



City of Carthage, Missouri
PUBLIC SAFETY COMMITTEE

October 20, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

Members Present: Alan Snow, Ray West, Genaro Cifuentes

Members Absent: Kate Gilpin

Others Present: Mayor David Flanigan, Jana Schramm, Mark Sponaugle

Staff Present: Police Chief Bill Hawkins, Fire Chief Jason Martin, Deputy Fire Chief Eli Maples, EM Coordinator Morgan Housh, Police Captain Chad Dininger

Alan Snow called the meeting to order at 5:30PM

2. Old Business

1. Approval of 9-22-25 Minutes

Chairman Snow made a motion to amend the 9-22-25 minutes. Under New Business number 4 from Chief Marian to be changed to Chief Martin. Motion passed

Councilman West made a motion to approve the amended minutes from the 9-22-25 meeting. Motion passed

3. Citizen Participation

(Each person addressing the Committee shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue, they are not permitted to once again speak on the issue unless called to answer any further questions by the Committee or Chair)

1. Consider and discuss 2025 Christmas Parade - Mark Sponaugle
Christmas Parade will be held on December 1st.

Mark Sponaugle spoke with the committee on the 2025 Christmas Parade. The parade will take place on Monday, December 1, 2025, at 7:00 pm. The theme is "Get Your Christmas Kicks on Route 66". The parade will follow the same route as in years past. The route will originate at the corner of Chestnut and Main (in front of the First Christian Church), proceed north on Main, circle Carthage Square, then head back south on Grant Street and end at Chestnut and Grant (tennis courts behind the 6th Grade Center). He is requesting the following street closures: the intersection of Chestnut and Main, one block east to Grant Street, and one block west to Lyon Street, south on Main Street to 11th Street, one block east and west from Grant Street to Lyon Street (including the intersections

of 9th and 10th Streets), and also requesting the closure of the Carthage Square (both inside and outside of the Square) from 4:30pm to 8:00pm on December 1st.

Councilman Cifuentes made a motion to approve the street closures as presented and close the inside and outside of the Square on December 1, 2025 at 4:30pm to 8:00pm for the 2025 Christmas Parade. Motion passes

2. Consider and discuss the closing of the 900 block of Poplar Street for a Halloween party — Chris Goodwin

No motion was needed. Chris Goodwin did not show up to the meeting to present.

4. New Business

1. Discuss and consider the revision and updates to the Administrative Sergeant job description. Adding the TAM Plan manager information, and condensing duties and responsibilities.

Police Chief Hawkins spoke with the committee on the revisions and update to the Administrative Sergeant job description.

Councilman West made a motion to forward the job description to the CIAC for approval. Motion passed.

2. Consider and discuss the acceptance of the Blue Shield Department of Public Safety Program grant.

Police Chief Hawkins spoke briefly with the committee on the acceptance of the Blue Shield Department of Public Safety Program Grant. This grant will be used to purchase dash cams for the CPD.

Councilman Cifuentes made a motion to accept the Blue Shield Department of Public Safety Program Grant. Motion passed

3. Consider and discuss Brycer the compliance engine - Deputy Chief Maples
Deputy Fire Chief Eli Maples spoke with the committee on entering into a contract with Brycer, L.P. to provide the CFD with "The Compliance Engine" for a 3-year term. This is a fire, backflow, and elevator compliance software for jurisdictions. Brycer provides jurisdictions with advanced compliance management solutions designed to improve life safety system oversight and enforcement efficiency. It allows departments to replace outdated, manual processes with secure digital workflows that ensure consistent documentation, reporting accuracy, and accountability.

Councilman West made a motion to forward it to full council for approval. Motion passed.

4. Consider and discuss road closure for the Veterans Day Parade November 11th at 5:00pm. - Traci Cox

Barricades need to be in place at 4:30 until the end of the parade.

The parade will begin on Main Street, continue north rounding the Square and ending on Grant Street by the 6th Grade Center. Melissa is requesting the closure of City of Carthage Main/Grant from Chestnut to 3rd Street and 4th, 5th, and 6th Streets between Grant and Main to be closed.

Traci Cox spoke on behalf of Melissa Little with the committee on the 2025 Veterans Day Parade. The parade will be on November 11, 20225 at 5:00pm. It will begin on Main Street, continue north rounding the Square and ending on

Grant Street by the 6th Grade Center. Melissa is requesting the closure of Main/Grant from Chestnut to 3rd Street and 4th, 5th, and 6th Streets between Grant and Main to be closed.

Councilman Cifuentes made a motion to approve the presented street closure on November 11, 2025 at 4:30pm for the Veterans Day Parade. Motion passed

5. Staff Reports

Fire Department

Fire Chief Martin gave station update.

No motions

Police Department

Police Chief Hawkins gave station update.

No motions

Traci Cox spoke briefly about the upcoming Hometown Holidays events that will be on the next agenda.

5. **Adjournment**

Chairman Snow made a motion to adjourn at 6:01pm. Motion passed.