



# Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



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**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** August 29, 2024  
**RE:** Agenda Item Topic: **Conditional Offers of Employment (Fire)**  
General Ledger #: N/A  
Number of Supporting Documents: N/A  
NEW/OLD BUSINESS: **XXX** New Business

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## **Requested Action**

- Motion to extend conditional offers of employment to Rebecca Zettel and Caitlin Van Steenis for the position of part-time Firefighter/EMT pending successful completion of all pre-employment requirements (background, medical examination, psychological examination and drug screening).

## **Background**

The department has an ongoing hiring campaign for the position of part-time Firefighter/EMT. Two candidates are finishing up their background checks and conditional offers of employment are needed to move them forward in the process which includes medical examination, psychological examination, and drug screening.

The first candidate is Rebecca Zettel who is a Hamburg Township resident and currently employed as a Firefighter/EMT with the Putnam Township Fire Department.

The second candidate is Caitlin Van Steenis who is a Northfield Township resident and is currently employed as a paramedic with Livingston County EMS.

## **Budget Impact**

There is no adverse impact to the FY 24/25 budget as these are budgeted part-time positions.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety