



Monroe Fire Protection District



Board of Trustees

Meeting Agenda

December 14, 2022

Meeting held at Station 25,
5081 N Old State Rd 37 and via ZOOM
at 6:00 PM EST

Meeting Link:

<https://us02web.zoom.us/j/2509924795>

Vicky Sorensen
Chair

Mark Kruzan
Vice-Chair

C. Edward Brown
Fiscal Officer

Michael Baker
Board Trustee

Christina Courtright
Board Trustee

Kevin Robling
Board Trustee

Daniel Vest
Board Trustee

1. Call to Order and Roll Call

2. Changes or Amendments to Agenda

3. Public Comment

4. Approval of Minutes – November minutes

5. Unfinished Business

a. Annual Items for Review

- 2023 Salary Ordinance
- Risk Management Policy
- MFD Personnel Handbook
- 2023 Meeting Schedule
- Volunteer Association 2023 Contract
- Township Contracts
- MFD Board Bylaws

6. Department Updates

- a. Legal Counsel – Attorney, Christine Bartlett
- b. Statistics – Deputy Chief, Matt Bright
- c. Special Operations and EMS – Deputy Chief, Matt Bright
- d. Operations – Deputy Chief, George Cornwell
- e. Training – Assistant Chief, J.J. McWhorter
- f. Community Risk Reduction – Chief, Dustin Dillard
- g. Administrative – Chief, Dustin Dillard

7. New Business

- a. Financial – Claims
- b. Financial – Payroll
- c. Financial – Statement
- d. 2022 Encumbrances
- e. Rainy Day Transfer
- f. Small Vehicle Equipment Purchases
- g. Physical Contracts
- h. Fire Prevention Trailer Awning
- i. Hose
- j. EMS CO meters
- k. Rescue Thermal Cameras
- l. PPE Purchase
- m. Full Time Hiring

8. Next Meeting Scheduled January 11, 2023@ Station 21, 9094 S. Strain Ridge Road and via Zoom

9. Adjourn



Monroe Fire Protection District



MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Chair Sorensen called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:01p.m. EST Wednesday, November 9, 2022. The meeting was held in person at Station 23, 8019 S. Rockport Road, Bloomington Indiana and via Zoom for public to view. Public notice of the meeting had been duly made to local media by email transmission and hard copy notices had been placed in all the usual places.

Mrs. Bovenschen called the roll of the board of trustees to determine members present, absent, and to identify others present via Zoom.

Present in person were as follows:

- Vicky Sorensen, Chair
- Mark Kruzan, Vice Chair (arrived @ 6:02pm)
- Kevin Robling, Trustee
- Dan Vest, Trustee
- Christina Courtright, Trustee
- Michael Baker, Trustee
- C. Ed Brown, Fiscal Officer (via Zoom)

Those absent were as follows:

Others present were as follows:

- Dustin Dillard, Chief
- George Cornwell, Deputy Chief, Operations
- Matt Bright, Deputy Chief, EMS
- Steve Coover, Deputy Chief, Community Risk Reduction
- JJ McWhorter, Assistant Chief, Training
- Jeffrey Combs, Captain
- Christine Bartlett, Attorney, Ferguson Law
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Tess Hazel, Full-Time Firefighter (via Zoom)

CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen asked if there were any amendments or changes to the agenda. There were no changes or amendments to the agenda.

**HEADQUARTERS
3953 S KENNEDY DRIVE
BLOOMINGTON IN
812-331-1906
812-336-1166 (FAX)**

PUBLIC COMMENT

Chair Sorensen explained this was the time when any member of the public could speak to the board concerning any matter not listed on the agenda. There were no public members requesting to speak.

MINUTES OF PREVIOUS MEETING

Minutes from the October 12, 2022 regular meeting, were presented to the board for approval. Chair Sorensen asked for a motion to approve the minutes.

Fiscal Officer Brown made a motion to approve the minutes of October 12, 2022 as presented.

Trustee Baker 2nd

Mrs. Bovenschen called for the vote:

Sorensen-yes, Kruzan-yes, Brown-yes, Baker-yes, Courtright-yes, Vest-yes, Robling-yes

Motion passed 7-0

UNFINISHED BUSINESS

NEW BUSINESS

Department Updates

a. Legal Updates

Legal Counsel, Mrs. Bartlett stated that the subdivision of the property for the Benton Township station has been completed. Mrs. Bartlett reviewed the By Laws to make sure no amendments needed to be done, she found no legal requirements needing changed.

b. Statistics

	<u>October 2022</u>
TOTAL Emergency Calls	366
Fire Calls	27
Over Pressure Rupture, Explosion, Overheat	1
EMS Calls	227
Hazardous Conditions	22
Service Calls	49
Good Intent Calls	32
False Alarms	8
Severe Weather	0
Special Incidents	0
Incidents by Township	325
Benton	23
Bloomington	31
Clear Creek	42
Indian Creek	6
Perry	84
Van Buren	124

Washington	21
Incidents – Contracted Townships	21
Polk	8
Salt Creek	13
Incidents by Aid Given	14
Bean Blossom	1
Bloomington City	5
Ellettsville	2
Richland Township (EFD)	3
Greene County	2
Lawrence County	0
Brown County	1
Owen County	0
Morgan County	0
AID Received - September	2
Year to Date	25

Average Response (dispatch to arrival on scene)	7 min 48 sec
Average Turnout (dispatch to enroute)	1 min 02 sec
Average Time on Scene	27 min 06 sec

SOR (Statements of Refusal) signed:

Trustee Courtright asked if we could breakdown the fires into categories, such as brush fires, structure fires, vehicle fires and other types of fires. With recent dry conditions she would like to see how many of the calls were brush fires. Deputy Chief Bright will have a more comprehensive breakdown next month.

Trustee Robling asked if we could do a year to date of response times or a comparison of times. When seeing the reports, he doesn't know if these are good times, average times, or slower times. Deputy Chief Bright explained that some response time are longer due to location of the call. Stations 21, 24 and 25 have longer response times because they are the stations that respond to Salt and Polk townships. Deputy Chief Bright stated that he will do that for the report next month.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on the current situations:

- No one currently out with COVID
- Currently have one staff member on light duty

Accomplishments:

- Medical control contract is being reviewed and will be sent to Legal for review also

- Work Performance Evaluations make up day will be November 18
- Calibrated all gas meters at each station
- Needs assessments done for year end purchases
- Centralized EMS inventory is completed

Planned Activities:

- Schedule make up day for fit-testing (this is for SCBA masks)
- Schedule PERF 77 physicals for 2023 new hires
- Schedule the 2023 physicals for all staff
- Label/barcode EMS inventory
- Continuing to look at ambulance and affiliated equipment
- Order additional gas meters
- Finish updating hazardous materials supplies
- Request to LEPC for hazmat supplies

d. Operations

Deputy Chief Cornwell went over his Operations report:

- Apparatus:
 - Engine 21 – is out of service for retesting on pump
 - Engine 39 – is out of service for repairs
 - ATV 21 – is out of service until further notice
 - Engine 22 (New) - UPDATE some 5” hose has been received, still waiting on additional hose. Brackets have been installed for appliances and hardware. Wireless headsets are on backorder
 - Spoke to Ford and was told we have been bumped from the 2022 production line to the 2023 models and assembly is to begin December

Accomplishments:

- Ladder testing was completed on all apparatus. Deputy Chief Cornwell thanked the Gold Shift crew members at Station 25 for all of their help. Only two 35’ extension ladders failed
- Pump testing was completed on all apparatus, with only one truck having an issue, the apparatus will be repaired and retested.

Trustee Robling asked what years E21 and E39 are. E21 is a 2008 and E39 is a 2015. Trustee Robling asked what is wrong with ATV 21? Chief Dillard explained that it was damaged in an accident on a brush fire and that until the accident committee has reviewed everything it is locked in the garage. Trustee Courtright asked about the firefighter who had been driving the ATV during the accident, Chief Dillard stated that he was fine.

Trustee Robling asked when did we get Engine 22 and is it just sitting around because we can’t get it equipped? It was explained that due to chain supply shortages we are awaiting several items including attack hose line, but we cannot put the truck into service until the hose is received.

e. Training

Assistant Chief McWhorter gave the training report:

- Total Training hours for October: 6,388.74
 - Full Time Personnel: 4,622.95
 - Part Time Personnel: 813.29
 - Volunteer/Substitutes: 952.50
- Policy Review
 - All crews have been reviewing our operating policies that were wrote last year to refresh and stay up to date
- On-shift training for the month includes
 - EMS (state required skills for recertification)
 - Pre-determined landing zones (working with Lifeline to coordinate predesignated areas)
 - Testing and practicing with our inflatable rescue boats
- We will be hosting a refresher for NFPA 1403, which is the standard for live fire training. This is done every other year. An IFD Battalion Chief will be the instructor
- Rope Rescue Operations, the first of a 2-part class for station 21 and 22 personnel has been completed
- Firefighter ½ class - that consisted of students from Lawrence County, Ellettsville and MFD has finished. The live fire training portion was completed at Station 25 with a great turnout from our personnel for assistance. Written exams will be taken later in November
- 12-day rotation of facility training has been completed. This is completed on the training grounds at Station 25 and is an ISO requirement for each person to have a set number of hours of training at our facilities

Planned Activities:

- Preparing to host a rescue task force class. This will be an active shooter class and will teach our personnel along with local law enforcement personnel how to work together safely and efficiently in the treatment of patients in that type of scenario
- Hosting Advance Rescue Solutions, who will be teaching a rope technician class to all personnel that complete the rope operations
- Looking at hosting at day in the flashover chamber sometime in November – we will open this up to other departments in the county to train also

f. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- INDOT permit for Burch Road is completed
- Providing refers for senior patients to APS
- Working with MCCSC SRO's for in-service presentation regarding youth well-being – this is through the Monroe County Suicide Prevention Coalition

- MFD is a participant in CHIP (Community Health Improvement Plan), a program focusing on mental health, substance use disorder and poverty and navigating social services
- MFD is creating a program for the Monroe County Domestic Violence Task Force

Accomplishments:

- Fire prevention presentations at 5 area schools – over 2000 students attended
- Completed assistance for 3 referrals from the Fire District responses and requests for Adult Services
- Participated in the Out of Darkness Walk (Suicide Prevention Coalition)
- Safe Haven baby box at station 25 completed. It will have need to go through seven days of testing and then it will have an official Blessing and then can be placed into service
- MFPD is now a member of the Governor’s Challenge to reduce Veteran Suicides

Planned Activities:

- Expand our partnership with the Department of Veteran Affairs-Veterans Health Indiana
- Continue to work on a fire prevention ordinance
- Chief Dillard is working on the burn ban with EMA

Trustee Robling asked if our involvement with domestic violence, suicide prevention and VA is unique or is that common in other fire department? Deputy Chief Coover stated that it is rather unique. Trustee Courtright asked if the rationale is that personnel from the Fire District come into contact with so many different people and maybe observe things that maybe need some attention. Chief Coover stated that yes that is very much the reason. Looking at statistics, we come in contact with around four to five thousand people each year.

g. Administrative Report

Chief Dillard updated the board administrative activities:

Current Activities:

- Have met with Bill C Brown on multiple occasions to get the best health insurance coverage for our employees. All options received are included in the packet for review
- Eight printer/copiers have been received and are being installed
- We are participating in the employer panel and mock interviews for Hoosier Hills Fire Science program. We have participated in this event for the past several years and is a way for students to ask questions of employers and to have a better understanding of how interviews are done

Accomplishments:

- Five new volunteer applications have been sent to the Association

- MFD participated in the Monroe County Fairgrounds Safe Trick or Treat night where we interacted with over 1000 children.
- Received \$416,046.04 2019 SAFER grant reimbursement

Planned Activities:

- Open Enrollment for Health Insurance will begin in December
- There are a few internal department events upcoming in December

Trustee Robling asked how much was requested from the SAFER grant? Fiscal Assistant Robinson stated the grant is 100% reimbursement, so we receive all of the funds requested.

NEW BUSINESS

a. Financial – Claims

Financial Assistant Robinson stated that prior to discussing claims, she wanted to read a statement she had prepared concerning an issue that had happened with our bank account.

On October 17th Peoples State Bank called and informed us that our checking account had been compromised. Someone was attempting to cash a check on our account at an out of town bank. They quickly closed our account, created a new account and proceeded to monitor all activity while we made changes to our claims, payroll and tax processes. While the incident could have been very costly the observations and quick responses by the bank personnel saved us from any monetary losses.

Vice Chair Kruzan asked if we had to pay stop payment on any checks. Fiscal Assistant Robinson stated that we did not have to put a stop payment on any checks. We monitored them and as they were coming in, they were all accounted for except the one that had been stolen.

Financial Assistant Robinson presented claims signed October 10, 18 and 31, 2022. Fiscal Officer Brown stated that he had reviewed all of the claims and the larger claims are one-time payments.

Trustee Robling made a motion to approve claims for October as presented.

Vice-Chair Kruzan 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Baker – YES, Courtright – YES, Kruzan – YES, Brown – YES, Sorensen – YES,

Robling – YES, Vest – YES

Motion passed 7-0

b. Payroll: Included the semi-monthly payrolls for October 2022. Administrative Assistant Bovenschen stated that the payrolls for October both were 28-day periods.

Chief Dillard explained what the definition of a 28-day period is.

Vice Chair Kruzan made a motion to approve the payrolls for September as presented.

Fiscal Officer Brown 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Brown – YES, Courtright – YES, Robling – YES, Kruzan – YES, Baker – YES,
Sorensen – YES, Vest - YES
Motion passed 7-0

c. Financial – Statement

Financial Assistant Robinson stated that our normal expenditures at the end of October should be expended 83% and we have spent currently 75.7% of the General fund and 63% of the Cumulative fund. Fiscal Assistant Robinson stated she and Chief Dillard had projected expenses for the remainder of the year and at this time she would like to present line transfers. This will allow us to end November and December with good financial statements (no lines in the red).

Financial Assistant Robinson stated that the Certified Financial Statement for October 31, 2022 is presented for your approval.

Fiscal Officer Brown made a motion to approve the certified financial statement as presented for October 31, 2022.

Trustee Courtright 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Robling – YES, Vest – YES, Kruzan – YES, Courtright – YES, Baker – YES, Brown – YES, Sorensen – YES

Motion passed 7-0

Chief Dillard stated that Financial Assistant Robinson every month continues to sharpen the financial operations of the district. In previous years, Chief Dillard would let the January through November financials settle where they did and come to the Board in December with some negative numbers and ask to transfer funds. However, Financial Assistant Robinson forecasts and projects, she has worked very hard on this and Chief Dillard thanked her for doing this ahead.

Special Fire General, 8603

- From:
 - Personnel 8217 Mechanic \$ 14,029.23
 - Personnel 8218 Training Captain \$ 48,925.00
 - Personnel 8220 Firefighters Salary – 1977 fund \$ 92,000.00
 - Personnel 8222 Officer Pay \$ 3,689.77
 - Personnel 8243 Health Insurance \$ 15,000.00
 - Personnel 8244 PERF 1977 Employer Contribution \$115,000.00
- To:
 - Personnel 8219 Firefighters Salary – PERF fund \$ 60,000.00
 - Personnel 8226 Part-Time Employees \$ 73,644.00
 - Personnel 8227 Subs, Emergency, OT, Training \$140,000.00
 - Personnel 8234 Life Insurance \$ 5,000.00
 - Personnel 8253 Medical Services \$ 10,000.00
- From:
 - Supplies 8300 Office Supplies \$ 2,500.00

- Supplies 8301 Operating Supplies \$ 35,000.00
- To:
 - Supplies 8303 Promotional Supplies \$ 2,500.00
 - Supplies 8308 Fuel \$ 35,000.00
- From:
 - Services & Charges 8550 Utilities \$ 30,00.00
- To:
 - Services & Charges 8605 Equipment & Vehicle Repairs \$30,000.00

Special Fire General, 8691

- From:
 - CUM Fund 8784 Quint 59 \$ 94.56
- To:
 - CUM Fund 8788 Engine 22 \$ 94.56

Financial Assistant Robinson stated at this time if the Board agrees, she would like to request a motion to allow Chief Dillard to approve the transfers and request Root Advisors make appropriate changes to our budget lines. Trustee Courtright asked how the utilities line came out short as far as spending. Financial Assistant Robinson stated that it was probably due to projecting when doing the 2022 budget. Financial Assistant Robinson has also asked the House Captains to be more conscious of the utility costs, turning off lights, turning down thermostats, closing bay doors when needed. Chief Dillard also stated that Station 26 was included in the budget for 2022 and with that building not yet started, that left extra funding in the line.

Vice-Chair Kruzan asked why the motion would be for the Chief to approve the transfers not for the Board to approve? Chief Dillard stated that he has to contact the bank, and with your approval he can do that by just simply emailing the bank and transfer funds. The bank must have the documentation from you approving him to do it.

Trustee Robling made a motion to allow Chief Dillard to approve transfers and request the appropriate changes be made to our budget lines.

Vice-Chair Kruzan 2nd

Financial Assistant Robinson further explained that if the transfers were outside of category lines, then the Board would be the only ones to be able to approve. Vice Chair Kruzan asked if there was anything in the By Laws that requires the board to authorize the Chief to do the transfers? Fiscal Brown stated that it is not a requirement for the board to approve unless we are going across category lines. Legal Counsel stated there isn't anything currently in the By Laws. Vice-Chair Kruzan feels that maybe this is something that should be in the By Laws so that the board always sees the transfers.

Roll Call vote was taken by Administrative Assistant Bovenschen

Courtright – YES, Vest – YES, Kruzan – YES, Robling – YES, Baker – YES, Brown – YES, Sorensen – YES
Motion passed 7-0

d. Polk Township 2023 Contract for Services

Administrative Assistant Bovenschen stated that this contract has been signed by the Polk Township Board and that we are just requesting signatures from MFD Board for approval this evening.

e. Salt Creek Township 2023 Contract for Services

Administrative Assistant Bovenschen stated that this contract has been signed by the Salt Creek Township Board and that we are just requesting signatures from MFD Board for approval this evening.

f. EMS and Special Operations Purchases

Deputy Chief Bright requested the purchase of gas meters. This request was realized after the recent HazMat Technician course. The request is for 3 meters that are carried around and will detect chemicals in the air (passive) and 1 that actually pulls air in and reads the levels of chemicals.

