



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

May 27, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Lori Leece, Derek Peterson, Ron Wells

MEMBERS ABSENT: Kate Gilpin

OTHER COUNCIL MEMBERS: Mayor Flanigan

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, HR Coordinator Michael Miller, Fire Chief Jason Martin

Chair Lori Leece called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of May 13, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and Discuss changes to the Taxi Driver job description
HR Coordinator Michael Miller explained that the job description was outdated for the taxi driver and the only change was the amount of hours they can work in the week and that they do not need a CDL, they just need a Class E Chauffeur's license.

ACTION: Motion to approve the Taxi driver job description changes by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

2. Consider and Discuss Employment Records Policy

Mr. Miller explained that he drafted this policy and looked at the City of Joplin and Neosho's policy and adapted it to the needs for Carthage. This will need a Council Bill prepared before it is sent to Council for approval.

ACTION: Motion to have council bill drafted and forwarded to council for approval by Derek Peterson;
Motion with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

3. Consider and Discuss revised organizational structure for Fire Department

Chief Martin explained the changes to the organizational structure for the fire department and how this was formally the structure before it was changed years ago. They would like to go back to this to help spread the work load for the command staff.

ACTION: Motion to accept/approve item 4.3. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

4. Consider and Discuss changes to the Deputy Fire Chief job description

Chief Martin explained the changes to the Deputy Fire Chief job description. This job will include the Deputy Chief and the Fire Marshal duties. The public education portion will be moved to the training officers job description.

ACTION: Motion to accept/approve item 4.4. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

5. Consider and Discuss Fire Training Chief job description

Chief Martin explained the changes to this job description. The public education portion from the Fire Marshal job was added to this position.

ACTION: Motion to accept/approve item 4.5. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

6. Consider and Discuss Battalion Chief job description

Chief Martin explained that the Battalion Chief was taken from years past and updated a little to be more current. This position will still be on 24 hour shifts, but the 6 pm - 6 am portion will be on call from their residence. They will respond to scenes and will be part of the command staff.

ACTION: Motion to accept/approve item 4.6. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

7. Staff Reports

There were no staff reports.

5. Adjournment

ACTION:	Motion to Adjourn at 05:51 PM by Ron Wells
	Motion Passed with a 3:0
AYES:	Lori Leece, Derek Peterson, Ron Wells