

**BOARD OF PUBLIC WORKS AND SAFETY**

**RESOLUTION NO. 23-04**

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY  
OF GREENWOOD APPROVING AND ADOPTING PROCEDURES FOR ACTIVE  
GREENWOOD FIRE DEPARTMENT MEMBERS TO ELECT FIRE DEPARTMENT  
MERIT COMMISSIONERS**

WHEREAS, pursuant to Ind. Code § 36-8-3.5-8 (the "Statute") and Greenwood Municipal Code Sec. 6-455 (the "Ordinance"), the Board of Public Works and Safety (the "Board"), as the safety board for the City of Greenwood, is charged with calling the meeting for active members of the Greenwood Fire Department to elect a member to serve on the Greenwood Fire Department Merit Commission;

WHEREAS, the Statute and the Ordinance provide that the Board may determine procedures for holding the meeting at which the active members of the Greenwood Fire Department elect the Fire Merit Commissioner;

WHEREAS, the Board has determined that it is in the best interest of the City and the active members of the Greenwood Fire Department to adopt procedures for holding the meeting to elect their selected commissioner to the Greenwood Fire Department Merit Commission.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD, INDIANA THAT:


Section 1. The Board adopts and approves the following procedures for holding the meeting of the active members of the Greenwood Fire Department to elect a commissioner to the Greenwood Fire Department Merit Commission.

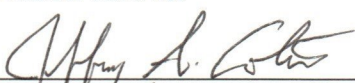
- A. The Fire Chief shall post notice in prominent locations in each Fire Station, which locations are at least the following: bulletin boards, designating the time, place and purpose of a meeting, which will be to nominate candidates for the active members of the Greenwood Fire Department to elect a commissioner to the Greenwood Fire Department Merit Commission. The notice shall be posted within five (5) days of a vacancy on the Fire Department Merit Commission.
- B. Only active sworn merit firefighting personnel may attend the meeting for nominations, and at the meeting one of them shall be selected as chair. Nominations shall be from the floor. The chair shall appoint two (2) firefighters to serve on an investigation committee to review the background of the Fire Department nominees to ensure that they meet the qualifications of GMC Sec. 6-452. A date for the election shall be decided at the meeting, which shall be within thirty (30) days of the vacancy on the Fire Department Merit Commission, but not before twenty-one (21) days.
- C. The investigation committee will complete the background review, and upon completion file a written report with the Chief at least five (5) days in advance of the election. The investigation committee shall post a written summary report of the investigation, stating whether the nominees are qualified to hold office, at the prominent locations set forth in A., above. The Fire Chief shall post notice of the election as set forth in A., above.
- D. The firefighters shall vote by secret written ballot by placing the ballot in a locked, secured container. Upon conclusion of the casting of ballots, the secured ballot container shall be delivered to the Board of Public Works and Safety Clerk who shall count the votes and issue a notice of election results to the Fire Chief and the Board. The Fire Chief shall post the notice of election results at the prominent locations set forth in Section 1., A., above.

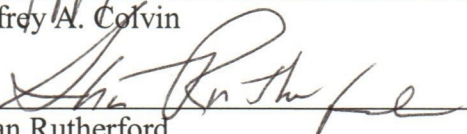
Section 2. Upon passage of this resolution, the Greenwood Fire Chief is directed to immediately distribute a copy of the resolution to all affected employees and to post a copy of the resolution on the bulletin board at each Fire Station.

PASSED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF GREENWOOD, INDIANA this 27<sup>th</sup> day of February 2023, by a vote of 3 ayes, 0 nays.

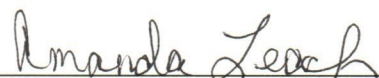
**BOARD OF PUBLIC WORKS AND SAFETY**

  
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Kevin A. Hoover

  
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Jeffrey A. Colvin

  
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Shan Rutherford

ATTEST:

  
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Amanda Leach, Clerk of the Board of  
Public Works and Safety