Brownsburg Fire Territory

Vigilantly Serving Our Community

MERIT COMMISSION BOARD REGULAR MEETING

AGENDA
Friday, June 12, 2026
1:00 P.M.
Brownsburg Town Hall
61 N. Green Street
Brownsburg, IN 46112

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

- Regular Meeting Minutes: Friday, May 8, 2026, at 1:00 p.m.

V. MERIT COMMISSION ITEMS

Old Business

A. Engineer Promotion Process

New Business

A. Lieutenant and Captain Promotion Process
B. Ladder Engineer Promotion

VI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUISNESS

VII. ATTORNEY ITEMS

VIII. ADJOURNMENT

BROWNSBURG FIRE TERRITORY MERIT COMMISSION

Tom Drake, Term: 2025-2026, Appointed by: Town of Brownsburg
Jay Puckett, Term: 2025-2027, Appointed by: Lincoln Township
Mike Rosemeyer, Term: 2025-2029, Appointed by: Firefighter
Terry Smith, Term: 2025-2027, Appointed by: Firefighter
David Tinkey, Term 2025-2027, Appointed by: Brown Township

The BFT acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e., sign interpretive services, alternative audio/video devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the BFT requests that

individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at 317-852-1190 or Admin@BrownsburgFire.org.

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https://brownsburgin.new.swagit.com/videos/386705

I. CALL TO ORDER

Merit Commission President Mike Rosemeyer called the Brownsburg Fire Territory ("BFT") Merit Commission Board meeting to order at 1:00 p.m. in the Brownsburg Town Hall, 61 N. Green St.

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

The Pledge of Allegiance was followed by a moment of silence.

III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER

Members of the Brownsburg Fire Territory Merit Commission Board present were Mike Rosemeyer, David Tinkey, Jay Puckett, Tom Drake, and Terry Smith. Also present were Fire Chief Larry C. Alcorn, Fire Territory Attorney Alexander Will, and Deputy Chief of Administration Jeff Schlageter.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

Regular Meeting Minutes: Thursday, April 2, 2026, at 1:30 p.m. were considered. Jay Puckett made a motion to approve the previous meeting minutes. Tom Drake seconds the motion. Passed 5-0.

V. APPROVAL OF MEMORANDUM OF EXECUTIVE SESSION

Memorandum of Executive Session – 4.2.2026 were considered. Terry Smith made a motion to approve the Memorandum of Executive Session. Tom Drake seconds the motion. Passed 5-0.

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VI. MERIT COMMISSION ITEMS

Captain Promotion was presented by Fire Chief Larry C. Alcorn. Jay Puckett questions if the ranking of each candidate matches the order on the list. Chief Alcorn confirms the order of the list matches the ranking of the candidates and that he wishes to promote Justin Knox to the position of Captain. Jay Puckett makes a motion to approve the promotion of Justin Knox to the Captain position. Tom Drake seconds the motion. Passed 5-0.

Lieutenant Promotion was presented by Fire Chief Larry C. Alcorn. Chief Alcorn explains due to the promotion of Justin Knox to Captain there is a Lieutenant position open. Chief Alcorn requested to promote Chris Laws to the position of Lieutenant. Tom Drake makes a motion to approve the promotion of Chris Laws to Lieutenant. Terry Smith seconds the motion. Passed 5-0.

VII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUISNESS

None.

VIII. ATTORNEY ITEMS

None.

IX. ADJOURNMENT

BROWNSBURG FIRE TERRITORY MERIT COMMISSION

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Mike Rosemeyer, President	*Date*
Jay Puckett, Vice President	*Date*
Terry Smith, Secretary	*Date*
Dave Tinkey	*Date*
Tom Drake	*Date*
Attest: *Maddie Barlog, Recording Secretary*	*Date*

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Engine and Aerial Merit Engineer Final Results

Merit Engine

1. Britiani Frederickson
2. Daniel Huber
3. Brandon Perisho

Merit Aerial

1. Martin Lauer
2. Levi Marshall
3. Austin Mills

Deputy Chief Jerry Harder
jharder@brownsburgfire.org
Office 317.852.1190
Mobile 317.437.2851
470 E. Northfield Drive
Brownsburg Indiana 46112

Merit Commission Action Item

June 12, 2026

Agenda Item:	Merit Lieutenant and Captain Promotional Process
Presenter:	Chief Schlageter
Summary:	Requesting authorization to proceed with a Merit Lieutenant and Captain promotion process. This process will establish a Lieutenant and Captain list for two years. See attached for specifics on how the process will be conducted.



