



Fire Department

**Mark Rohlfing**  
Chief

**Gerard Washington**  
Assistant Chief  
**Michael Payne**  
Assistant Chief  
**Paul Conway**  
Assistant Chief

April 14, 2011

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

Dear Commissioners:

I hereby nominate and temporarily appoint, contingent upon medical and drug screens, subject to your approval,

**Tawauna J. Swanigan**

to the position of ACCOUNTING ASSISTANT III in this department, effective May 2, 2011. This is a temporary position, which is necessitated by the prolonged absence of Jackie Semons, Management and Accounting Officer. This position of Accounting Assistant III will be rescinded upon the return of Ms. Semons. This position has been approved to be part of the Auxiliary Resource Program.

Ms. Swanigan is ranked number five and currently listed third on the Eligible List for Accountant I (enclosed). Her Fire and Police Commission application and résumé are also enclosed for your review.

Respectfully,



**MARK ROHLFING**  
Chief

MR/jlb  
Enclosure  
F&P: N/A – DER Auxiliary Resource Program  
FPC\Bureau Personnel\ADM\ACCA3 Temp Swanigan 0411

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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**Chairman**

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\_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Executive Director**