	B-8-En	D-ASB	BC	C3	NA	ADMIN BC30
CUGLE, Kenneth	FF	B-8-En	D-BOTS	Lt	B2	NA	COMMS502
DIVIRGILIO, Daniel	FF	14-B-En	1-B-En	FF	B7	B7.1	NA
DYER, Kaitlyn	FF	B-7-En	B-5-En	FF	NC	NC	NA
EAGAN, Brian	LT	C-B1-FI	C-8-En	LT	C1	C1.1	NA
FERGUSON, Robert	BC/P	C-B2-MDO	E-B3-BC	BC/P	NA	NA	NA
GAJEWSKI, Sarah	FF/P	B-9-En	B-5-En	FF/P	B4	B4.1	NA
GRIGBSY, Matthew	HVO/P	B-5-En	B-13-Tn	HVO/P	B4	B4.2	NA
LAGANA, Ronald	CAP/P	A-B2-FI	C-B1-FSO	CAP/P	C5	C5.1	NA
LaGRAVE, Charles	HVO	B-6-En	C-13-En	HVO	C3	C3.2	NA
LePORE, Martin	BC	D-LOGS	D-LOGS	AC	NA	NA	BUCF5
MAYNE, Kristy	CAP/P	D-B3-Cap	C-B2-MDO	CAP/P	C6	C6.1	NA
MEYER, Christopher	CAP	E-B3-Cap	B-8-En	CAP	B2	B2.2	NA
McCONNELL, Jasmine	FFR	B-5-En	B-7-En	FFR	NC	NC	NA



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MOBERLY, Jennifer	FF/P	B-7-En	B-9-En	FF/P	B4	B4.2	NA
PORTER, Warren	CAP	A-2-En	A-2-En	CAP	NC	NC	NA
PROCTOR, Brian	MFF/P	B-5-En	B-8-En	MFF/P	NC	NC	NA
SCHULZ, Steven	LT	C-B2-FI	C-B1-FI	LT	NC	NC	NA
SHILLING, Edgar Sr.	BC	D-ASB	D-ESB	BC	B1	NA	SUPP BC12
SHIM, Jonathan	FF	D-OFM	D-OFM	Lt	C1	NA	OFM213
THOMPSON, Mark	FF/P	B-10-En	B-6-En	FF/P	B7	B7.2	NA
WURZBUGER, Stanley	CAP	C-B1-FSO	B-B1-BC	BC	B3	B3.1	NA

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FORMS/ATTACHMENTS/REFERENCES

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Approved:

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Author:

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