

**CITY OF HANNIBAL  
COUNCIL AGENDA**

**Tuesday, November 6, 2012  
7:00 p.m.**

**ROLL CALL**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES  
Regularly Scheduled Council Meeting – October 16, 2012**

**APPROVAL OF PAYROLL AND CLAIMS  
Second Half – October, 2012**

**JEFF ARP – MIRMA  
Re: Risk Management Award Presentation – Hannibal Police Department**

**LYNDELL DAVIS – CHIEF OF POLICE  
Re: Equipment Demonstration, MIRMA Risk Management Award Funding Use**

**MARY SHORT, PRESIDENT – HISTORIC HANNIBAL MARKETING COUNCIL  
Re: Request, Ad Hoc Committee – Annual 4<sup>th</sup> of July Celebration**

**ROY G. HARK – MAYOR  
Re: Approval of Appointment**

**EMPLOYEE BENEFIT TRUST BOARD  
➤ Matt Lay – appointment for a term to expire May, 2013**

**HANNIBAL TREE BOARD**

- Eric Happekotte – reappointment for a term to expire September, 2015

**MARK TWAIN HOME BOARD**

- Kristy Trevathan – reappointment for a term to expire November, 2019

**JEFF LAGARCE – CITY MANAGER**

**Re: Pigeon Removal Initiative**

**Re: Approval, Fire Chief Position Description Revisions**

**ANGELICA N. VANCE – CITY CLERK**

**Re: Resignation Acceptance, 6<sup>th</sup> Ward Council Member – Richard Draper**

**Re: Approval, 6<sup>th</sup> Ward Council Vacancy Selection Process & Timeline**

**DOUG WARREN – FINANCE DIRECTOR**

**Re: Employee Guide to Success Amendment – SECTION IV. *USE OF CITY CHARGE ACCOUNTS***

*(Resolution NO. 1864-12, to follow)*

**GAIL BRYANT – HCVB DIRECTOR**

**Re: Bid Award Approval, 2013 Visitor Guide Printing**

*Pooler Communications*

**Re: 2013 Hemmings Motor News Great Race Host City – Overnight Host Agreement**

*Monday, June 24, 2013*

*(Resolution No. 1863-12, to follow)*

**PHYLLIS NELSON – CITY COLLECTOR**

**Re: 2012 Budget Amendment No. 2 – General, Capital Equipment & Sales  
Tax Capital Funds**

*(Resolution No. 1862-10, to follow)*

**BILL MADORE – FIRE CHIEF**

**Re: Donation Acceptance, Automated External Defibrillator**

*Linda Coleberd – Mark Twain Cave*

**RESOLUTION NO. 1862-12**

**A RESOLUTION AMENDING THE FISCAL YEAR BUDGET 2012-2013 (AMENDMENT NO. 2) RELATIVE TO THE GENERAL FUND, CAPITAL EQUIPMENT FUND AND SALES TAX CAPITAL FUND FOR A SUPPLEMENTAL APPROPRIATION OF \$110,514.79, \$627.60 AND \$25,000 RESPECTIVELY OFFSET BY THE EXPENDITURE LINE ACCOUNTS OF 10.29.121, 10.31.573, 10.47.599, 45.44.475 AND 30.68.901**

**RESOLUTION NO. 1863-12**

**A RESOLUTION OF THE CITY OF HANNIBAL, HANNIBAL CONVENTION AND VISITOR'S BUREAU, ACCEPTING AND ENTERING INTO AN AGREEMENT WITH THE COKER TIRE COMPANY TO BE A HOST CITY FOR THE 2013 HEMMINGS MOTOR NEWS GREAT RACE**

**RESOLUTION NO. 1864-12**

**A RESOLUTION AMENDING THE CITY OF HANNIBAL'S PERSONNEL MANUAL KNOWN AS THE *EMPLOYEE GUIDE TO SUCCESS*, SECTION IV. JOB PERFORMANCE AND STANDARDS OF CONDUCT *USE OF CITY CHARGE ACCOUNTS***

**BILL NO. 12-034**  
*(as amended)*

**AN ORDINANCE GRANTING A FRANCHISE BY THE CITY OF HANNIBAL, COUNTY OF MARION, MISSOURI, TO LIBERTY ENERGY (MIDSTATES) CORP., ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO FURNISH, SELL AND DISTRIBUTE GAS TO THE CITY AND TO ALL PERSONS, BUSINESSES AND INDUSTRIES WITHIN THE CITY AND THE RIGHT TO ACQUIRE, CONSTRUCT, INSTALL, LOCATE, MAINTAIN, OPERATE AND EXTEND INTO, WITHIN AND THROUGH SAID CITY ALL FACILITIES REASONABLY NECESSARY TO FURNISH, SELL AND DISTRIBUTE GAS TO THE CITY AND TO ALL PERSONS, BUSINESSES AND INDUSTRIES WITHIN THE CITY AND IN THE TERRITORY ADJACENT THERETO AND THE RIGHT TO MAKE REASONABLE USE OF ALL STREETS AND OTHER PUBLIC PLACES AS MAY BE NECESSARY, AND FIXING THE TERMS AND CONDITIONS THEREOF**

*Second and Final Reading*

**BILL NO. 12-035**

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 211 OF THE HANNIBAL CITY CODE REGARDING THE USE OF CREDIT CARDS AND FURTHER ENACTING POLICIES AND PROCEDURES THEREOF**

*Second and Final Reading*

**CLOSED SESSION**  
*In Accordance with RSMo. 610-021 (1)*

**ADJOURNMENT**

## Angel Vance

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**From:** Jeff Arp <JArp@mirma.org>  
**Sent:** Friday, September 21, 2012 10:35 AM  
**To:** Angel Vance  
**Subject:** Council Meeting

Dear Angel,

I would like to be added to the city council agenda for ~~October 16<sup>th</sup>~~ <sup>November 6<sup>th</sup></sup> to present the Mirma Risk Award for the police department. The police department received \$5,247.00 for some wearable cameras. Can you please email me to confirm.

