

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Fire Civil Service Commission was held in City Council Chambers at 70 East Main Street, on November 3, 2021 at 3:30pm with the following in attendance:

Abigail Benjamin	Commissioner-President	Present
Robert Parker	Commissioner	Absent
Lanora Wentz	Commissioner	Present
Amberle Jenkins	Assistant City Recorder	Present
Fire Chief	JB Kimble	Present

Meeting Notice Posted 10/08/2021

To Participate in the meeting virtually,
Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/549543981>

You can also dial in using your phone United States: [+1 \(224\) 501-3412](tel:+12245013412) Access Code: 549-543-981

*City of Buckhannon Fire Civil Service Commission
Meeting Notice for Wednesday, November 3, 2021 at 3:30PM
At City Hall in the Council Chambers*

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Strategic Issues for Discussion and/or Vote**
 - B.1 **Review Applications to begin the process for the Eligibility List for Probationary Firefighter**
 - B.2 **Set Date for the Probationary Firefighter Candidates P.A.T. & Written Exam**
 - B.3 **Set Date for the Promotional Testing for the Position of the Rank of Captain**
 - B.4 **Revise Section 9.07 the Rules and Regulations of the Firemen's Civil Service Commission**
- C. **Correspondence and Information**
 - C.1 **Notice Accepting Applications –Deadline Date Extension to 11/01/2021**
- D. **Comments and Announcements**
- E. **Adjournment**

Posted 10/08/2021

A. Call to Order: President Benjamin called the meeting to order led by a moment of silence and pledge to the flag.

B. Strategic Issues for Discussion and/or Vote:

B.1 Review Applications:

Only two applications were received during the last two advertisements.

Chief Kimble asked the Commission to extend the advertising until January 10th. Chief Kimble will work on a recruiting campaign in the meantime.

Motion Wentz/Benjamin to extend the advertising for the position of probationary firefighter until January 10, 2022. Motion carried.

B.2 Set Date for PAT and Written Test:

This matter is tabled until after the next application process.

B.3 Set Date for Promotional testing for the Position of the Rank of Captain:

One firefighter- Franklin Baxa has been provided the study materials to test for the position of Fire Captain. It is recommended that testing for this position be set to be conducted January 6, 2022 at 9:00 am at City Hall.

Motion Wentz/Benjamin To Set Date for Promotional Testing for the Position of the Rank of Captain to Franklin Baxa on January 6, 2022 at 9:00 am at City Hall. Motion carried.

Lieutenant Franklin "Linn" Baxa
Two Friendly Way
Buckhannon, WV 26201

November 3, 2021

Lieutenant Franklin "Linn" Baxa,

Please allow this communication to serve as official notification of your test date for the Rank of Captain. The Fire Civil Service Commission has scheduled your test for **Thursday, January 6, 2022 at 9:00 A.M. at City Hall.**

Please let me know should you have any questions.

JB Kimble

JB Kimble, Fire Chief
City of Buckhannon

B.4 Revise Section 9.07 the Rules and Regulations of the Firemen's Civil Service Commission:

Chief Kimble submitted and explained the following language that should replace the current language in the Fire Civil Service Rules and Regulations:

Current Language

9.07: Chain of command among members of same rank: Seniority shall determine rank, with the member who has accrued the longest, continuous service **with the department holding rank with members of the same position with lesser service.**

Recommended change

9.07: Chain of command among members of same rank: Seniority shall determine rank, with the member who has accrued the longest continuous service **in the specific rank with the department, holding rank with members of the same rank with lesser service.**

Motion Benjamin/ Wentz to accept the revised language submitted by Chief Kimble for Section 9.07 of the Firemen's Civil Service Commission Rules and Regulations. Motion carried.

There being no further business to be transacted, meeting adjourned at 3:41 pm.

Abigail Benjamin
Robert Parker
Lanora Wentz
Amberle Jenkins

Commissioner
Commissioner
Commissioner
Clerk/Assistant City Recorder