

**Minutes of the
La Porte City Fire Department
Merit Commission
June 3, 2020**

The La Porte City Fire Department Merit Commission met telephonically on June 3, 2020, due restrictions being in place to address the Covid-19 pandemic. Present were Commission members, Dr. James Edwards, Edward Gondeck, Miles Fettinger and Gary Travis. Also present was Chief Andrew Snyder .

The meeting was called to order by President Edwards at 6:32 pm. The minutes from the May, 2020 meeting were read and approved.

President Edwards opened the meeting by sharing that the name of Firefighter candidate Jacob Kaziemrczak had been submitted for scheduling of psychological and medical examinations in order to be considered for the filling of the current vacancy. Chief Snyder shared his hopes that the process will be completed in time for him to attend the next Firefighter Academy.

President Edwards also reported that he had contacted Professor John Coggins in order to confirm plans for the aptitude testing of candidates for the La Porte City Fire Department. The testing date remains scheduled on June 27, 2020 at 8:00 am at the Civic Auditorium. 24 candidates were schedule for testing. Required PPE will be provided and social distancing will be maintained. Candidates will be provided with information detailing the procedure for including points for education and experience in the assessment process. Several Commission members indicated their willingness to assist with the testing procedure. We also discussed the need to schedule the required candidate interviews after test results are received. It was planned to complete the interviews before August in order to generate the new hiring list.

President Edwards related that Joshua Huelat had been nominated and approved by the City Council to fill the vacancy on the Merit Commission. Chief Snyder indicated that he planned to meet with Mr. Huelat within the next few weeks to get acquainted and discuss responsibilities. He invited other Commission members to join him and indicated that he would confirm the date and time for the meeting.


Chief Snyder informed the Commission of the need to schedule the promotional test review with candidates. He suggested the week of June 15th. He estimated that it would take less then 1.5 hours. With that in mind, the Commission decided to conduct the review session on Tuesday, June 16th at 1:00 pm. Several Commission members shared their willingness to assist in the process.

Chief Snyder also reported that the mid year Performance Appraisals had nearly been completed and should be done before the July Merit Commission meeting.

Chief Snyder shared that Samuel Doig had been approved by the State PERF Board and that he was scheduled to start on July 6, 2020.

There being no further business, the meeting was adjourned at 6:55 pm. The next monthly meeting will be on July 1, 2020 at 6:30 pm.

Respectfully submitted,


Gary R. Travis, Vice President