Thank and have a good weekend!

Jeff Arp, ARM-P  
Loss Control Specialist

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This email was Anti Virus checked by Astaro Security Gateway. <http://www.astaro.com>

## Historic Hannibal Marketing Council Hannibal, Missouri

October 18, 2012

Hon. Mayor and City Council Members  
City Hall  
Hannibal, Mo.

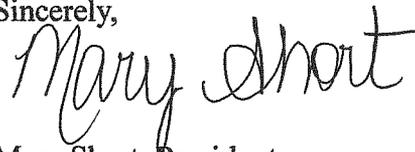
Hon. Mayor and Council:

The activities sponsored by numerous community organizations on or near July 4 represent our best and most venerated city celebration. In the past two or three years, it has become obvious that better communication and coordination would improve and refine this great summer cluster of events.

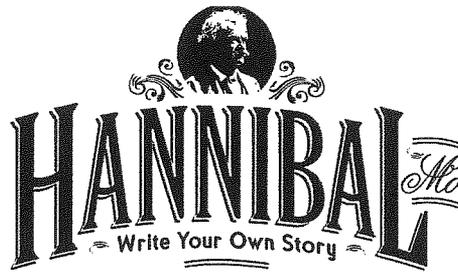
As business owners, we would respectfully suggest that it is appropriate for the city council to create an *ad hoc* committee, including a member or members of the city council, affected city department heads, downtown business organization, and representatives from each community organization involved in Tom Sawyer Days of July 4 events to meet and coordinate all of the needs for parks, parking lots, street closures, and any other city resources to assure that all needs are met and that pedestrian and vehicular traffic is minimally impacted.

The Tom Sawyer Days activities are a very positive attraction for nearly every Hannibal business and represent a great fund-raising opportunity for many worthy community organizations. We hope you will take this opportunity to maximize these benefits to our city.

Sincerely,

A handwritten signature in cursive script that reads "Mary Short". The signature is written in black ink and is positioned above the printed name.

Mary Short, President



Jeff LaGarce  
City Manager

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## MEMORANDUM

**To:** Mayor Hark and Members of the City Council  
**From:** Jeff LaGarce, City Manager  
**Re:** Staff Comments on Request for National Tom Sawyer Days Committee  
**Date:** October 29, 2012

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With all due respect for applicant Mary Short, for whom I have a tremendous amount of respect, the city staff has no desire to participate in a standing committee to plan National Tom Sawyer Days. I initially asked Mary to withdraw this request (for reasons stated herein), and she did withdraw; but the Historic Hannibal Marketing Council – where Mary is President - urged her to pursue this request anyway.

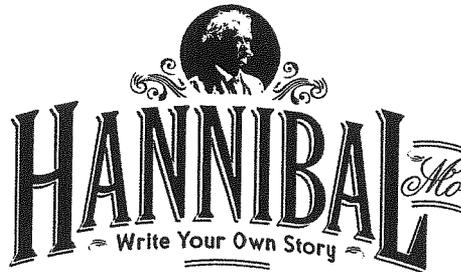
Before the NTSD layout is considered by the City Council each spring, the Hannibal Jaycees coordinate with dozens-upon-dozens of different groups, businesses, and individuals impacted by the event – including city departments. Once Council approval is given, intense coordination occurs cohesively with HPD, the Parks Department, and Street Department – all working together with the Jaycees to hammer-out specifics. While no system is perfect, but Chief Davis states they “nearly have it down to a science”. The staff sees no reason to change a working system; particularly with one that involves months-upon-months of needless discussion, e-mails, and meetings – to accomplish what’s already being accomplished effectively, with considerably less time.

2013 National Tom Sawyer Days should be even simpler to accommodate. The city will own the Murphy Motors site, and the Jaycees have a new site. This added flexibility allows logistics to be better-accommodated, and renders conflicts much less likely. While street closures and booth locations are still necessary, NTSD sponsors, attendees, businesses, and motorists should be better-accommodated, and conflicts with businesses far less.

In discussing this request at the October 24 staff meeting, not a single department head had any desire to serve on this committee – a gross understatement – viewing it as (i) needless duplication of effort and (ii) needless consumption of time that will displace important work. Employees’ time is worth something.

If the business community would like greater input into the planning of NTSD (which I assume to be the case here), the Hannibal Jaycees *may* be willing to acquiesce, but that is the Jaycees’ choice. The Jaycees hold considerable discussion and negotiation with impacted property owners before they even approach the city.

As the City Council knows, we are doing more-with-less. Many resigned/retired staff members are not replaced, more employees wear multiple hats, and public demands are certainly not waning. I have communicated these reasons to Mary, but her HHMC members insist on appealing beyond the city manager and department heads, directly to the City Council. We have no wish to participate in a duplicative, time-consuming process, and we urge you to deny this request.



Jeff LaGarce  
City Manager

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# MEMORANDUM

**To:** Mayor Hark and Members of the City Council

**From:** Jeff LaGarce, City Manager

**Re:** Supplemental report on Request for National Tom Sawyer Days Committee

**Date:** October 29, 2012

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The City Clerk informs me 1 NTSD issue (1 reason for this proposed Committee) will be a Hannibal Cannibal vs. Farmer's Market conflict on July 4<sup>th</sup>. Apparently, a conflict exists between the Hannibal Cannibal and Farmer's Market on Main Street (holding both events at the same time is minimally possible).

I still cannot understand why a standing Committee of city employees, Councilman, business people, and Jaycees would be necessary to resolve this. Such a challenge should be reconciled between the respective sponsors of the Cannibal and Farmers' Market. Though disliking the role of private sector referee, I would have no objection to staff members participating in that meeting (Davis, LaGarce, Dorian, etc.) to evaluate/troubleshoot traffic and parking solutions to various ideas, but it still doesn't justify a standing Committee for NTSD.

