



Fire Department

Mark Rohlfing
Chief
Gerard Washington
Assistant Chief

September 12, 2012

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

Dear Commissioners:

Contingent upon Finance and Personnel's approval, I hereby promote and appoint, subject to your approval,

Inventory Control Assistant III Elizabeth L. Van Pay

to the position of OFFICE COORDINATOR in our Support Bureau, Construction and Maintenance Division, to fill an existing vacancy. The appointment becomes effective September 30, 2012. For your information, I have attached her current résumé.

This position is submitted to your Board under the provision of your Rule XI, Section 10. Ms. Van Pay was originally appointed to the department in May 2011, and has demonstrated that she is the most qualified to fill this position. Also attached is the "Request for Promotion without Competitive Examination" form in support of Ms. Van Pay.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
Enclosures
F&P: 9/19/12 (Morton)
FPC\Bureau Personnel\C&M\OFCOO Van Pay 0912

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Chairman

Date _____

Executive Director