Lieutenant & Captain

2026 Promotional Process

Information Booklet

ELITE Public Safety Consulting, Inc., will be constructing, and validating the written examination, structured oral interview, and assessment center exercises for the 2026 promotional process to create an eligibility list for the ranks of Merit Lieutenant and Captain. Our goal is to create a fair, equitable, and relevant promotional process for all. We wish all participants the best of luck and it is our hope that when candidates are promoted, they leave the department and the fire service better than they found it. Please email any questions you may have about this promotional process to promotion@brownsburgfire.org. All candidates will be made aware of answers of general interest.

The Brownsburg Fire Territory is seeking candidates to create a promotional list for the positions of Merit Lieutenant and Captain. Below you will find information regarding the promotion process.

Only members who are qualified in rank and length of service at the time of the written test (August 28, 2026) may be given the competitive examinations and placed on an eligibility list.

Minimum Requirements

To hold the position of **Lieutenant** with the Brownsburg Fire Territory you must have a minimum of the following qualifications prior to the written examination on August 28, 2026:

1. Must have completed five (5) full years of service with the Brownsburg Fire Territory; or you laterally transferred to Brownsburg Fire Territory from another department then you must have 5 years in the fire service and 3 years of service with the Brownsburg Fire Territory.
2. Must meet qualifications of Firefighter/EMT Basic
3. Must have IDHS Fire Officer Strategy and Tactics certification
4. Must have IDHS Instructor I certification
5. Must have IDHS Incident Safety Officer certification
6. Must have IDHS Fire Officer I certification
7. Must have NIMS 100, 200, 300, 700, 800 certifications
8. Must successfully complete the Brownsburg Fire Territory promotion process

To hold the position of **Captain** with the Brownsburg Fire Territory you must have a minimum of the following qualifications prior to the written examination on August 28, 2026:

1. Must meet qualifications of Lieutenant
2. Must have completed two (2) full years of service as a Lieutenant with the Brownsburg Fire Territory
3. Must have IDHS Fire Officer II certification
4. Must have NIMS 100, 200, 300, 400, 700, 800 certifications
5. Must successfully complete the Brownsburg Fire Territory promotion process

How to participate in the promotional process

Candidates who are interested in applying for the position of Lieutenant or Captain must email a letter of intent to promotion@brownsburgfire.org during the sign-up period starting June 15th at 8:00 am and ending June 26th at 2:00 pm. The letter of intent instructions are below and will be worth 5% of a candidate's overall grade. Each candidate is responsible for updating his/her training file.

Important Dates

Sign Up Period – June 15th through June 26th, 2026
Written Exam August 28, 2026 - 9:00am-11:00am
Accomplishment Assignment – September 15, 2026
Assessments – Week of October 5th, 2026
Final Results – October 9th, 2026

The weights for each component of the promotion process are as follows:

	Points
Letter of Interest	5%
Written Examination	25%
Accomplishment Written Assignment	20%
Assessment Center Exercises	20%
Training/Education	15%
Discipline History	5%
Length of Service	10%
	100% Total

Candidates must achieve an overall promotional process score of 70% or greater to be placed on the eligibility list.

Testing Location

The written test will be on August 28, 2026, at 9:00am and will take place in the training room at the Brownsburg Fire Territory Headquarters. This will be an online examination, and you will need to bring a computer that connects to the internet. If you do not have a computer, please notify the Deputy Chief of Administration by the end of the sign-up period on June 26th and one will be provided for you. You will be given two (2) hours to complete the online written exam.

The assessment exercises will take place the week of October 5th, 2026, at Brownsburg Fire Territory Headquarters. Times will vary for each candidate based on the number of participants for each rank. Once we have a finalized roster for each rank, each candidate will be notified of the date and time of the assessment center exercises.