## Angel Vance

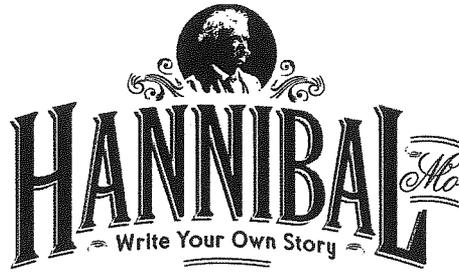
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**From:** Jeff LaGarce  
**Sent:** Thursday, November 01, 2012 9:45 AM  
**To:** Angel Vance  
**Subject:** Pigeon Removal Initiative

Angel,

Please place this issue on the agenda, under my name. I meet with a trapper on Monday. If that bears fruit, I'll have something to report Tuesday night. If not, we can always table the initiative until the following meeting. Consider this a placeholder, because we don't want to lose any more time trying to find an acceptable removal method. Please include this memo in the agenda packet. Thanks.

Jeff LaGarce  
City Manager



Jeff LaGarce  
City Manager

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# MEMORANDUM

**To: Mayor Hark and Members of the City Council**

**From: Jeff LaGarce, City Manager**

**Re: Recommend Approval of Job Description Change - Fire Chief**

**Date: October 25, 2012**

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Job descriptions require (2) levels of approval. If a police officer's job description is changed, a Lieutenant and Police Chief must approve. To amend the Police Chief's job description (or that of any department head), approval is required by the City Manager and Council. Again, two (2) levels of approval.

Amendment of the Fire Chief's job description is requested here. Specifics include:

1. Reports to City Manager rather than Fire Board,
2. Requiring Fire Officer I and II certifications,
3. Requiring NIMS level 400,
4. Requiring Fire Inspector certification.

The Hannibal Fire Department is reviewing all job descriptions to incorporate enhanced training and certification standards. "Raising the bar" departmentally also provides greater expectations for future promotional opportunities, and better prepares future command officers by requiring these achievements at earlier ranks.

*Staff recommends Council approval of the Fire Chief's job description.*

**Job Description**  
**Fire Chief**  
**October 2012**

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then a change in the job description can be initiated at any time by either the incumbent or the supervisor. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in the Accounts, Records, and Payroll Department of City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

**Position title:** Fire Chief

**Pay Grade and Range:** Grade 23 \$ 51,810 to \$76,239

**Department:** Fire Department

**Exempt/non-exempt status:** Exempt (not eligible for overtime pay)

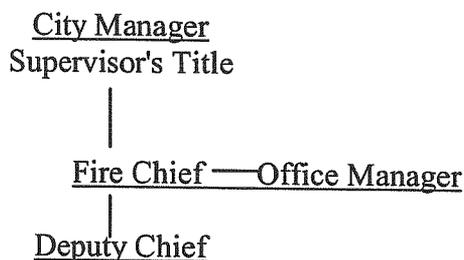
**Job description most recently created, updated, or checked when:** October 2012

**Updated or checked by (who):** Deputy Fire Chief, Fire Chief and City Manager

**Primary purpose of position:**

- ◆ Manage department staff across 3 stations and administration building providing optimal fire and emergency medical services to the citizens of Hannibal

**Reporting relationship:**



**Main responsibilities:**

- ◆ Manage 24-hour 7 -days a week public emergency service across three fire stations and administration building and three rotating shifts. Be observant for safe operations and compliance with department regulations on-site or at the scene of an emergency.
- ◆ Keep staff informed of changes and build motivation as a positive example of leadership.
- ◆ Provide reports of department activity to the City Manager.

- ◆ Point of contact for media relations. May make presentations at community groups or educational events.
- ◆ In collaboration with the Deputy Chief and/or Training Officer, assist the Building Inspector to inspect, coach, and follow up on residential or commercial locations. Use pleasant, persuasive explanations with building owners to encourage fire prevention and safety. Suggest alternative remedies and actions to assist them in actions toward compliance.
- ◆ Prepare department's annual budget. Identify priorities and projected costs. Advocate capital equipment purchases and reasonable staff size. Present and explain the proposed budget in meetings with the City Manager or City Council Members. Administer the budget, authorizing department expenses during the year. Approve reports for payroll each pay period.
- ◆ Represent the department in meetings across departments, teamwork with other City departments, and collaboration with fire departments in adjacent cities or areas. Attend meetings with City Council as needed. Attend and participate with regional and statewide committees on fire protection, hazardous materials response, and homeland security initiatives.
- ◆ On-call (during or after work hours) to respond with shift crew to emergencies requiring more or full staff deployment. May assume command at a scene, making decisions about the methods to resolve a fire or emergency. This may include a building fire, auto wreck, train wreck, chemical spill, or other disaster. Supervise and direct fire confinement, fire suppression, salvage, overhaul, rescue, or medical actions taken. May perform any of the firefighting responsibilities to assist the crew at the scene of an emergency.
- ◆ Improve and evaluate employee performance. Explain policies, regulations, and procedures as needed. Determine disciplinary action in situations of non-compliance. Collaborate with other staff to write the performance evaluations.
- ◆ Provide team or individual recognition for a job well done. Listen and resolve conflicts or concerns among employees.
- ◆ Determine timing of open positions, hiring procedures, and promotional procedures. Evaluate candidates for promotion. Participate in the hiring process for new employees.

**Main responsibilities (continued):**

- ◆ Review recommended improvements in procedures or operations. Establish or revise department regulations.
- ◆ Responsible for developing and submitting the department's 5-year capital improvement plan.
- ◆ Conducts weekly staff meetings
- ◆ Develops goals and objectives for department annually
- ◆ Stay informed of department activity. Monitor trends in fire occurrences
- ◆ Review documentation of incident reports and fire investigations
- ◆ Must be able to provide credible testimony in a court of law
- ◆ Work with the Local Emergency Planning Committee (LEPC) and Missouri Department of Natural Resources (DNR) in regards to hazardous materials incidents and planning.
- ◆ Reports monthly and annually to Missouri Division of Fire Safety with department reports
- ◆ Coordinate and participate within the Missouri Statewide Mutual Aid system
- ◆ Coordinate with Region B Homeland Security Response Teams (Hannibal & Kirksville)
- ◆ Provide career development counseling for department members
- ◆ Report unsafe conditions that threaten public safety to the City Manager or City Council. Recommend changes in codes to keep current with fire and life safety requirements.
- ◆ This job description does not list all possible duties. A Chief will be required to follow any other job-related instructions and to perform other job-related duties requested by the City Manager.

