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*File
Fire Dept*

JONESBORO FIRE DEPT.



December 9, 1986

Dear Council Member:

Due to the fact that we had requested a full time secretary, we did not check out our line item for part time salaries.

No new personnel were added in any department by the recommendation of the finance committee. We would like to ask you to amend the Fire Department line item for part time payroll which shows \$4160.00 per year. That was based on 20 hours per week.

While I, Chief Rorex, was hospitalized twice in the Summer, Betty was raised to 28 hours per week; which we will stay within our budget by doing so for 1986. However, for the 1987 budget it will require an additional appropriation:

27 hours per week = 1456 hours per year x \$5.00 per hour = a total of \$7280.00 per year. This means that we need an additional \$3120.00 to cover part time salaries for 1987.

We have been in desperate need of a full time secretary for the last several years, but due to the shortage of funds for every year for the last 5 years, we were losing fire fighters every year; so we were reluctant to ask for a full time secretary.

While I was in the hospital and on sick leave, Assistant Chief, Wayne Masterson turned in the budget to Mr. Davis, concentrating totally on a full time secretary and overlooked the part time line item, which we are asking you to amend when voting on the budget at the next council meeting.

By the time I got to review the final draft, after I returned to work, Mr. Davis had already compiled all budgets and set out to council members, so it was too late to go back and modify it.

I would be most appreciative if you would add this one amendment to the budget when you vote on it at the next council meeting. I have

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discussed this with the fire committee members and they have agreed to this change.

We have had a great turnover in part time secretaries because they are usually looking for a full time job. Betty Kaiser has been with us for a year and a half and has been the only secretary who has been able to do a very efficient job. Her job description is enclosed with this letter. We feel very fortunate to have her and would like to keep her.

Respectfully Submitted

Fred Rorex

Fred Rorex,
Fire Chief

Ralph Stricklin

Ralph Stricklin,
Fire Committee Chairman

JONESBORO FIRE DEPT.



RE: Betty Kaiser, Beginning employment, July 9, 1985

Our present part time secretary, Betty Kaiser, is now performing the following duties.

Handles inspection reports, (typing, mailing letters of notification to businesses and persons who are in violation of certain fire codes, and filing the inspection reports). The Fire Department makes between 1800 and 2300 fire inspections a year, which requires a considerable amount of typing.

Takes care of notifying day care centers of inspection recommendations and then following up with letter of clearance when recommendations are adhered to. (This is necessary in order for them to receive their license to operate the day care center). Fire Marshal Inspects centers.

Types all reports for Fire Marshal concerning investigation of fires. (Many of the fires require inspection by Fire Marshal because of suspected arson or because of fatalities). Interviews with people involved with the fire and inspections are typed for our records, insurance companies, and Police Department.

Keeps up with personnel vacation days, sick leave, overtime, etc. and turns in payroll roster to Finance Department every two weeks.

Handles correspondence for Fire Chief, Assistant Chief, Training Officer and Fire Marshal. Also fills out N.F.P.A. Surveys and others as they come in through the mail.

Types monthly reports for three Shift Captains, Fire Marshal, and Training Officer. Also types vacation roster, kelly day rosters and other reports for shift captains as the need arises.

She will enter data in computer, such as fire incident reports, inspection reports, inspection follow ups, mechanic reports, etc.

Betty is being trained to dispatch so that in the absence of the dispatcher it will not be necessary to put a much needed fire fighter at the desk to dispatch since we are already short of fire fighting personnel at the present time.

Betty is a real asset to the Fire Department. She is very efficient, (The most efficient we have ever had) and is very dependable and accurate with her work.

Chief Fred Rorex

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