



*City of*  
**LAWRENCE**  
*Indiana*

**FIRE DEPARTMENT**

**MERIT COMMISSION MINUTES**



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March 7, 2024

The monthly meeting of the Merit Commission was held at the Lawrence Government Center, Lawrence, Indiana. Those in attendance were as follows:

<b>Commissioners:</b>	Amy Coats	President
	Randy Warman	Commissioner
	Tom Taylor	Commissioner

<b>CLFD:</b>	Robert Wallace	CLFD Fire Chief
	Kalie KD	CLFD Executive Assistant

**Call to Order:** President Coats called the meeting to order at 18:04 hours and led those present in reciting the Pledge of Allegiance, followed by prayer.

**Commission Members Comments:** President Coats mentioned that she would like the board to know when something big happens in the department. She expressed her condolences for our fallen firefighter, Andy Ambers. President Coats also stated she would like the board to be invited to the banquets. She also solicited comments from the Commission members and no comments were offered at the time. Comm. Taylor mentioned that he is glad that Chief Wallace was promoted to the new Fire Chief. The rest of the board agreed.

**Fire Chief's Comments:** Chief Wallace said he will make sure that the board gets invited to future functions and is grateful for their support over the years. He also thanked them all for their support during Lt. Ambers passing.

**Approval of Minutes:** President Coats called for a motion to approve the September 7, 2023 meeting minutes. The motion to approve the meeting minutes was provided by Commissioner Warman and seconded by Commissioner Taylor. The motion was carried and approved unanimously.

**Old Business:** There was no Old Business to discuss.

**New Business:**

- Promotion Process List 2024

We have begun the promotion process for the department. The current list expires this December and we need 180 days of lead time. There haven't been a lot of changes from the last packet but we

did clarify some language in the packet from the last process. We have one LT spot opening, and it will be filled from the current list. No CPT spots are available right now.

Comm. Warman asked if we are happy with the current testing company. Wallace replied with yes. The company is very data-driven which helps it be as objective as possible, and then explained some of the steps of the testing process. We also have a committee that puts the process together, selects the books, decides points, etc. The committee this year has all Captains, a Battalion, and a Deputy Chief.

President Coats asked what changes were made in the newest packet. Chief Wallace mentioned that it was mostly the dates and some minor language changes. For example, page 15 of either packet now mentions the reduction of points if the candidate does not follow the directions. The notification for the memo will go out tomorrow, if approved by commission, and then opens on Monday.

President Coats called for a motion to approve the Lieutenant Promotion Process. The motion to approve the meeting minutes was provided by Commissioner Taylor and seconded by Commissioner Warman. The motion was carried and approved unanimously.

President Coats called for a motion to approve the Captain Promotion Process. The motion to approve the meeting minutes was provided by Commissioner Warman and seconded by Commissioner Taylor. The motion was carried and approved unanimously.

**Adjournment:** President Coats adjourned the meeting at 18:25 hours.

Respectfully submitted,

Kalie Kearney-Dunkerson, Recording Secretary