**Comfort or hazards of the normal work environment:**

- ◆ Work hours may include activities outdoors or indoors. Most work hours are indoors and comfortable at the Fire Station. However, there may be adverse outdoor conditions at inspections, investigations, and emergency scenes.
- ◆ Work hours are typically 8 hour shifts Monday- Friday with the ongoing possibility of on-call time to assist shift crew in larger emergencies and while attending meetings.

**Job qualifications:**

Education

- ◆ High school or GED completion is required
- ◆ Bachelor's Degree in Fire Science or a closely related course emphasis is preferred
- ◆ Advanced degree preferred
- ◆ College coursework in accounting, personnel management, or public relations preferred

### Experience

- ◆ 15 years professional firefighting experience required
- ◆ 5 years previous Fire Officer experience is required
- ◆ 5 years previous experience in emergency medical services required
- ◆ More years Fire Officer experience preferred
- ◆ More years of previous emergency medical experience preferred
- ◆ Public relations and public speaking experience preferred
- ◆ 5 years supervisory experience required
- ◆ A chief is expected to be fully competent after one year of job experience, although achieving excellence in the job may take several years.

### Knowledge, Skills and Abilities

- ◆ Supervisory skills
- ◆ Positive attitude and interpersonal skills
- ◆ Teamwork
- ◆ Leadership
- ◆ Media relations skills
- ◆ Knowledge of hiring procedures
- ◆ Decisiveness for quick decisions
- ◆ Learning aptitude and desire for continuous learning
- ◆ Public speaking skills
- ◆ Knowledge of fire protection and alarm systems
- ◆ Articulate clear speaking skills
- ◆ Writing skills for accurate concise reports
- ◆ Typing skills
- ◆ Listening skills
- ◆ Knowledge of employee recognition practices
- ◆ Working knowledge of department computer system and operating software
- ◆ Patience with people of all ages
- ◆ Knowledge of performance management
- ◆ Cultural sensitivity
- ◆ Knowledge of additional languages preferred
- ◆ Public relations skills
- ◆ Tactfulness and respect for employees
- ◆ Knowledge of Incident Command procedures
- ◆ Altruism and courage; willingness to risk self for strangers or coworkers
- ◆ Professional appearance and demeanor for interaction with public
- ◆ Courtesy and calm disposition during crises
- ◆ Knowledge of equipment, department vehicles, and department policies
- ◆ Knowledge of building materials and their behavior in fire conditions
- ◆ Computer skills for word processors, spreadsheets, and databases
- ◆ Knowledge of budget administration
- ◆ Knowledge of building codes and ordinances related to fire safety
- ◆ Knowledge of fire behavior and fire control procedures
- ◆ Knowledge of legal, ethical, and medical issues related to emergency management

**Job qualifications (continued):**

- ◆ Knowledge of anatomy, physiology, and patient assessment
- ◆ Knowledge of city streets, features, best short cuts, and water grid system
- ◆ Knowledge of firefighting strategies and methods
- ◆ Skill in safe driving during emergency conditions
- ◆ Knowledge of personnel policies and department policies
- ◆ Leadership skills to encourage employees and maintain positive morale
- ◆ Skill to use department equipment

Equipment typically used in this job:

- ◆ May use a fire extinguisher, ax, ground and aerial ladders, chisel, crowbar, electric saw, infrared imager for vision in darkness, hydraulic tools, jaws, air bags, jacks, rescue basket, air tools, block and tackle, cribbing, shoring, repelling equipment, pumper, tanks, hoses, 2-way radios, patient transport equipment, pulse oximeter, defibrillator, bunker gear, and self contained breathing apparatus.
- ◆ Office equipment includes radio, fax, computer, telephone, and calculator.

**Physical requirements:**

- ◆ Lift and carry 100 pounds
- ◆ Pull 150 pounds a distance of 100 feet
- ◆ Climb 5 flights of stairs or 75 feet of ladder without pause
- ◆ Carry 100 pounds down a ladder
- ◆ Stand for long periods
- ◆ Vision acuity, peripheral vision, depth perception
- ◆ Sense of smell
- ◆ Ability to hear conversational speech
- ◆ Speak clearly
- ◆ Agility to bend, stoop, jump, or crawl wearing 50 pounds of equipment
- ◆ Strength for pushing and pulling equipment
- ◆ Tolerance for temperatures
- ◆ Ability to wake immediately from sleep and respond alert
- ◆ No significant fear of heights, darkness, or closed spaces

**Certifications, training or licenses required:**

- ◆ Valid driver's license required with good driving record
- ◆ Firefighter I and II certification required
- ◆ Hazardous Materials Awareness, Operations, and Technician state certification required if offered by the Missouri State Fire Marshall's Office if available.
- ◆ American Heart Association Basic Life Support (BLS) certification required
- ◆ National Incident Management System certification up to the 400 series required.
- ◆ Fire Investigator state certification preferred
- ◆ Fire Inspector State certification required

- ◆ Medical First Responder certification is required
- ◆ Fire Service Instructor I state certification required
- ◆ Missouri State Fire Officer I & II required
- ◆ Hazardous Materials Instructor certification preferred
- ◆ Missouri State Emergency Medical Technician (EMT) Basic required
- ◆ Missouri State Emergency Medical Technician- Paramedic preferred
- ◆ Fire Service Instructor II state certification preferred
- ◆ Leadership or management training preferred

**Training and development recommended:**

- ◆ Ongoing training may include firefighting topics, fire ground strategies, extrication, personnel management, medical training, Incident Command training, fire investigation, emergency preparedness, building codes, computer skills, NFPA standards, supervisory skills, and leadership training.

