

Greenwood Fire Department Merit Board

Mr. Townsend called the Thursday, January 21, 2016 Greenwood Fire Department Merit Board meeting to order at 3:45 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. Tapp to approve the Merit Board meeting minutes of May 26, 2015, as published; motion seconded by Mr. Sutton. **Vote: Ayes: Mr. Sutton, Mr. Tapp, Mr Townsend. Motion carried.**

Old Business:

Chief Sipes stated the Captain's promotion process was held in October with one applicant. He said there was a component of the process where a timeline was not met by the applicant, therefore a failure in the process. Chief Sipes said he did confer with the individual involved and the Division Chief of Training. He then contacted Todd Townsend. The decision was made to stop the process and show the process as incomplete. Chief Sipes said we do not have a current Captain's list and there is currently no open Captain position. Chief Sipes suggested we hold another Captain's promotion process the last half of 2016 unless the need arises. Mr. Townsend said Chief Sipes called him regarding the issue and validated what he was proposing would follow the rules of the Board. There is no other action by the Board needed.

Chief Sipes said he and the legal department plan to continue to work on establishing the rules and guidelines in regards to merit and acting promotional lists. He said he hopes to present the new rules of merit to the board the first half of this year.

New Business:

Chief Sipes informed the board that the 2016 budget allows us to hire three additional full time firefighters this year. He said he plans for their start date to be April 4, 2016. They will be offered conditional offers of employment and will have to pass the PERF physical and extensive background check. Chief Sipes said there is also a firefighter that has accepted a position with Indianapolis Fire Department so there should be a fourth position opening after February 8, 2016.

Chief Sipes asked the board to approve the firefighter hiring process. He said the current list expires May 21, 2016. Motion was made by Mr. Tapp to approve the firefighter hiring process; motion seconded by Mr. Townsend. **Vote: Ayes: Mr. Sutton, Mr. Tapp, Mr Townsend. Motion carried.**

Chief Sipes presented the Progressive Discipline policy adopted by the Board of Works on November 16, 2015. Motion made by Mr. Sutton for the merit board to adopt the policy; motion seconded by Mr. Tapp.

Vote: Ayes: Mr. Sutton, Mr. Tapp, Mr Townsend. Motion carried.

Todd Townsend informed the Board that he will be ineligible to be a member of the Board in the near future. He stated that he will be moving to northern Indiana. It could be as early as next month but will keep the Board informed. He also thanked everyone for allowing him to work with such a great group of people and organization.

Next meeting was scheduled for February 17, 2016 which will be the annual meeting at 4:00 p.m.

Mr. Townsend adjourned the meeting at 4:07 p.m.

Approved by:



Mike Tapp, Vice-Chairman