1) **Letter of Interest (5 percent of the total score).** Candidates must submit a letter of interest for the position they are seeking by the end of the sign-up period at 2:00 pm on June 26th, 2026. The letter must contain your name, the rank you are applying for, the reason for wanting to be promoted, the value you can bring to the organization, and your goals for the promoted rank you seek. The letter must meet the following requirements: Be an attached word document, no more than one page in length, single-spaced, Times New Roman font, size twelve (12) point font.

2) **Written examination (25 percent of the total score).** The written examination measures the candidate's knowledge of the reading material. The written examination for each rank will consist of 100 multiple choice questions taken directly from the reading materials. The source material will be identified on the examination. The written exam will have a two (2) hour time limit and is NOT pass/fail. All candidates will receive a weighted score depending on their individual results, for instance:

If a candidate scores 90% he/she will receive 90 x .25 = 22.5% for the written exam component.
If a candidate scores 60% he/she will receive 60 x .25 = 15% for the written exam component.

Each candidate will have the opportunity, immediately following the written exam on August 28th for up to (1) one hour, to challenge any question(s) on the written examination, which he/she personally views as misleading or incorrect. During the challenge session one copy of the reading material and challenge form(s) will be provided. After the candidates finish the exam, he/she will be able to see their individual score and a copy of their test with the correct answers during the challenge session.

All challenges to test questions must be in writing on the forms provided. Each written challenge will be reviewed by ELITE Public Safety personnel and administrative personnel from the Brownsburg Fire Territory, who are not themselves candidates in the promotion process. Based on their review, if the committee decides the challenge is approved, they will determine whether credit will be granted for additional answers to a question or to remove the question entirely from the exam. After the committee makes their determination, scores for the promotion process will be rescored to reflect any changes which result from the approved challenges. This method will either have no impact on a candidate's score, or it will give credit to all candidates who marked an acceptable alternative response for the successfully challenged question.

Reading Materials for Written Examination

Please note: Candidates must obtain their own copy of the required reading materials. All reading material can be located on IFSTA ResourceOne. Candidates must have an IFSTA ResourceOne account to access these publications. If a candidate does not have an account, they must reach out to the Training Chief for the publication link.

Lieutenant

- Brownsburg Fire Territory SOGs, Policies, and General Orders
- IFSTA Building Construction Related to the Fire Service, 5th Edition (Ch 1, 2, 7, 8, 9, 10, 11)
- IFSTA Structural Fire Fighting: Initial Response Strategy and Tactics, 3rd edition
- IFSTA Fire and Emergency Services Safety Officer, 2nd Edition (Ch 14, 15)
- IFSTA Fire and Emergency Services Company Officer, 7th Edition (Part A)

Captain

- Brownsburg Fire Territory SOGs, Policies, and General Orders
- IFSTA Building Construction Related to the Fire Service, 5th Edition (Ch 1, 2, 7, 8, 9, 10, 11, 12)

- IFSTA Structural Fire Fighting: Initial Response Strategy and Tactics, 3rd edition
- IFSTA Fire and Emergency Services Safety Officer, 2nd Edition (Ch 13, 14, 15)
- IFSTA Fire and Emergency Services Company Officer, 7th Edition (Part B)

3) **Accomplishment Record (20 percent of the process)**
The Accomplishment Record is a written document that details your accomplishments throughout your career. Instructions will be distributed at the written test.

4) **Assessment center exercises (20 percent of the process)**
The assessment center exercises will be in front of a live panel of evaluators that will be made up of **ELITE Public Safety Consulting, Inc** personnel and will consist of two parts:

a) Tactical Exercises**:** Candidates will be shown a video file, using simulation software, of one or two tactical exercises and asked to respond to structured questions that cover pre-incident to post-incident within an allotted timeframe. The tactical exercises are structured, meaning all candidates see the same video and respond to the same stimuli. Drastic changes may occur on a scene, from one screen to the next, but will not change on the same screen based on the candidate's response.

b) Presentation**:** In this exercise, candidates are asked to give a 3-minute presentation on training and development of your personnel. The purpose of this exercise is to evaluate a candidate's ability to express and organize ideas and facts in writing.