Deputy Chief Bright stated that he, Captain Combs and Battalion Chief Calvin had the opportunity to “play” with a different brand of meter recently at a conference and would like to request to spend no more than \$8,199.95 on the four gas meters requested. He has not received the quote from the other company, but suspects that it will come in well under the quote from Donley.

Trustee Robling stated that if we get the quote at a price that would allow DC Bright to purchase more meters for the amount of \$8,199.95, he would like to have you purchase more.

Vice-Chair Kruzan made a motion to approve the purchase of gas meters not to exceed the amount of \$8,199.95.

Trustee Robling 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Brown – YES, Robling – YES, Kruzan – YES, Vest – YES, Baker – YES, Courtright – YES, Sorensen – YES

Motion passed 7-0

Deputy Chief Bright requested the approval of \$1,195.00 for the purchase of radiation meters – three radiation survey meters and one pancake probe attachment.

Vice-Chair Kruzan asked what LEPC stand for, Local Emergency Planning Committee. Vice-Chair Kruzan noted that in Deputy Chief Bright’s request he has stated that he will request HazMat suits from their funding. DC Bright stated that he also plans to request a meter be purchased by the LEPC. Vice-Chair Kruzan asked

where sources of radiation in Bloomington would be. Chief Dillard stated that medical offices generally is the only source of radiation in the county.

Trustee Baker asked if there were any other meters that will need to be purchased for issues that could arise from electric vehicles.

Trustee Robling made a motion to purchase radiation meters in the amount of \$1,195.00

Vice-Chair Kruzan 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Brown – YES, Robling – YES, Kruzan – YES, Vest – YES, Sorensen – YES, Baker – YES, Courtright – YES

Motion passed 7-0

Chief Dillard stated that we have a hazardous materials training course. Assistant Chief McWhorter did a wonderful job having these instructors come in and teach the course. While they were here, we requested they look at our equipment and let us know what we may need to purchase. From those conversations we were informed that we should ask the LEPC for some of the items needed.

Vice-Chair Kruzan asked where the LEPC funding comes from. Chief Dillard stated that the funds come from state and federal funding. Vice-Chair Kruzan asked who are members of the LEPC. Chief Dillard stated that it is a large group of individuals from multiple departments, including members from MFD.

Deputy Chief Bright requested rope rescue equipment totaling \$11,315.56. Trustee Robling asked if the list provided was all stuff that we need or staff that we are requesting to purchase that will not be used currently. Assistant Chief McWhorter stated that the list of rope equipment is all needed. Most of the current equipment that we have is around 10 years old and need replaced. This will also give Station 22 the exact set up of equipment that is at Station 21. There is a Rope Rescue Committee.

Trustee Robling made a motion to approve the purchase of the rope rescue equipment in the amount of \$11,315.56

Vice-Chair Kruzan 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Robling – YES, Kruzan – YES, Vest – YES, Sorensen – YES, Baker – YES, Brown – YES, Courtright – YES

Motion passed 7-0

g. Items for Annual Review

Chief Dillard listed the items for annual review:

1. Risk Management Policy
2. 2023 Board Meeting Schedule
3. 2023 Volunteer Contract
4. 2023 Salary Ordinance

5. MFD By Laws
6. MFD Personnel Handbook

Chair Sorensen asked a question concerning the MFD By Laws, on page 3, the Monroe Fire Protection Boundaries should include Benton and Washington townships. Also needing changed are the number of the board members to include Benton and Washington townships.

Vice-Chair Kruzan asked why the meeting schedule for 2023 only listed two meeting locations. Administrative Assistant Bovenschen stated that the two locations chosen were the best locations to hold meetings where recording the meeting and having zoom capabilities were the best. This would allow for meetings to not be held in any station bays where the noise level was not as receptive to the owl (which is the microphone used to record meeting discussions). Chief Dillard stated that during the budget meetings one of the council members had requested that we have more of a central location to hold meetings and have the capabilities to have our meetings shown on CATS. The council even suggested that we hold our meetings at the courthouse. However, the courthouse schedule is extremely difficult. Most evenings do not have open slots to have meetings there. Chief Dillard stated that having the meetings at these two stations gives us the best options to have consistency in the recordings of the meetings. Vice-Chair Kruzan stated that over the past two years he has enjoyed going to the different stations and he has learned a lot by visiting all of the different stations. Administrative Assistant Bovenschen stated that this is just a proposal and that we can meet wherever the Board would like to. Chief Dillard stated that we did propose this schedule mainly for public attendance.

h. Health Insurance Renewal

Chief Dillard stated that we have to renew our health insurance January 1, 2023. We offer our employees a traditional plan and a Health Savings Account (HSA) plan. We have had a two-year rate lock, so the board did not have to do this last year. We have worked with our agent and have narrowed it down to two options for coverage this year. There were 11 plans presented to the District with increases ranging from 15% to 35%. Fiscal Assistant stated that the first plan is an increase of 19% and is no change from our current plan. This would be a 19% increase on January 1, 2023, and the rate would be locked for two years. The next plan that we looked at we asked to expand the IU Network adding out of network coverage. This only increased the rates by 20% and is also locked in for two years.

There was a lengthy discussion concerning the current plan, how many full-time employees are on the plan, traditional plans and HSA plans, single coverage compared to family coverage.

Chief Dillard went over the quote from Anthem, which is a better plan for employees on the traditional plan, but not as good as the IU plans for employees on the IU plan.

Chief Dillard stated that after looking over the plans and speaking with our broker multiple times, we were offered a credit from one company and rate relief from another. IU Health plans offered a rate relief of 6.1% reduction overall and Anthem offered a one-time credit on the first month's bill of \$10,000. The Anthem quote is a one-year quote only. Trustee Robling asked if the rate relief is included in the numbers presented. Trustee Courtright stated that she appreciates the out of network coverage added and with the two-year lock in price it seems like the best plan.

Trustee Baker stated that there are not many specialists in Monroe County and that by adding the out of network coverage would be beneficial to our employees. Fiscal Assistant Robinson stated that another plan that we looked at did include hospitals such as Monroe and Saint Vincent's.

Trustee Robling made a motion to accept the IU Health plan that includes the out of network coverage with at least a 6.1% rate relief.

Vice-Chair Kruzan 2nd

Roll Call vote was taken by Administrative Assistant Bovenschen

Robling – YES, Kruzan – YES, Vest – YES, Sorensen – YES, Baker – YES, Brown – YES, Courtright – YES

Motion passed 7-0

NEXT MEETING

Chair Sorensen stated that the next meeting will be in person on December 14, 2022, at Station 25, located at 5081 N. Old State Road 37, Bloomington, IN. The meeting will also be held via zoom.

ADJOURN

Chair Sorensen called for a motion to adjourn.

Fiscal Officer Brown made a motion to adjourn at 7:43pm

Vice-Chair Kruzan 2nd

Motion passed 5-0

Minutes approved by the board of trustees on December 14, 2022:

Aye:

Nye:

Vicky Sorensen, Chair

Vicky Sorensen, Chair

Mark, Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer

Michael Baker, Trustee

Michael Baker, Trustee

Christina Courtright, Trustee

Christina Courtright, Trustee

Kevin Robling, Trustee

Kevin Robling, Trustee

Dan Vest, Trustee

Dan Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair
C. Ed Brown, Fiscal Officer
Ms. Christina Courtright, Trustee
Mr. Daniel Vest, Trustee
Mr. George Cornwell, Deputy Chief
Mrs. Christine Bartlett, Legal Counsel
Station No. 22, Bulletin Board
Station No. 24, Bulletin Board
Station No. 29, Bulletin Board

Mr. Mark Kruzan, Vice-Chair
Mr. Michael Baker, Trustee
Mr. Kevin Robling, Trustee
Mr. Dustin Dillard, Fire Chief
Mr. David Ferguson, Legal Counsel
Station No. 21, Bulletin Board
Station No. 23, Bulletin Board
Station No. 25, Bulletin Board
Station No. 39, Bulletin Board

MONROE FIRE PROTECTION DISTRICT
Monroe County, Indiana
Risk Management Policy

I. PURPOSE

This Risk Management Policy will become effective on this 9th day of February, 2022. The purpose of this policy is to facilitate the preparation of financial statements in conformity with generally accepted accounting principles. Additionally, as part of our system of checks and balances, this policy will contribute to helping Monroe Fire Protection District (“MFD”) achieve its objectives of transparency, fiscal responsibility and accountability, and continually striving for public trust and confidence.

II. CAPITAL ASSETS:

- Real and personal property owned by MFD.
- Have useful lives extending beyond a single reporting period (one year).
- Are depreciated using the straight-line method with no allowance for salvage value.
- Have nine (9) classifications described by SBOA.

A. CLASSIFICATIONS:

1. **Land.** All land, including right of ways, is capitalized at the time of acquisition regardless of historical costs or fair value, if donated. Land records must include the following information:
 - Location;
 - Acreage;
 - Acquisition date; and
 - Purchase price. (If purchase price is not available the assessed, appraised, or fair market value may be used.)
2. **General Infrastructure.** Examples of infrastructure include: roads, bridges, tunnels, drainage systems, storm water systems, dams, or lighting systems. General Infrastructure records must include the following information:
 - Description;
 - Location; and
 - Cost.
3. **Buildings.** Building records must include the following information:
 - Location;
 - Purchase price; or Construction cost and cost of improvements; or
 - If building is a gift, the appraised value at time of acquisition.
4. **Improvements Other Than Buildings.** This category is defined as permanent improvements, other than buildings, that add value to land. Examples include: fences, retaining walls, sidewalks, gutters, and parking lots. Records of Improvements Other Than Buildings must include:
 - Location;
 - Cost; or Acquisition value.

5. **Machinery and Equipment.** Defined as tangible property of a permanent nature, (other than land, buildings, improvements, and vehicles) having a useful life of more than one (1) year. Examples include: machinery, software, commercial kitchen equipment, medical equipment, metal detectors, etc.
 - **Per unit** cost must be equal, or more than the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
 - Purchase cost must be included.
6. **Vehicles.** This category includes automobiles, light trucks, heavy trucks, fire engines & apparatus, and boats, having a useful life of more than one (1) year. Records must include:
 - Purchase cost; or
 - If the vehicle is a gift, fair market value at time of acquisition.
7. **Construction in Progress.** Construction in Progress is defined as construction work that has begun but has not been completed in the current reporting fiscal year.
 - Will be reported at the rate of the total project estimate.
 - Upon completion of the project, this asset must be moved into the proper category, and any necessary adjustment to project cost will be made at this time.
8. **Books and Other.** This category may include a collection of books, periodicals, archives, CD's, etc. This section can also be used for any other types of assets not listed.
9. **Federal Items Purchased through a Federal Grant.** All items purchased with federal grant money must be reported as a capital asset if the item meets or exceeds the statutory threshold of Five Thousand Dollars (\$5,000.00). Items purchased with federal grant money will be categorized separately from other like items that were not purchased with federal grant money.

B. CAPITALIZATION THRESHOLDS

Capital Assets must be included in the list if they have an original purchase cost or value equal to or greater than the amount below. Assets will remain on the capital asset list and part of the property record until they are retired, disposed of, sold, or traded in, regardless of the depreciated value.

The capitalization threshold for the following classes of assets shall be:

1. Land	\$ 0.00
2. General Infrastructure	\$ 0.00
3. Buildings	\$ 0.00
4. Improvements other than Buildings	\$ 10,000.00
5. Machinery and Equipment	\$ 5,000.00
6. Vehicles	\$ 25,000.00
7. Construction in Progress	\$ 50,000.00
8. Books and Other	\$ 20,000.00
9. Federal Items Purchased through a Federal Grant	\$ 5,000.00

C. IMPROVEMENTS TO BUILDINGS AND GENERAL INFRASTRUCTURE

To increase the value of buildings or infrastructure assets, improvements must do one (1) of the following:

1. **Increase capacity** – Increases the level of service provided by the asset. Examples include: an addition to a building providing increased square footage, hence, the capacity is increased and the capital outlay is capitalized;
2. **Increase efficiency** – Increased efficiency changes the level of service or output without increasing the size of an asset; or level of service is maintained but at a lower cost; and/or
3. **Extend the asset's estimated useful life beyond the original expectation** – extending the useful beyond the original expectation involves a significant alteration, structural change, or improvement.

While substantial repairs and renovations will be reviewed for potential capitalization, it is anticipated that most will be expensed in the current year. These expenses often merely restore the asset to the original service potential but do not necessarily improve the asset.

D. HISTORICAL COST OR ESTIMATED HISTORICAL COSTS

1. **PROSPECTIVE (likely to happen at a future date) REPORTING.** These services generally relate to the development of, presentation of, and reporting on prospective financial information, and provide either a report to a regulator, or a report to other parties prepared under the regulations provided by the regulator.

Capital assets are recorded at historical cost which includes any extra charges necessary to place the asset into its intended location, and condition for use. Cost of form, fit, and function should be considered. For example:

- Freight and transportation charges for machinery;
- Site preparation costs and professional fees for a building;
- Engineering costs (internal and external) including related preliminary project and environmental studies for a road;
- Project estimating, design, and planning (drawings and specifications);
- Construction engineering, construction management, construction inspection and project payment; and,
- Donated capital assets are recorded at their estimated fair value at the time of acquisition.

2. **RETROACTIVE REPORTING AT TRANSITION OF GASB STATEMENT NO 34**

When actual historical cost source data is unavailable, estimate cost using:

- Historical Cost (purchase or construction cost);
- A 'Going Price' **at the time of acquisition**; or
- A Consumer Price Index calculation. To estimate the cost of an asset item using a Consumer Price Index calculation (including Consumer Price Index and Federal Highway Price Trends), the estimator must first find the cost of the asset as if it were new today. The estimator would then find the corresponding estimated date of acquisition/construction on the appropriate schedule which will 'deflate' the replacement cost to an estimated historical cost. The Table of Cost Indexes schedule may be found in the State Board of Accounts (SBOA) County Bulletin from June 2018 (vol. 409, pg. 7) <https://www.in.gov/sboa/files/2018%20June.pdf>

E. ESTIMATED USEFUL LIVES OF DEPRECIABLE ASSETS

Capital Assets (defined):

- Have estimated useful lives extending beyond a single reporting period (one year); and
- Are depreciated using the straight-line method with no allowance for salvage value.

The estimated useful life values were developed with the input of knowledgeable staff and reflect our government’s experience with these assets:

• Land and Improvements to Land	non-depreciable
• Buildings and Building Improvements	50 years
• Machinery and Equipment	5 years
• Vehicles:	
- Autos	5 years
- Light Trucks	8 years
- Heavy Trucks	20 years
• General Infrastructure:	
- Roads	50 years
- Bridges	75 years
• Outdoor Lighting	10 years
• Software	5 years

F. DEPRECIATION METHOD/CONVENTION

Depreciation will be calculated using the straight-line method and full-year convention. No salvage value or residual value will be recognized.

G. RESPONSIBILITY FOR PROPERTY RECORD MAINTENANCE

The MFD Fire Chief, or designee, will ensure reporting for capital assets is exercised by establishing a fixed capital asset inventory, initially and at a minimum, annually. The MFD Fire Chief, or designee, will further ensure the capital asset report will be updated annually to reflect:

- Improvements;
- Additions;
- Retirements;
- Transfer between departments;
- Annual capital asset balance for financial reporting purposes; and
- Annual and accumulated depreciation calculations and net book value amounts.

The individual Station utilizing physical property owned by MFD has the expressed responsibility to maintain day-to-day stewardship of the property.

All Stations have the responsibility to report capital asset improvements, additions, retirements, and transfers in detail to the MFD Fire Chief, or designee. Transfers and retirements of assets at or above the threshold are to be reported by the Stations to the MFD Fire Chief using the attached Asset and Inventory Retirement Form.

III. INVENTORY POLICY

A. INVENTORY (defined):

- Capital purchases (4000 line items) **not meeting the minimum capitalization criteria set forth in the Capital Asset** section of the Monroe Fire Protection District Risk Management Policy but that meet the criteria in the Inventory Policy are considered inventory items.
- Personal property owned by MFD.
- Physical items having useful lives extending beyond a single reporting period (one year).

B. CLASSIFICATIONS:

- 1. Machinery, Furniture, and Equipment.** Defined as tangible property of a permanent nature, (other than land, buildings, improvements, and vehicles) having a useful life of more than one (1) year. Examples include: machinery, furniture, office equipment including but not limited to computers and data processing equipment, and desks, safes, cabinets, cellphones, etc.
 - **Per unit** cost must be equal, or more than the threshold listed for this category but less than the capitalization criteria.
 - Purchase cost must be included.
- 2. Vehicles.** This category includes automobiles, light trucks, heavy trucks, busses, and boats, having a useful life of more than one (1) year. Records must include:
 - Purchase cost; or
 - If a gift, fair market value at time of acquisition.
- 3. Books and Other.** This category may include a collection of books, periodicals, archives, CD's, etc. This section can also be used for any other types of assets not listed.
- 4. Federal Items Purchased through a Federal Grant.** Any items purchased with federal grant money for \$5,000.00 or less must be maintained as inventory. Items purchased by Federal funds cannot be disposed of without the approval of the awarding agency **UNLESS** the item(s) was/were clearly stated as exempt within the award.

C. INVENTORY THRESHOLDS

Inventory items must be included on the inventory list if they have an original purchase cost or value equal or greater than the amount below. Inventory items will remain on the inventory list and part of the property record until they are retired, disposed of, sold, or traded in.

The threshold for the following classes of inventory items shall be:

- | | |
|---|-----------------------------------|
| 1. Machinery, Furniture, and Equipment | \$ 1,000.00 – \$ 4,999.99 |
| 2. Vehicles | \$ 1,000.00 – \$ 74,999.99 |
| 3. Books and Other | \$ 1,000.00 – \$ 19,999.99 |
| 4. Federal Items Purchased through a Federal Grant
(Not meeting the \$5,000.00 threshold for capital assets) | Less than – \$ 5,000.00 |

D. DEPARTMENT LEVEL RESPONSIBILITY FOR PROPERTY CONTROL

Capital assets that do not meet the capitalization criteria listed in this policy but warranting 'control' may meet the criteria of the Monroe Fire Protection District Inventory Policy. Should the item(s) in question not meet the threshold for *either* policy but still warrant control, the item(s) shall be inventoried and an appropriate list be maintained.

