



WESTERN BERKS FIRE DEPARTMENT

111 Stitzer Avenue | Wernersville, PA 19565 | Phone (610) 678-1332 | Fax (610) 898-4280
<http://www.westernberksfire.org>

Document of Conversation

TO:

FROM:

CC: Personnel File

DATE:

RE: Document of Conversation

On _____ I met with _____ to discuss the following;

I, _____, acknowledge receipt of this document and my meeting with _____ on _____.

Employee/Member's Signature Date

Fire Commissioner Signature Date

Supervisor's Signature Date