



MICHIGAN CITY FIRE MERIT COMMISSION

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MICHIGAN CITY, INDIANA 46360
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LOUISE MOCK, PRESIDENT
CHARLES WILLIAMS, VICE PRESIDENT
ROBERT POLLOCK, SECRETARY
PATRICK VANCE, COMMISSIONER
EDWARD ZAKNOEN, COMMISSIONER

Michigan City Fire Merit Commission Meeting Minutes: May 1, 2017

President Mock called the meeting to order at 5:00 PM. A quorum was noted with Commissioners Louise Mock, Charles Williams, Bob Pollock, Patrick Vance and Edward Zaknoen in attendance. Also present was Fire Chief Randy Novak, Commission Attorney Jennifer Koethe and City Council President Chris Schwanke.

At this time, President Mock asked all present to stand and recite the Pledge of Allegiance.

A motion was made by Commissioner Pollock to accept the minutes from the May 1, 2017 Regular meeting, and the Special Meeting minutes from May 15, 2017. The motion was seconded by Commissioner Vance and carried as follows: **AYES: MEMBERS Mock, Williams, Pollock, Vance and Zaknoen (5). NAYS: None (0). Motion Carries.**

Communications/Claims- Commissioner Pollock made a motion to accept the claims and payroll for March 2017 and April 2017. The motion was seconded by Commissioner Williams and carried as follows: **AYES: MEMBERS Mock, Williams, Pollock, Vance and Zaknoen (5). NAYS: None (0). Motion Carries.**

Commissioner Pollock gave an update to the commission regarding the 2017 budget stating there are still some claims he is looking to come through such as the overtime for the firefighters that helped with the agility testing, future academy cost, travel expenses to the academy, two (2) more agility testing's and employment advertising.

Commissioner Pollock advised the commission that out of 29 applicants that started, only 2 made it all the way through the hiring process, stating that is less than 10%.

Commissioner Pollock then asked for ideas as far as advertising for the upcoming applicant testing, stating that when he did talk to the applicants that were testing, the majority of them stated they heard about the testing from other firefighters; Commissioner Pollock thanked the firefighters for spreading the word.

Fire Chief Randy Novak added that he thought the best way to advertise was to reach out to other departments, that maybe there is someone that would like to transfer.

Report from City Council President Chris Schwanke- Council President Chris Schwanke stated that the City Council passed the ordinance to allow the Fire Department to purchase new scuba equipment and thanked the men and women who showed up to give their support for the purchase of this equipment; adding that at the next meeting they will give the final vote to purchase three (3) new vehicles for the department.

Report from Commission Attorney- Ms. Koethe stated that the committee is trying to schedule a meeting for Wednesday, May 17, 2017 at 4:30 pm.

Report from Union Local 475- None

Report from Fire Chief Randy Novak- Chief Novak addressed the commission stating that in April 2017 Tony Drzewiecki and himself attended the Career Day held at Blue Chip Casino and talked to a lot of people about the department.

Eugene Hanus, the last firefighter to be hired will be starting the South Bend Academy in the September.

Chief Novak reminded the commission that he needs one more name to fill a vacancy left from January.

Chief Novak invited anyone who wished to attend the graduation ceremony at the South Bend Fire Academy which would be on Friday, June 2, 2017 at 9:15 am (South Bend time).

Chief Novak reminded the commission to set a test date for applicant testing in the fall as there are events coming up and he wants to make sure the facility is available.

Lastly, letting everyone know that there will be a give back night at Five Guys Restaurant for the firefighters, all money earned will go back to the firefighters, not the department on Wednesday, May 17, 2017.

New Business- Commissioner Pollock brought it to the commissions attention that the 2018 budget time is approaching, what he would like to do is increase the secretary's pay from \$176.76 to \$238.50, to match the Police Commission Secretary's pay; Commissioner Pollock asked for input from the Commissioners.

Council President Chris Schwanke explained how the process worked stating you can add it to your budget but it doesn't mean the Council, Controller or the Mayor will approve it.

Commissioner Pollock stated the he would like to try; adding that he is not included in a lot of things but wants to address the importance of this.

Commissioner Pollock made the motion to adjust the 2018 budget for the Commission secretary from \$176.76 to \$238.50 to match that of the Police Commission Secretary. The motion was seconded by Commissioner Vance and carried as follows: **AYES: MEMBERS Mock, Pollock, Vance and Zaknoen (4). NAYS: Williams (1). Motion Carries**

Old Business- Commissioner Vance gave a brief update of this past testing and it was as follows: 19 letters were mailed out to individuals to take the written test, 14 showed up. Out of the 14, 5 passed. Letters were mailed to those 5 on April 29 informing them of practice times for the agility test and when the agility test would be held; out of the 5, 2 passed the agility test.

Commissioner Vance gave an example why it is important to attend a practice session that is provided; advising there was a gentleman that was very fit, but because he had to keep stopping and listen to instructions from the Training Officer, he did not complete the test in the required time, therefore he failed.

Commissioner Vance made the motion to certify the hiring list as presented. The motion was seconded by Commissioner Pollock and carried as follows: **AYES: MEMBERS Mock, Williams, Pollock, Vance and Zaknoen (5). NAYS: None (0). Motion Carries.**

Attorney Koethe reminded the commission that they will need to start the advertising process again as per the ordinance, the hiring list has fallen below the required 3 name requirement.

Discussion ensued between the Commissioner, Attorney Koethe and Fire Chief Randy Novak regarding testing in September, how far away in percentage was the commission from combining the hire list, Chief Novak stated per the Human Rights Director, the department was ½ point away; Attorney Koethe stated that two lists will still need to be maintained; Chief Novak reminded the commission about the grant they were receiving and that would increase the departments numbers.

Discussion ensued between the commissioner for a cutoff date for acceptance of applications. Commissioner Vance made the motion to accept applications until Friday, June 9, 2017. The motion was seconded by Commissioner Pollock and carried as follows: **AYES: MEMBERS Mock, Williams, Pollock, Vance and Zaknoen (5). NAYS: None (0). Motion Carries.**

Public Comment- None

Commission Comments- Discussion ensued between Attorney Koethe and Commissioner Vance regarding where the Human Rights Director gets his numbers for the Minority Hiring within the Fire Department.

Motion to adjourn was made by Commissioner Pollock at 5:38 pm and seconded by Commissioner Vance. Ayes 5 Nays 0; Motion Carries.

Next Meeting is scheduled for Monday, June 5, 2017 at 5:00 PM.

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