

**AGENDA**  
**FIRE MERIT COMMISSION**  
**Monday, September 11, 2023**  
**3:30 P.M.**  
**Council Chambers**

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

<https://coei.webex.com/coei/j.php?MTID=md4cc789e8ec3c6074b2dc21775fb30d0>

MEETING NUMBER (Access Code): 2323 016 4261

MEETING PASSWORD: Fire23

JOIN BY PHONE: 1-415-655-0001

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve Agenda**
- 4. Approve Minutes- Regular Meeting August 14, 2023**
- 5. Fire Department**
  - Set a Hearing Date Regarding Administrative Leave without Pay for Fire Fighter Jakyah Qaiyim**
  - Ratify Unpaid Administrative Leave for Fire Fighter Ryan Chris**
  - Request to Open Medic Lieutenant Promotional Testing**
- 6. IAFF Local 338**
- 7. Public Participation**
- 8. Adjournment**

FIRE MERIT COMMISSION  
Monday, August 14, 2023

Vice-President Jim Rodino called a regular meeting of the Fire Merit Commission (FMC) to order at 3:30 p.m., Monday, August 14, 2023. Nancy Wilson called the role. Commissioners Doug Bowlby, Bunita Fields-Buggs and Jim Rodino were present. Mandy Leazenby was absent. There is one vacancy on the FMC.

1. AGENDA

On motion by Bunita Fields-Buggs, seconded by Doug Bowlby and carried 3-0, the agenda was approved.

2. Approve Minutes Regular Meeting July 24, 2023

On motion by Bunita Fields-Buggs, seconded by Doug Bowlby and carried 3-0, the minutes from July 24, 2023 were approved.

3. FIRE DEPARTMENT

Request to Place Fire Fighter Jakyah Qaiyim on Paid Administrative Leave

On motion by Doug Bowlby, seconded by Bunita Fields-Buggs and carried 3-0, the FMC placed Fire Fighter Jakyah Qaiyim on paid Administrative Leave effective August 15, 2023.

4. ADJOURNMENT

On motion by Bunita Fields-Buggs, seconded by Doug Bowlby and carried 3-0, the City of Elkhart, Indiana Fire Merit Commission was adjourned 3:33 p.m.

\_\_\_\_\_  
Jim Rodino, Vice-President

Attest: \_\_\_\_\_ Doug Bowlby, Commissioner



Fire Fighter J. Qaiyim  
Elkhart Fire Department  
500 East Street  
Elkhart, IN 46516

09-06-2023

Rod Roberson  
Mayor

Shaun Edgerton  
Fire Chief

Rodney Dale  
Assistant Fire Chief

Kristi Sommer  
Assistant Fire Chief

Fire Department  
500 East Street  
Elkhart, Indiana 46516

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

Email:  
fire@elkhartfire.org

RE: Status Change to Unpaid Administrative Leave

Dear Fire Fighter Qaiyim

I am requesting the Fire Merit Commission place you on unpaid Administrative Leave, effective Tuesday, September 26, 2023. I have been notified that three count criminal indictment was filed against you, charging you with: Criminal Recklessness I.C. 35-42-2-2-2 (two counts) A Felony and Criminal Mischief I.C. 35-43-1-2(a) A Misdemeanor).

You are entitled to a hearing, unless you waive it in writing. Your hearing will be held on Monday, September 25, 2023 at 3:30 am in front of the Fire Merit Commission.

Board of Merit. Depending on the finding of the Board, your unpaid status would then become effective Tuesday, September 26, 2023. If you would like to waive your hearing, please email Board of Public Safety Clerk, Nancy Wilson, prior to September 21, 2023 at [Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org).

Respectfully,

Shaun Edgerton  
Chief, Elkhart Fire Department

Cc: Personnel File



Fire Fighter Ryan Chris  
Elkhart Fire Department  
500 East Street  
Elkhart, IN 46516

**Rod Roberson**  
Mayor

**Shaun Edgerton**  
Fire Chief

**Rodney Dale**  
Assistant Fire Chief

**Kristi Sommer**  
Assistant Fire Chief

Fire Department  
500 East Street  
Elkhart, Indiana 46516

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

Email:  
[fire@elkhartfire.org](mailto:fire@elkhartfire.org)

RE: Status Change to Unpaid Administrative Leave

Dear Fire Fighter Chris

I am requesting the Fire Merit Commission place you on unpaid Administrative Leave, effective Tuesday, August 15, 2023. I have been notified that a two count criminal indictment was filed against you on July 12, 2023 charging you with: ORV-OUIL/OID/IMPAIRED CAUSING SERIOUS IMPAIRMENT 324811345 (Felony) and ORV-OPERATING WHILE IMPAIRED 324811343 (MISDEMEANOR).

You are entitled to a hearing, unless you waive it in writing. Your hearing will be held on Monday, August 14, 2023 at 3:30 am in front of the Fire Merit Commission. Board of Merit. If you would like to waive your hearing, please email Board of Public Safety Clerk, Nancy Wilson, prior to August 10, 2023 at [Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org).

Respectfully,

Shaun Edgerton  
Chief, Elkhart Fire Department

Cc: Personnel File



September 6, 2023,

Rod Roberson  
Mayor

Shaun Edgerton  
Fire Chief

Rodney Dale  
Assistant Fire Chief

Kristl Sommer  
Assistant Fire Chief

Fire Department  
500 East Street  
Elkhart, Indiana 46516

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

Email:  
fire@elkhartfire.org

Fire Merit Commission  
229 Second St.  
Elkhart, IN 46516

**RE: Motion to open Medic Lieutenant promotional testing**

**Commissioners,**

**As Fire Chief of the Elkhart Fire Department, I would ask that you bring forth a request to open a testing process for Medic Lieutenant on the Elkhart Fire Department. This will enable the department to move forward the afore mentioned process with the goal of promoting eligible firefighters into vacant positions.**

Respectfully submitted,

  
Shaun Edgerton  
Fire Chief