

# City of Alameda



## Interdepartmental Memorandum

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PERSONNEL DEPT.

Date: February 25, 2016  
To: Nancy Bronstein, Human Resources Director  
From: Doug Long, Fire Chief  
RE: Administrative Assignment of David Wills

Effective November 29, 2015, Firefighter David Wills was assigned to a 40 hours per week office assignment through the Community Paramedicine Program. David was originally scheduled to work a six month assignment, but this has now been shortened to five months and will end on April 30, 2016. No adjustments need to be made to his holiday accrual bank.

Thank you.

A handwritten signature in black ink, appearing to read 'Doug Long', with a stylized flourish at the end.

Doug Long  
Fire Chief

cc: Firefighter David Wills  
Payroll