Assets below the capitalization threshold and not on the MFD inventory list but considered *sensitive* may include:

- Postage Stamps;
- Batteries;
- Electronic office equipment such as clocks, calculators, label makers;
- Currency counters, check scanners, credit card readers;
- Sports equipment;
- Clothing, Footwear; and
- Refrigerators, microwaves, water coolers.

Stewardship of these minimum but sensitive items is the express responsibility of the station utilizing these properties; however, the MFD Fire Chief, or designee, shall have the right to request copies of the inventory and/or updated inventory of controllable items so as to periodically review the information, and adherence to MFD policy where applicable.

E. RESPONSIBILITY FOR PROPERTY RECORD MAINTENANCE

MFD Fire Chief, or designee, will ensure tracking of inventory is exercised by using a spreadsheet or database inventory process, and will conduct a physical inventory. Post initial inventory, individual Stations will be required to submit a yearly inventory by December 15th, of each year. MFD will further ensure that its inventory spreadsheet or database will be updated annually to reflect:

- Improvements;
- Additions;
- Retirements; and
- Transfer between Stations.

The individual Stations utilizing physical property owned by MFD has the expressed responsibility to maintain day-to-day stewardship of the property.

IV. RETIREMENTS AND DISPOSAL OF INVENTORY (Sale, Disposal, Surplus, or Relocation)

A capital asset or inventory item may be considered for retirement for any of the following reasons (the list is not all inclusive):

- Obsolete;
- Lost or Stolen;
- Public Safety Hazard;
- No longer usable for intended purpose; and/or
- Item is changing location – item will remain a district asset but location change must be recorded.

When an item becomes obsolete or no longer usable for its intended purpose, the Station will follow the **FIXED CAPITAL ASSET and INVENTORY ITEM RETIREMENT PROCEDURE** including completing the Fixed Capital Asset and Inventory Item Retirement Form, obtaining the necessary approval and/or documentation **before facilitating sale, disposal, or relocation** of any MFD asset or inventory item. The Fixed Capital Asset and Inventory Retirement Procedure incorporates Indiana Code 5-22-22 into MFD's retirement procedure (link above); however, please review the statute or contact MFD's legal counsel with questions. This section of code is summarized as follows:

No item (Chair, Table, Vehicle, Desks, Bookcases, Tools, Appliances, Technical Equipment) may be disposed, destroyed or placed for surplus without the following:

- A. *Determination of item(s) value.*
 1. *If 1 item = \$1,000 or more; **OR***
 2. *If more than one item total value = \$5,000 or more*
 - a. ***MUST be sold at a public sale or by sealed bids and advertised as per IC 5-3-1***
- B. *IF VALUE is LESS than \$1,000 or combined value less than \$5,000*
 1. *Resolution required attesting to the "less than" value is required and then:*
 - a. *May be sold at public or private sale or transfer of property without advertising.*
- C. *If items value is less than the sale and cost to transport, the item is deemed worthless and may be destroyed/disposed.*

Retirements apply to all capital assets and inventory items including but not limited to: land, buildings, machinery and equipment, vehicles, and general infrastructure.

- When an asset is retired, for any reason, it is to be removed from the property record and the appropriate reduction will be made to reflect the retirement.

It is in MFD's best interest that an employee not take ownership of, or personally profit from the disposal of an inventory or asset item. Therefore, no employee has singular authority to dispose of asset or inventory items without the proper approvals. It is also MFD's policy that employees are prohibited from purchasing MFD inventory or asset items that are disposed, unless public auction is held.

***Please see the Fixed Capital Asset and Inventory Item Retirement Procedure for further information on the retirement and surplus or sale of property process, and complete the accompanying form necessary for retirement of MFD assets or inventory items.**

LOST OR STOLEN CAPITAL ASSET OR INVENTORY ITEM

Items must be reported to the MFD Fire Chief and the Board of Fire Trustees.

Actions will include:

- Physical inventory of Station;
- Theft and Loss report;
- Removal of asset or inventory item from MFD's list; and,
- Possible report to law enforcement agency, determined by the Board of Fire Trustees and Legal Counsel.

Monroe Fire Protection District Risk Management Policy approved this 9th day of February, 2022 by the Board of Fire Trustees.

Monroe County Board of Fire Trustees

“AYES”

“NAYS”

DocuSigned by:
Vicky Sorensen
DC7D000CFE95489...
Vicky Sorensen, Chair

Vicky Sorensen, Chair

DocuSigned by:
Mark Kruzan
C9D5435AB79A440...
Mark Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair

DocuSigned by:
C. Ed Brown
54CBB0A758FCD449...
C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer

DocuSigned by:
Michael Baker
85C552656A2F422...
Michael Baker, Board Trustee

Michael Baker, Board Trustee

DocuSigned by:
Christina Courtright
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Christina Courtright, Board Trustee

Christina Courtright, Board Trustee

DocuSigned by:
Kevin Robling
DD59E5C0644B418...
Kevin Robling, Board Trustee

Kevin Robling, Board Trustee

DocuSigned by:
Dan Vest
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Daniel Vest, Board Trustee

Daniel Vest, Board Trustee



Monroe Fire Protection District



2023

BOARD OF TRUSTEES

REGULAR MEETING SCHEDULE:

January 11th	February 8th	March 8th
Station 21	Station 25	Station 21
9094 S. Strain Ridge Road	5081 N. Old State Road 37	9094 S Strain Ridge Road
April 12th	May 10th	June 14th
Station 25	Station 21	Station 25
5081 N. Old State Road 37	9094 S Strain Ridge Road	5081 N. Old State Road 37
July 12th	August 9th	September 13th
Station 21	Station 25	Station 21
9094 S. Strain Ridge Road	5081 N. Old State Road 37	9094 S. Strain Ridge Road
October 11th	November 8th	December 13th
Station 25	Station 21	Station 25
5081 N. Old State Road 37	9094 S. Strain Ridge Road	5081 N. Old State Road 37

Per IC 36-8-11

(a) The board shall fix the time for holding regular meetings, but it shall meet at least once in the months of January, April, July, and October. The county legislative body may order that regular meetings be held more frequently. (b) Special meetings of the board may be called by the chairman or by two (2) trustees, upon written request to the secretary. At least three (3) days before a special meeting, the secretary shall send to all trustees a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if: (1) the time of the special meeting has been fixed in a regular meeting; or (2) all trustees were present at a meeting at which a special meeting was called.

CALENDAR YEAR 2023

**CONTRACT FOR FIRE PROTECTION SERVICES
BETWEEN
THE MONROE FIRE PROTECTION DISTRICT
AND
MONROE FIRE PROTECTION DISTRICT VOLUNTEERS, INC.**

THIS AGREEMENT to be effective **the 1st day of January, 2023**, by and between The Monroe Fire Protection District Board of Trustees (hereinafter referred to as the “District”) and The Monroe Fire Protection District Volunteers, INC (hereinafter referred to as the “Association”).

RECITALS:

The Association is engaged in providing volunteer firefighters to fight fires, provide emergency medical services, and perform any other function appropriate for a volunteer fire company. The District is a duly organized political subdivision responsible for providing fire protection and other emergency services for the unincorporated areas of Perry, Clear Creek, Indian Creek, Bloomington, and Van Buren Townships in Monroe County, Indiana; and to provide, by contract, fire protection and other emergency services for the residents of Benton, Polk, Salt Creek, and Washington Townships in Monroe County, Indiana.

The purpose of this agreement is to state the terms and conditions under which the Association will furnish volunteer firefighters to fight fires, provide emergency medical services, and perform for the District those other activities commonly conducted by such volunteer fire companies.

NOW, THEREFORE, the parties agree as follows:

1. Fire Protection, Emergency Medical Assistance, and Other Emergency Response

The Association shall furnish active volunteer firefighters trained in accordance with I.C. 36-8-10.5 to protect the property and persons in the District’s service area and within those areas contracting with the District for fire protection services. The Association shall provide volunteer firefighter response to emergency scenes and as standby at District fire stations.

2. Equipment and Facilities

The District agrees to provide the Association with the District’s facilities and equipment to provide fire protection and emergency response services. The District will provide all utilities and firefighting equipment, including, but not be limited to, firefighting apparatus and fire station(s).

3. Maintenance of Equipment

The Association will, when possible, provide personnel and equipment to assist with the repair and maintenance of facilities and equipment of the District. The District shall be responsible for overall maintenance and equipment repair costs.

If the Association raises monies under the auspices of its relationship with the District, any equipment purchased with such funds may become the District's property by mutual agreement between the District and Association. When said equipment is to be removed from service, and the District has completed its Asset and Inventory Retirement Procedure, that equipment will be deemed surplus and donated back to the Association for sale or donation.

4. Individual and Personal Protective Equipment

The District shall provide each firefighter with personal firefighting and protective equipment (PPE). However, the exact nature of the equipment will vary according to the current regulations and common practices employed by the parties and subject to the availability of funding. All such equipment shall be appropriately maintained by the firefighters and returned to the District in good serviceable condition upon request. Such property shall remain the property of the District. Firefighters who cause damage to the District's property willfully or through negligence shall be personally liable for the cost of replacement. Damage caused by normal wear and through the performance of firefighting activities will be the District's liability. Volunteer Firefighters are expected to utilize this gear to the fullest extent, including making it available at all times to respond to emergencies. Firefighters shall not respond to a scene or a fire station without their PPE. Firefighters responding to a fire station shall have their PPE readily available to respond to the next emergency response without delay.

5. Uniforms

The District shall specify the uniform protocol as outlined in the Personnel Handbook. The Association shall provide volunteers with uniform wear as outlined in the Personnel Handbook. It is the responsibility of each volunteer to maintain issued uniforms and or equipment.

6. Administration and Staffing

The District shall provide the Association its trained and experienced full-time firefighters as employed by the District to provide twenty-four-hour staffing and operation of the District's fire stations.

The District Fire Chief shall be responsible for the administration of personnel and fire stations, including assignment of duties, responsibilities, and work schedules. The District Fire Chief shall also be responsible for the discipline of personnel and settlement of personnel matters, subject to final approval from the District. The District will provide records and personnel file storage for the Association.

7. Chain of Command

Association firefighters will be under the direction and control of the Chief, Deputy Chief, and all Line Officers. All volunteer members will be required to adhere to District rules, guidelines, policies, protocols, and procedures.

The Chain-of-Command may include members of the Association, recognized as line officers by the Chief and the District. When no line officer is available, the highest-ranking firefighter shall assume command of the scene.

The District shall maintain a copy of the District guidelines, policies, protocols, and procedures for review by all firefighters at all stations and online.

8. Member Selection, Training, and Training Funds

It is incumbent upon the Association to ensure compliance for its members with mandatory annual training requirements of the Board of Firefighting Personnel Standards and Education, State of Indiana, and the Indiana Department of Homeland Security and the requirements of the Fire Chief. The Association shall exercise prudent discretion in selecting individuals for membership in the organization through a pre-admittance interview process that includes personnel from the District's human resources department. It is understood that the Association will provide competent, well-trained volunteers. Although final acceptance will be given by the Fire Chief or Association, whichever is mutually agreeable at the time.

Membership application shall not be considered based upon gender, race, creed, ethnicity, sexual orientation, gender identification, or religious beliefs. Selection shall comply with all State and Federal laws.

The District will provide the funding necessary to conduct firefighter training. The District may provide financial assistance for travel and tuition to assist the volunteers in attending approved training, schools, and other fire, EMS, and rescue-related educational opportunities.

The Association shall provide personnel for an active fire prevention education program within the community in cooperation with the District.

9. Physicals

The District shall pay for state and federally-required physical examinations and immunizations for volunteers. Each volunteer who is a hazardous material technician shall complete a physical exam by the 1st of December of each year, and all other volunteers as appropriate for the individual's scope of duties. 29 CFR 1910, NFPA 1582.

The Association shall require each new volunteer firefighter to sign a one-year agreement of active service. If the volunteer fails to complete this agreement, the cost of the physical, will be deducted from the annual Association contract payment.

10. Insurance and Length Service Benefits

The District will procure group insurance coverage for the benefit of each volunteer in the amounts and coverages required by I.C. 36-8-12, including:

- a. Workers' Compensation insurance for medical treatment of injuries to a volunteer firefighter or an emergency medical technician while working in a volunteer capacity.
- b. Disability insurance for loss of income due to an injury incurred while engaged in Association or District activities.
- c. Accidental death and dismemberment insurance.
- d. Liability coverage.

The District shall pay the premiums for the following benefits that it agrees to provide for qualifying and active volunteers, including:

- a. Length of Service Award Program (LOSAP) provides lifetime monthly retirement income upon qualification.
- b. Life insurance.
- c. Membership fees for The Indiana Volunteer Firefighters Association.

The Association shall provide the District with all necessary insurance information for volunteers. The District shall transmit the information to the proper insurance companies within 30 days after receipt.

The Association shall provide the information required for the LOSAP renewal to the District by the 15th of December of each year, with the scoring sheet indicating points earned by each volunteer. All qualifying points will be awarded according to the Association By-laws. The District assumes no responsibility for lack of coverage caused by failure to receive needed information from the Association.

A volunteer is considered to be "on duty" and is therefore insured when:

- a. Participating in any activity of the Association or a District activity.

- b. Responding to an emergency in any jurisdiction when dispatched under state or county mutual aid agreement in an effort to save lives, property, or environment.
- c. Responding to emergencies with any emergency service provider for the purpose of training.

Reduced disability and medical expense benefits apply to injuries incurred during Association-sponsored athletic games, contests, or social events.

The District will provide property damage and liability insurance on all District-owned vehicles that driver-approved volunteers may operate.

Members of the Association shall provide proof of auto insurance, for at least the minimum amount required by Indiana law, for all private vehicles used while fulfilling their functions as volunteers, and shall provide a valid driver's license to the District, when requested by the District, up to twice a year. The Association has 30 calendar days from the request date to provide the information to the District. In addition, the Association and District shall abide by the rights and responsibilities as outlined in the District Motor Vehicle Record policy. In order to participate in firefighting activities, proof of current auto insurance and a valid driver's license must be on file at the District office.

11. Payment and Other Considerations

For the calendar year 2023, the District will pay the Association up to sixty five thousand dollars (\$65,000) for providing services described in this agreement. The District will pay the Association by the 15th of November, 2023, forty eight thousand seven hundred fifty dollars (\$48,750). The remaining amount of sixteen thousand two hundred fifty dollars (\$16,250) will be paid by the 30th of December, 2023, if all the following criteria are met:

Maintain its Indiana "Not for Profit" Incorporation Status and submit all reports and other data/or information as required by statute in a timely manner to permit State Board of Accounts examination and provide reports as prescribed by I.C. Sec. 5-11-1. *et. al.*

Reports submitted on time and copies provided to the District by the following dates:

- a. The 30th of June to include:
 - i. State Form E-1 Entity Annual Report
 - ii. IRS Form 8879-EO Exempt Organization, if return is filed electronically
 - iii. State Form NP-20 Indiana Nonprofit Organization's Annual Report
 - iv. IRS Form 990-N or 990-EZ, in order to keep 501(c)3 status
 - v. Financial statement
 - vi. IRS Form 1099 Misc. Income and 1096
- b. The 15th of December to include:
 - i. LOSAP qualification information

The Association shall make every effort to maintain volunteers numbering at least 25% the number of full-time shift firefighters employed by the District.

Excluding members who are on leave of absence, the Association shall monitor and ensure that a minimum of 70% of all Association trainees, probationary firefighters, and active members who have been on the roster from the 1st of December of the previous year to the 30th of November of the current year, will meet the required Length Of Service Award Program (LOSAP) minimum of 50 points.

Excluding members who are on leave of absence or have already requested from the Association President and received permission to be absent, the Association shall monitor and ensure that all Associate members meet the minimum requirement of 4-hours each week at their assigned firehouse.

The Association shall not count the temporary fill-in shifts worked by volunteers paid hourly toward their LOSAP points. A member who fails to meet the requirements defined in this section may be terminated after review by the Fire Chief.

The Association shall pay volunteer members by the 15th of December for automobile and clothing allowances for active participants as set forth by the Volunteer By-laws. I.C. 36-8-12-5.

The Association shall properly support the Auxiliary association with five thousand dollars (\$5,000) being earmarked for Auxiliary support roles and sponsored activities.

The District shall use reasonable efforts to make available funds in the amount of up to Forty Thousand Dollars (\$40,000.00) as an incentive. This amount will be distributed as an incentive to maintain and promote continued training of EMR, and EMT, at a rate of \$600.00 annually, and Hazardous Materials Technician at a rate of \$500.00 annually per certified Volunteer. This amount may decrease depending upon the availability of funds or when the eligibility for the incentive payout exceeds \$40,000.

The District shall provide a list of qualifying members to the Association. The total amount of incentives shall be paid to the Association for distribution to those qualifying members. The Association shall collect an Internal Revenue Service (IRS) form W-9 from each member who receives any funds through the Association. The Association shall issue an IRS form 1099 to all Association members receiving funds from the Association. Members must be active and on the membership roster at the time of distribution to receive the incentive. **Members joining mid-year will be paid a pro-rated amount.**

12. Audits

The Association shall file the required Entity Annual Report (Form E-1) with the State Board of Accounts by the 31st of January each year as required by I.C. 5-11-1-4, shall provide a copy of the report to the District, and shall comply with the Uniform Compliance Guidelines For

Examination Of Entities Receiving Financial Assistance From Governmental Sources, issued by the State Board of Accounts.

If the State Board of Accounts determines that an audit is required under I.C. 5-11-1-9, the Association shall arrange for the audit. If an audit is not required, the Association shall arrange for a professionally prepared financial statement. The Association shall provide the District with a copy of the audit report or financial statement annually on or before the 30th of June.

13. Federal and State Reporting and Compliance

The Association shall timely file required state and federal returns to maintain the organization's Not-for-Profit (state), Tax-Exempt (federal), and 501 (c) (3) status and shall provide a copy of each return to the District no later than a week after the required filing date.

Department affirms by its signature that it is in compliance with I.C. 5-22-16.5 et seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

The Association and its members agree to comply with applicable federal, state, county, city, and township laws and regulations, including but not limited to Title VII of Civil Rights Law of 1964, as amended, Drug-Free Workplace Act, Americans with Disabilities Act, and OSHA.

Membership in the Association shall not constitute membership in District. To be active with the District, a volunteer must have completed all required state and DISTRICT training and be approved for membership by the Fire Chief.

