



**Date:** November 15, 2018  
**To:** Patrick H. West, City Manager *T.M.W.*  
**From:** Xavier Espino, Fire Chief *X.E.*  
**For:** Mayor and Members of the City Council  
**Subject:** Invitation to Long Beach Fire Department Promotional Badge Ceremony

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I would like to personally invite you and your staff to attend our upcoming Promotional Badge Ceremony in honor of the Fire Department's recent promotions.

The ceremony will be held on:

Date: Thursday, December 13  
Time: 8:30 a.m. – 11:30 a.m.  
Place: Long Beach City College  
T-1200 Multi-Purpose Room (located in T Building)  
4901 E. Carson Street  
Long Beach, CA 90808

There will be complimentary parking in Structure J. Parking in any other area will be subject to fees.

Please contact Alison Andersen at (562) 570-2505 to RSVP and confirm your attendance.

CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA L. DOUD, CITY AUDITOR  
TOM MODICA, ASSISTANT CITY MANAGER  
KEVIN JACKSON, DEPUTY CITY MANAGER  
REBECCA GARNER, ASSISTANT TO THE CITY MANAGER  
DEPARTMENT HEADS  
JAKE HEFLIN, PIO, FIRE DEPARTMENT