



# 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:** December 12, 2024  
**RE:** Agenda Item Topic: **Conditional Offer 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 a conditional offer of employment to Caleb Wardlow for the position of part-time Firefighter/EMT pending successful completion of all pre-employment requirements (medical examination, psychological examination and drug screening).

## **Background**

The department has an ongoing hiring campaign for the position of part-time Firefighter/EMT. Caleb Wardlow of Gregory has successfully completed the initial application/hiring process and background check. As such, I am requesting approval to extend a conditional offer of employment to move him forward in the process. Mr. Wardlow has already completed Firefighter I & II and is scheduled to begin EMT-B training in January of 2025.

## **Budget Impact**

There is no adverse impact to the FY 24/25 budget as this part-time position is in the approved budget.

Respectfully,

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

Chief Richard Duffany  
Director of Public Safety