14. Indemnification

Regardless of whether or not separate, several, joint, or concurrent liability may be imposed upon the parties; the District shall indemnify and hold the Association harmless from and against all damages, claims, and liabilities arising from or connected with the fire protection and emergency response services provided by the Association pursuant to this agreement, including without limitation, any damage or injury to person or property. The indemnification provided in this paragraph shall include all legal costs and attorney's fees reasonably incurred by the Association in connection with any such claim, action, or proceeding.

15. Definitions

A volunteer firefighter means a firefighter:

- a. Who has volunteered to assist, either without compensation or for nominal compensation, in the fighting of all fires and providing emergency response with the District.

- b. Who has made an application in writing for membership in the District.
- c. Who by virtue of the application is elected or appointed to membership in the District.
- d. Whose name has been entered upon the roster of firefighters that is kept by the District, and that has at the time of his/her election and/or appointment has taken and signed a pledge to comply with all orders that are given by the Chief, or other officers in charge of the District relative to any matter pertaining to the work of the District per I.C. S36-8-12-2.

“District” means: The Board of Trustees and includes the Monroe Fire Protection District fire department.

“Association” means: The volunteer body, represented by the Monroe Fire Protection District Volunteers, Inc, a 501 (c) (3) corporation.

16. Term.

The term of this contract shall be for one year, commencing at 12:01 AM on the 1st of January, 2023, and ending at 11:59 PM on the 31st of December, 2023. However, in the event a new contract has not been executed prior to the ending date of this contract, the current contract will be extended by mutual agreement of both parties until a new contract can be executed.

Either party may terminate this agreement by giving ninety (90) days written notice to the other party. Notice shall be given to the District at: 285 E. Rhorer Rd, Bloomington, IN 4741. Notice shall be given to the Association at: 3953 S Kennedy Drive, Bloomington, IN 47401-9619.

MONROE FIRE PROTECTION
DISTRICT, MONROE COUNTY, INDIANA

APPROVED:

MONROE FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES

By:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

Christina Courtright, Trustee

Daniel Vest, Trustee

Kevin Robling, Trustee

Michael Baker, Trustee

MONROE FIRE PROTECTION DISTRICT VOLUNTEERS,
INC., MONROE COUNTY, INDIANA

By:

Amber Tompkins, President

By:

Sarah Hinds, Vice-President

By:

Luke Christy, Secretary

By:

David Edmonson, Treasurer

Monroe Fire Protection District

3953 S. Kennedy Drive
Bloomington, Indiana 47401 - 9619

Business: (812) 331-1906

Fax: (812) 336-1166

Revised DRAFT

January 1, 2023

Ordinance **01-2022**

Salary, Wages, Compensation and Allowances Ordinance

An ordinance stipulating the salary, wages compensation and allowances of persons who are compensated by the Monroe Fire Protection District, Bloomington, Indiana, for the calendar year **2023**

Payments of amounts as indicated within this ordinance are subject to budget approval of such amounts by the Monroe County Council and the Department of Local Government Finance (DLGF), either of which have authority to adjust annual budget amounts. In the event an adjustment in this ordinance is required, it will be accomplished by Board action correcting this ordinance or enacting an amended or revised edition of this ordinance.

Be it ordained by the Board of Trustees of Monroe Fire Protection District, and subject to the aforementioned budget approvals that the following provisions pertaining to salary, wages, compensation and allowances be in effect for calendar year **2023**.

1.) Full Time Employees' Salary:

<u>Title/Position</u>	<u>Salary per annum</u>
Chief (1)	\$ 84,872.00
Deputy Chief (4)	\$ 79,568.00
Assistant Chief (3)	\$ 74,263.00
IT Specialist (1)	\$ 77,250.00
Battalion Chief (6)	\$ 68,959.00
Fire Marshal (1)	\$ 68,959.00
Mechanic (1)	\$ 68,959.00
1st Class Firefighter (73)	\$ 63,654.00
Administrative Assistant (2)	\$ 68,890.00

Part - Time Employees - \$15.00 - \$21.00 / hr.

2.) Substitute / Emergency / Overtime / Training:

Substitute employees will be paid in the amount of \$12.00 - \$21.00 per hour, based on qualifications.

Full-time employees will be paid at Individual Overtime Rates.

Full-time employee off-duty Training Pay is paid at Individual Overtime Rates.

3.) Officer Pay:

Officers of the department will be paid the following amounts per annum for satisfactory performance of duties for their position. Officers' pay for persons who are full time employees may be pro-rated and paid two (2) times a month salary. Except as noted** Not subject to Cost of Living Adjustment.

<u>Title</u>	<u>Per Annum</u>
Fire Chief (1)	\$ 20,000.00
Deputy Chiefs (4)	\$ 15,000.00
Assistant Chiefs (3)	\$ 12,500.00
Battalion Chiefs (6)	\$ 10,000.00
Captains (8)	\$ 7,500.00
Company Officers (16)	\$ 3,500.00
Sergeants (15)	\$ 2,500.00
Chauffeurs (12)	\$ 1,500.00
Part time Chauffeurs (6)**	\$ 750.00

4.) Longevity:

All full-time employees: The amount of One hundred and fifty dollars (\$150) per year will be paid to full time employees for each full year of service satisfactory to, or accepted by, and calculated by the district using their procedures, up to twenty (20) years or a maximum of three thousand (\$3,000.00) This amount will be included in regular salary and included in the regular two (2) times a month pay. Longevity will be calculated on number of years of creditable service completed with or accepted by this district as creditable after one year of service and as of the calendar year of the member's anniversary.

5.) Allowance in lieu of health insurance:

All full-time employees. The amount of Three Thousand dollars (\$3,000.00) per annum may be paid to a full-time employee, who elects to provide his or her own Medical insurance in lieu of the department paid Group Medical insurance. This allowance will be paid in 24 equal amounts and included in the two (2) times a month pay. This allowance will not be paid separately, e.g. by a separate check if no pay is due. (Approved March 1997 SBA auditor)

6.) Incentives:

Full time Employees: An amount up to Twelve hundred dollars (\$1,200) per annum may be paid to persons who attain/maintain Emergency Medical Technician (EMT) status and perform these duties satisfactorily. This amount will be paid from the incentive line in the annual budget and will be pro-rated for employees who start or terminate employment mid-year. Qualifying Full time employees may receive up to \$600.00 payable in June and up to \$600.00 in December.

Part-time Employees: An amount up to Six hundred dollars (\$600) per annum may be paid in December to persons who attain/maintain first responder (EMR) or Emergency Medical Technician (EMT) status and perform these duties satisfactorily. This amount will be paid from the incentive line in the annual budget and will be prorated for employees who start or terminate employment mid-year.

An amount up to Five hundred dollars (\$500) per annum may be paid to persons who attain/maintain HazMat Tech Certification. **Full time employees** will be paid this amount from the incentive line in the annual budget and it will be included in the two (2) times a month pay check. **Part time employees** who attain/maintain HazMat Tech Certification receive the \$500.00 in December. (Pro-rated for mid-year hires/terminations)

An amount up to Five hundred dollars (\$500) per annum may be paid to **full time employees** who hold or attain an Associate's degree. An amount up to One thousand dollars (\$1,000) per annum may be paid to **full time employees** who hold or attain a Bachelor's degree. This amount will be paid from the incentive line in the annual budget and will be included in the qualifier's two (2) times a month pay check.

7.) Uniform Allowance:

Full time employees will be paid the amount of One thousand five hundred dollars (\$1,500.00) per annum for procurement and maintenance of required uniforms. The \$1,500.00 will be distributed equally in two payments of Seven hundred fifty dollars (\$750.00) each, normally in June and December. Amount will be pro-rated for mid-year hires/terminations.

Part time employees will be paid the amount of Five hundred dollars (\$500.00) per annum, distributed equally in two payments of Two hundred fifty dollars (\$250.00) each, normally in June and December. Amount will be pro-rated for mid-year hires/terminations.

8.) Length of Service Annuity:

For Volunteers only, and in accordance with the District approved program (LOSAP). Persons, who are members of the Indiana Fireman and Policeman Retirement Fund, INPRS, are not eligible to participate in this program.

9.) Trustee Compensation:

Board of Fire District Trustees will be compensated an amount of \$3,564 per annum, as indicated below: Chair, Vice Chair, Fiscal Officer & Four (4) Board Members will each be paid a compensation distributed equally and quarterly, based upon a calendar year and normally paid on March 1, June 1, September 1 and December 1.

10.) Contract with the Monroe Fire Protection District Volunteers, Inc.:

Per negotiated contract.

11.) Certified Salary:

The certified salary for a Full-time 1977 Fund first class firefighter for calendar year 2023, will be sixty-three thousand, six hundred and fifty-four dollars (\$63,654) plus longevity up to 20 years, which is a maximum of three thousand dollars (\$3,000) for a total of sixty-six thousand, six-hundred and fifty-four dollars (\$66,654).

12.) Overtime:

Overtime rate is set at time and a half with the District Board's approval of this Salary Ordinance.

13.) Withholding for Group Health Insurance:

Full time employees: Each participant will have five to fifteen percent (5% - 15%) of the gross premium withheld from their pay in the two (2) times a month pay check, 24 pay periods per annum, for Group Medical, Dental and Vision insurance.

Employees must notify the Human Resources Administrative Assistant (HRAA) in writing within thirty (30) days of beginning employment if they wish to enroll in the District's insurance plans. Employees must also notify the HRAA by August 1 of the preceding year if they plan to add any eligible dependents to the District's insurance plans the following calendar year. Failure to notify HRAA in writing may require additional contributions be made by the employee. Eligible dependents may be added to the District's health insurance plans effective January 1. Life events such as Marriage, Divorce, Death of a Spouse or Dependent & Birth or Adoption of a Child must be communicated to the HRAA in writing within 30 days of the event.

Employees choosing the High Deductible Health Plan may elect to open a Health Savings Account (HSA). The District will make contributions to each employee's HSA totaling Two thousand dollars (\$2,000) per annum. The contribution will be distributed equally and quarterly, based upon a calendar year and normally paid on March 1, June 1, September 1 and December 1. (Amount will be prorated for mid quarter hires/terminations)

14.) Vacation:

Per district approved leave policy.

15.) Holidays:

Full and part-time personnel. Holidays, except those listed in the next paragraph, will be worked as regular shifts.

16.) Holiday Pay:

Persons who work a full 24-hour shift on any of the following listed ten (10) holidays will be paid an additional amount of One hundred dollars (\$100.00) per shift. **Holiday** shift commences at 0700 hours local time on the day of the holiday. Personnel must work their full shift to receive full additional pay or 12 hours to receive half (\$50.00)

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Christmas Eve
9. Christmas Day
10. New Year's Eve

Administrative personnel shall receive holidays off with pay following the schedule of holidays approved by the Monroe County Board of Commissioners.

17.) Mileage Reimbursement:

Mileage reimbursement is considered for employees using their personal vehicle while performing District business. The rate will be determined by the IRS standard mileage rate for business travel.

18.) Early Retirement

Full time employees enrolled in INPRS PERF (not including the PERF '77 fund) may be eligible for a one-time payment, limited to \$25,000, to supplement the employee's INPRS benefits until the employee is eligible for Medicare. Refer to the MFPD Employee Handbook for further details.

Ordinance 01-2022
Salary, Wages, Compensation and Allowances Ordinance

**PASSED BY THE BOARD OF TRUSTEES OF THE MONROE FIRE PROTECTION DISTRICT
BLOOMINGTON, MONROE COUNTY, INDIANA,
ON THIS 14TH DAY OF DECEMBER, 2022.**

"AYES"

"NAYS"

Vicky Sorensen, Chair

Vicky Sorensen, Chair

Ed Brown, Fiscal Officer

Ed Brown, Fiscal Officer

Mark Kruzan, Vice Chair

Mark Kruzan, Vice Chair

Daniel Vest, Board Trustee

Daniel Vest, Board Trustee

Christina Courtright, Board Trustee

Christina Courtright, Board Trustee

Michael Baker, Board Trustee

Michael Baker, Board Trustee

Kevin Robling, Board Trustee

Kevin Robling, Board Trustee

ATTEST: _____
Ed Brown, Fiscal Officer

Monroe Fire Protection District Bylaws

Adopted by the Monroe Fire Protection District Board of Fire Trustees at its regular meeting on September 16, 2021

Amended: _____

ARTICLE I: DEFINITIONS

1.0 - DEFINITIONS

As used in the Board's bylaws and policies, the following terms shall have the meaning set forth below:

Board: The Board of Fire Trustees of the Monroe Fire Protection District, which is created by IC 36-8-11.

Bylaw: A rule of the Board for its own governance adopted by a Board vote at a meeting.

Chair: An officer of the Board who, as part of his duties, presides over its meetings and has such other duties as may be defined by the Board's bylaws and policies and applicable law.

District: The Monroe Fire Protection District.

Due Process: Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Fiscal Officer: A bonded officer of the Board charged with the faithful receipt and disbursement of the funds of the district. (IC 36-8-11-2)

Full Board: All Trustees of the Board.

May: A statement providing that an action is permitted but not required.

Meeting: A gathering of the majority of the Trustees of the Board for the purpose of taking "official action" on "public business" of the District. IC 5-14-1.5-2(c), (d), and (e).

Official Action: Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. IC 5-14-1.5-2(d).

Policy: A general, written statement approved by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Public Business: The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. IC 5-14-1.5-2(e), IC 36-8-11.

Quorum: A majority of the Board of Fire Trustees. IC 36-8-11-14.

Shall: Expressing non-discretionary required action or action, synonymous with "will" or "must".

Trustee: Each member of the Board of Fire Trustees.

Vice-Chair: An officer of the Board who presides over its meetings in the absence of the Chair and has such other duties as may be defined by the Board's bylaws and policies and applicable law.

Voting: An action by which a Trustee indicates approval or rejection of a motion by a Trustee that has been seconded by another Trustee at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (IC 5-14-1.5).

ARTICLE II: BOARD ORGANIZATION

2.1 - NAME

The governing body of this District shall be known officially as the Board of Fire Trustees of the Monroe Fire Protection District.

2.2 - PURPOSE

The Board exists for the purpose of governing the system for providing fire protection services to the District.

2.3 - BOUNDARIES

The boundaries of the District shall be the unincorporated areas of Perry Township, Clear Creek Township, Indian Creek Township, Van Buren Township, and Bloomington Township in Monroe County, Indiana, defined by the Monroe County Board of Commissioners as being part of the District.

2.4 - ADDRESS

The official address of the District is its headquarters, 3953 S. Kennedy Dr., Bloomington IN, 47401.

2.5 - NUMBER OF TRUSTEES

As adopted by ordinance of the Monroe County Commissioners, the Board shall consist of ~~five (5)~~ **seven (7)** Trustees; one from Perry Township, one from Clear Creek Township, one from Indian Creek Township, one from Van Buren Township, ~~and one~~ from Bloomington Township; **one from Benton Township; and one from Washington Township.** IC 36-8-11-12.

2.6 - APPOINTMENT OF TRUSTEES AND ELIGIBILITY TO SERVE

Trustees of the Board shall be qualified and appointed in accordance with Ind. Code 36-8-11 and the organizing ordinances of the Monroe County Commissioners. In accordance with Ind. Code 36-8-11-12, a person who:

- (1) is a party to a contract with the district; or
- (2) is a member, an employee, a director, or a shareholder of any corporation or association that has a contract with the District;

may not be appointed or serve as a trustee. The trustees must be qualified by knowledge and experience in matters pertaining to fire protection and related activities in the District.

If a vacancy occurs on the board, the Monroe County Commissioners shall appoint a trustee who is qualified for the unexpired term.

2.7 - TERM

The term of each Trustee shall be four (4) years. IC 36-8-11-12.

2.8 - OATH

Each newly-appointed and re-appointed Trustee shall take an oath of office administered by a notary public or other qualified person not later than thirty (30) days after the beginning of the term of office to which the Trustee was appointed. IC 5-4-1-1.

The oath must be signed by the Trustee and the person who administers it and filed in the Monroe Circuit Court Clerk's Office.

2.9 - COMPENSATION

As compensation for their services, each trustee may receive not more than one hundred dollars (\$100) a day for each day devoted to the work of the District. In addition, each trustee may be reimbursed for actual expenses, including traveling expenses at a rate equivalent to that provided by statute for state employees. Claims for expense reimbursement must be accompanied by an itemized written statement and approved by a recorded motion of the Board. (IC 36-8-11-14)

2.10 - OFFICERS

The Board shall elect from its Trustees a Chair, Vice-Chair, and a Fiscal Officer all of whom are separate Trustees. (IC 36-8-11-14)

Election of officers shall be by a majority of the Trustees. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one year and until their respective successors are elected and shall qualify. An officer may be removed from their officer position for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

ARTICLE III: BOARD POWERS AND DUTIES

3.1 - BOARD POWERS

The Board shall have all the powers granted to it by Indiana Code 36-8-11 and, as permitted by applicable law, these Bylaws.

3.2 - BYLAWS AND POLICIES

The Board shall adopt bylaws and policies for the organization and operation of this Board and the District.

The bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may upon a vote and where compelling reasons exist, cause to suspend at any time the operation of a bylaw or policy herein contained, provided the suspension does not conflict with law, and such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

These bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will negatively impact the District's ability to provide fire services or jeopardize the safety or welfare of the District's citizens or employees of the District.

Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency unless the Board moves to adopt said resolution in final form.

Bylaws shall be adopted, amended, repealed, or suspended by a positive vote of the majority of Trustees. Policies shall be adopted, amended, or repealed by a positive vote of majority of Trustees.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board.

The parliamentary authority governing the Board shall be Rosenberg's Rules of Order in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

3.3 - SELECTION OF A FIRE CHIEF

The Board shall exercise its executive power in part by the appointment of a Fire Chief who shall enforce the statutes of the State of Indiana, the policies of this Board, and any standard operating procedures of the District.

3.4 - FIRE CHIEF AUTHORITY

The Fire Chief shall consult with the Board with regard to the development and/or revision of policies.

The Fire Chief shall prepare standard operating guidelines for the administration of the District that are consistent with statutes and/or the policies of this Board.

Such standard operating guidelines shall be binding on the employees of the District when issued.

The Fire Chief shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

3.5 - JUDICIAL

The Board may assume jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the District, and any statutory or regulatory requirements.

