

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 April 22, 2025 at 12:30 pm with the following in attendance:

Lanora Wentz	Commissioner	Present
Abigail Benjamin	Commissioner	Present
Coty Martin	Commissioner	Present
Amberle Jenkins	Assistant City Recorder	Present
Fire Chief	JB Kimble	Present

Fire Civil Service Commission of the City of Buckhannon
Meeting Agenda
12:30 PM Tuesday April 22, 2025

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. New Business Discussions
 - a. Review Letter(s) of Intent for Position of the Rank of Lieutenant
 - b. Set Date/Time/Location for Written Promotional Testing Rank of Lieutenant
 - c. Changes to the P.A.T Requirements for Candidates on the Active Eligibility List
 - d. Review/Updates Current FCSC Rules and Regulations
5. Comments and Announcements
6. Declaration of Adjournment

1. **Call to Order:** At 12:30 p.m. the meeting was called to order by President Wentz.
2. **Moment of Silent Reflection:** President Wentz invited those in attendance join in a moment of silent reflection.
3. **Pledge of Allegiance:** President Wentz invited those in attendance join in the Pledge of Allegiance.
4. **New Business Discussions:**

a. Review Letter(s) of Intent for Position of the Rank of Lieutenant
Chief Kimble reported that two letters of intent to take the Fire Promotional Test for the rank of Lieutenant were received:

- Shane Jenkins
- Marie Potter

b. Study Set Date/Time/Location for Written Promotional Testing Rank of Lieutenant
Study materials have been ordered. Candidates need 60 days to review this material before testing.

The Fire Civil Service Commission selected the date of July 8, 2025 at 9:00 am at City Hall to conduct the Fire Promotional test for Rank of Lieutenant.

c. Changes to the P.A.T. Requirements for Candidates on the Active Eligibility List

Physical Agility Testing (P.A.T.) requirements – request for change. Chief Kimble asked the Fire Commission to consider making a change to the test requirements for the P.A.T.

Currently persons on the eligibility list can remain on the list for 3 years. Chief Kimble would like to require persons on the eligibility that have not taken the P.A.T. within one year should be required to pass the test again.

Mrs. Jenkins commented that this was discussed at the last meeting, but that it is a change to the rules and regulations that must go through an approval process.

Motion Benjamin/Martin to add to the FCSC Rules and Regulations the P.A.T. Requirements for Candidates on the Active Eligibility List that have not taken the P.A.T. within one year should be required to pass the test again. Motion carried.

Mrs. Jenkins asked if Commissioner Benjamin could help with the proper wording for this change. Commissioner Benjamin will help draft this wording.

d. Review/Updates Current Fire Civil Service Rules and Regulations:

Chief Kimble reported that Lieutenant Tanner Smith is reviewing the current rules and regulations. There have been some changed to State Code that need to be added. Chief Kimble will submit that to the Commission members when it is ready.

Mrs. Jenkins stated that if changes are made like the P.A.T. and what is currently being reviewed, it should be done at the same time, rather than taking multiple changes back to City Council. This could cause confusion.

5. Comments and Announcements:

Probationary Firefighter: Chief Kimble reported he is not in a big rush to replace the probationary firefighter. There were some state legislative changes recently about first due fire fees and City Council may be looking at some changes as well. If first due is implemented, more firefighters will be hired. Staff is currently working with two on shift unless there is an event that requires more staff on duty.

6. Declaration of Adjournment:

There being no further business to be transacted, meeting adjourned at 12:40 pm.

**Lanora Wentz
Abigail Benjamin
Coty Martin
Amberle Jenkins**

**Commissioner
Commissioner
Commissioner
Clerk/Assistant City Recorder**