**The meeting was called to order at 6:03pm by Secretary, Jim Mochal.**

**Members Present: Andrew Dale, Linda Gray, Andrew Popp, Qiana Clemens and Secretary Jim Mochal. Others present: Chief David Miller, Attorney Mark Ervin, Recording Secretary Samara Williams.**

**Approval of December 9, 2021 minutes: Linda moved to accept minutes as written, seconded by Andrew Dale, December 9, 2021 minutes were accepted with a unanimous vote.**

**2022 Officer Slate: Secretary Jim Mochal proposed a slate for the 2022 Fire Merit Commission Officers. The proposal suggested Andrew Dale as Muncie Fire Merit Commission President, Linda Gray as Muncie Fire Merit Commission Vice President, and Jim Mochal to remain the Fire Merit Commission Secretary. Andrew Popp made the motion to accept the proposed officer slate, Qiana Clemens seconded the proposal; the 2022 Officer Slate was accepted with a unanimous vote.**

**Establishment of the 2022 Fire Merit Commission Monthly Meeting’s: Andrew Dale presented the commission with the Muncie Fire Merit Commission calendar meeting bi-laws, in which Muncie Fire Merit Commission Meetings are normally held on the second Thursday of the month at 6:00pm, and a backup day being the fourth Thursday of the month at 6:00pm. With the next meeting being held on Thursday, February 10, 2022. Andrew Popp made the motion to accept the Fire Merit Commission monthly meetings as purposed by President, Andrew Dale. The motion was seconded by Secretary, Jim Mochal, and passed with a unanimous vote.**

**Scheduling of Orientation for New Commissioners: The orientation will be for new members, along with existing members. Fire Chief Miller, Attorney, Mark Ervin, and Fire Merit President, Andrew Dale will meet with each commissioner to go over the roles in detail, Fire Merit Bi-Laws, discuss title 19 and title 36, Fire Merit annual process, the access Fire Merit Commissioners have to Attorney, Mark Ervin, and go over public access. President, Andrew Dale, will be scheduling the one on one orientation dates with the commissioners.**

**Business from Fire Chief, David Miller:**

**Update on 2022 Application Proccess: As of close of business there were 55 applications submitted for the 2022 Firefighter. Chief Miller informed the commissioners that the ladder climb would be held on February 12, 2022 and on February 19, 2022. Chief Miller also informed the commissioners on the written testing dates for the hiring process, which will be held on February 26, 2022.**

**Business from Attorney Mark Ervin:** Attorney, Mark Ervin welcomed Qiana and Andrew and expressed his gratitude on having them a part of the Fire Merit Commission.

**Old Business:**

**2022 Recruitment Process:** Commissioners have been assigned to conducting the ladder climb dates. Written testing for the recruits will be held on February 26, 2022 at the Local 1348 Union Hall. The commissioners are still working on when the oral interviews will be taken place.

**General Commission Comments:** Sgt./MFD Union President, Jason Chafin asked when the CPAT needs to be completed by. Chief Miller explained that the CPAT needed to be completed by the scheduled written exam date which is February 26, 2022.

**Fire Personnel Annual Evaluation Process Task Force:** This topic is to help improve the annual evaluation processand make it more impactful for each individual firefighter. President, Andrew Dale recommended to set a committee of two Merit Members, a BC and other MFD personnel to help with this process. Sgt. Jason Chafin informed the Merit Commission that the last revisions made to the evaluation was before MFD became a fire-based EMS, and the evaluations did not incorporate EMS based questions. MFD Rookies spend 90% of their time on the medic and to help the evaluation process become more sufficient, we need to integrate Fire and EMS on the annual and probationary evaluations. Linda Gray and Andrew Popp volunteered as the two Merit Members.

**New Business:**

**Lateral Transfer Appointments Study Group:** Sgt./MFD Union President Jason Chafin whom is also President of Local 1348 has presented to the Merit Commission some draft language that would go into Muncie Fire Merit Commission By-Laws for lateral transfers. Lateral Transfers would be very beneficial to MFD. Lateral Transfers would allow MFD to hire experienced personnel in between hiring processes. Jim Mochal and Qiana Clemens offered to work on gathering more information and details for future MFD lateral transfers.

**Prospective Bylaws Amendments:**  Muncie Fire Merit Commission currently needs all five (5) members present in order to make any bylaw changes. President Andrew Dale, suggested to change the current rule of having all five (5) members present to make any changes to bylaws, to having four (4) members present. Another suggested change made by President Andrew Dale, is if a member misses three (3) meetings in a row without a given reason, or four (4) in an accumulative period of tweleve (12) months with little communication, then that is an applied resignation. Then therefore the appointing entity (i.e. Mayor, Local Union 1348 members, City Council), could choose the fait of the member. These changes will be discussed at the next scheduled Fire Merit Meeting on February 10, 2022.

**Motion to adjourn made by Andrew Popp at 7:08pm, seconded by Linda Gray, with unanimous vote to accept.**