

Greenwood Fire Department Merit Board

Mr. Tapp called the Wednesday, February 18, 2015 Greenwood Fire Department Merit Board meeting to order at 4:03 p.m.

Present:

Forrest Sutton, Michael Tapp, Todd Townsend, City Attorney Shawna Koons and Chief James Sipes.

Approval of Minutes:

Motion was made by Mr. Sutton to approve the Merit Board meeting minutes of Wednesday, January 7, 2015 as published; motion seconded by Mr. Townsend. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Annual Election of Officers:

Motion was made by Mr. Tapp to elect Mr. Townsend as Chairman; motion seconded by Mr. Sutton. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Motion was made by Mr. Sutton to elect Mr. Tapp as Vice-Chairman; motion seconded by Mr. Townsend. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Old Business:

Mr. Townsend asked for any old business.

Chief Sipes informed the Board that Matthew McIntire did not pass the PERF physical for the Career position that was offered to him. Therefore, Matthew Stumpo, the next individual on the list was sent for a PERF physical on Friday and we are moving forward with him in the hiring process.

New Business:

Mr. Townsend asked for any new business.

Chief Sipes updated the board on the Lieutenants and Captain Hiring Process Steps. He informed them there were a few changes he and Chief Johns would like to make with the Tactical Scenario phase. They are asking not to allow the candidates for early preparation of this phase; they will be presented with each scenario in the evaluation room. Chief Sipes feels it will provide better evaluation/assessment as they will have to think on their feet. He also stated we will be using an outside company for the written tests.

Motion was made by Mr. Tapp to accept the Full-Time Hiring Process Steps/Procedures as presented; motion seconded by Mr. Sutton. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Chief Sipes stated the next portion of that is how we test, how acting positions are maintained, and what merit rank looks like as well as acting rank. Currently there are 7 merit Captain positions, 11 merit Lieutenant positions, 14 merit firefighter's positions and 4 probationary firefighter positions. The system should evolve to be 4 merit Captains, 11 merit Lieutenants and remaining as merit Firefighters. The acting positions could then be treated as a separate group. For the long term stability of the system, Chief Sipes said he would like to work with the Attorneys and Merit Board Members to

draft rules on how we will move forward with the three lists we currently have, a Merit List, an Acting List and a Promotion List.

Chief Sipes said we also need to discuss if a firefighter gets bumped off of the acting list back onto the promotion list, would they have to re-test to remain on the promotion list and asked for guidance from the Board. Mr. Tapp and Mr. Sutton agreed they should have to retest if they get bumped back to the promotion list. Mr. Townsend said he was presented the option to test every three years instead of two years for the promotion list.

Motion made by Mr. Tapp to maintain three list, Merit List, Acting List and Promotion List; motion seconded by Mr. Sutton. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Motion made by Mr. Tapp to test every three years for the promotion lists and everyone on the promotion list including those bumped down from acting positions will need to re-test; seconded by Mr. Sutton. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Next Merit Board Meeting will be held as needed.

Motion made by Mr. Sutton to adjourn the meeting; seconded by Mr. Tapp. **Vote: Ayes: Mr. Sutton, Mr. Tapp, And Mr. Townsend. Motion carried.**

Mr. Townsend adjourned the meeting at 4:57 p.m.

Approved by: _____
Todd Townsend, Chairman