

**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>

**Subject:** Commissioner's Return

Hello Mr. Berlin,

This is to inform you that the Commissioner has returned from her Urban Fire Forum Conference.

What do you need from me on this end? It was prepaid from the organization. I know I sent the paid airfare prior but I want to make sure that I supply everything needed.



*Carlisa Howard*

she/her/hers

Chicago Fire Department Headquarters



CHICAGO FIRE DEPARTMENT  
CITY OF CHICAGO

**TO:** Steve Berlin  
Executive Director  
Board of Ethics

**FROM:**   
Annette Nance-Holt  
Fire Commissioner  
Chicago Fire Department

**DATE:** July 1, 2022

**SUBJECT:** Approval to Attend the 2022 Urban Fire Forum

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I am requesting permission to attend the Urban Fire Forum Conference in Boston, MD from the dates of September 20-22, 2022.

Fire Chiefs are selectively invited to attend and participate in the UFF Conference sponsored by the National Fire Protection Association.

The NFPA serves as the host to the UFF and consists of the Officers of the Metropolitan Fire Chiefs Association, Board of Directors, members of the International Fire Associations and a group of chiefs from major cities and metropolitan areas.

The sponsors will be covering the costs of roundtrip, coach airfare, hotel room, and tax related expenses. I have included a copy of my flight information and the lodging information will be at the Boston Marriott Quincy, located at 1000 Marriott Dr, Quincy, MA 02169.

Thank you for your consideration regarding the 2022 Urban Fire Forum.