**The meeting was called to order at 6:00pm by President, Andrew Dale.**

**Members Present: President, Andrew Dale, Vice President, Linda Gray, Secretary, Andrew Popp, and Mike Whited. Others present: Chief, Dan Burford and Recording Secretary, Samara White, and Attorney, Mark Ervin.**

**Election of Officers: Each calendar year at the first meeting, MFMC select from its members a President, Vice President, and a Secretary. To start off, the commission was set to choose a President; Andrew Popp made the motion for Andrew Dale, Linda Gray seconded and the MFMC voted unanimously to accept Andrew Dale as the MFMC President. Next to be voted was Vice President, to which Andrew Dale made a motion for Linda Gray to continue as the Vice President, Andrew Popp Seconded, and the MFMC accepted with a unanimous vote. Lastly, Andrew Popp was nominated as Secretary by Mike Whited, Andrew Dale seconded and the MFMC came to a unanimous vote to accept.**

**Election of 2024 Monthly Meetings & Public Meeting Notices: The Commission regular meetings are held on the second Thursday of each month and if necessary on the fourth Thursday of each month. Regular meetings are held in the Muncie City Hall Auditorium at 6pm. Vice President, Linda Gray made the motion to continue the MFMC meetings as the second Thursday of the Month and the fourth Thursday if needed, Mike Whited seconded, and the MFMC voted unanimously to accept.**

**Approval of the December 6, 2023 Special Meeting Minutes: President Dale asked the commission to review the minutes and to try and recall the motions made for Amendments for Rules and Procedures 3 and 4, to assure they were recorded correctly. After further review, Secretary Popp made the motion to accept the minutes as presented, Vice President Gray seconded, and the minutes were accepted by the MFMC with a unanimous vote.**

**Commission Approval of Mayoral Appointment of Fire Chief: Rule and Procedure 9-4. b states that “the Mayor has the authority by state statute to appoint firefighters below the rank of Captain if such appointment is approved by the Commission.” President Andrew Dale wanted to formally recognize the rules and procedures and have the commission’s vote for the approval of Mayor Ridenour’s appointment of Daniel Burford to Fire Chief. Mike Whited made the motion to accept, Vice President Gray seconded, and the MFMC voted unanimously to accept.**

**Chief Dan Burford: Chief Burford went over the three-month evaluations for Ethan Dunnuck, Jacob Short, and Broderick Hendrickson. Chief Burford reviewed the evaluations before the meeting, and stated that they all three are progressing very well. President Dale stated that he had witnessed two of the three on duty, during an EMS call, and they had a levity about them, and kept the patient comfortable. Chief Burford also brought to the meeting seven individual’s, twelve-month evaluations. The seven individuals’: Michael Howlett, Kaitlyn Hall, Matthew Reese, Jacob Lasater, Dylan Altman, James Main, and Richard Byrd all ended their probationary time on January 9th, 2024. Chief Burford asked the for the merit commission to approve the seven individuals as permanent firefighters with Muncie Fire Department. Discussion was made to take formal action for the twelve-month evaluation to be amended and changed eleven-month evaluation just in case there are some problems or issues with a probationary firefighter that actions need to be taken. Mike Whited made the motion to accept the 7 firefighters as permanent firefighters with Muncie Fire Department, Vice President Gray seconded, and the MFMC voted unanimously to accept.**

**Business from Attorney Mark Ervin:** Update on the disciplinary matter, case 2023-02. We are set for hearing on March 14 at this time, and there is a complete prehearing schedule that has been outlined by the hearing officer and it is possible that day could be moved back. It will not be an open hearing.

**Update of the 2024 Hiring Process: Testing company would like to meet with the commissioners to select written exam questions on February 8, 2024 at 5pm in an executive session. Chief Burford informed the commissioners of the 142 applicants that applied this hiring process. He also stated that the CPAT was ready to roll, and everything was getting in to order. Ladder climb will be scheduled after the written test.**

**Later Transfer: Chief Burford asked the commission to extend a conditional offer of employment to Miles Waters. Miles Waters is from this area, and is an Advanced EMT, Trained Firefighter, Experienced Firefighter and Rescue Technician. Chief Burford says that Miles would be a phenomenal addition to our department. Secretary Popp made the motion to accept to extend a conditional offer of employment to Miles Waters, Vice President Gray seconded, and the commission came to a unanimous vote to accept.**

**Comments from the Audience: Union President Jason Chafin thanked the commission for getting the amended rules out to everyone. Chafin informed the commission the URL that directs people to the CPAT test no longer exists. The commission discussed and will make those changes to the rules and procedures. Chafin also expressed that the CPAT cards that are given out at other facilities says that the CPAT cards are good for one year and expires after that one year. Chief Burford stated that due to Covid, and with the previous administration the commissioners voted that CPAT cards will be current and valid for 2 years, but no longer, and those rules have been amended and signed.**

**Motion to adjourn made by Mike Whited at 6:38pm, seconded by Andrew Popp, with unanimous vote to accept.**