

# MINUTES

## CITY OF WESTFIELD FIRE MERIT BOARD

December 12, 2016

In attendance: Merit Board members Bryan Kercheval, Bob Benson, Eric Lohe and Julie Sole. Chris Wilkes was not in attendance. Chief Marcus Reed, Deputy Chief Joseph Lyons, and other Westfield firemen were also in attendance.

**CALL TO ORDER** - The meeting was called to order by President Bryan Kercheval at 7:07 pm. A quorum was present. The Pledge of Allegiance was shared by all.

**MINUTES** - The minutes from the August 15, 2016 meeting of the Merit Board were approved as presented.

**CHANGES TO THE AGENDA** - There were no additions to the agenda.

**OLD BUSINESS** - There was no old business to be conducted.

### NEW BUSINESS

**Approval of Merit Rules** - A new updated version of the Westfield Fire Department Merit Commission Rules and Regulations were approved unanimously and any further references to Merit Rules will refer to this new version dated December 12, 2016.

**Promotion Candidate Lists** - The Board was presented with three promotion candidate lists, one for Battalion Chief, one for Captain and one for Lieutenant. All three lists were approved unanimously and will be active until December 12, 2018.

**Job Descriptions** - The Board reviewed updated position/job descriptions for all positions in the Fire Department. Chief Reed presented these for information and no approval was needed.

**Board Meetings** - The Board established meeting dates for 2017 for the months of February, May, August, and November, Monday nights at 7:00 PM.

**Board Members** - The terms of the Board members were reviewed. In light of Julie Sole now working for the City of Westfield, she is resigning her position due to potential conflict of interest. Chief Reed expressed his appreciation for Julie's service to the Board since 2006.

With the Board having completed all the business for the night, the Board was adjourned at 8:15 pm.

Respectfully submitted by:

  
Dr. Eric G. Lohe  
Secretary, Westfield Fire Merit Board