



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Dave Schmidt, Fire Chief
SUBJECT: Job Description Update- Administrative Captain
DATE: May 5, 2025

OVERVIEW:

As discussed at the Work Session on April 28th, the fire department is requesting to update the job description for the Administrative Captain to reflect the evolution and day to day functions of the position.

ACTION TO BE CONSIDERED:

Approve the updated job description for the Administrative Captain position.

BUDGET IMPLICATION:

None

Attachments:

- Job Description