

MICHIGAN CITY FIRE MERIT COMMISSION



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KEITH HARRIS, PRESIDENT
JOHN SKIERKOWSKI, VICE PRESIDENT
LOUISE MOCK, SECRETARY
JOHN STIMLEY, COMMISSIONER
ROBERT POLLOCK, COMMISSIONER
PAMELA KRAUSE, ATTORNEY

Michigan City Fire Merit Commission Meeting Minutes: **June 4, 2012 5:00 p.m.**

President Harris called the meeting to order. A quorum was noted with Commissioners Keith Harris, John Skierkowski, John Stimley, Louise Mock, and Robert Pollock in attendance. Others present Chief Ronnie Martin, Deputy Chief Judd Rose, Public Relation Officer Mark Baker, Attorney Pamela Krause, and Union Representative Mike Neulieb, Sarah Smith Evaluator Trainer, Ilene Halvska News Dispatch.

Commissioner Harris asked for an approval of the agenda, adding an additional item under new business, A. Retirements and Promotions. Motion to approve Minutes from May 7, 2012 by Commissioner Stimley, and 2nd by Commissioner Pollock; **Ayes 5 Nays 0; motion carries** Motion to approve minutes from Special Meeting May 24, 2012 motion by Commissioner Pollack and 2nd by Commissioner Mock; **Ayes 5 Nays 0; motion carries**

There were no communications; Claims for payroll \$1,426.67 claims read by Commissioner Mock; Motioned by Commissioner Stimley, and second by Commissioner Pollock. **Ayes 5 Nays 0 motion carries**

No reports from City Council Liaison, Councilwoman Boy.

No reports from Fire Merit Commission Attorney Krause.

New Business

A.

Retirements & Promotions June 2012;

June 8, 2012 Captain Mark Webber will be retiring after 29 years of service.
June 8, 2012 Lt. Michael Orzech promoted to Captain
June 8, 2012 Driver Mark Baker promoted to Lieutenant
June 8, 2012 FF Craig Krivak promoted to Driver

Commissioner Harris congratulated and thanked Captain Webber for his 29 years of service; and those being promoted. Chief Martin also reiterated congratulated and thanked Captain Webber for his service and those being promoted.

B.

Disciplinary Action

May 9, 2012 & May 10, 2012; Commissioners received earlier; Commissioner Harris ask for a motion to accept the chief's recommendation on the disciplinary issued motioned by Commissioner Stimley, and 2nd by Commissioner Pollock, no questions or comment; **(5) Ayes; (0) Nays motion carries .**

C.

Sarah Smith – Evaluator Trainer

Ms. Smith distributed three documents explaining the promotional testing syllabus. Ms. Smith stated that with the help of the leadership and training department they were able to come with similar syllabus as past years, with the exceptions of some of the chapters changes based upon what would be helpful for the firefighter's to review. Some chapters have been taken off and some added. Upon approval of the commission Ms. Smith would be posted at the fire stations so the firefighters would have a list of what to study for the test on October 6, 2012. Ms. Smith also stated that there are two editions of the 5th edition Essential book, and both I.B.M's floating around either one will be ok to use a reference. One book has three additional chapters, but there will be no questions coming from those chapters. Commissioner Harris, questioned if that was the issue with the previous testing. Ms. Smith advised that was the result of the individual using a 4th addition and not the 5th edition. Ms. Smith continued on by saying there would be no need to purchase any new books because all of the books are the current edition, unless more are needed. Ms. Smith discussed the Performance Appraisal form, and stated that her time could be utilize better by doing a just in time training for evaluation for the Performance Appraisal, and still provide the training disk. To bring some kind of uniformity in the Performance Appraisal tests; Commissioner Harris mention that this would be the first step in the direction in training the evaluators and answer the process questions. Commissioner Skierkowski wanted to know the time frame Chief Martin stated June 15, is the schedule date through June 24. Chief Martin stated that the information Ms. Smith provided was greatly appreciated. Commissioner Pollack wanted to know what "Color Day" jargon means for non-firefighters; Ms. Smith stated it was the schedule days the firefighter on/off shift and that she would have a training session for each shift. Commissioner Harris stated he would like a motion of the Performance Appraisal rating training due to the timeliness of the schedule. Commissioner Skierkowski stated he believes the proposal to be very fair financially and the structure is specific, and made a motion to approve the Appraisal rating training, 2nd by Commissioner Pollack. Union Rep Neulieb question the dates for testing and the possible conflict with any appeals that might occur causing the person not to sit for the test because of the appeal. Commissioner Harris stated that a special meeting would be called to handle this issue. Scheduling will be left up to the Chief's office and Ms. Smith. **(5) Ayes; (0) Nays motion carries.**

