



Fire Department

Douglas A. Holton
Chief
Brian Glassel
Assistant Chief

July 5, 2009

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

I hereby promote and appoint, subject to your approval,

Administrative Assistant IV Juliet Lee Battle

to the position of FIRE PERSONNEL OFFICER in our Bureau of Administration to fill an existing vacancy. The appointment becomes effective July 26, 2009. For your information, I have attached her current resume.

Ms. Battle was originally appointed to the department in January, 1986, and has proven herself to be an excellent employee. With her educational background, and by working in this position over ten years as a backup, she has demonstrated that she is the most qualified to fill this position.

Respectfully,

DOUGLAS A. HOLTON
Chief

DH/jlb
Enclosure
F&P: 7/1/09 (McDougall)
FPC\Bureau Personnel\FPO Battle 0709

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chairman

_____ **Date** _____

_____ **Executive Director**