

I. REGULAR MEETING

The Fire Merit Commission Met at 2:01 p.m. on Wednesday, September 3, 2025, with Commissioners John Pinter, Dan Jones, and Kenneth Marks present. Also, Fire Chief Carl Buchanon, Assistant City Attorney Adam Taylor, Assistant City Attorney Kylie Connell and Commission Clerk Melissa Brown were present. The meeting was held at the Fire Training Center, 710 E Sample St., Classrooms #2 & 3, 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 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 Kenneth Marks, seconded by John Pinter, the Commission approved the minutes of the June 11, 2025 regular meeting.

C. APPROVE CAPTAIN PROMOTIONAL LIST

Chief Carl Buchanon Spoke to the Commission, asking them to approve the Caption Promotional List.

Chief Buchanon read the captain promotional list names of Ryan Kakalia, Brian Williams, Andrew Fox, Doug Hylkema, Dean Eaton, Matthew Starkel, and Andrew Zwierzynski.

John Pinter made a motion to approve the list, seconded by Kenneth Marks.

D. PROMOTE TO CAPTAIN

Chief Buchanon then called each candidate to the floor and read their bio.

Each candidate was pinned by a family member.

Assistant Chief Damiano then presented each Captain with their new helmet shield and an envelope containing their new assignment.

The Board congratulated those promoted and provided words of encouragement.

E. LATERAL ELIGIBILITY LIST

Chief Buchanon asked that the board approve the Lateral Eligibility List of Zachary Wainscott, Andrew Wilson, and Kendall Pfof.

Kenneth Marks asked Chief Buchanon if the laterals have all met the requirements to transfer to the South Bend Fire Department.

Chief Buchanon referred to Assistant Chief Roark.

Assistant Chief Roark said yes, they all have their Firefighter 1-2, Hazmat Awareness Operations, and Zachary Wainscott is a Paramedic.

Kenneth Marks made a motion to approve the lateral eligibility list, followed by a second motion from John Pinter.

F. HIRING ELIGIBILITY LIST

Assistant Chief Roark explained that he provided a report on the hiring process, asking the board if they had any questions about the list.

John Pinter asked if everyone who went through the interviews knows they are going to be on the list.

Assistant Chief Roark said that everybody who went through the interviews knows they are going to be on the list. He said, once the Commission approves the list, the top 46 candidates will be notified this afternoon.

John Pinter made a motion to approve the list with the top 46, seconded by Kenneth Marks.

G. PRIVILEGE OF THE FLOOR

President Dan Jones thanked all of the Captains promoted and offered words of encouragement.

Chief Buchanon thanked family and everyone else for attending the meeting. He also thanked the Commission.

Dan Jones explained that this is not a political board and that there needs to be more than three board members. He said if anyone knows a qualified republican, to have them reach out to the Mayor's Office.

H. ADJOURNMENT

With there being no further business to come before the Commission, upon a motion by John Pinter, seconded by Kenneth Marks, and carried out by roll call, the meeting was adjourned at 2:24 p.m.

FIRE MERIT COMMISSION



Daniel Jones, President



John Pinter, Secretary



Kenneth Marks, Vice President

ATTEST:



Melissa Brown, Commission Clerk