

NEW CHIEF LETTER REQUIREMENTS

1. Must be on fire department letterhead
2. Must contain the following information:
 - a. Chief's full name
 - b. Date he/she took over as chief
 - c. Home, work and cell phone numbers
 - d. Home and email address
3. Must be signed by the Chief
4. Must include copies of:
 - a. Firefighter 1 & 2
 - b. Fire Officer 1 & 2
 - c. Updated roster of all active members with names, ranks and phone numbers.

Note: The Chief is not legally recognized until we have this letter in our office.