


MEMORANDUM

TO: All City Employees

FROM: Scott Highley, Fire Chief 

SUBJECT: Inquiries regarding the Wellington Hotel fire.

DATE: January 22, 1992

If you are approached by anyone having any inquiries regarding the Wellington Hotel fire, please refrain from giving any information you may have, and refer them directly to me. I would appreciate your cooperation so that only accurate and consistent information is given by City Employees and Officials. There is a significant potential for extensive and expensive litigation arising out of this tragic incident, and anything said at this time may end up in official records.

The State Fire Marshall's office is handling the investigation at this time. They are in control and I am acting as Public Information Officer, which means the information I will be having will be coming from them. With everyone's cooperation, we hope to be able to avoid issuing any misleading information.

Thank you.

SH:skw