In order to provide a fair hearing for the parties to a matter to be adjudicated by the Board, Trustees shall be impartial in such matters and capable of making a decision based solely upon the evidence presented by the parties. Therefore, Trustees shall not conduct or participate in any investigation of the facts in such matters; collect, evaluate, or review the facts of the matter prior to presentation of the facts to the Board; or form or express an opinion not subject to change on any aspect of the pending matter. A Trustee's mere personal knowledge shall not automatically disqualify the Trustee from participating in the matter.

If a Trustee testifies concerning a material fact in dispute, has a personal interest in the matter under consideration, has participated in the gathering of evidence or the formulation of strategy, or has expressed an opinion on one or more material facts in dispute, that Trustee shall not participate in the Board's consideration of the matter or vote in the matter, unless the Trustee certifies and declares to the parties in the matter and to the Board that s/he is capable of resolving the matter based solely on the evidence presented to the Board. If a Trustee is unable to make this certification, the Trustee shall voluntarily recuse himself/herself and shall participate in any evidentiary hearing, discussion, or vote in the matter.

3.6 - PUBLIC EXPRESSIONS OF TRUSTEES

The Board Chair functions as the official spokesperson for the Board.

From time-to-time, however, individual Trustees make public statements on District matters to local media or to local and/or state officials. Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the Trustee and the Board. Therefore, Trustees should, when writing or speaking on District matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Trustees not explicitly sanctioned by a majority of its Trustees, except as follows:

1. correspondence, such as legislative proposals, when the Trustee has received official guidance from the Board on the matters discussed in the letter
2. routine, not for publication, correspondence of the Fire Chief and other Board employees
3. routine "thank you" letters of the Chair of the Board
4. statements by Trustees on non-District matters (providing the statements do not identify the author as a Trustee of the Board)
5. personal statements not intended for publication

B. Copies of this bylaw may be sent to local media by the Fire Chief.

3.7 - CONFLICTS

Trustees shall utilize the authority of their position solely for the benefit of the District. To this end:

A. Conflict of Interest Disclosure

If a Trustee or a spouse or dependent has a pecuniary interest in a contract or purchase to be approved by the Board, or a Trustee or a spouse or dependent will profit from a contract or purchase to be approved by the Board, the Trustee shall submit a written Conflicts of Interest disclosure on State Board of Accounts Form 236.

When a Trustee makes a Conflicts of Interest disclosure as provided above, the disclosure shall be submitted for approval by the Board before the Board considers approval of the contract or purchase addressed in the disclosure, provided the contract or purchase will be funded entirely by funds other than those received from a Federal grant or award.

The Trustee shall not participate in the discussion or vote on the acceptance of his/her disclosure or approval of the contract or purchase, and the role played by this Trustee shall be described in the minutes of the meeting.

A written conflict of interest disclosure on State Board of Accounts Form 236 that is approved by the Board shall be filed by the Fire Chief with the State Board of Accounts and the Monroe County Circuit Court Clerk's office within fifteen (15) calendar days after approval by the Board. IC 35-44.1 -1-4

B. Profiteering From Public Service

For one (1) year after leaving the Board, a Trustee of the Board shall not obtain a pecuniary interest in any contract or purchase which was approved by the Board during his/her Board service unless the former Trustee:

1. was screened from any participation in the contract or purchase
2. has not and will not receive a part of any profit from the contract or purchase by the Board; and
3. promptly gives notice to the Board of his/her interest in the contract or purchase.

This limitation does not apply if the Trustee receives less than \$250.00 of the profits from the contract or purchase.

3.8 - GIFTS

A Trustee or a District employee making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of IC 35-44.1-1-2.

A Trustee who has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision may return the gift or gratuity or its value to the source and thereafter participate in the process of consideration of the matter, and the Board vote on the matter.

If a Trustee taking part in evaluating a proposal to be considered by the Board, or a dependent of that Trustee, has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision, the Trustee shall abstain from all involvement in the formulation of a recommendation to the Board, Board discussion on the matter, and the Board vote on the matter.

3.9 - USE OF ELECTRONIC MAIL

Under no circumstances shall Trustees use email to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

Email messages to and from Trustees may be subject to production in response to an Indiana Access to Public Records Act ("APRA") request.

ARTICLE IV: BOARD MEETINGS

4.1 - ORGANIZATIONAL MEETING

The Board shall organize annually in January at a meeting held in accordance with law. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of the Chair.

The Board shall, at its first meeting of the year:

- A. Elect a chair, vice chair, and fiscal officer, each of whom is a different Trustee. (36-8-11-14)
- B. Appoint a secretary of the Board and of the District who is a person, other than the Fire Chief, who is not a Trustee of the Board.
- C. Fix a time for holding regular meetings, which shall occur at least once in the months of January, April, July, and October. (IC 36-8-11-13)

4.2 - COMMITTEES

Committees appointed directly by the Board or the Chair shall constitute a "governing body" as defined in the Open Door Law. IC 5-14-1.5-2. When specifically charged to do so by the Board or Chair, a committee shall conduct studies, receive information, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Meetings of committees appointed directly by the Board or its Chair and given authority to take official action upon public business are subject to the Open Door Law and shall give notice of meetings and hold public meetings as required by that statute. "Official action" includes receiving information, deliberating, and making recommendations. A committee subject to the Open Door Law shall keep minutes of its meetings.

Meetings of committees appointed by the Fire Chief that report to the Fire Chief shall not be subject to the Open Door Law, but records of committees appointed by the Fire Chief shall be subject to the Access to Public Records Act.

4.3 - QUORUM

A majority of the Trustees shall constitute a quorum (IC 36-8-11-14), and no official action shall be conducted in the absence of a quorum.

4.4 - REGULAR MEETINGS

The Board shall hold a meeting on a date and at a time and place determined annually by the Board.

In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the District, such change may be made by action of the Board, provided that the proper notice is given.

4.5 - SPECIAL MEETINGS

Special meetings of the Board may be called by the Chair or any two (2) Trustees, provided there is compliance with the notice provision of these Bylaws. (IC 36-8-11-13)

4.6 - EMERGENCY MEETINGS

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or citizens, any Trustee of the Board, or the Fire Chief may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Trustees of any emergency meeting shall be required, but the press and public shall be notified.

4.7 - MEETING OF THE BOARD DEFINED

As used in these by-laws, "meeting" means a gathering of a majority of Trustees for the purpose of taking "official action" as defined at IC 5-14-1.5-2(d) on public business. The term "meeting" does not include any exception set forth in statute, including the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in IC 5-14-1.5-1.
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.

- C. Traveling to and attending meetings of organizations devoted to betterment of government.
- D. A caucus.
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of Trustees of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Trustees for the sole purpose of administering the oath of office to a Trustee or Trustees.

4.8 - EXECUTIVE SESSION

The Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for any reason authorized by statute, including the following purposes:

- A. where authorized by Federal or State statute.
- B. discussion of strategy with respect to 1) initiation of litigation or litigation which is pending or has been threatened in writing, 2) implementation of security systems, or 3) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties.
- C. to receive information about, and interview, prospective employees.
- D. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee.
- E. discussion of records classified as confidential by Federal or State statute.
- F. discussion of an employee's job performance evaluation.

- G. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration.

(IC 5-14-1.5-6.1)

A final action must be taken at a meeting open to the public.

In keeping with the confidential nature of executive sessions, no Trustee of the Board shall disclose the content of discussions that take place during such sessions.

4.9 - SERIES OF MEETINGS (GATHERINGS)

Trustees of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:

- A. one (1) of the gatherings is attended by at least three (3) Trustees but less than a quorum and the other gathering includes at least two (2) Trustees.
- B. the sum of the number of different Trustees attending any of the gatherings at least equals a quorum of the Board.
- C. all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days.
- D. the gatherings are held to take official action on public business.

A Trustee attends a gathering if the Trustee is present at the gathering in person or if the Trustee participates in the gathering by telephone or other electronic means, excluding electronic mail. (IC 5-14-1.5-3.1)

ARTICLE V: CONDUCT OF MEETINGS

5.1 - PRESIDING OFFICER

The Chair shall preside at all meetings of the Board. In the absence, disability, or disqualification of the Chair, the Vice-Chair shall act in the Chair's stead; if neither person is available, the Fiscal Officer shall preside at the meetings of the Board.

5.2 - AGENDA

The Fire Chief shall prepare and submit to each Trustee a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The

agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Trustees may include items on the agenda upon the concurrence of the Board Chair.

The agenda of each regular meeting shall be emailed, mailed or delivered to each Trustee so as to provide proper time for the member to study the agenda.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location. IC 5-14-1.5-4.

The Board shall transact business according to the agenda prepared by the Fire Chief and submitted to all Trustees in advance of the meeting. The order of business may be suspended or modified at any meeting by a majority vote of the Trustees present.

5.3 - VOTING

All regular and those special meetings of the Board at which the Board is authorized to take official action shall be conducted in compliance with the Indiana Open Door Law IC 5-14-1.5. No act shall be valid unless approved at a public meeting of the Board by a majority vote of the Trustees and a proper record made of the vote. (IC 36-8-11-14)

A Trustee who is not physically present at a meeting of the Board, but who communicates with the other Trustees during the meeting by telephone, computer, videoconferencing, or any other electronic means of communication that permits the Trustee to simultaneously communicate with the other Trustees and allows the public to simultaneously attend and observe the meeting, may participate in any Board discussion and is considered to be present at the meeting for purposes of establishing a quorum provided the following conditions are met:

1. At least fifty percent (50%) of the Trustees must be physically present at the location where the meeting is conducted.
2. The minutes of the meeting must state the following: The name of each Trustee who was physically present at the location where the meeting was conducted; the name of the Trustee(s) who participated in the meeting by the use of any electronic means of communication; and the name of the Trustee(s) who was absent.
3. The minutes of the meeting must identify the following: Electronic means of communication by which the Trustee(s) participated during the meeting; the electronic means of communication by which the public

attended and observed the meeting, if the meeting was not held in executive session.

4. All votes of the Board who are either physically present or attending by electronic communication must be taken by roll call vote.

Any Trustee participating in a meeting electronically may participate in any final action taken at the meeting only if the Trustee can be seen and heard.

A Trustee may not electronically attend more than fifty percent (50%) of the meetings in each calendar year unless the electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

A Trustee may attend two (2) consecutive meetings (a set of meetings) by electronic communication, but must physically attend at least one (1) meeting between sets of meetings attended electronically unless the electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

A Trustee may not participate in a meeting electronically if the meeting involves final action to:

1. adopt a budget;
2. make a reduction in personnel;
3. initiate a referendum;
4. establish or increase a fee;
5. establish or increase a penalty;
6. establish, raise, or renew a tax; or
7. use the governing body's eminent domain authority

Abstentions shall not be counted as votes, but shall be recorded in the minutes of a meeting and are deemed to acquiesce in the outcome of the vote. In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the case of a tie vote in which a Trustee abstains, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each Trustee be recorded. Proxy voting shall not be permitted. Any Trustee may request that the Board be polled.

5.4 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board may provide a period for public participation at every regular meeting of the Board and publish procedures to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business and at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and group affiliation, if and when appropriate.
- C. Patron comments are limited to three (3) minutes per spokesperson for a total of thirty (30) minutes.
- D. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly

progress of the meeting;

5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
6. waive these rules.

E. Tape or video recordings are permitted, providing the person operating the recorder has given notice prior to the Board meeting and has agreed to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted during the Board meeting.
3. No commentary is made that would distract either the Board or members of the audience.

5.5 - ADJOURNMENT

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. However, a meeting may not be recessed or adjourned for the purpose of conducting an executive session.

5.6 - MEETING MINUTES

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, any decisions made at a meeting open to the public, and the purpose or purposes for which an executive session is called. The minutes shall also state the name of each Trustee who was physically present at the meeting, was not present at the meeting but participated by using a form of communication described in Bylaws, or was absent. (IC 5-14-1.5-4) These minutes must be approved by the Board at the next regular meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection upon request within a reasonable period of time after the meeting to which the minutes refer. (IC 5-14-1.5-4) Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the District's headquarters and/or the District's website.

The minutes shall show the general substance of all matters proposed, discussed, or decided and a record of all votes taken, by individual, if there is a roll call.

The minutes of an executive session shall show the date, time, and place of the session; the Trustees either present or absent; and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

ARTICLE VI: NOTICE OF BOARD MEETINGS

6.1 - NOTICE OF BOARD MEETINGS

The Board will give notice of regular, special, and emergency Board meetings to Trustees, news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a District and the Open Door Law.

As used in these bylaws, "legal holiday" means a day listed in I.C. 1-1-9-1.

6.2 - NOTICE OF REGULAR MEETINGS

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting. Notice need not be given to a Trustee for holding or taking any action at a regular meeting. (IC 5-14-1.5-5)

Public notice of regular Board meetings will be given only once a year by posting a copy of the notice at the District headquarters and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year. (IC 5-14-1.5-5)

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by email or by publishing notice of regular meetings on the Board's Internet website at least forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays. (IC 5-14-1.5-5)

**Changes in the Date, Time, or Place of a Regular Meeting and Notice Required;
Notice of Executive Sessions and Reconvened Meetings**

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the District headquarters and the meeting location, if different from the headquarters, and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. (IC 5-14-1.5-5) With the exception of executive sessions, this requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda. (IC 5-14-1.5-5)

6.3 - NOTICE OF SPECIAL BOARD MEETINGS

A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Authority to Call a Special Meeting

A special meeting of the Board must be held when called by the Chair or two (2) Trustees. The call must be evidenced by a written notice specifying the date, time, and place of the special meeting. (IC 36-8-11-13)

Notice to Trustees of Special Meeting

A copy of notice of a special meeting shall be served upon each Trustee of the Board so that it is received by the Trustee at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the Trustee personally or by mail or email. Written notice of a special meeting is not required if: (1) the time of the special meeting has been fixed in a regular meeting; or (2) all Trustees were present at a meeting at which a special meeting was called. (IC 36-8-11-13)

If each Trustee of the Board has waived notice of the special meeting, notice of the meeting to Trustees is not necessary. Waiver of notice of a special meeting by a Trustee may be given by the Trustee's presence at the special meeting or the Trustee's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If waiver of notice of a special meeting is executed by a Trustee after the meeting, the waiver also must state

in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the Public and News Media of Special Meeting

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays. (IC 5-14-1.5-5)

6.4 - NOTICE OF EMERGENCY MEETINGS

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the District. The notice requirements of the Open Door Law do not apply to a Board meeting, convened to address an emergency, but news media which have requested notice of meetings must be given the same notice as is given to Trustees and the public must be notified by posting a copy of the notice at the District's headquarters and on the District's website.



MONROE FIRE PROTECTION DISTRICT

PERSONNEL HANDBOOK

Table of Contents

THE DISTRICT	6
MISSION STATEMENT.....	7
VISION STATEMENT.....	7
CORE VALUES	7
ORGANIZATIONAL STATEMENT	8
FOREWORD	8
PURPOSE AND AUTHORITY	8
REVISIONS	8
ORGANIZATIONAL CHART.....	9
DISTRICT STATIONS.....	10
EMPLOYMENT/ VOLUNTEER MEMBERSHIP	13
EQUAL EMPLOYMENT OPPORTUNITY	14
IMMIGRATION LAW COMPLIANCE.....	14
EMPLOYMENT / VOLUNTEER APPLICATION.....	14
EMPLOYMENT OF FAMILY MEMBERS / NEPOTISM.....	15
EMPLOYMENT / MEMBERSHIP CATEGORIES	15
POSTING OF MFPD EMPLOYMENT OPPORTUNITIES	16
SEPARATION FROM THE MFPD.....	16
WORKING CONDITIONS	17
ATTENDANCE AND PUNCTUALITY	18
DRESS CODE / PERSONAL APPEARANCE.....	18
Uniform Definitions	18
Appearance	19
Personal Hygiene.....	19
SAFETY	19
INFECTION CONTROL.....	20
SEXUAL / UNLAWFUL HARASSMENT& PORNOGRAPHIC MATERIALS.....	20
WORKPLACE VIOLENCE	21
ANTI-BULLYING POLICY	22
WEAPONS SAFETY POLICY	22
FRATERNIZATION POLICY	23
PHONE/CELLULAR, MAIL, EMAIL, AND COMPUTING SYSTEMS	23

MONROE FIRE PROTECTION DISTRICT

PHOTOS AND SOCIAL MEDIA	24
USE OF MFPD OWNED VEHICLES	24
MOTOR VEHICLE RECORDS	24
VEHICLE ACCIDENTS / INCIDENTS AND REVIEW	25
DAMAGE TO OR LOSS OF PROPERTY	26
TOBACCO AND VAPING FREE WORKPLACE	26
DRUG AND ALCOHOL USE	26
GIFTS AND GRATUITIES.....	27
MEMBER CONDUCT	27
FIREHOUSE VISITORS	28
FULL TIME / CAREER PERSONNEL.....	29
EMPLOYEE BENEFITS	30
Paid Time Off	30
Sick Time.....	31
Bereavement Leave	31
Military Leave	31
Requesting Time Off	32
Trading Duty Time	32
Holiday Pay	32
Longevity Bonus.....	33
Medical, Vision, and Dental Insurance	33
Short and Long-Term Disability.....	33
Indiana Public Retirement System (INPRS)	33
Tax Deferred Compensation (457 PLAN).....	33
Life Insurance	33
Employee Assistance Program	34
Supplemental Insurance.....	34
Early Retirement.....	34
OFF DUTY EMPLOYMENT.....	35
JURY DUTY AND SUBPOENAS.....	35
PAYROLL	35
OVERTIME COMPENSATION	36
FIRE/EMS EDUCATION LEAVE	36
FAMILY MEDICAL LEAVE ACT	36

MONROE FIRE PROTECTION DISTRICT

Eligibility	37
Maximum Amount of Leave	37
Intermittent Leave.....	38
Advance Notice	38
Medical Certification.....	38
Substitution of Paid Leave.....	38
Health Insurance and Benefits.....	39
Status Reports	39
Outside Employment While on Leave.....	39
Restoration of Employment.....	39
FAMILY MILITARY LEAVE.....	40
Eligibility	40
Maximum Amount of Leave	40
Documentation.....	40
Advance Notice	41
Intermittent Leave.....	41
Other Requirements and/or Benefits	41
PART-TIME PERSONNEL	42
EMPLOYEE CLASSIFICATION	43
PART-TIME EMPLOYEE BENEFITS.....	43
Paid Time Off	43
Sick Time.....	43
Bereavement Leave	43
Military Leave	44
Requesting Time Off	44
Trading Duty Time	44
Holiday Pay	45
Tax Deferred Compensation (457 PLAN).....	45
Life Insurance	45
Employee Assistance Program	45
Supplemental Insurance.....	46
OFF DUTY EMPLOYMENT.....	46
PAYROLL	46
PRN & SUBSTITUTE PERSONNEL	47

MONROE FIRE PROTECTION DISTRICT

EMPLOYEE CLASSIFICATION	48
PRN & SUBSTITUTE EMPLOYEE BENEFITS	48
Paid Time Off	48
Sick Time.....	48
Bereavement Leave	48
Military Leave	48
Requesting Time Off	49
Trading Duty Time	49
Holiday Pay	49
Life Insurance	49
Employee Assistance Program	50
OFF DUTY EMPLOYMENT.....	50
PAYROLL	50
VOLUNTEER PERSONNEL.....	51
DEFINITIONS	52
PERSONAL PROTECTIVE EQUIPMENT.....	52
UNIFORMS	52
ADMINISTRATION AND STAFFING	53
CHAIN OF COMMAND.....	53
TRAINING AND FIRE PREVENTION	53
PHYSICALS	53
VOLUNTEER BENEFITS	54
GENERAL ORDERS & OPERATIONS	55
COMPLETION OF REPORTS	56
PHYSICAL FITNESS.....	56
PROGRESSIVE DISCIPLINE	56
Investigation of Personnel Matters	57
Garrity Rule	57
Progressive Discipline	57
Appeals Process.....	58
GRIEVANCE PROCESS	58
PERMANENT MEDICAL FILE.....	59
RIDE OUT OF NON-MFPD PERSONNEL	59
MINIMUM STAFFING.....	59

MONROE FIRE PROTECTION DISTRICT

48 Hour Rule 60

THE DISTRICT

MONROE FIRE PROTECTION DISTRICT

MISSION STATEMENT

The Monroe Fire Protection District is dedicated to protecting the lives, property, and environment of our communities from the adverse effects of fire, environmental, and sudden medical emergencies.

