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.