

**NOBLESVILLE FIREFIGHTER MERIT COMMISSION
MEETING MINUTES
APRIL 20, 2022
4:00 P.M.**

Commissioner Sarah Russell Goddard called the April 20, 2022 Noblesville Fire Merit Commission Meeting to order.

Commissioners present were:

COMMISSION MEMBERS

Commissioner Sarah Russell Goddard
Commissioner Mark Glodowski
Commissioner Mike Navarro
Commissioner Chris Renner

Chief Matt Mitchell, Assistant Chief Adam Biddle, Deputy Chief Chris Gellinger, and Division Chief Trevor Hash (representing the Noblesville Fire Department); John Huseman (representing Hamilton County Professional Firefighters Association Local 4416); Lieutenant Scott Hunter; and attorney Mark Wohlford were all present for the meeting.

APPROVAL OF MINUTES

Commissioner Renner motioned to approve the minutes from the January 19, 2022 Merit Commission Meeting.

Commissioner Glodowski seconded the motion.

VOTE TO APPROVE MINUTES

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion was passed.

APPROVAL OF AGENDA

Commissioner Navarro motioned to approve the agenda.

Commissioner Renner seconded the motion.

VOTE TO APPROVE AGENDA

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion was passed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Agenda Item 1: Merit Commission to consider approval of the promotion of Mike Durall to the merit rank of Lieutenant effective April 18, 2022 (Chief Matt Mitchell)

Chief Mitchell said we had a Lieutenant retire recently. The next person on the Lieutenant promotion list is Mike Durall. He will be the fifth Lieutenant we have promoted from this list. This list was approved by Merit Commission on October 21, 2020. Mike has been with NFD for about 13 ½ years.

Commissioner Glodowski asked if Mike was present at the meeting. Chief Mitchell said he had planned to attend but must be on a run.

Commissioner Renner made a motion to approve the promotion of Mike Durall to the merit rank of Lieutenant effective April 18, 2022.

Commissioner Navarro seconded the motion.

VOTE TO APPROVE

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion passed.

Agenda Item 2: Merit Commission to consider approval of the promotion of Seth Jones to the merit rank of Engineer effective April 18, 2022 (Chief Matt Mitchell)

Chief Mitchell said there is a vacancy in our Engineer corps and Seth Jones is the next person on the Engineer promotion list. This list was approved by Merit Commission on April 21, 2021. Seth has been with NFD for about six years.

Commissioner Goddard asked if Seth was at the meeting and Chief Mitchell said he was not.

Commissioner Navarro made a motion to approve the promotion of Seth Jones to the merit rank of Engineer effective April 18, 2022.

Commissioner Renner seconded the motion.

VOTE TO APPROVE

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion passed.

Agenda Item 3: Merit Commission to consider altering training requirements for the 2022 Captain Promotion Process (Assistant Chief Adam Biddle/Lt. Scott Hunter)

Chief Biddle provided Merit Commission members with paperwork regarding this item and began by referencing the paperwork that listed the requirements for Captain. As described in the paperwork, Captains are required to be a Hazardous Materials Technician or a Tactical Rescue Team Technician or a member of the NFD Dive Team or a Paramedic. We are requesting a variance for Lieutenant Scott Hunter who will be applying for the rank of Captain in our upcoming Promotion Process. Due to circumstances out of his control, there is one certification that he still needs to be a Tactical Rescue Team Technician. He's been a member of the Team for five years and is waiting on a Collapse Operations Level Certification for a class that has been cancelled twice due to COVID and due to NFD staffing issues. He is now scheduled for this class this September, the week after the interviews for the upcoming Promotion Process. We are asking for a variance for this one requirement—specifically that as long as he meets this requirement successfully, he will be eligible to test for this upcoming Captain promotion process.

Commissioner Goddard asked if Lt. Hunter would be the only person that would need a variance for this upcoming promotion process and Chief Biddle said yes.

Chief Biddle provided Merit Commission members with a list of requirements to be an NFD Technical Rescue Technician.

