

May 31, 2011

Salvatore J. Cassano
Commissioner
New York City Fire Department
9 MetroTech Center
Brooklyn, New York 11201-3857

Re: Freedom of Information Law Request for Records

Commissioner Cassano:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to (or containing the following) the criteria used to decide which of the 20 engines to cut and how each engine company citywide matched up against the criteria for the incoming budget for fiscal year 2012.

Please contact me if there is a fee for duplication of the records requested.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Please forward the requested documents and your response to:

John F. Lavelle
67 Park Place
Staten Island, New York 10301

If you have any further questions or comments, I can be reached at (718) 541-7463 or via email at JohnLavelle@gmail.com. Thank you in advance for your time and consideration of this matter.

Sincerely,

John F. Lavelle
Chair
Legal Committee; Staten Island Democratic Association