



Timbrook Public Safety Center
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TO: All Fire & Rescue Personnel
FROM: Scott Kensinger, Captain
RE: Station Mail/Items
DATE: July 14, 2011

INFORMATIONAL BULLETIN IB-11025

We have made a change in the office on how we handle mail/items coming from the stations. In an effort to ensure accurate delivery of ALL mail/items coming from the stations or individuals, we ask that it be delivered directly to Bonnie. She will then date stamp and disseminate this information to the appropriate individuals. Please continue to address your mail to the appropriate recipient. In the event that she is not available, please see others in the office to manage this information as prescribed above.