Commissioner Goddard asked if missing this one certification would hinder anything or is it a matter of being a timing issue at this point. Chief Biddle said all of the classes for these certifications are state level and are very intensive and very important. Achieving all of the required certifications is not a quick process. Lieutenant Hunter explained the upcoming class and provided additional details to the Merit Commission.

Commissioner Renner made a motion to approve altering the training requirements for the 2022 Captain Promotion Process for Lt. Scott Hunter as described by Chief Biddle.

Commissioner Navarro seconded the motion.

VOTE TO APPROVE

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion passed.

Agenda Item 4: Merit Commission to consider the 2022 Officer Promotion Process (Assistant Chief Adam Biddle)

Chief Biddle gave paperwork to Merit Commission members of the promotion process information that candidates received as well as the announcement about promotion process. Nothing has really changed regarding this promotion process from how we have conducted it in the past. We will be using Testing for Public Safety (TPS) again and Chief Biddle provided Merit Commission members with a copy of the TPS contract which will be taken to the next Board of Works meeting for their approval. Chief Biddle also provided paperwork to Merit Commission members that listed the training requirements for each position. They are the same requirements as in the past. He said we are asking for approval to proceed with the 2022 Officer Promotion Process.

Commissioner Navarro asked if this has been approved before. Chief Biddle said every two years we go through this process and every two years we bring it to Merit Commission for approval.

Commissioner Glodowski made a motion to approve the 2022 Officer Promotion Process as described.

Commissioner Renner seconded the motion.

VOTE TO APPROVE

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion passed.

Agenda Item 5: Merit Commission to consider 2022 Engineer Promotion Process (Assistant Chief Adam Biddle)

Chief Biddle said we had an Engineer promotion process in 2021 which resulted in only two successful candidates and we are anticipating we will promote both of those candidates. We are required to keep an active list so we are proposing that we have an additional 2022 Engineer promotion process. Engineer promotion lists and Officer promotion lists each run for two years, but are staggered and do not run in the same two year timeframe. The current Engineer promotion list was approved by Merit Commission in 2021 and normally we would have the next process in 2023, but that would result in a period of about one year where we would not have an active Engineer promotion list. We are proposing to establish an Engineer promotion list for the remainder of the current two year schedule so that we can remain on the same two year cycle. It would be challenging to have the Officer Promotion Process and the Engineer Promotion Process on the same timeframe because a firefighter would have to choose between the two—he or she could not apply for both promotions processes if those processes are on the same timeframe. For example, if a firefighter wanted to test for Engineer and Lieutenant, he or she would not have enough time to study for both if the processes were held on the same timeframe.

Commissioner Goddard said that since we have to have a valid list for two years, would this be a separate list or would the new candidates go below the two candidates we have currently? Chief Biddle said the first candidate on the current list is Seth Jones who was just approved at this meeting for Engineer. We anticipate that by the time we have this process announced, tested for, and put into place, that our second and final candidate on the current list will most likely be promoted. Chief Biddle said, though, that if there is a situation where the second candidate has not been promoted by the time the next list is brought before Merit Commission for approval, then that issue could be addressed at that time.

Commissioner Glodowski asked if this item is to just approve the process and if the list is something different that would come later. Chief Biddle said the process would determine the list. Chief Mitchell said we are asking permission to do the next process earlier than normal. If approved, then Chief Biddle will present the proposed process to Merit Commission at a future meeting for them to review and vote on whether to approve. Then after the process is completed and a promotion list is created because of it, that list will be brought to Merit Commission for review and approval.

Commissioner Glodowski made a motion to approve conducting a 2022 Engineer Promotion Process.

Commissioner Navarro seconded the motion.

VOTE TO APPROVE

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The motion passed.

Commissioner Renner made a motion to adjourn the meeting.

Commissioner Glodowski seconded the motion.

VOTE TO ADJOURN MEETING

Commissioner Goddard	Aye
Commissioner Glodowski	Aye
Commissioner Navarro	Aye
Commissioner Renner	Aye

The meeting was adjourned.