The December 6, 2023 special meeting of the Muncie Fire Merit Commission was call to order at 6:00 PM by President, Andrew Dale.

**Members Present:** President, Andrew Dale, Vice President, Linda Gray, Secretary, Andrew Popp, Commissioner Qiana Clemens, Commissioner Mike Whited. Others present: Chief, Daniel Burford, Mark Ervin and Rebecca Hollowell, legal representation.

**Approval of November 9th, 2023 Regular Meeting Minutes:** Having reviewed the minutes, Secretary Popp moved to accept the minutes as presented, Commissioner Gray seconded, and the Commission accepted the minutes with unanimous vote.

**Muncie Fire Merit Commission Recognition of Appointment:** President Dale congratulated newly appointed Chief Daniel Burford and acknowledgement of appointment was recognized by all members of the Commission. Words of support were extended to Chief Burford.

**Business from Chief, Burford:**

Chief Burford apprised the Commission that there is the potential for two (2) lateral transfers to be received and that no action is necessary at this time by the Commission.

**Business from Commission Attorney, Mark Ervin:**

A hearing date of March 14th at 6:00 PM is set concerning firefighter Benjamin Renz. Updates to hearing will be forthcoming. The hearing will be a closed hearing.

**Rule & Procedure 3 Amendments:**

Amendments to Rule and Procedure 3 were discussed in detail with little to no comment and no changes made from final draft as presented by commissioners Popp and Whited.

Motion made by Commissioner Popp, seconded by Commissioner Whited, and passed with a unanimous vote.

**Rule & Procedure 4 Amendments:**

Amendments to Rule and Procedure 4 were discussed in detail with little to no comment and no changes made from final draft as presented by commissioners Popp and Whited with the exception of added language under Section III Education Requirements was added to original draft amendment language for paragraph stating with “All applicants must be…” to now include “Before receiving a conditional offer of employment, all applicants…”

Motion made by Commissioner Popp, seconded by Commissioner Whited, and passed with a unanimous vote.

President Dale thanked commissioners Popp and Whited and Rebecca Hollowell, as well as members of the Fire Department who participated in helping to address the changes to both Rules and Procedures. The work of Administrative BC Schaller was recognized by Chief Burford.

**Remarks by President Dale:** President Dale stated that it’s been an honor to serve alongside each commissioner and work with the Fire Administration, as well as the Commission’s legal counsel. His continued involvement with the Commission is predicated on the outcome of an election by the body of the Fire Department’s membership but he is hopeful to resume his service.

Motion to adjourn made by Commissioner Clemens at 6:21pm, seconded by Commissioner Gray, with unanimous vote to accept.