City of Milwaukee

Fire Department

**Mark Rohlfing**
Chief

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

November 22, 2011

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,

5 – Matthew F. Austen

to the position of HEAVY EQUIPMENT OPERATOR in this department on a waiver basis to fill an existing vacancy. The appointment becomes effective December 11, 2011.

The name appears in the order indicated on the Eligible List for Heavy Equipment Operator as established by your Honorable Board on July 28, 2011.

Respectfully,

MARK ROHLFING
Chief

MR/jlb
Enclosure
F&P: 11/23/11 (Jones, Travis)
FPC\NewSworn Promos\HEO\Austen WV Cont 1111

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

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**Chairman**

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_____ **Date** _____

_____ _____
**Executive Director**

**CITY OF MILWAUKEE**

**BOARD OF FIRE AND POLICE COMMISSIONERS**

**NOTICE OF PROMOTIONAL APPOINTMENT ON A WAIVER BASIS**

**FIRE DEPARTMENT**

**TO:** ***Matthew F. Austen***

**YOU ARE HEREBY NOTIFIED that this Commission has confirmed your promotion and appointment to the position of Heavy Equipment Operator in the Milwaukee Fire Department.**

**This appointment is made on a waiver basis to abide by the allotted staffing of the Department for this position.**

**However, when a vacancy occurs in this position, you will be considered as permanently promoted and appointed to this position.**

**Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS:**

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**DATE** **EXECUTIVE DIRECTOR**

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***NOTICE OF ACCEPTANCE OF PROMOTIONAL APPOINTMENT ON A WAIVER BASIS:***

I, Matthew F. Austen, in consideration of such promotion and appointment, hereby consent and agree to accept such appointment, subject to the above-mentioned provisions.

_____ _____

**DATE** **SIGNATURE**