



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-034

February 28, 2025

TO: All Personnel

FROM: Chief Burchett

SUBJECT: Assistant Chief Position Update

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With AC Pilgrim returning to Operations, AC Dern will oversee Health & Safety and Special Enforcement, and AC Robinson will oversee Fire Prevention until the Administrative and Planning AC position is filled.

The application timetable and process to fill this position will be announced once the Fire Marshal selection has been made. I anticipate announcing the open AC position in early March, and filling the position based on the timeline set forth in the announcement. If you have an interest in the position, I encourage you to set up a time to meet with me before the application process is open. Please reach out to Cyndee to schedule a time.

Again, I wish to thank Riley for his service and numerous contributions as Assistant Chief.