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## **INFORMATIONAL BULLETIN IB-11013**

TO: All Fire Department Personnel

FROM: Eddie McClellan, Captain

RE: EMS Reports, Professional Development Program, Promotion

Date: February 18, 2011

As many of you have noticed there have been some recent changes to the procedure codes in the Firehouse EMS Reporting System. The changes were necessary due to updates that the Virginia Office of EMS did to their reporting system. We apologize for any confusion this may have caused and will make every effort to notify personnel of changes in advance, in the future.

This week we received approval from City Administration and the City Manager to re-establish a Professional Development Program for the department. The revised Professional Development Program will be released later today. We realize that anytime we release such an important and large document that there will be questions.

However, we respectfully request that you hold all questions. I plan to make visits to the stations starting Tuesday, February 22 through Friday, February 25, 2011; to answer questions that you may have regarding the revised Professional Development Program.

Also, next week an informational bulletin will be released announcing the promotional process for the vacant Sergeant positions.