**The meeting was called to order at 6:00pm by President, Andrew Dale.**

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

**Approval of January 27, 2022 minutes: Secretary Jim Mochal moved to accept the special meeting minutes as written, Andrew Popp seconded, January 27, 2022 special meeting minutes were accepted 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 Recruit Proccess: MFD had 86 applicants in total, and 79 after background checks were administered. Ladder testing were scheduled for February 12th and 19th. Written has been scheduled for February 26th 2022 at Muncie Central High School.**

**Battalion Chief, Lieutenant and Sergeant Promotions:**

**Battalion Chief Promotion – First promotion of the evening was for battalion chief went to Soren Schaller. Soren Schaller has been on the department for 24 years, and was promoted to Battalion Chief with a unanimous vote by the merit commission.**

**Lieutenant Promotion - Second promotion of the evening went to Eric Brown for lieutenant.**

**Eric Brown has been on the department for 13 years and was promoted to lieutenant with a unanimous vote by the merit commission.**

**Robert Mead made a written request to stay on the Lieutenant list; Robert Mead is the Chief Investigator and has chosen not to take that position at this time.**

**Sergeant Promotion – The third and final promotion of the evening was Zach Hall. Zach Hall has been on the department for going on 5 years and was promoted to Sergeant with a unanimous vote.**

**Business from Attorney Mark Ervin:** None

**New Business:**

**Proposed Muncie Fire Merit Commission Fire Department Rule and Procedure #2 Administration -** Proposed Change - *VI. Rules and Procedures, A. Adoption of Rules and Procedures: 1.*

The proposal was presented by President Andrew Dale. President, Andrew Dale explained if Muncie Fire Merit Commission would ever make a change to any of Muncie Fire bylaws we would have to have (5) five members present, which is very difficult at times. This proposal would now read:

 “*Each Rule and Procedure to be adopted or amended shall be read in full at a duly notified special or regular meeting open to the public. After the reading, questions may be raised concerning the Rule and Procedure; thereafter, a roll call vote shall be taken on the proposed rule and/or procedure. All amendments to Commission Rules and Procedures shall require a majority vote of four (4) members of the Commission.”*

President Andrew Dale stated that his vote would to appose reality to try and do the business as a commission as apposed to perfection. Andrew Popp made the motion adopt the proposed rule change, Jim Mochal seconded and the proposed change to Rule VI. Rules and Procedures, A. was passed with unanimous vote.

**Proposed Muncie Fire Department Commission Fire Department Rule and Procedure #2 Administration:** *Proposed Addition III. Meetings F. Attendance of Commissioners at Meetings*

President Andrew Dale presented the addition to the Rule and Procedure #2. The addition would read:

*“A Commissioner who misses three (3) consecutive meetings or four (4) or more regular and/or special meetings per twelve month period, without an acknowledged and accepted reason by the Commission, has submitted an implied resignation and may be recommended for removal from the Commission by the Commission through a written request submitted by the Commission to the formally appointing entity for consideration. The formally appointing entity is either the mayor of the City of Muncie who maintains two (2) appointments (each of different political faiths), members of the Muncie Fire Department who maintain two (2) appointments (each of different political faiths), and the Muncie Common Council who maintains one (1) appointment (who may be of any political faith), per City of Muncie Municipal Ordinance 7-21, as amended.”*

President Andrew Dale broke down the understanding of the “appointing entities” and whom the commission would take their concern to. Quiana Clemens moved to motion to accept the addition of to the Rule and Procedure #2. Linda Gray seconded, and the addition was accepted with a unanimous vote.

**Proposed Muncie Fire Department Commission Fire Department Rule and Procedure #2 Administration -** Proposed Addition - *III. Meetings G. Electronic Participation at Meetings*

President Andrew Dale presented this proposed addition and explained that the commission could attend meetings electronically due to being out of town, or being sick, etc.

*“Commissioners may attend Commission meetings using electronic means no more than twice annually should they be unable to attend a meeting in person and when providing 48 hour notice.”*

There were no questions for this addition. Andrew Popp made the motion to propose the new bylaw. Qiana Clemens seconded, and the addition was passed by a unanimous vote.

**Recruit Process House Keeping:** President, Andrew Dale explained that there were two Fire Merit Commissioners needed for the ladder climb on February 12th, and 19th to either check recruits in or administer the stop watch for the ladder climb. Linda Gray and Andrew Popp both volunteered to attend the ladder climb on those dates.

**Recruit Oral Interviews:** President, Andrew Dale explained to the commissioners that the same three commissioners needed to be present during all oral interviews. Oral interviews will take place the week of March 14th, 2022. Secretary Jim Mochal, President Andrew Dale, and Qiana Clemens were concluded to be in attendance all three dates for the recruit oral interviews.

**Update on Fire Personnel Evaluation Process:** Looking to make the evaluation process more effective. Linda Gray expressed that the purpose of the task force is to replace the current evaluations with a new tool that will help achieve understanding, easy to use, self-explanatory, more objective, more up to date with current tasks such as adding EMT evaluation information. Linda Gray, Andrew Popp, BC Sykes all will be in this task force to revise the MFD evaluations.

**Update on Lateral Transfer:** Secretary, Jim Mochal and Qiana Clemens are the head of the lateral transfer study group. Jim Mochal expressed his gratitude to Sgt. Jason Chafin as he helped choose the rest of the lateral transfer task force study group along with drafting a lateral transfer proposal.

**Motion to adjourn made by Qiana Clemens at 6:38pm, seconded by Andrew Dale, with unanimous vote to accept.**