

AGENDA
FIRE MERIT COMMISSION
Monday, May 23, 2022

3:30 P.M.

Council Chambers

Municipal Building, 229 S. Second Street, Elkhart, IN 46516

<https://coei.webex.com/coei/j.php?MTID=mb30a917e6dc4c5315cc07c29e842c3e7>

MEETING NUMBER (Access Code): 2317 230 9039

MEETING PASSWORD: Fire22

JOIN BY PHONE: 1-415-655-0001

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve Agenda**
- 4. Approve Minutes- Regular Meeting May 9, 2022**
- 5. Fire Department**
 - **Public Hearing: Revision of the Fire Merit Commission Rules**
 - **Request to Amend Fire Merit Commission Rule 1302.1 8(i)**
 - **Promotions- Lt. Joseph Wisniewski, Driver/Operator Blake Searer, Driver/Operator Jeremy Lail, Driver/Operator Beau Compton**
- 6. IAFF Local 338**
- 7. Public Participation**
- 8. Adjournment**

FIRE MERIT COMMISSION
Monday, May 9, 2022

President Mandy Leazenby called a regular meeting of the Fire Merit Commission (FMC) to order at 3:30 p.m., Monday, May 9, 2022. Clerk Nancy Wilson called the role. Commissioners Mandy Leazenby, Jim Rodino, Doug Bowlby and Cary Miller were present. Rev. Stewart was absent.

1. AGENDA

On motion by Doug Bowlby, seconded by Cary Miller and carried 4-0, the agenda was approved as presented.

2. APPROVE MINUTES- Regular Meeting April 25, 2022

On motion by Cary Miller, seconded by Doug Bowlby and carried 4-0, the Minutes from April 25, 2022 were approved.

3. FIRE DEPARTMENT

Chief Shaun Edgerton presented a request to advertise for a Public Hearing on May 23, 2022 to revise the Fire Merit Rules. On motion by Cary Miller, seconded by Jim Rodino and carried 4-0, the FMC authorized the Clerk to advertise for a Public Hearing on May 23, 2022 at 3:30 p.m. to revise the FMC Rules.

Chief Shaun Edgerton presented a disciplinary notice for Captain Dyer. He was issued a written warning for violating Policy 202.04. Commissioner Bowlby asked if it was related to equipment, and the Chief said yes, it was. Mandy Leazenby accepted the communication.

4. ADJOURNMENT

On motion by Doug Bowlby, seconded by Cary Miller and carried 4-0, the City of Elkhart, Indiana Fire Merit Commission was adjourned 3:34 p.m.

_____ Mandy Leazenby, President

Attest: _____ Cary Miller, Secretary



05/18/2022

Rod Roberson
Mayor

City of Elkhart Fire Merit Commission
229 S. Second St.
Elkhart, IN 46516

Shaun Edgerton
Fire Chief

Commissioners,

Rodney Dale
Assistant Fire Chief

As Chief of the Department, I would like bring forward to the Board the outlined changes to the Merit rules for review and amendment. Attached you will find a copy of the rules with the changes to be made. In addition, below you will see an outline for easy reference. If there are any questions, please feel free to let me know.

Kristi Sommer
Assistant Fire Chief

Patti Vreugdenhil
Administrative Assistant

Fire Department
500 East Street
Elkhart, Indiana 46516

1302.1 8(i) Removal of "Complete and pass truth verification exam."

Respectfully Submitted,

Phone: (574) 293-8931
Fax: (574) 522-1023

Shaun Edgerton
Fire Chief

Email:
fire@elkhartfire.org

ELKHART FIRE DEPARTMENT MERIT COMMISSION RULES

- ii. Provide proof of medical clearance by a licensed physician.
- iii. The CPAT will be conducted in a manner that;
 1. Does not discriminate on the basis of gender, and
 2. Reflects the essential functions of the job.
 3. At a minimum tests the following areas;
 - a. Fear of heights
 - b. Fear of confinement
 - c. Muscular Strength
 - d. Muscular endurance
 - e. Cardiovascular endurance
 - f. Musculoskeletal flexibility
- d. An eligibility list shall be created upon successfully completing the written test requirements, and the CPAT requirements.
- e. The Fire Chief will rank the applicants on the eligibility list based on their qualifications, military experience and written test scores. The Fire Chief in agreement with the Merit Commission, reserves the right to establish qualifications that may take precedence on the hiring eligibility list, where the Fire Chief will extend an invite to the interview process. The number of applicants interviewed is not limited to the number of vacancies within the department.
- f. Applicants will answer questions from an oral interview consisting that are identical for each applicant, and each applicant will be rated on their answers. The interview board will consist of;
 - i. Three (3) representatives from the fire department as appointed by the Fire Chief.
 - ii. One (1) member from the Merit Commission.
 - iii. One (1) board member from Local #338.
- g. Fire Chief will issue conditional offers equal to the number of vacancies on the Department needing to be filled in the order shown on the eligibility list.
- h. Extensive investigation completed on each individual remaining on the eligibility list, consisting of, but not limited to;
 - i. Completion of department application
 - ii. Criminal history (local, state, federal)
 - iii. Driver's record for the last seven (7) years
 - iv. Past employer and personal reference interviews
 - v. Education confirmation
 - vi. Completion of tax documents for; federal, state, and local taxes
- i. ~~Complete and pass a truth-verification exam as established by the Fire Department.~~
- j. Complete the required Medical examination and Psychological evaluation.
- k. Approval through local and state PERF Board.
- l. The Fire Chief will submit the names of those individuals who have satisfied all conditions of employment for the Merit Commission to hire and appointment him or her to the Department.



