



FCM 012-2016

FIRE CHIEF MEMORANDUM

DATE: January 26, 2016 (Amended January 28, 2016)
TO: All Uniformed Members
THROUGH: Eric C. Tade, Chief of Department *ECT*
Todd A. Bower, Chief of Department *ECT for TAB*
Desmond Fulton, Division Chief of Administration *ECT for DGF*
Peter VanderMiller, Assistant Chief of Administration *PV*
FROM: Gary R. Pierce, Captain of Administration *GP*
SUBJECT: **AMENDED** - 2016 REQUESTED (CONVENIENCE) TRANSFERS

The 2016 requested (convenience) transfers are expected to occur on May 15, 2016 and August 28, 2016. Per Department Directive 1008.00: “All transfers must be on file 21 days prior to the next effective transfer date (A-shift Sunday) following the effective vacancy date to be considered.” This means that all members who wish to be considered or excluded from the May 15, 2016 transfer date must have their transfer submitted or removed before midnight on April 24, 2016. This means that all members who wish to be considered or excluded from the August 28, 2016 transfer date must have their transfer submitted or removed before midnight on August 7, 2016. **Also, the requested (convenience) transfer for “A” shift Sunday January 1, 2017 must be submitted or removed before midnight September 18, 2016.**

Transfer requests to or within Airport Division suppression assignments must be on file 42 days prior to the effective A-shift Sunday transfer date or the start of the next 40-hour ARFF academy, whichever is earlier. Transfer cancellations shall not be accepted within 42 days of the effective transfer date. Once a member has accepted a transfer to the Airport Division and attended any paid training, badging, or other preparation, certification procedures must be maintained and the transfer to the Airport Division may not be withdrawn.

The requested transfers that will occur on May 15th and August 28th of 2016 will be considered as the one-year time frame from the previous May 3rd and August 16th transfers in 2015, respectively. For example: if a member has a one-year commitment for a requested transfer that was granted on August 16, 2015, then he/she would be eligible to transfer on August 28, 2016. Members that have a two-year commitment from June 22, 2014 will be eligible to transfer on June 26, 2016. This is earlier than the requested transfer date of August 28, 2016 due to the fact that in 2014 there were only two requested transfer dates and June 26, 2016 is the closest “A” shift Sunday after the two-year commitment is fulfilled from June 22, 2014.

GP:kfc/H/FCM/2016/012-2016 AMENDED 2016 Requested (Convenience) Transfers

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.
DISTRIBUTION: Suppression and Support Services (*electronic*)