



**FCM 138-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** November 9, 2016

**TO:** All Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT*  
Todd A. Bower, Deputy Chief of Department *TAB*  
Desmond G. Fulton, Division Chief, Administration *DGF*  
James Hart, Assistant Chief, Administration *JH*

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

**SUBJECT: ADDRESS AND PHONE NUMBER UPDATES**

Members who have moved or changed primary phone numbers need to check their address and phone contacts in TeleStaff and on the DFD Web. Administration will update the database once the downloadable form is filled out and sent to Administration. Some members do not have any phone contact listed or they have phone numbers that have been disconnected. It is imperative that all members have a correct address and phone number on file with Administration.

Please use the following link to locate the downloadable form that can be used to update personnel information ("*Personnel Data Update Form*" under *Downloadable Forms / Human Resources Bureau / HRB Form*).

**[http://dfdweb/dfddocs/index.cfm?div=HRB&doc\\_type=HRB\\_FORM](http://dfdweb/dfddocs/index.cfm?div=HRB&doc_type=HRB_FORM)**

Attachment: Personnel Data Update Form

GRP:kfc/H/FCM/2016/138-2016 Address and Phone Number Updates

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

DISTRIBUTION: Suppression and Support Services (*electronic*)