

**LaPorte City Fire Department Merit Commission  
Meeting Minutes  
May 1, 2019**

**Present:**

***Commission Members*** Darrell Crites, Edward Gondeck, Jessica Romine, and Gary Travis. Chief Andrew Snyder (aka Chief)

**Call to Order:** The meeting was called to order at 6:33 p.m. by Vice President, Mr. Travis. The prior meeting minutes were read out loud by secretary, Ms. Romine. The minutes were approved by a unanimous vote.

**Old Business:**

Dr. Edwards will follow up with attorney, Nick Otis, on the amended bylaws. Once the bylaws have been amended and the Commission is satisfied with the changes, they will be distributed to each fire station and there will be a meeting to vote on, discuss and accept the amended bylaws.

Chief talked with Professor Smith this last Monday, April 29. The testing dates will have to be changed due to conflicting fire fighter trainings that take place on May 20 and 21, 2019. Chief and Professor Smith came up with the following test dates:

May 13, 14 – 3 Tests for firefighters

May 28, 29 – 2 Tests for Captain and Battalion Chief

Mr. Gondeck made a motion to approve these dates for testing, Mr. Crites seconded the motion and the vote passed unanimously. Chief will contact Professor Smith to confirm with her. Chief will also post a notice at each fire station to inform all firefighters by the end of the day Thursday May 2, 2019.

Two Council members are required to be present at the start of each day of testing.

May 13 & 14– Ms. Romine and Mr. Crites

May 28 – Mr. Romine and Mr. Gondeck

May 29 – Mr. Gondeck and Dr. Edwards

**New Business:**

Chief informed the Council that the mid-year performance ratings had been distributed the first 2 weeks of April. They must be completed by mid-May. The first and second shifts have been completed. These mid-year performances are not allowed to go to an appeals process. Only the year end performance ratings can be appealed by firefighters.

Chief also informed the Council of the 3-day training he was participating in this week. The instructor is world renowned and Chief feels this is one of the best training sessions he's attended.

There is a vacancy position open for Captain. This position was vacated by John Sullivan. Chief asked for the Council to have a special meeting to fill this position. The Council has agreed to have a special meeting on May 8 at 6:30. Chief will announce the special meeting to the board of works at their next meeting on May 6 in the morning. Chief will work with Dr. Edwards to update our current living document for 2018 Promotions Eligibility List. This list will not change, however it is important for the Council President and another Council member to review the written performances and seniority to determine if this list is still accurate at this time.

**Adjournment:** The meeting was adjourned at 7:02 p.m.  
The next meeting is May 8, 2019

Respectfully submitted,

Jessica N. Romine, Secretary