VISION STATEMENT

It is the vision of the Monroe Fire Protection District (MFPD) to be recognized as a top public service organization by ensuring our firefighters are highly trained, motivated, physically fit, compassionate, and diversified in order to safely exceed our citizens' expectations and be responsible stewards for, and members of, our community.

CORE VALUES

COMMUNITY

Proactive in education and enforcement

COMMITMENT TO EXCELLENCE

Professionalism, pride, and a positive attitude

RESPECT

Individual, the organization, and the community

TEAMWORK

Work together as one, no one stands alone

HONESTY

Ethical, straightforward, and truthful

LOYALTY

To citizens, our duty, and to one another

INTEGRITY

Do the right thing

MONROE FIRE PROTECTION DISTRICT

ORGANIZATIONAL STATEMENT

The Perry Township Volunteer fire department began service in 1970 to better serve residents outside the city limits. Clear Creek township immediately to the south contracted with Perry Township for service. In 1987, through concerted efforts of citizens, the two townships became one fire protection district known as the Perry Clear Creek Fire Protection District.

The district remained unchanged until 2016 when Indian Creek Township approached the District Board with a request to join the district. After an extensive process, the Monroe County Commissioners voted to allow the Township to become a part of the District. On January 1, 2019, the union was complete. The new union was renamed the Monroe Fire Protection District.

Townships across the State of Indiana face the realities of levy limitations, and potential loss of revenue due to annexation. A change of state law in 2019 meant that an eligible township could choose to join the district and ensure that tax levies were secured into the future, thus protecting the high levels of service in which township residents had already invested. A result of this change was that both Van Buren and Bloomington Townships followed the path laid by Indian Creek Township only a few years earlier. **Then, in 2022 Benton and Washington Townships joined the District.** The Monroe Fire Protection District would now become a larger consolidated district effective January 1, **2022.**

As of January 1, **2022**, the Monroe Fire Protection District is responsible for emergency services in **seven nine** of **nine eleven** Monroe County Townships. All totaled, including contracted areas, the district protects nearly 330 square miles of Monroe County outside the City of Bloomington.

FOREWORD

This firefighter handbook outlines the policies, procedures, rules, and regulations, which have been assembled by the administration and ratified by the Monroe Fire Protection District (MFPD) Board of Trustees.

The goal of these policies, procedures, rules, and regulations (The Handbook), is to provide a ready reference for personnel in partnership with the MFPD Standard Operating Guidelines, in order to ensure the safe, orderly, respectful, and lawful execution of fire district operations on a daily basis.

PURPOSE AND AUTHORITY

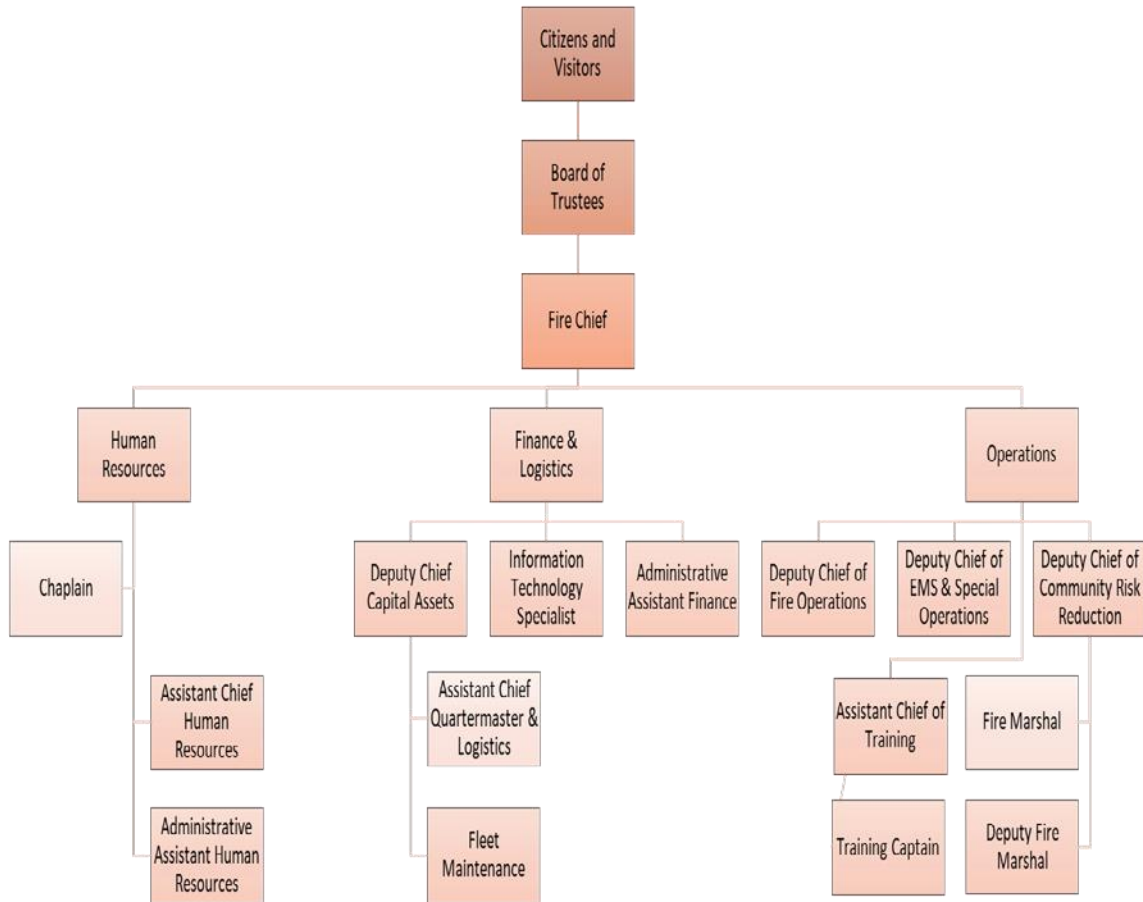
These policies apply to all MFPD members. This handbook is not a contract of employment. It is provided for the general information of all members but does not limit the discretion of the MFPD Chief or MFPD Board of Trustees in carrying out their personnel responsibilities. The MFPD Board of Trustees has authority of all parts of this policy, and conditions of employment for the MFPD.

REVISIONS

Except in the event of an emergency or a gross error, this handbook shall be reviewed annually during the month of January to assure that the information provided is up to date, accurate, and is still in compliance with all applicable laws, regulations, rules, and current best practice. In the event of revisions, this information will be relayed to all concerned parties in writing, as well as verbally, to affect any known changes. Personnel signatures will be required indicating receipt of both the handbook and any revisions.

MONROE FIRE PROTECTION DISTRICT

ORGANIZATIONAL CHART



MONROE FIRE PROTECTION DISTRICT

DISTRICT STATIONS



ADMINISTRATION ANNEX
285 E. Rhorer Road
Bloomington, IN 47401



MFPD STATION 23
8019 S. Rockport Road
Bloomington, IN 47403



MFPD STATION 21
9094 S. Strain Ridge Road
Bloomington, IN 47401



MFPD STATION 24
7606 E. State Road 45
Unionville, IN 47468



MFPD STATION 22
3953 S. Kennedy Drive
Bloomington, IN 47401



MFPD STATION 25
5081 N. Old State Road 37
Bloomington, IN 47408

MONROE FIRE PROTECTION DISTRICT

COMING SOON

STATION 26
Crossover Road
Bloomington, IN 47408



STATION 29
2130 South Kirby Road
Bloomington, IN 47403



STATION 39
9039 S. Hinds Road
Bloomington, IN 47403

MONROE FIRE PROTECTION DISTRICT

DEFINITIONS

Below are definitions of terms as utilized within the MFPD Firefighter Handbook:

- **Chief Officer:** May be any of the following; Chief, Deputy Chief, Assistant Chief, Battalion Chief.
- **Officer in Charge (OIC):** The MFPD officer who is in charge of an event, station, crew, etc.
- **Commanding Officer:** The MFPD officer who is in charge of an incident scene, also frequently referred to as the Incident Commander.
- **Company Officer:** The MFPD officer who is in charge of an individual station. This is typically a Lieutenant or Captain.
- **Public Information Officer (PIO):** Designated representative with the authority to post, publish, or speak to media on behalf of MFPD

EMPLOYMENT/ VOLUNTEER MEMBERSHIP

MONROE FIRE PROTECTION DISTRICT

EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and volunteer opportunities to all, employment decisions at MFPD will be based on merit, qualifications and abilities. MFPD does not and will not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, pregnancy, age, sexual orientation, gender identity, housing status, disability status, veteran status or any other legally protected classification.

This equal opportunity policy governs all aspects of employment and volunteerism at MFPD including hiring, job assignment, training, compensation, discipline, benefits, and termination.

Any applicant or member with questions or concerns about discrimination in the workplace is strongly urged to bring these issues to the attention of their immediate supervisor (or in the case of an applicant, to the person conducting interviews) as soon as possible. If raising these concerns with the immediate supervisor or the person conducting the interviews is not appropriate, the concerns should be brought to the attention of the MFPD Chief as soon as possible. MFPD will not retaliate against any applicant or member who raises concerns about discrimination.

Applicants or members also have the right to file complaints with governmental agencies that investigate discrimination complaints. The Indiana Civil Rights Commission may be reached by calling 1-800-628-2909 and the Equal Employment Opportunity Commission may be reached by calling 1-800-669-4000.

IMMIGRATION LAW COMPLIANCE

The MFPD is committed to employing only those individuals who are legally authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, is required to complete the I-9 form (the Employment Eligibility Verification Form). Each new employee is also required to present documents that establish identity and employment eligibility, as explained on the form. Former employees who are rehired also must complete this form and present documents if they have not completed an I-9 form with the MFPD within the past three years, or if their previous I-9 form is no longer available or valid. MFPD will not retaliate against anyone for raising questions about immigration law compliance. The MFPD reports each new hire to the Department of Homeland Security via E-Verify, as required by law.

EMPLOYMENT / VOLUNTEER APPLICATION

The MFPD relies upon the accuracy of information contained in both employment and volunteer applications, as well as the accuracy of other data presented throughout the hiring or onboarding process. Any misrepresentations, falsifications, or omissions in any information or data may result in the exclusion of the individual from further consideration for MFPD membership, or, if the person has been hired, termination of employment. A criminal history investigation of all applicants is required. MFPD membership is contingent on the results of the criminal background check, and/or a drug and alcohol test. Such testing will be conducted at the expense of the MFPD.

MONROE FIRE PROTECTION DISTRICT

EMPLOYMENT OF FAMILY MEMBERS / NEPOTISM

It is the policy of the MFPD that members of an employee's family (including but not limited to a spouse, parent or stepparent; child or stepchild including an adopted child or stepchild; a brother, sister, stepbrother or stepsister, including a half-brother or half-sister; a niece or nephew; an aunt or uncle; or a son in-law or daughter in-law) cannot be employed in situations where one member is in a direct line of supervision of the other. In the event two members are relatives (IC 36-1-20.2-8), the superior relative is removed from the relative's chain of command and is not included in any activity over the relative.

EMPLOYMENT / MEMBERSHIP CATEGORIES

Employees belong to one of the following status categories, depending upon their work schedule and job duties:

Regular Full-time

- Eight (8) or Ten (10) hour personnel are those who work 40 hours or more per week, normally Monday through Friday in an 8 or 10-hour shift. These personnel may either be exempt from overtime requirements or non-exempt.
- Twenty-four (24) hour firefighters are those who work 24-hour shifts, working one day and then are off for two days.

Both are considered full-time and are eligible for the MFPD's full benefits package, subject to the terms, conditions, and limitations of each program.

Part-time

Employees who are scheduled to work on a less than full time basis. These personnel may either be scheduled on a permanent shift, or on a temporary basis to fill a shift, partial shift or fire watch. Part-time personnel are eligible for partial benefits in accordance with the current MFPD salary ordinance.

Substitute

Employees who are scheduled to work with a temporary employment agreement as needed. These personnel are employed on a temporary basis to fill a shift or a partial shift. Substitute employees are entitled to the same benefits as volunteer personnel where eligible.

Volunteer

Any member of the volunteer association engaged in training and response as an emergency responder on behalf of the MFPD. Volunteer members do not receive any employment benefits from the MFPD. Volunteer personnel are eligible for Length of Service Awards Program (LOSAP) benefits as well as an annual car and uniform allowance.

MONROE FIRE PROTECTION DISTRICT

Auxiliary

An auxiliary member of the volunteer association is defined as a member who is **not** engaged in training and response as a firefighter on behalf of the MFPD. Auxiliary members may participate in supporting roles for any MFPD activities including responding to emergency scenes. Auxiliary members do not receive any employment benefits from the MFPD.

POSTING OF MFPD EMPLOYMENT OPPORTUNITIES

MFPD employment opportunities will be posted for a minimum of fourteen (14) days. The posting will include the position, qualifications, application details, and deadline.

SEPARATION FROM THE MFPD

It is the responsibility of each member to maintain the security of all articles issued by the MFPD. Upon a member's termination or resignation from the MFPD, the member must surrender all issued items back to the MFPD.

WORKING CONDITIONS

MONROE FIRE PROTECTION DISTRICT

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the MFPD expects all employees, as well as volunteers to be reliable and punctual in reporting for scheduled work or other scheduled details and trainings. When employees or volunteer personnel cannot avoid being late for a work shift or detail, or are unable to work as scheduled, they must immediately call the **ON-DUTY BATTALION 22 CHIEF at (812) 837-2471**. Notice shall be as far in advance as possible, and a minimum of one (1) hour prior to the start of the scheduled shift. Habitual abuse of this rule may result in the members referral to the MFPD medical provider for evaluation, and/or disciplinary action.

Poor attendance, excessive tardiness, and absence which places an undue burden on the MFPD are disruptive to both the organization and coworkers, and may lead to disciplinary action pursuant to the Progressive Discipline policy outlined herein. At the direction of the Chief or designee, members calling in sick may be required to produce a note from their healthcare provider. Members missing three (3) consecutive shifts due to illness shall provide a doctor's note from their healthcare provider to the Administration.

DRESS CODE / PERSONAL APPEARANCE

The purpose of this policy is to establish a uniform clothing and station wear policy throughout the MFPD. It is the responsibility of each employee of the MFPD to be accountable for the security of personal clothing and any equipment issued by the MFPD. In addition to provided items, members are given a uniform allowance for all other duty attire. Wearing of open toed shoes, sandals, or flip-flops is prohibited except for shower/decontamination activities. For specific duty uniform guidance see the Uniform Protocol in the MFPD Procedures.

In addition to duty uniforms, the MFPD shall be responsible for repair or replacement of any issued Personal Protective Equipment (PPE) due to damage. Employees and volunteers must provide security and maintain all items issued by the MFPD. All PPE in use within the district shall meet applicable standards and regulations as well as MFPD procedures.

Uniform Definitions

1. PPE: Boots, turnout pants, suspenders, turnout coat, hood, gloves, helmet with shroud, safety glasses, SCBA Mask & Bag
2. Class "E" (Workout) Uniform: MFPD approved shorts, sweatpants, t-shirt.
3. Class "D" (Duty) Uniform: MFPD approved uniform clothing, i.e.: black pants (khaki-battalion only), t-shirts (polo-battalion only), all-black shoes / boots, black belt, socks, hats, or jackets.
4. Class "C" (Admin / Classroom Training) Uniform: Polo / collared shirt, khaki dress style pant.
5. Class "B" Uniform: Blue or white dress shirt (long or short sleeve), matching blue or white plain undershirt, LAPD navy blue straight-leg pants, black polished shoes, black belt, black socks, with rank appropriate badge, brass, and insignia
6. Class "A" Uniform: **Issued** LAPD navy blue dress coat, long sleeve dress shirt, undershirt, LAPD navy blue dress pants, black high gloss dress shoes, LAPD navy blue or white dress hat, white gloves, LAPD navy blue tie, black dress belt, black socks, with rank appropriate badge, brass, and insignia.

MONROE FIRE PROTECTION DISTRICT

Appearance

Facial hair may not be worn that comes in contact between the face and an SCBA or APR face piece, as per #29 CFR1910.134. Facial hair other than a moustache is not allowed. A moustache is defined as a strip of hair left to grow above the upper lip. A moustache shall not extend onto the cheek so as to interfere with the nose cone of the SCBA or APR face piece. Members of the MFPD shall not report for duty needing a haircut or shave.

