

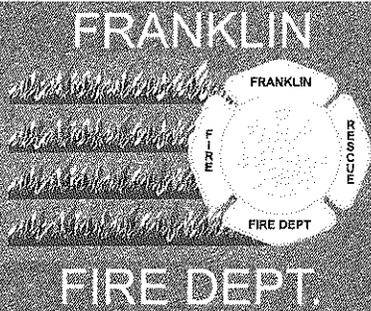
**COMMON COUNCIL
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the 1st and 3rd Monday of each month at 6:30 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	4/29/14	Meeting Date:	5/5/2014
Contact Information:			
Requested by:	John Henderson		
On Behalf of Organization or Individual:	Franklin Fire Department		
Telephone:	317-736-3650		
Email address:	jhenderson@franklin.in.gov		
Mailing Address:	1800 Thornburg Lane		
Describe Request:			
Request to start hiring process to fill vacancy of Ben Marten			
List Supporting Documentation Provided:			
Letter of request			
Who will present the request?			
4/29/14	Chief John Henderson	Telephone:	736-3650

In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.



1800 Thornburg Lane, Franklin, Indiana 46131
PA: (317) 736-3650 F: (317) 346-1238

John D. Henderson
Fire Chief

Jim Reese
Deputy Chief

May 5, 2014

City Council
Mayor McGuiness
Clerk Treasurer

Please accept this letter as a request from the City of Franklin Fire Administration to proceed with the hiring procedures for our next candidate. We have word from one of our current members that he will be leaving for the IFD Academy on June 2nd and will no longer be with us. In an effort to try to keep our numbers strong we ask to start the new hire process to make the transition to a new employee as seamless as possible.

The new hire will in no way count towards our current staffing until he is finished with his PERF Physical, and has all Uniforms and Gear. We only ask to start the process to give him a conditional offer, line up all testing and evaluation, and start the process of fittings. This will take all of this month to complete and we will keep all parties informed as we work through this process.

We thank you for the opportunity to discuss this openly.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'John D. Henderson'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John D. Henderson
City of Franklin Fire