Commissioner Harris stated because testing will be in four months a consideration for the proposal the promotional testing. Commissioner Skierkowski asked if the testing was done all in one day split into two sessions. Ms. Smith stated that historically the test have been given between 9a.m.-12p.m. and 1p.m.-4p.m. Ms. Smith also address why they have not tried to go from a 3 to a two hour window stating that on an academic level that a 100 answer test should be allowed a minute per question. Commissioner Skierkowski ask what if an firefighter is on duty during the testing period, Chief Martin stated the truck is taken out of service during this time, with coordination effort to made for all to have the opportunity. Ms. Smith stated that under II states that if some disaster occurred where everyone had to respond then other plans would be made. Chief Martin wanted to clarify the dates for the evaluations which would be July 16 to July 19, 2012, with the endorsing officer being on July 25th. Commissioner Harris reiterated that this would be when the actual Performance Evaluation will take place. Commissioner Skierkowski motioned to accept the proposal as written and 2nd by Commissioner Pollock; Commissioner Harris questioned the amount in the difference \$600, Ms. Smith stated the slight difference of \$300 over previous years. Ms. Smith stated that due to some responses from previous sessions that verbiage has been added to provide a quiet testing environment. **Ayes (5) Nays (0) motion carries**

D. 2013 Commissions Budget

Commissioner Harris stated budget has been submitted from the Special Meeting held on May 24, 2012; making mention that substantial cuts in the amount of \$50,250, because there will be no promotional testing for 2013, creating a hiring list this year, with the anticipation of two new hires. Commissioner Harris also stated that there would possibly be a testing with minority applicants, but as it stands right now it doesn't look that way. Commissioner Harris suggested to Chief Martin that he goes to the council to petition the overage of \$50,250 goes into his training budget for next year. The total budget for next year will be \$41,321.

E. Ordinance Workshop

Commissioner Harris advised that there might be some issues that may need to be changed in the ordinance. The workshop will be held at the Training Center Tuesday July 24, 2012 @ 5:30p.m. Commissioner Harris stated he will advise the City Attorney.

Old Business

A. Firefighter Appeal of Evaluation (Tabled at May 7, 2012 Meeting)

A motion to take it off the table was made by Commissioner Stimley and 2nd by Commissioner Pollock; **Ayes (5) Nays (0)**; Commissioner Skierkowski stated that the commission understands the reasoning of both the rating officer and the appellant rating issue on the performance review. Commissioner Skierkowski and in the interest of good faith made a motion to change the rating on the attendance issue from a 2 to a 3 as a compromise at this time on the appeal. 2nd by Commissioner Stimley **Ayes (5) Nays (0) motion carries**

B. Update on Application

Commissioner Harris stated there are 161 applications, 18 are minorities (3 are females), 7 minorities are local (within the city limits of Michigan City) including 1 female, and 28 applicants total are from Michigan City. 3 will be 35 years of age when the list goes into effect, and will fall off of the list if not hired by the first couple of months. Commissioner Harris spoke with all 3 and still would like to take part in the testing. 4 applicants with incomplete applications; and 6 has already exceed the age requirement were removed. Commissioner Harris stated there will be two testing sessions to accommodate the applicants.

Report from Chief Martin

Chief Martin stated the graduation for the academy will be June 15, 2012 at 6:00 p.m. at the LaPorte Civic Auditorium. Completion of pump and ladder testing by UL Laboratories; Chief Martin went on to say that Firefighters are starting on the second phase of the wellness testing. June 5, 2012 Fireman will be at Elston School with public education events and clean schools on June 9, 2012, and at Jewel Foods on the June 14, 2012. Company inspections have commenced and encourage businesses to complete the online survey. Chief Martin mentioned the completed training with the Lifeguards, and EMS in beach rescue. Chief Skierkowski asked how many graduates will participate in the graduation ceremony, Chief Martin advised 17 will graduate, and encourage the commissioner to come.

No Commissioner comments

Public comments

Firefighter was asked to mention a possible swim test in the future with the application process. Commissioner Harris that is something that could be added to the Workshop due to the nature of the request which would require an ordinance change; Commissioner Pollock reiterated adding swim testing to the application process due to the dangerous conditions of Lake Michigan.

Commissioner Harris stated that the next meeting will be Monday, June 2th at 5:00p.m.

Motion to adjourn by Commissioner Stimley and 2nd by Commissioner Pollock Commission voted (5) Ayes – (0) Nays motion carries.