



**FCM 021-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** February 11, 2016

**TO:** All Uniformed Members

**THROUGH:** Eric C. Tade, Chief of Department *TAB for ECT*  
Todd A. Bower, Deputy Chief of Department *TAB*  
Desmond G. Fulton, Division Chief, Administration *DGF*  
Peter VanderMiller, Assistant Chief, Administration *PV*

**FROM:** Gary R. Pierce, Captain, Administration *GRP*

**SUBJECT: TECHNICIAN OPENING IN FIRE PREVENTION**

Due to an opening in the Fire Prevention Division that has not been filled by a Requested Transfer prior to the 21 days of the transfer date of 02/21/2016, the drafting procedure is now in effect as of 02/11/2016. The Transfer Directive, 1008.00 states that: "For a position identified by the appropriate Division Chief, if no transfer requests are received 21 days prior to the upcoming effective transfer date, or 42 days in the case of Airport Division suppression assignments, all eligible members will have an opportunity to submit a transfer request and the drafting process will be initiated. Recruiting and drafting processes will run concurrently. From the date of notification, members have the opportunity to submit their transfer requests for 7 calendar days. Effective 0000 hours on the 8<sup>th</sup> calendar day, the senior eligible submitted request of transfer, in accordance with the Transfer Procedure, shall be granted, unless the provisions of Section III of this Transfer Procedure apply. If no transfer requests have been received by 2359 hours on the 7<sup>th</sup> calendar day, the vacancy will be filled by the drafting process, and notices of transfers will be generated. Any promotion, retirement, or transfer that occurs after 0000 hours on the 8<sup>th</sup> calendar day within the current 21-day cycle will not be considered for the current effective transfer date."

Based on this Transfer Directive, 1008.00, if no transfers are submitted by 2359 hours on 02/17/2016, the Fire Prevention Division will notify the member they have selected to be drafted on 02/18/2016. That member will then be transferred on 02/21/2016 and start their assignment at the Fire Prevention Division on 02/22/2016.

If you have any questions, please contact AC Chad Burdorf.

GP:kfc/H/FCM/2016/021-2016 Technician Opening in Fire Prevention

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)