**I HAVE REVIEWED THIS JOB DESCRIPTION WITH MY SUPERVISOR AND UNDERSTAND THE CONTENTS.**

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SIGNATURE OF EMPLOYEE

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DATE

## **JOB DESCRIPTION APPROVAL/REVISION**

I have approved the following job description and have discussed  
The job description with the employee(s) involved.

**Job Title:** Chief - Fire Department

**Revision of:** Updated/Revised on October, 2012

**Attached is a copy of the new job description for the title.**

**Level One Approval**

\_\_\_\_\_  
**Jeff LaGarce, City Manager** **Date**

**Level Two Approval**

\_\_\_\_\_  
**Roy G. Hark, Mayor** **Date**

**Received By**

\_\_\_\_\_  
**Angelica N. Vance, City Clerk** **Date**

**Job Description**  
**Fire Chief**  
**October 2012**

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**Pay Grade and Range:** Grade 23

**Department:** Fire Department

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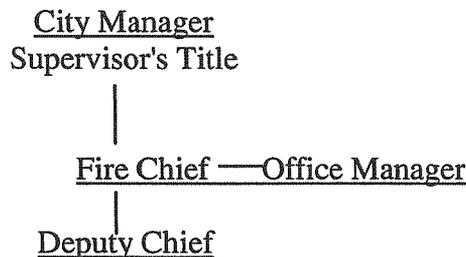
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**Main responsibilities:**

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- ◆ Keep staff informed of changes and build motivation as a positive example of leadership.
- ◆ Provide reports of department activity to the City Manager.

- ◆ Point of contact for media relations. May make presentations at community groups or educational events.
- ◆ In collaboration with the Deputy Chief and/or Training Officer, assist the Building Inspector to inspect, coach, and follow up on residential or commercial locations. Use pleasant, persuasive explanations with building owners to encourage fire prevention and safety. Suggest alternative remedies and actions to assist them in actions toward compliance.
- ◆ Prepare department's annual budget. Identify priorities and projected costs. Advocate capital equipment purchases and reasonable staff size. Present and explain the proposed budget in meetings with the City Manager or City Council Members. Administer the budget, authorizing department expenses during the year. Approve reports for payroll each pay period.
- ◆ Represent the department in meetings across departments, teamwork with other City departments, and collaboration with fire departments in adjacent cities or areas. Attend meetings with City Council as needed. Attend and participate with regional and statewide committees on fire protection, hazardous materials response, and homeland security initiatives.
- ◆ On-call (during or after work hours) to respond with shift crew to emergencies requiring more or full staff deployment. May assume command at a scene, making decisions about the methods to resolve a fire or emergency. This may include a building fire, auto wreck, train wreck, chemical spill, or other disaster. Supervise and direct fire confinement, fire suppression, salvage, overhaul, rescue, or medical actions taken. May perform any of the firefighting responsibilities to assist the crew at the scene of an emergency.
- ◆ Improve and evaluate employee performance. Explain policies, regulations, and procedures as needed. Determine disciplinary action in situations of non-compliance. Collaborate with other staff to write the performance evaluations.
- ◆ Provide team or individual recognition for a job well done. Listen and resolve conflicts or concerns among employees.
- ◆ Determine timing of open positions, hiring procedures, and promotional procedures. Evaluate candidates for promotion. Participate in the hiring process for new employees.

**Main responsibilities (continued):**

- ◆ Review recommended improvements in procedures or operations. Establish or revise department regulations.
- ◆ Responsible for developing and submitting the department's 5-year capital improvement plan.
- ◆ Conducts weekly staff meetings
- ◆ Develops goals and objectives for department annually
- ◆ Stay informed of department activity. Monitor trends in fire occurrences
- ◆ Review documentation of incident reports and fire investigations
- ◆ Must be able to provide credible testimony in a court of law
- ◆ Work with the Local Emergency Planning Committee (LEPC) and Missouri Department of Natural Resources (DNR) in regards to hazardous materials incidents and planning.
- ◆ Reports monthly and annually to Missouri Division of Fire Safety with department reports
- ◆ Coordinate and participate within the Missouri Statewide Mutual Aid system
- ◆ Coordinate with Region B Homeland Security Response Teams (Hannibal & Kirksville)
- ◆ Provide career development counseling for department members
- ◆ Report unsafe conditions that threaten public safety to the City Manager or City Council. Recommend changes in codes to keep current with fire and life safety requirements.
- ◆ This job description does not list all possible duties. A Chief will be required to follow any other job-related instructions and to perform other job-related duties requested by the City Manager.

**Comfort or hazards of the normal work environment:**

- ◆ Work hours may include activities outdoors or indoors. Most work hours are indoors and comfortable at the Fire Station. However, there may be adverse outdoor conditions at inspections, investigations, and emergency scenes.
- ◆ Work hours are typically 8 hour shifts Monday- Friday with the ongoing possibility of on-call time to assist shift crew in larger emergencies and while attending meetings.

**Job qualifications:**

Education

- ◆ High school or GED completion is required
- ◆ Bachelor's Degree in Fire Science or a closely related course emphasis is preferred
- ◆ Advanced degree preferred
- ◆ College coursework in accounting, personnel management, or public relations preferred

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- ◆ Public speaking skills
- ◆ Knowledge of fire protection and alarm systems
- ◆ Articulate clear speaking skills
- ◆ Writing skills for accurate concise reports
- ◆ Typing skills
- ◆ Listening skills
- ◆ Knowledge of employee recognition practices
- ◆ Working knowledge of department computer system and operating software
- ◆ Patience with people of all ages
- ◆ Knowledge of performance management
- ◆ Cultural sensitivity
- ◆ Knowledge of additional languages preferred
- ◆ Public relations skills
- ◆ Tactfulness and respect for employees
- ◆ Knowledge of Incident Command procedures
- ◆ Altruism and courage; willingness to risk self for strangers or coworkers
- ◆ Professional appearance and demeanor for interaction with public
- ◆ Courtesy and calm disposition during crises
- ◆ Knowledge of equipment, department vehicles, and department policies
- ◆ Knowledge of building materials and their behavior in fire conditions
- ◆ Computer skills for word processors, spreadsheets, and databases
- ◆ Knowledge of budget administration
- ◆ Knowledge of building codes and ordinances related to fire safety
- ◆ Knowledge of fire behavior and fire control procedures
- ◆ Knowledge of legal, ethical, and medical issues related to emergency management