Following the presentation, candidates will submit a **one-page written summary** outlining the key points of their presentation. The written assignment should clearly describe their philosophy on personnel development, methods for assessing training needs, strategies for mentoring and succession planning, and how they measure training outcomes.

Evaluation Criteria

The presentation and written summary will be evaluated on:

- Organization and logical flow of ideas
- Clarity and effectiveness of communication
- Understanding of training and personnel development principles
- Ability to support ideas with examples or practical applications
- Grammar, spelling, and professional writing style (written summary)
- Ability to stay within the allotted presentation time

The purpose of this exercise is to evaluate the candidate's ability to organize and communicate ideas effectively through both verbal and written communication.

5) **Education and Training (15 percent of the process)**

Credit will be awarded for college degrees and paramedic certification, and military service completed as of the date of the written exam on August 28, 2026. Points will be awarded according to the criteria listed below.

Points will be awarded as follows:

- Completion of an associate's degree – 1 point (1 degree maximum)
- Completion of a bachelor's degree – 2 points (1 degree maximum)
- Completion of a master's degree or higher – 3 points (1 degree maximum)
- EMT-Paramedic certification with affiliation - 2 points
- Military service with honorable discharge – 1 point
- Military officer – 1 point
- Each hour of training that is documented in Fire Territory's record system for the past two (2) years as of the date of the written exam – 1/10 of a point
- Candidates who have received an associate's degree, bachelor's, and a master's degree in the same area of study will only receive credit for the highest degree. Any degree submitted must be from an accredited university.

Candidates who wish to receive credit for college education must submit appropriate documentation to promotion@brownsburgfire.org no later than the date of the written exam, August 28, 2026. This documentation may include copies of transcripts, certificates, or degrees to indicate which coursework, certificate or degree was completed. Do not assume that your training file is complete, instead, it is each candidate's responsibility to provide documentation he/she wants counted toward the education/training component.

6) Disciplinary Record (5 percent of the process)

Candidates will receive a maximum of five (5) points for a satisfactory disciplinary record during the two years prior to the written exam on August 28, 2026. One-half (1/2) point will be deducted for each written reprimand, and one (1) point will be deducted for each eight (8) hours of suspension. All deductions are cumulative in determining points assigned to candidates; however, deductions will not exceed five (5) points.

7) Length of Service (10 percent of the process)

a) Points for promotion.

i. Candidates will receive ½ point for each year of service completed up to a maximum of 10 points.

ii. A candidate's length of service shall count up to 10% of the total score.

Appeal Process

A candidate who is aggrieved with the score received on the written examination may appeal to the commission for review of the score. The appeal must be filed within ten (10) days of receiving their results. The candidate may review the questions incorrectly answered by the member and challenge the answer considered correct by the examiner. The commission shall either affirm the score or correct the score according to the findings of a review. The examination papers shall be retired after the two (2) year period during which the eligibility list is valid. The retired papers shall be kept for five (5) years and then destroyed.

Tie-Breaking Procedure

In the event two (2) or more candidates receive the same final promotional process score, ties shall be broken in the following order:

1. Highest Assessment Center score.
2. Highest Written Examination score.
3. Highest Accomplishment Record score.
4. Highest Training and Education score.
5. Highest Length of Service score.

Final Results

Candidates will receive their individual scores on each component along with the average of all candidates testing for the same rank. A final list of all results with ranking will be delivered to the Fire Chief within ten (10) days after the Merit Commission meeting on October 9, 2026.

Merit Commission Action Item

June 12, 2026

Agenda Item:	Ladder Engineer Promotion
Presenter:	Deputy Chief Jerry Harder
Summary:	We currently have an opening for a Ladder Engineer. The top three on the list are 1. Martin Lauer 2. Levi Marshall 3. Austin Mills I would like to submit the name of Martin Lauer to be promoted to the position of Merit Ladder Engineer. The effective date of his promotion will be June 29, 2026. Larry C. Alcorn Fire Chief