Personnel shall maintain a hairstyle that is neat, clean, trimmed, and presents a groomed appearance. If members choose to dye hair, they must choose a natural hair color. Hairstyles that prevent the proper and snug wearing of authorized head gear or that pose a health or safety hazard are prohibited. While in a duty uniform, long hair shall be pulled back. When personnel are wearing a Class A or B uniform, hair shall be pulled back or pinned up so that it does not extend below the uniform shirt collar. The Chief or designee, shall have the authority to determine whether or not a member's haircut or shave violates this regulation.

Piercings and jewelry present an unusual safety problem because of heat transfer to the skin and entanglement hazards. Ear, tongue, lip, eyebrow, nose, or other facial ornamentation shall not be worn while on-duty or in uniform. Necklaces and chains worn around the neck are strongly discouraged. If worn, must be inside the t-shirt at all times, and not visible while in uniform. Only one necklace or chain may be worn at a time. Bracelets are not allowed with the exception of Medical Identification Bracelets. Rings are limited to one modest sized ring per hand.

Personal Hygiene

Regular bathing is expected in order to eliminate dirt and debris from normal operational activities and to control normal body odors.

“On Duty” refers to any time a member represents the MFPD in any official capacity.

SAFETY

To assist in providing a safe and healthy environment for all members and visitors, MFPD has established a workplace safety program. Its success depends on the alertness and personal commitment of all. For specific safety precautions and procedures, firefighters should refer to the Programs section of the Standard Operating Guidelines.

All members are expected to obey safety rules and to exercise caution in all work activities. Members must immediately report any unsafe condition to the appropriate supervisor. Any member who violates safety standards, causes hazardous or dangerous situations, or, fails to report, or remedy such situations, will be subject to disciplinary action pursuant to the Progressive Discipline policy outlined herein.

Safety Data Sheets (SDS) will be kept on file for common household cleaners, insecticides, and lawn care chemicals that are typically used by MFPD.

MONROE FIRE PROTECTION DISTRICT

Emergency exit routes are posted at all external doors. Posted building schematic will include the location of designated emergency shelters. New members will be familiarized with the location of emergency exits.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, members must immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

INFECTION CONTROL

MFPD recognizes the potential exposure of its members to communicable diseases in the performance of their duties and in the normal work environment. MFPD is committed to a program that will reduce this exposure to a minimum and will take whatever measures feasible to protect the health of its members. As with injuries any exposure must be reported upon identification of the exposure to a supervisor and to the Chief Medical Officer. For a detailed description of these procedures, refer to Injury / Exposure Reporting in the MFPD procedures.

SEXUAL / UNLAWFUL HARASSMENT & PORNOGRAPHIC MATERIALS

The Monroe Fire Protection District is committed to providing a work environment free from all forms of discrimination and conduct that could be considered harassing, including sexual harassment. Actions, words, jokes or comments based on an individual's race, color, religion, sex, national origin, ancestry, pregnancy, age, sexual orientation, gender identity, housing status, disability status, veteran status or any other legally protected classification or any personal characteristic will not be tolerated. Anyone engaging in harassment will be subject to appropriate disciplinary action.

One type of harassment, although certainly not the only type, is sexual harassment. Examples of sexual harassment include the following:

- unwanted sexual advances.
- offers of employment benefits in exchange for sexual favors.
- threatening reprisals after a sexual advance is rejected.
- leers, sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, posters or web sites or other materials.
- derogatory and sexually offensive comments, slurs, or jokes.
- graphic verbal comments about a person's body; and
- inappropriate touching, assaulting, or impeding someone's movements.

Illegal harassment occurs when submission to harassing conduct is a term or condition of employment, when submitting to or rejecting such conduct is used as a basis for making employment decisions or when the conduct has the purpose or effect of interfering with work performance or creates an intimidating, hostile or offensive work environment.

MONROE FIRE PROTECTION DISTRICT

Any supervisor who becomes aware of harassment must immediately advise a Chief Officer, so that the situation may be investigated in a timely and confidential manner, to the extent that confidentiality can be maintained. Any supervisor who becomes aware of harassment and does not report it to the proper person is subject to appropriate disciplinary action, pursuant to the Progressive Discipline policy outlined herein.

If you experience harassment while working for the MFPD, report it immediately to your supervisor. If your supervisor is not available, or if you believe it would be inappropriate to report the situation to your supervisor, report the situation instead to the Battalion Chief, or to any other member of the Administration as promptly as possible. The MFPD will not tolerate retaliation against anyone who has reported an incident or provided information regarding possible unlawful harassment.

All harassment complaints will be investigated as quickly and confidentially as is possible. When the investigation is completed, the involved parties will be informed of its outcome.

The MFPD feels that individual rights are violated when they are involuntarily exposed to pornographic materials. MFPD buildings are public facilities and must always present an appropriate and professional environment. Pornographic materials, magazines, films, digital media, or video tapes are not allowed in MFPD buildings or vehicles.

WORKPLACE VIOLENCE

The Monroe Fire Protection District is committed to preventing workplace violence and maintaining a safe work environment. The MFPD has adopted the following guidelines to deal with intimidation, harassment, or other threats of or acts of violence that may occur on its premises.

All members shall always be treated with courtesy and respect. Members are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another MFPD member, or a member of the public at any time will not be tolerated.

All threats of, or acts of violence, both direct and indirect, shall be reported as soon as possible to your immediate supervisor or any Chief Officer. This includes threats by members, as well as vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible to a supervisor. When necessary, call 911 and request law enforcement be dispatched.

All reports of threats or acts of violence, and of suspicious individuals or activities will be quickly and thoroughly investigated by the MFPD. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of such an investigation, the MFPD may suspend employees/volunteers, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of or acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action pursuant to the Progressive Discipline policy outlined herein.

MONROE FIRE PROTECTION DISTRICT

The MFPD encourages members to bring significant disputes or differences to the attention of their supervisors or to a Chief Officer before the situation escalates. Supervisors and Chiefs will assist in the resolution of all disputes. Retaliation against anyone who has reported an incident of workplace violence will not be tolerated.

Workplace violence is a serious issue; therefore, false allegations of workplace violence will also be taken seriously by the MFPD. Members who have knowingly made false allegations or claims of workplace violence will likewise be subject to prompt disciplinary action pursuant to the Progressive Discipline policy outlined herein.

ANTI-BULLYING POLICY

The Monroe Fire Protection District defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of membership.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. The MFPD considers the following types of behavior examples of bullying:

- Verbal: Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.
- Online: The use of cell phones, instant messaging, e-mail, chat rooms or social networking sites to harass, threaten or intimidate someone.

WEAPONS SAFETY POLICY

Members shall not carry or display firearms or other personal weapons in MFPD buildings or vehicles, while on duty, or while conducting MFPD business without the prior written approval of the Fire Chief. Members may keep firearms and other personal weapons stowed in their locked, private vehicles while parked on MFPD property so long as such firearms or weapons are legal to possess.

Some members may be authorized by the Fire Chief to carry a firearm or personal weapon during the course of an investigation or extenuating circumstance. Basic firearms training will be required for any members seeking authorization to carry a firearm under limited circumstances. Any approved weapons on MFPD property shall be secured with a lock and firearms shall be unloaded.

MONROE FIRE PROTECTION DISTRICT

Members shall not discharge any firearm while on MFPD property. Any member authorized to carry a firearm is subject to full investigation by the MFPD and the Monroe County Sheriff's Office if a firearm is mishandled or discharged for any reason.

FRATERNIZATION POLICY

Members may develop friendships and relationships both inside and outside of the workplace if those relationships do not negatively impact work. No member shall engage in any sexual activity while on duty. Any relationship that interferes with MFPD operations, adversely affects the work environment, or affects the productivity of employees will be addressed by applying the Progressive Discipline policy outlined herein.

PHONE/CELLULAR, MAIL, EMAIL, AND COMPUTING SYSTEMS

Personal use of MFPD telephones for toll calls is not permitted. Members should practice discretion when making local personal calls. Personal calls should be brief. Phones should be answered promptly and professionally using the following script: *Monroe Fire District, Station #, title, last name. For example: Monroe Fire District, Station 22, Firefighter Smith.*

Cellular phones shall not be used while driving MFPD apparatus. This includes talking, text messaging, sending/viewing photos, and videos, etc.

The use of MFPD paid postage for personal correspondence is not permitted.

Members who use MFPD owned computer equipment must abide by the following rules:

- All computer users will be assigned a network logon. It is the members responsibility to keep passwords and accounts private. No sharing of accounts is allowed. All accounts including issued e-mail accounts are property of the MFPD.
- MFPD business is the main purpose of the computers.
- No software may be loaded onto any computer or the network without permission from a chief or network administrator.
- Any tampering with or attempts to subvert security measures on the network(s) are prohibited.
- The MFPD reserves the right to monitor web and network activity to ensure that guidelines are being followed.

Disregarding these rules may result in disciplinary action pursuant to the Progressive Discipline policy outlined herein.

MONROE FIRE PROTECTION DISTRICT

PHOTOS AND SOCIAL MEDIA

It is the policy of the MFPD that photos or video images taken while on duty or while representing the MFPD shall be the property of the MFPD. Any such photographic and/or video images may not be released outside of the organization without the express permission of the MFPD PIO, or a Chief Officer. Images containing personally identifiable and/or legally protected content shall not be released under any circumstance. Typically, personal cameras and cellular phones should not be used to take photos at emergency scenes. In the event that personal cameras or cellular phones are used, photographs or video images taken by MFPD personnel while on duty shall be the property of the MFPD. Images or videos shall be immediately surrendered to the Chief, Chief's designee or the MFPD PIO.

Refrain from using social media while on equipment provided by the MFPD, unless work-related and authorized by your supervisor. Do not use MFPD registered e-mail addresses to register on social networks, blogs, or other online tools for personal use.

When using social media, use caution and discretion when expressing your personal opinions. Social media posts reflecting poorly upon the MFPD or its members are not allowed. Members shall not represent themselves as a spokesperson for the MFPD. If MFPD is a subject of the content you are creating, be clear and open about the fact that you are a member of the MFPD, and make it clear that your views do not represent those of the MFPD, co-workers, members, suppliers or others working on behalf of the MFPD. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of The Monroe Fire Protection District or any of its members." Violation of this policy may result in disciplinary action pursuant to the Progressive Discipline policy outlined herein.

USE OF MFPD OWNED VEHICLES

MFPD owned vehicles may be used only for MFPD business. Personal use of MFPD owned vehicles is prohibited. Drivers and passengers in any MFPD apparatus shall use seat belts and shoulder harnesses while the vehicle is in motion, and obey all applicable motor vehicle laws and safety guidelines. Manufacturer installed safety features shall not be bypassed or disabled.

MOTOR VEHICLE RECORDS

The MFPD requires that all persons driving a motor vehicle on behalf of the District must abide by the following policies:

- Members driving a motor vehicle on behalf of the MFPD must have a valid Indiana motor vehicle operator's license and must provide a current copy to the administration.
- Members of the MFPD must have an active auto insurance policy. Proof of insurance may be required by the MFPD biannually.
- Members driving a motor vehicle on behalf of the MFPD must notify the administration within 24 hours of the revocation or suspension of that person's motor vehicle operator's license. The member shall not drive after the revocation or suspension becomes effective.
- No member driving a motor vehicle on behalf of the MFPD may have an unsatisfactory motor vehicle driving record. A record is unsatisfactory if it has:

MONROE FIRE PROTECTION DISTRICT

1. Any major violation that occurred in the most recent three-year period. Major violations include but are not limited to:
 - Operating while intoxicated or under the influence of drugs/alcohol.
 - Reckless driving or Work zone violations.
 - Speed contest.
 - Involuntary manslaughter arising out of the use of a vehicle.
 - Intentional injury arising out of the use of a vehicle.
 - Making a false accident report.
 - Driving with a suspended or revoked license, or with no license issued.
 - Fleeing a law enforcement officer in a motor vehicle.
 - Leaving the scene of an accident.
 - Failure to maintain current insurance.
 2. Two non-major moving motor vehicle violations and one at-fault accident while driving on MFPD business that occurred in the most recent three-year period.
 3. Two at-fault accidents while driving on MFPD business that occurred in the most recent three-year period.
- If a person is charged with a moving violation, and if conviction of that violation would cause the person's motor vehicle driving record to be unsatisfactory, the Chief may bar the person from driving on behalf of the MFPD, pending resolution of the charge.

VEHICLE ACCIDENTS / INCIDENTS AND REVIEW

All accidents involving and damage occurring to MFPD apparatus must be immediately reported to the on-duty Battalion chief or immediate supervisor. A motor vehicle crash is any incident occurring on a public street or private property open to the public involving a vehicle and another object or person where either the vehicle or other object or person sustains unintentional damage or injury. A chief officer will transport the involved driver/operator for a drug screen, and an incident report shall be completed. A police report shall be required for any accident involving a MFPD apparatus and any non-MFPD owned property or vehicle where property damage has occurred. This does not include damage as a result of emergency operations such as cutting padlocks / gates, or ruts.

All incidents resulting in damage to MFPD apparatus will require a MFPD incident report to be filled out by the Officer in Charge. That incident report shall be reviewed and signed off by the on-duty Battalion Chief and shall then be forwarded to the Fire Chief within 24 hours of the occurrence. Damage to MFPD apparatus includes any internal and external equipment such as emergency lighting, siren, radios, computers, etc.

At the direction of the Chief, the MFPD Accident Review Committee will convene to review any accident or incident, and provide a report of findings.

MONROE FIRE PROTECTION DISTRICT

DAMAGE TO OR LOSS OF PROPERTY

Any damage occurring to MFPD owned or issued equipment, or any loss of similar equipment must be immediately reported to the Officer in Charge, and an Incident Report filled out and forwarded to **BOTH** on-duty Battalion Chiefs.

Issued equipment includes property that has been issued to individuals of the MFPD that belongs to the MFPD. This equipment must remain in the control and custody of the member that it was assigned to. Issued equipment that is damaged, lost, or stolen must be reported within twenty-four (24) hours of the incident.

Equipment on apparatus or on station that is damaged, lost, or stolen must be immediately reported to the Officer in Charge. Incident reports must be made within twenty-four (24) hours and should also include resolution if missing/damaged items have been repaired or replaced. In addition to an incident report, missing/damaged equipment on apparatus shall be noted in the station logbook for pass on to the following shift.

Deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or unauthorized disposal of other property owned by the MFPD, other agency, other member, or private individual will result in appropriate disciplinary action pursuant to the Progressive Discipline policy outlined herein. As a part of the disciplinary process, an individual responsible for deliberate acts may be required to reimburse the MFPD for replacement and/or repair costs.

TOBACCO AND VAPING FREE WORKPLACE

In order to provide a healthier environment for all members, no employee, volunteer, or visitor may use tobacco in any form (including, but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, or vapor products) while on MFPD property, or in a vehicle owned and/or operated by the MFPD. This policy extends to all members while in uniform, as well as any MFPD detail, training, or emergency scene.

DRUG AND ALCOHOL USE

While conducting MFPD business, whether on or off MFPD premises, no member may use, possess, distribute, manufacture, dispense, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed or over-the-counter drugs is permitted if it does not impair an employee's ability to perform the functions of the job effectively and safely.

No member shall purchase, consume, or be under the influence of alcohol while in uniform, or while acting on behalf of the MFPD. Consumption of alcohol on MFPD property is forbidden.

The MFPD will use an outside qualified administrator to conduct drug and alcohol testing:

1. Upon reasonable suspicion that any member is under the influence of alcohol or illegally uses or is under the influence of a controlled substance, the on-duty Battalion Chief shall be immediately notified.
2. For employees (and prospective employees), and volunteers:
 - a. Pre-employment
 - b. Randomly
 - c. Based upon a reasonable and documented suspicion

MONROE FIRE PROTECTION DISTRICT

- d. Post-accident
- e. Upon a return-to-duty
- f. Following-up to a prior positive test result
3. No member shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or controlled substance test.
4. A safe harbor may be available to a member who:
 - a. Voluntarily identifies him/herself as a former user of illegal drugs/alcohol, prior to being identified through other means.
 - b. Has obtained or is in the process of obtaining counseling or is engaged in a rehabilitation program through an Employee Assistance Program, or other Substance Abuse Professional; and
 - c. Is abstaining from the use of any illegal drugs/alcohol.

GIFTS AND GRATUITIES

Employees are not permitted to accept gifts, personal loans, advances, and financial or personal gain from any source that might affect her/his judgment in the discharge of duties. This restriction does not apply to the following:

- Perishable food brought to the fire station in good gesture by community members
- Food and refreshments of nominal value in the ordinary course of a work-related meeting.
- Modest entertainment in connection with maintenance of business contacts, attendance at professional gatherings or at public ceremonies in your official capacity.
- Unsolicited advertising or promotional materials; or
- Other forms of minor gratuity for materials written for publication, or for presenting talks or speeches. Such gratuity must be approved by the Chief or designee.

MEMBER CONDUCT

MFPD members shall exhibit courtesy and respect to all officers, acting officers, each other, and the public. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner. Any member displaying department insignia shall be held to the MFPD core values.

Members are always required to speak the truth and shall not make false reports. Complaints against another member or the public shall be forwarded in writing through the chain of command. Threats of violence shall be forwarded by the Chief to the Monroe County Sheriff's Department and MFPD Board.

Members shall obey all federal, state and local laws. A member who is arrested for any reason must ensure that the on-duty Battalion Chief is notified immediately or within 24 hours of the arrest. The Battalion Chief shall document the incident and notify all chief officers. Any member convicted of a crime shall be subject to disciplinary action pursuant to the Progressive Discipline policy outlined herein.

MONROE FIRE PROTECTION DISTRICT

No member of the MFPD shall use, loan, or transfer, his or her uniform, badge, or equipment for unofficial activity. Members may not solicit votes or campaign funds, challenge voters or perform any other election related functions if that individual is wearing any identifying insignia or article of clothing relating to or identifying the MFPD, is on duty, or while using any MFPD vehicle.

Members may not borrow or remove station supplies, tools, or any station property, including other firefighter's personal and/or MFPD issued property without the expressed permission of a Chief Officer or the Officer in-charge, and then only when properly documented.

FIREHOUSE VISITORS

Visitors or members of the public not connected with the MFPD shall not be permitted to ride in any MFPD vehicle without the appropriate ride along documentation submitted. Visitors must leave by 10 p.m. to allow personnel adequate time for rest. Visitors shall not be permitted to loiter, lounge, or sleep at any station or on any MFPD apparatus.