**Job qualifications (continued):**

- ◆ Knowledge of anatomy, physiology, and patient assessment
- ◆ Knowledge of city streets, features, best short cuts, and water grid system
- ◆ Knowledge of firefighting strategies and methods
- ◆ Skill in safe driving during emergency conditions
- ◆ Knowledge of personnel policies and department policies
- ◆ Leadership skills to encourage employees and maintain positive morale
- ◆ Skill to use department equipment

Equipment typically used in this job:

- ◆ May use a fire extinguisher, ax, ground and aerial ladders, chisel, crowbar, electric saw, infrared imager for vision in darkness, hydraulic tools, jaws, air bags, jacks, rescue basket, air tools, block and tackle, cribbing, shoring, repelling equipment, pumper, tanks, hoses, 2-way radios, patient transport equipment, pulse oximeter, defibrillator, bunker gear, and self contained breathing apparatus.
- ◆ Office equipment includes radio, fax, computer, telephone, and calculator.

**Physical requirements:**

- ◆ Lift and carry 100 pounds
- ◆ Pull 150 pounds a distance of 100 feet
- ◆ Climb 5 flights of stairs or 75 feet of ladder without pause
- ◆ Carry 100 pounds down a ladder
- ◆ Stand for long periods
- ◆ Vision acuity, peripheral vision, depth perception
- ◆ Sense of smell
- ◆ Ability to hear conversational speech
- ◆ Speak clearly
- ◆ Agility to bend, stoop, jump, or crawl wearing 50 pounds of equipment
- ◆ Strength for pushing and pulling equipment
- ◆ Tolerance for temperatures
- ◆ Ability to wake immediately from sleep and respond alert
- ◆ No significant fear of heights, darkness, or closed spaces

**Certifications, training or licenses required:**

- ◆ Valid driver's license required with good driving record
- ◆ Firefighter I and II certification required
- ◆ Hazardous Materials Awareness, Operations, and Technician state certification required if offered by the Missouri State Fire Marshall's Office if available.
- ◆ American Heart Association Basic Life Support (BLS) certification required
- ◆ National Incident Management System certification up to the 400 series required.
- ◆ Fire Investigator state certification preferred
- ◆ Fire Inspector State certification required

- ◆ Medical First Responder certification is required
- ◆ Fire Service Instructor I state certification required
- ◆ Missouri State Fire Officer I & II required
- ◆ Hazardous Materials Instructor certification preferred
- ◆ Missouri State Emergency Medical Technician (EMT) Basic required
- ◆ Missouri State Emergency Medical Technician- Paramedic preferred
- ◆ Fire Service Instructor II state certification preferred
- ◆ Leadership or management training preferred

**Training and development recommended:**

- ◆ Ongoing training may include firefighting topics, fire ground strategies, extrication, personnel management, medical training, Incident Command training, fire investigation, emergency preparedness, building codes, computer skills, NFPA standards, supervisory skills, and leadership training.

**I HAVE REVIEWED THIS JOB DESCRIPTION WITH MY SUPERVISOR AND UNDERSTAND THE CONTENTS.**

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SIGNATURE OF EMPLOYEE

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DATE

October 30, 2012

The Honorable Roy Hark  
Mayor – City of Hannibal  
Hannibal, MO 63401

**COPY**

Your Honor:

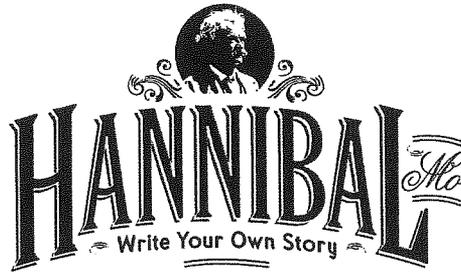
As you know, I resigned from my position with HRMG last summer. In the ensuing four month period, I have endeavored to secure a position that would allow me to remain in Hannibal. I have been able to do that, but am unable to continue the time commitment required for my responsibilities with the city.

As a result of my employment, it is impossible for me to be in Hannibal consistently enough to attend City Council. It is with great regret that I tender my resignation as City Councilman, 6<sup>th</sup> Ward, effective immediately. Please accept my apologies for the inconvenience this brings to you and my constituents. It has been a true honor working with you and the rest of the team.

Respectfully,

Richard E. Draper, DO

Cc: Angel Vance  
Hannibal City Clerk



# MEMORANDUM

**TO:** Mayor Hark and Members of the City Council

**FROM:** Angelica N. Vance  
City Clerk 

**DATE:** October 30, 2012

**SUBJECT:** Sixth Ward Council Member Vacancy

Slated for discussion is the procedure for fulfilling the vacancy of the Sixth Ward Council Member position, due to the resignation of Council Member Draper.

Following is an excerpt taken from the Code that outlines the appropriate actions to be taken:

**Sec. 2.04. Vacancies.**

*All vacancies in the council, except as otherwise provided herein, shall be filled by the council, upon its majority vote, for a period running to the next regular municipal election, at which time a successor shall be elected for the unexpired term of such vacant office. In the case of a ward councilman, such successor for such interim term shall be a resident of the ward where the vacancy in representation exists. Where a vacancy in the council occurs more than twelve (12) months next preceding a regular municipal election, the council shall within two (2) weeks, call a special election in the ward or wards affected for the election of a councilman for the unexpired term, for each such vacant office in the council, which election shall be held at the next regular election date specified by state law.*

<i>Date</i>	<i>Issue</i>	<i>Responsible Party</i>
November 7	Place Advertisement Seeking Candidates	City Clerk
November 14	Ad Ran	City Clerk/HCP
November 17	Ad Ran	City Clerk/HCP
November 26	Candidate Deadline & Review for Qualifications	City Clerk
December 4	Candidate Forum /Selection	City Council

For your consideration is a proposed time line and documentation to be used when filling the vacancy.

