

25-YEAR CLUB/CAL FIRE COMMUNICATIONS

0627

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As CAL FIRE recognizes the valuable contributions of its longtime employees and retirees, it has established an e-mail forwarding system for one retiree designated by the CAL FIRE 25-Year Club to receive all information posted within the department's bulletin boards. This "pipeline" serves as an information network for CAL FIRE retirees concerning deaths, illnesses, retirements, and significant events within the department. It also serves as a means of maintaining a connection for CAL FIRE to the wealth of knowledge held by retired personnel.

- The 25-Year Club will designate one retiree who will be forwarded all information posted to the CAL FIRE "Statewide General Interest" Bulletin Board folders.
- The CAL FIRE Information Technology Services (ITS) program will set-up the forwarding system to the retiree via that person's e-mail address.
- The designated retiree will supply an e-mail address to CAL FIRE ITS for use in forwarding bulletin board information.
- Operational costs (those associated with having an e-mail address/computer that can receive the forwarded information) will be borne by the designated retiree.
- The CAL FIRE ITS Chief will have the authority to terminate this access if any breach of security or misuse should occur.
- The CAL FIRE Public Education Office Deputy Chief and Staff Services Manager I in Sacramento Headquarters will be the main contacts with the designated retiree on any issues concerning this agreement, and will be the main Department contacts for all issues concerning 25-year Club and CAL FIRE communications.

To further assist in maintaining this important Department network, each Spring, CAL FIRE will distribute via its postmaster electronic mail system to all current CAL FIRE employees the following information:

- Brief description about the 25 Year Club,
- Explanation that employees must contact the 25 Year Club directly with address and membership information when they reach 25 Years of State Service. (The Department does not provide that information to the 25 Year Club.)
- Contact information for the 25 Year Club.

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