



**Date:** April 18, 2016

**To:** Patrick H. West, City Manager *T.M.W.*

**From:** Michael A. DuRee, Fire Chief /s/  
Robert Luna, Police Chief *R. Luna*

**For:** Mayor and Members of the City Council

**Subject:** INVITATION TO ATTEND THE ANNUAL FIRE AND POLICE MEMORIAL SERVICE

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We wish to extend an invitation to you, your family, co-workers and friends to attend the Long Beach Police and Fire Departments' Annual Memorial Service honoring police officers and firefighters who have died in the line of duty.

The Memorial Service will be held on Tuesday, May 3, 2016 in front of the Fire and Police Monument at City Hall, 333 W. Ocean Boulevard (located at the foot of Chestnut) and will begin promptly at 9:00 a.m.

Please arrive by 8:45 a.m. for seating in the VIP area; the ceremony will conclude at 9:45 a.m. If you have any questions, please contact Jake Heflin, Fire Department PIO at (562) 570-2598.

MAD:bjc

cc: Charles Parkin, City Attorney  
Laura L. Doud, City Auditor  
Tom Modica, Assistant City Manager  
Arturo Sanchez, Deputy City Manager  
Rebecca Jimenez, Assistant to the City Manager  
Department Heads  
Alex Avila, Commander, Training Division, Police Department  
Karen Owens, Administrator, Police Department  
Jake Heflin, PIO, Fire Department