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***REQUEST FOR INTENT***  
***Sixth Ward Council Member***

The City of Hannibal is calling for all interested citizens of the Sixth Ward who wish to serve in the vacant position of Sixth Ward Council Member to deliver to the Office of City Clerk a letter of interest no later than November 26th.

Minimum requirements/qualifications that must be met include:

- at least twenty-five (25) years of age
- citizen of the United States
- registered voter of the City
- inhabitant of the City for at least one (1) year
- resident of the Sixth Ward for at least six (6) months proceeding
- no person shall be entitled to hold any office who is in arrears for any City taxes

Council Members cannot hold any other compensated public office, or any position in City government during the term of Council Member. See the City of Hannibal Charter at [www.hannibal-mo.gov](http://www.hannibal-mo.gov) for additional limitations and qualifications. This position will be appointed by vote of the City Council to serve for a temporary period ending with the next Municipal Election Certification in April, 2013, and requires attendance of bi-weekly Council meetings. Compensation is \$200 per month and has no fringe benefits with the exception of election to participate in Missouri Local Government Employees Retirement System (LAGERS).

The letter of interest must state that qualifications as state above are able to be met; the reason for the desire to serve on the City Council and include the name, address and phone number of the interested person. This letter will be used to determine who will be allowed to participate in a subsequent interview with the City Council based on verification of the above qualifications. It is the intent of the City Council to meet with an interview candidates during the Council Meeting, Tuesday, December 4, 2012.

Letters of Interest must be received by 10:00 a.m., November 26, 2012 and envelopes should be clearly marked with the name and address of the Respondent, the words ***“Request for Intent SIXTH WARD COUNCIL MEMBER”*** spelled out on the envelope.

**Contact Person:**  
Angelica N. Vance, City Clerk  
320 Broadway  
Hannibal MO 63401  
(573) 221-0111, ext. 209

**SIXTH Ward Council Member**  
**Questions for Candidate Forum**

- 1) Why are you interested in representing the 6<sup>th</sup> Ward as a City of Hannibal, Council Member?
- 2) What are goals and objectives if selected as 6<sup>th</sup> Ward Council member not only for the 6<sup>th</sup> ward but the City as a whole?
- 3) What experience do you have with budgeting and budgeting processes used?
- 4) How would you promote economic development for the City of Hannibal?



City of Hannibal  
Office of Finance, Douglas A Warren

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320 Broadway Hannibal, Mo. 63401 Ph. 573-221-0111 Fax 573-221-8191 e-mail [dwarren@hannibal-mo.gov](mailto:dwarren@hannibal-mo.gov)

## MEMORANDUM

TO: Mayor Hark and Members of the City Council

FROM: Douglas A. Warren, Director of Finance

DATE: October 31, 2012

SUBJECT: Employee Guide to Success Policy Purchase (Credit) Cards

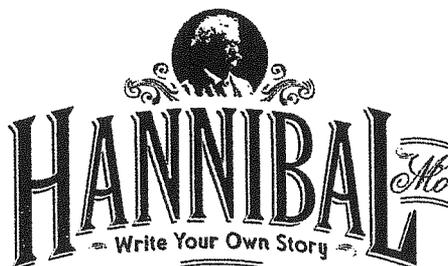
At the last City Council Meeting the Council voted in a second reading of the ordinance 12-035 to rescind the language with regard to credit cards.

We present a resolution for adding to the Employee Guide to Success, EGS, policy which will govern credit cards. This policy will include language for the obtaining of cards, issuance of cards, recalling of cards, and discipline of anyone violating the policy.

Staff recommends the City Council of the City of Hannibal approve this ordinance.

Thank you.

**Gail Bryant, CTIS**  
Director



**Megan Rapp, CTIS**  
Assistant Director

## MEMORANDUM

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DATE: October 29, 2012

TO: Mayor Hark and Members of City Council

CC: Jeff LaGarce, City Manager

FROM: Gail Bryant, Director of Conventions & Tourism

REGARDS: Approval of Bid - 2013 Visitor Guide (Printing)

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### **2013 OFFICIAL HANNIBAL VISITOR GUIDE**

I would like to request bid approval for the printing of the 2013 Official Hannibal Visitor Guide.

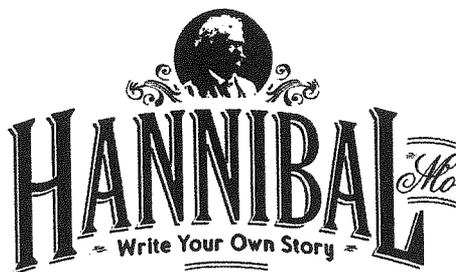
A legal notice was placed in the Hannibal Courier Post on October 16, 2012 and an RFP was sent to the vendors requesting the information for the printing of the 2013 Hannibal Visitor Guide. We received three bids on the project. The bids were opened on October 23, 2012 at 10a.m. by the city clerk, in the presence of two vendors. A copy of the bid sheet recorded by the city clerk is attached. Each bidder met all bid requirements outlined in the RFP for the printing project.

*Staff recommends the bid award to Poole Communications, in the amount of \$37,614.00 for the printing of the 2013 Hannibal Visitor Guide. It is the lowest bid.*

**Hannibal Convention & Visitors Bureau**  
505 North Third Street  
Hannibal, Missouri 63401  
573.221.2477  
VisitHannibal.com



*Gail Bryant, CTIS  
Director*



*Megan Rapp, CTIS  
Assistant Director*

## MEMORANDUM

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DATE: October 29, 2012

TO: Mayor Hark and Members of City Council

CC: Jeff LaGarce, City Manager

FROM: Gail Bryant, Director of Conventions & Tourism

REGARDS: The Great Race 2013 Host City Agreement

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### HOST CITY FOR GREAT RACE

I would like to request your approval to allow the Mayor to enter into an agreement with the Coker Tire Company, to host an overnight stop for the 2013 Great Race on Monday, June 24, 2013, in Hannibal.

