



## Minutes - Final

### Public Safety Committee

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Wednesday, May 4, 2016

6:30 PM

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Roll Call: Chairperson Hendricks, Councilpersons Affa and MacLean

**15-776**

Bill 23 Public Safety, this evening  
Amending the 2016 General Fund budget by deleting the position of Clerk Typist 2 - Part-time (05M) and adding the position of Administrative Assistant (07N) in the Fire Administration Office. The purpose of this bill is to create a Full-time Administrative Assistant to provide sufficient office administrative support in the Fire Prevention office and as needed to support the Deputy Chief.

**Sponsors:** Administration

**Attachments:** [Bill 23 Fire Assistant](#)  
[Bill 23 Fire Admin Memo](#)

Chief Lee Laubach stated that the need we have has been needed for a long time. We only had an Office Manager for the whole Fire Department. Our footprint has grown because the billing we do for the Arena, and HAZMAT. We organize and maintain the Fire Department's Personnel certifications and the Emergency Management Documentation for the city as well as the Fire Department. Reimbursement for the snow emergency. They require a ton of documentation and reports. If we have any hazard materials spills, we pay for the guys that actually respond. Our bomb squad has to report to the ATF and the FBI.

Mr. Daryl Hendricks stated that we were successful in getting reimbursed on the snowstorm.

Chief Lee Laubach stated that he was at a meeting two days ago to plead our case to get more money. It seems positive. In a week or two we will get our numbers together.

Mr. Daryl Hendricks asked any questions from my colleagues.

Mr. Roger MacLean stated that it is obviously an upgrade. Where is the money coming from?

Chief Lee Laubach stated that we actually had some of the money because

the academy starts in June. The guys were funded the whole year.

Mr. Daryl Hendricks asked any other questions or questions from the public.

**A motion was made by Roger J. MacLean, seconded by Candida Affa, that this Ordinance be approved. The motion carried by the following vote:**

**Yes:** 3 - Daryl Hendricks, Candida Affa and Roger MacLean

**Adjourned: 6:33 PM**