

I. EXECUTIVE SESSION

The Fire Merit Commission met in an Executive Session on Wednesday, January 14, 2026, at 1:33 p.m. with Commission Members Dan Jones, John Pinter and Kenneth Marks, Assistant City Attorneys Kylie Connell and Adam Taylor, and Assistant Chief Todd Skwarcan. The meeting was held in the Fire Chiefs' Conference Room of Central Fire Station, 1222 S. Michigan Street, South Bend, Indiana, for purposes as specified in IC 5-14-1.5-6.1(b)(6)(a) and 5-14-1-1.5-6.1(b)(19). The meeting concluded at 1:45 p.m.

FIRE MERIT COMMISSION



Daniel Jones, President



John Pinter, Secretary



Kenneth Marks, Vice President

ATTEST:



Hillary Horvath, Acting Commission Clerk

II. REGULAR MEETING

The Fire Merit Commission met at 2:00 p.m. on Wednesday, January 14, 2026, with Commission Members Dan Jones, John Pinter, and Kenneth Marks present. Also, Fire Chief Carl Buchanon, Assistant City Attorneys Kylie Connell and Adam Taylor, Acting Commission Clerk Hillary Horvath were present. The meeting was held at Central Fire Station, 1222 S. Michigan Street, Classroom #2, South Bend, Indiana, and virtually via Microsoft Teams at the following link: <https://tinyurl.com/5n8c3xxy>.

Commission Attorney Connell read the agenda and asked if there were any

additions or corrections. She then turned it over to the Commission President, Dan Jones.

A. ROLL CALL OF MEMBERS

President Jones called roll and confirmed the presence of the Commissioners.

B. APPROVE MINUTES OF PREVIOUS MEETING

Upon a motion by John Pinter, seconded by Kenneth Marks, the Commission approved the minutes of the October 1, 2025 regular meeting.

C. ACKNOWLEDGMENT OF RETIREES

James Jones

Bob Means

Ed Palicki

Mike Quiroz

Assistant Chief Skwarcan presented to the Commission the firefighters listed above who have recently retired. He noted that each had served the department for more than twenty years. The Board expressed its appreciation and extended its thanks for their dedicated service.

D. ACKNOWLEDGEMENT OF NEW BATTALION CHIEFS

Andy Petrie

Mat Willoughby

Chief Skwarcan noted that, following the retirement of two Battalion Chiefs, the Mayor promoted the above firefighters to the rank of Battalion Chief. The Board extended its congratulations to the newly appointed Battalion Chiefs.

E. PROMOTIONAL PROCESS REVIEW

Chief Roark submitted the promotional process review and asked the Board Members to review. Chief Roark discussed the need for another captain's promotion due to upcoming retirements and vacancies. Based on a comparative analysis with peer organizations, they recommended adjusting the required number of years from eight to seven.

F. REQUEST APPROVAL OF PROBATIONARY EMPLOYMENT TERMINATION

Attorney Kylie Connell noted that the Probationary Firefighter has resigned, and

therefore this item may be disregarded.

G. PRIVILEGE OF THE FLOOR

Dan Jones called for privilege of the floor, and nobody spoke.

H. ADJOURNMENT

With there being no further business to come before the Commission, upon a motion by Kenneth Marks, seconded by John Pinter, and carried out by roll call, the meeting was adjourned at 2:10 p.m.

FIRE MERIT COMMISSION



Daniel Jones, President



John Pinter, Secretary



Kenneth Marks, Vice President

ATTEST:



Hillary Horvath, Acting Commission Clerk