



**FEMA**

July 27, 2018

David Andrews, Town Manager  
City of Carrboro  
301 West Main Street  
Carrboro, North Carolina 27510-

Dear Mr. Andrews:

Please accept my sincere thanks for your support of Fire Chief Susanna Schmitt Williams during her participation in the U.S. Fire Administration's National Fire Academy's (NFA) "Executive Fire Officer Program" (EFOP).

Chief Williams has now successfully completed the EFOP and the required applied research. On behalf of the NFA, the enclosed EFOP certificate has been forwarded to you for formal presentation to this dedicated member of your department.

I respectfully request that you present the certificate at a formal ceremony, inviting your community's elected officials and members of the local media to attend, along with Chief Williams' family. This is an ideal opportunity to celebrate the department's commitment to its personnel, and to demonstrate the success of its members.

The Academy appreciates your commitment to this 4-year program and continued support of the NFA.

Sincerely,

A handwritten signature in black ink, appearing to read "Tonya L. Hoover".

Tonya L. Hoover  
Superintendent  
National Fire Academy  
U.S. Fire Administration

Enclosure