May 18, 2022

Rod Roberson
Mayor

To: City of Elkhart Fire Merit Board

Shaun Edgerton
Fire Chief

From: Shaun Edgerton, Fire Chief, Elkhart Fire Department

Rodney Dale
Assistant Fire Chief

Re: Promotion

Kristi Sommer
Assistant Fire Chief

Commissioners,

Patti Vreugdenhil
Administrative Assistant

Fire Department
500 East Street
Elkhart, Indiana 46516

As Chief of the Elkhart Fire Department, I bring forward the promotion of Lieutenant Joseph Wisniewski to Inspector/Investigator. Lieutenant Wisniewski has passed all of the necessary testing to ascend to this rank. Pending The Board's approval, this promotion increase will be effective May 21, 2022 and the roles and responsibilities of the promotion will be assumed as of May 24, 2022.

Phone: (574) 293-8931
Fax: (574) 522-1023

Email:
fire@elkhartfire.org

Thank you,

Shaun Edgerton

Fire Chief



May 18, 2022

Rod Roberson
Mayor

To: City of Elkhart Fire Merit Board

Shaun Edgerton
Fire Chief

From: Shaun Edgerton, Fire Chief, Elkhart Fire Department

Rodney Dale
Assistant Fire Chief

Re: Promotion

Kristi Sommer
Assistant Fire Chief

Commissioners,

Patti Vreugdenhil
Administrative Assistant

Fire Department
500 East Street
Elkhart, Indiana 46516

As Chief of the Elkhart Fire Department, I bring forward the promotion of Driver-Operator Blake Searer to Lieutenant. Driver-Operator Searer has taken and passed all of the necessary testing to ascend to this rank. Pending The Board's approval, this promotion increase will be effective May 21, 2022 and the roles and responsibilities of the promotion will be assumed as of May 24, 2022.

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Thank you,

Shaun Edgerton

Fire Chief



May 18, 2022

Rod Roberson
Mayor

To: City of Elkhart Fire Merit Board

Shaun Edgerton
Fire Chief

From: Shaun Edgerton, Fire Chief, Elkhart Fire Department

Rodney Dale
Assistant Fire Chief

Re: Promotion

Kristl Sommer
Assistant Fire Chief

Commissioners,

Patti Vreugdenhil
Administrative Assistant

Fire Department
500 East Street
Elkhart, Indiana 46516

As Chief of the Elkhart Fire Department, I bring forward the promotion of Driver-Operator Jeremy Lail to Lieutenant. Driver-Operator Lail has taken and passed all of the necessary testing to ascend to this rank. Pending The Board's approval, this promotion increase will be effective May 21, 2022 and the roles and responsibilities of the promotion will be assumed as of May 24, 2022.

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Thank you,

Shaun Edgerton

Fire Chief



May 18, 2022

Rod Roberson
Mayor

To: City of Elkhart Fire Merit Board

Shaun Edgerton
Fire Chief

From: Shaun Edgerton, Fire Chief, Elkhart Fire Department

Rodney Dale
Assistant Fire Chief

Re: Promotion

Kristi Sommer
Assistant Fire Chief

Commissioners,

Patti Vreugdenhil
Administrative Assistant

Fire Department
500 East Street
Elkhart, Indiana 46516

As Chief of the Elkhart Fire Department, I bring forward the promotion of Driver-Operator Beau Compton to Lieutenant. Driver-Operator Compton has taken and passed all of the necessary testing to ascend to this rank. Pending The Board's approval, this promotion increase will be effective May 21, 2022 and the roles and responsibilities of the promotion will be assumed as of May 24, 2022.

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Fax: (574) 522-1023

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fire@elkhartfire.org

Thank you,

A handwritten signature in blue ink, appearing to be "Shaun Edgerton", is written over the printed name.

Shaun Edgerton

Fire Chief