The Hemmings' Motor News Great Race is an eight-day, multiple state, timed endurance race for vintage and classic cars, pre-1969. It is a benefit race for autism. This year, the Great Race will begin on June 22, in St. Paul, MN and will end on June 30, in Mobile, AL. On Monday, June 24, 2013, Hannibal will be an overnight stop for 350 event participants and race staff.

As a host city, a partnership fee is expected. We are seeking the sponsorships to cover the expenses needed for the partnership. We are receiving a lot of support regarding this event. The Great Race promoter will send out a press release announcing the details of the race.

*Staff respectfully requests your approval for the Mayor to enter into an agreement with the Coker Tire Company to host the 2013 Great Race in Hannibal.*

**Hannibal Convention & Visitors Bureau**  
505 North Third Street  
Hannibal, Missouri 63401  
573.221.2477  
VisitHannibal.com

# INTEROFFICE MEMO

**To:** Mayor, Council Members, City Manager, City Clerk,  
City Attorney

**From:** Phyllis Nelson, City Collector

**Date:** October 11, 2012

**Re:** Budget Resolution

I plan to present a new budget resolution at the Council meeting of October 16<sup>th</sup>. The Fire Department recently received some memorial money and wishes it added to the budget. Also, a guardrail was destroyed in an accident and we received insurance claim money from the person who hit it. In addition to this the Salt River Master Gardener Club would like to donate \$500 specifically for trees. Also, this is a good time to do some "house-cleaning" on some old accounts that I have wanted to clear up for some time.

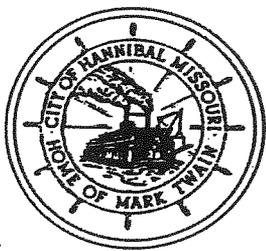
The first account is the STP (Surface Transportation Program) account. It currently has \$94,514.76 and this account has not been used except as a pass through account for grants for the State of Missouri since 2007. The STP program was originally set up for the Warren-Barrett/Highway 61 intersection and the bridge in that area. State funds in the form of grants were used to help build the intersection. These were reimbursement grants and all work had to be paid for up front and then the state would have reimbursed us for it. Later it was also used for a section of Paris Gravel Road out by Bleigh Construction. At that time Bleigh Construction donated \$25,000 toward the project. Shortly after that time the City's General Fund put into the STP Fund an additional \$69,190.32. I believe it is safe to say that somewhere along the way the city put too much money into this account. I propose to put \$25,000 into the Sales Tax capital Fund to be used for roads/streets and the balance to be reimbursed to the General Fund.

The next account is the Housing Rehab Grant account. This account currently has \$34,098.23 and is a non-interest bearing account. This account was last used for a time for the "Dream Initiative" program. That program is now over and the account has had no other activity since February 2008. The \$34,098.23 balance consists of \$1,000 start up money put in by the General Fund to open the account on 4/5/2002. On 6/24/2003 we brought in the balance of the defunct Rental Rehab Account which was \$24,406.98. In 2007 and 2008 we had a couple of property owners pay back amounts issued by the city for a total of \$8,691.25. This brings the total to the current balance. This money needs to come into the General Fund and this account closed. We would have to review contracts dating back to the 1990's to be sure of the wording on the owner paybacks but we feel that if the money was owed to the state they would have made us aware of it by now. If, in the future, the state should come back to say we owed them the payback money we would at that time pay it out of the General Fund.

The next account is the Debt Service Account. This is a small account (currently \$918.51) that has seen very little activity in the last few years. The Debt Service was a property tax that ended with the 2003 tax year. We have some previous years taxes still outstanding but at this time I only have one property that is delinquent back to 2002. This involved a demolition and the property owner has not paid the city since that time. Normally the county would have taken the property over by now, however, the owner continues to pay the county taxes due. He also apparently maintains the property as we have had no special taxes applied to it since the demolition lien. If the city had a city trustee it would go to them and be offered for sale but we don't have one. If we did receive any old taxes that involved the Debt Service tax we would ultimately put it in the General Fund anyway as the Debt Service is long since satisfied. I recommend bringing this small amount into the General Fund also.

The last account is the Fire Grant account. It was set up on 8/6/2004 with a start up of \$2,312.72 as it was required by the State of Missouri at that time to have a separate non-interest bearing account. This account has \$5,109.07 and has had no activity since 12/15/2008. In addition to the start up money the General Fund put in \$3,280.00 on 6/16/2005 as a grant match. However, most of these grants were 100% matches and I feel that looking back we did not really need to match anything. I would like to see this money also come back into the General Fund.

I will get a budget resolution together and submit for the next agenda. If you have any questions please feel free to call me at 221-0111, extension 206.



# Hannibal Fire Department

Office of Fire Chief Bill Madore

2333 Palmyra Road • Hannibal, MO 63401

Phone: 573 221-0657 • Fax: 573 221-2431 • E-Mail: chief@hannibalfire.com

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## MEMORANDUM

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Date: November 1, 2012  
To: Hannibal City Council  
From: Bill Madore, Fire Chief  
Subject: Donation of Equipment  
CC: Jeff LaGarce, City Manager

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Recently, we were approached by representatives from the Mark Twain Cave in regards to donating their Automated External Defibrillator (AED) to the Hannibal Fire Department. Dr. Jim Coleberd originally served as medical director for Mark Twain Cave's AED purchase. Since his passing, the staff of Mark Twain Cave no longer desires to maintain this AED and feels that it would be best served in the hands of emergency responders. I am happy to accept, and this AED will be a nice addition to our inventory. We have checked with the manufacturer to determine the actual cash value. The manufacturer estimates this contribution to be worth approximately \$1,200.

**Staff recommends acceptance of the donation of an Automated External Defibrillator (AED) from the Linda Coleberd of the Mark Twain Cave in the amount of \$1,200.**