FULL TIME / CAREER PERSONNEL

MONROE FIRE PROTECTION DISTRICT

EMPLOYEE BENEFITS

Full-Time / Career employees of the MFPD are provided a range of benefits, with eligibility dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from the employee. For all benefits, it is the employee's responsibility to update the administration within thirty (30) days of any changes which may affect their benefit coverage. Such changes include but are not limited to: address, beneficiary, or major life event (birth or adoption of a child, marriage, divorce, or death of a dependent).

The following benefit programs are available to all employees as prescribed by law:

- Workers' Compensation
- Unemployment Insurance
- Social Security (non-1977 fund)
- Medicare

The following additional benefit programs are available to regular full-time employees:

Paid Time Off

For purposes of this provision, the scheduled workday of an Administrative Employee is defined as an 8 or 10-hour shift. The scheduled workday of a 24-Hour Firefighter is defined as a 24-hour shift. All regular full-time employees are eligible for paid time off (PTO). This time off can be used for vacation, personal pursuits, or emergencies.

Employees begin to accrue PTO at their start date but cannot use any PTO until it is granted upon completion of their first full year of employment. PTO will not be paid out to the employee if their employment terminates during their first-year probationary period. Thereafter, PTO is granted biannually with ½ granted on January 1st, and the other ½ granted on July 1st of each year. Total PTO hours are accrued according to the number of completed years worked as a regular employee. PTO must be used in a minimum of four (4) hour increments. PTO is not earned during leaves of absence for disability or other purposes. PTO is accrued on a pro-rated basis depending on hire date.

A regular full-time Administrative Employee and 24-hour Firefighter accrues PTO according to the following schedule:

Tier 1 – Years 1-5	192 hours
Tier 2 – Years 6-10	240 hours
Tier 3 – Years 11-15	288 hours
Tier 4 – 16 Years +	336 hours

At year-end, employees will have the option to carry over up to 360 hours of PTO. Employees with time in excess of 360 hours may request to sell back excess hours up to 120 hours to the MFPD. Sell back of hours is paid at the employee's regular hourly rate and is contingent on the availability of funds. MFPD sell-back request form will be posted by October 15th of each year. Sell-back requests must be submitted by October 31th. Any hours in excess of this amount at the end of a calendar year will be forfeited. Requests for time off in January may not be made earlier than December of the preceding year.

MONROE FIRE PROTECTION DISTRICT

Sick Time

The primary purpose of sick time is for use when an employee or a family member living in the employee's household is ill or injured. Employees will be granted 120 hours of sick time at the beginning of each calendar year (pro-rated for mid-year hires). Sick time must be used within the year and may not be carried over to the following year. Any unused sick time at the end of a calendar year will be forfeited.

Bereavement Leave

Upon a death requiring time off, the employee must notify the on-duty Battalion Chief. Regular full-time employees will be granted bereavement leave according to the following schedule: For immediate family, Operations Personnel up to two (2) twenty-four hour shifts with pay; Administrative Personnel up to 40 hours off with pay. For non-immediate family, Operations Personnel one (1) twenty-four-hour shift with pay; Administrative Personnel up to 20 hours off with pay. A copy of the relevant obituary must be sent to the following address: admin@monroefd.org.

Leave will be granted for immediate family defined as: *An employees' spouse, parent, child, brother, sister, stepparent, foster parent, stepchild, foster child, stepsister, stepbrother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, and grandchild. The same relations for the employees' spouse are also considered immediate family.*

Leave will be granted for non-immediate family defined as: *An employee's aunt, uncle, spouse's aunt, uncle, 1st cousins, nieces, nephews, and legal guardian.*

Upon the death of someone other than a member of the employee's family listed above the employee must request regular leave time from the employees PTO.

Military Leave

All members of the MFPD who are members of the armed forces are entitled to leaves of absence from their respective duties, without loss of time or pay, as described in the following paragraph, for such times as those members are in the military service on training duties or active duty under the order of the Governor of the State of Indiana or under the order of the President of the United States.

The annual allotment for these periods of absence, with pay, are not to exceed 144 duty hours in one calendar year for suppression personnel or 120 duty hours in one calendar year for non-suppression personnel. Any military leave of absence beyond the annual allotment of duty hours, in one calendar year, may be by use of other accrued leave, or may be without pay.

When employees are ordered to attend military training or active duty that interferes with their normal MFPD duties, they shall submit their orders or schedule of meetings and a military leave request to Administration and notify their Battalion Chief. Employees who fail to submit their orders will not be paid for their absence.

MONROE FIRE PROTECTION DISTRICT

Requesting Time Off

As defined in the handbook, PTO must be approved by the Administration and submitted no less than fifteen (15) days in advance. Approval of any request is subject to MFPD minimum staffing standards listed herein and availability of personnel. The notice requirements are waived if the employee is using leave due to an illness or emergency. If the Battalion Chief is not notified, the time off is considered unscheduled time off, and the employee shall be subject to disciplinary action pursuant to the Progressive Discipline policy outlined herein.

Trading Duty Time

Shift trading is an agreement between employees. This agreement is made solely between the trading individuals and is allowed for their convenience. An individual agreeing to a trade is agreeing to a work schedule change. It is the responsibility of the employees to ensure that the Battalion Chiefs from each affected shift are notified in advance. The employee agreeing to work for another employee accepts all responsibilities for tracking hours owed to individuals. When an employee calls off sick or fails to report to work as scheduled for a trade, that employee will be held accountable for the shift. Any firefighter may trade with another firefighter who is not scheduled to work the same shift, provided that firefighter meets the qualifications for the position. Firefighters trading shifts must ensure that the shifts are traded equally within the 28-day period for full-time and part-time firefighters. Both ends of the trade must be arranged before the first trade begins.

The following restrictions are in place for firefighter trades:

1. Minimum trade time: 4 hours.
2. **Initiate** Maximum of 72 hours per year.
3. A Shift Trade must be requested at least 72 hours prior to the desired shift trade.
4. Entire trade must be arranged and approved before trading begins.
5. Administration must approve all trade requests.
6. Shift trades shall not impair the operational effectiveness of the MFPD.
7. Shift trades shall not create a logistical or financial burden to the MFPD.
8. No shift trades are allowed that place an employee into undue overtime.

Holiday Pay

For Administrative Employees, MFPD adheres to the annual holiday schedule approved by the Monroe County Board of Commissioners for the County's employees. The holiday schedule for the following year will be made available to employees before the end of December each year. Holiday compensation is not counted against the employee's PTO.

24-Hour Firefighters are scheduled to work their regular shifts on holidays starting at 0700 the calendar day of the holiday. However, 24-hour firefighters will receive a holiday bonus of \$100.00 for working the following holidays: New Year's Day, Memorial Day, Good Friday, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Employees working less than 24 hours will receive the bonus pro-rated for actual time worked.

MONROE FIRE PROTECTION DISTRICT

Longevity Bonus

Employees receive a longevity bonus of \$150 for each year of service (defined by number of uninterrupted years in the INPRS system as a firefighter) up to a maximum of \$3000. Once an employee reaches the maximum bonus, the employee will continue to receive that bonus amount for each full year completed thereafter.

Medical, Vision, and Dental Insurance

MFPD offers health insurance to all full-time employees and their dependents. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the MFPD and the insurance carriers. Employees who elect not to participate in the provided medical plan are required to provide proof of insurance to the administration. Employees who elect not to participate in the provided medical plan will receive an annual stipend as adopted in the annual MFPD salary ordinance.

Employees must notify the Human Resources Administrative Assistant (HRAA) in writing within thirty (30) days of beginning employment if they wish to enroll in the District's insurance plans. Employees must also notify the HRAA by August 1 of the preceding year if they plan to add any eligible dependents to the District's insurance plans the following calendar year. Failure to notify HRAA in writing may require additional contributions be made by the employee. Eligible dependents may be added to the District's health insurance plans effective January 1. Life events such as Marriage, Divorce, Death of a Spouse or Dependent & Birth or Adoption of a Child must be communicated to the HRAA in writing within 30 days of the event.

Short and Long-Term Disability

Should an employee need to take extended time off from work due to an illness or accident, the MFPD offers both short and long-term disability insurance for employees. Any full-time non- 1977 fund employee is eligible for both policies. Employees enrolled in the INPRS 1977 fund are ineligible for the supplemental long-term disability insurance as this coverage is included as part of their plan. While off work for disability, the employee will be responsible for paying the employee portion of health insurance premiums to the MFPD.

Indiana Public Retirement System (INPRS)

The MFPD contributes to the Indiana Public Retirement System (formerly known as PERF) on behalf of eligible employees. The purpose of INPRS is to provide retirement, disability, and survivor benefits to government employees. The MFPD pays the mandated contribution to these accounts for employees. All employees enrolled in the INPRS system will be responsible for their minimum mandated contribution for the same.

Tax Deferred Compensation (457 PLAN)

The MFPD provides full-time employees the option to participate in a tax deferred compensation plan. The tax deferred compensation plan allows employees to specify a dollar amount to be deducted from each paycheck, pre-tax, and deposited into a retirement account. Taxes are paid on the fund at the time of withdrawal. Post-tax options are also available.

Life Insurance

MFPD provides a term-life insurance policy as well as Accidental Death and Dismemberment insurance for all active members. Additional member policies from MFPD approved vendors can be deducted from the employee's payroll.

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33

MONROE FIRE PROTECTION DISTRICT

Employee Assistance Program

The MFPD provides a First Responder Assistance Program for all members. Program representatives can be reached via phone at: 855-207-1747 or on the internet at: www.providentins.com/frac

Supplemental Insurance

The MFPD allows full-time employees to contribute to AFLAC supplemental insurance policies. Contributions can be deducted from the employee's payroll.

Early Retirement

- Non-1977 fund INPRS retirement benefits (If new policies are adopted by INPRS, the new policies will supersede those stated here.):
 1. It is recognized by the MFPD that there may be circumstances that arise in which an employee may wish to voluntarily retire early. The Chief must be notified by June 30th of the year prior to the year in which retirement will occur. For example, notify the Chief by June 30, 2021, if planning to retire on January 1, 2022. In such situations the MFPD may be willing to grant the early retirement request, given that certain criteria are met. First, the employee must meet the INPRS eligibility for retirement benefits; and secondly, they must meet the MFPD eligibility for supplemental benefits. Both are described below.
 2. Normal retirement with full benefits is available at age 65 with 10 or more years of creditable service under INPRS.
 3. Early retirement with full benefits is available:
 1. At age 60 with 15 or more years of creditable service, or;
 2. Between the ages of 55 and 60 with member's age plus years of creditable service equal to 85 or more.
 4. Early retirement with **reduced** benefits is available between the ages of 50 and 60 with 15 or more years of creditable service.
 5. MFPD early retirement optional supplemental benefits:
 1. A lump sum will be paid at retirement to supplement the employee's INPRS benefits until the employee is eligible for ~~Social Security and or~~ Medicare retirement benefits. The one-time payment is limited to \$25,000.
 2. To receive the MFPD optional benefit, the employee shall not be on FMLA leave or long/short term disability at the time of retirement.
 3. Sign an agreement with the MFPD releasing the MFPD from liability for continued employment and for any claims not a part of the agreement.

MONROE FIRE PROTECTION DISTRICT

- 1977 Fund INPRS retirement benefits (If new policies are adopted by INPRS, the new policies will supersede those stated here.):
 1. Normal retirement with full benefits is available at age 52 with 20 or more years of creditable service under INPRS.
 2. Early retirement with reduced benefits is available at age 50 with 20 or more years of creditable service under INPRS.
 3. The MFPD does not provide an early retirement supplemental benefit for 1977 Fund employees.

OFF DUTY EMPLOYMENT

Any off-duty employment that reflects adversely on the MFPD or where an employee has the potential for conflict of interest is strictly prohibited. Employees shall not use their official position, badge, identification, or the name of the MFPD to solicit off duty employment.

Off duty employment is permitted with the following limitations:

1. Employees shall not be employed by places which directly include the running of, or participation in any illegal activity.
2. Employees shall not wear any item of identification which represents the MFPD while being employed off duty at places where alcoholic beverages are served or sold.
3. Employees shall not work off duty employment if that employment would prevent them from performing their MFPD duties effectively and to the best of their abilities.

JURY DUTY AND SUBPOENAS

Pursuant to Indiana Code, employees of the MFPD are not exempt from jury duty. If jury duty falls on a duty day; the employee is to contact their Battalion Chief. The employee will be granted jury duty leave from the hours which are required by the court. The employee must obtain a Jury Duty Excuse from the subpoenaing agency and present this to the administration upon returning to work. Hours spent on jury duty will be considered as hours on duty when on scheduled workday. The employee will be compensated the variance between jury duty pay and the regular shift pay, and shall provide appropriate documentation to the administration.

An employee subpoenaed to appear in court for departmental matters is obligated to do so and will be compensated consistent with FLSA regulations. Employees subpoenaed to appear in court for non-departmental matters are obligated to do so but must use paid leave time, trading of duty time, or leave without pay while appearing in court.

The Chief or designee may allow additional time off if the employee is sequestered on a jury. Proof must be provided by the subpoenaing agency.

PAYROLL

All personnel are paid on a semi-monthly basis. Payroll dates are the 15th and 30th of each month or as close to those calendar days as practical. Individual semi-monthly pay includes: Base rate,

MONROE FIRE PROTECTION DISTRICT

Officer Pay, Education Pay, Longevity Pay, Hazardous Materials Pay, as well as payment in lieu of medical insurance.

In addition to regular semi-monthly payroll, full-time employees of the MFPD will also receive EMS certification pay as well as annual uniform allowance. EMS pay and Uniform allowance will be paid biannually in June and December.

OVERTIME COMPENSATION

Personnel may accumulate additional overtime hours outside their normal shift. This overtime will be compensated for at a rate of 1½ times. All overtime will be paid at the end of the 28-day period.

When overtime is offered, it will typically be offered in 12 or 24-hour increments. Employees wishing to be contacted for overtime shall keep their contact information including phone number current in the Aladtec system.

Non-Premium Over-Time - This is the mandatory amount accumulated each 28-day cycle for each member on each shift. Maximum allowable number of hours worked on-duty at regular time shall be 212 hours during a 28-day period. Non-Premium overtime accruing during the normally scheduled shifts will be paid at a rate of half time. Non-premium overtime is paid at the end of the 28-day period. Educational leave scheduled on shift will be counted as working time.

FIRE/EMS EDUCATION LEAVE

It is the desire of the MFPD for members to receive as much Fire or EMS related education as possible. All education requests must be completed at least two weeks prior to the requested leave, use the proper MFPD training request form in Aladtec, and must be signed by the Battalion Chief. The request will then be sent to the Assistant Chief of Training for review and approval.

Time off for training may not be granted if funding, staffing, or another special situation makes it impractical. Education leave will be limited to 36 hours per year. Additional time may be granted at the discretion of the Fire Chief and must be approved in writing.

Reimbursement for education will be reviewed and considered by the Assistant Chief of Training and the Fire Chief. It shall be the discretion of the Fire Chief to determine any reimbursement in accordance with MFPD policy.

FAMILY MEDICAL LEAVE ACT

The MFPD is required by law to make leave available for eligible employees as outlined in the MFPD FMLA procedure. The following is a summary of the Monroe Fire Protection District's (MFPD) policy for extending family and medical leave to employees. This policy affects compliance with the Family and Medical Leave Act of 1993 (FMLA). If you have any questions about the applicability of the following provision, please contact the Administration.

MONROE FIRE PROTECTION DISTRICT

Eligibility

The FMLA provides eligible employees with up to twelve (12) weeks of unpaid leave for their own serious health condition, which makes the employee unable to perform the essential functions of his/her job, the birth or care of a newborn child, the placement with the employee of an adoptive child or a foster care child, or the care of the employee's child, spouse, or parent (but not parent "in-law") with a serious health condition. Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement. For an employee to be eligible for leave under the FMLA ("FMLA leave"), the employee must have been employed by MFPD for at least twelve (12) months and worked 1,250 hours within the previous twelve (12) month period. For the purpose of time worked, MFPD will follow the IRS guidelines, which currently state that any time employed prior to a seven (7) year break in service will not be counted toward the twelve (12) months employed.

"Serious Health Condition" means an illness, injury, impairment, or physical mental condition that involves:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
2. A period of incapacity requiring absence of more than (3) consecutive shifts from work, school, or other regular daily activities that also involves continuing treatment by or under the supervision of a health care provider; or
3. Any period of incapacity due to pregnancy, or for prenatal care; or
4. Any period of incapacity or treatment therefore due to a chronic health condition; or, a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
5. Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive shifts if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)

Maximum Amount of Leave

The maximum amount of leave under this policy is twelve (12) work weeks in any twelve (12) month period. For purposes of calculating an employee's entitlement to subsequent FMLA leave, the twelve (12) month period is measured forward from the date when the employee's previous FMLA began. For example, under this method an employee would be entitled to twelve (12) weeks of leave during the year beginning on the first date FMLA leave is taken (e.g., March 5, 2020); the next twelve (12) month period would begin the first-time leave is taken after completion of that twelve (12) month period ending (e.g., March 4, 2021).

All employees utilizing FMLA will be placed on Administration scheduling using a 40-hour workweek. All unpaid FMLA days will be deducted in the current pay period.

MONROE FIRE PROTECTION DISTRICT

Intermittent Leave

FMLA leave may be taken on an intermittent basis or an employee may work a reduced schedule when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition, however, only with the Chief's approval may an employee take intermittent leave or work a reduced schedule to care for a newborn or newly placed adopted or foster care child.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. Employees will not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave.

An employee who needs intermittent leave or a reduced schedule for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may temporarily transfer the employee to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Advance Notice

When an employee plans to take FMLA leave, the employee must complete a *FMLA Request for Leave* form found in the Aladtec Forms tab. The employee is required to file the request with MFPD Administration thirty (30) days in advance of the need to take FMLA leave when the need is foreseeable or notice as soon as practicable when the need to take FMLA leave is not foreseeable.

The Administration will complete a *Response to Family/Medical Leave Request Form (WH-381)*, submit it to the employee, and create an open FMLA file.

Medical Certification

MFPD requires the completion of a *Certification of Health Care Provider Form* (FMLA form WH-380-E) to support a claim for FMLA leave. For an employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of their position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of the employee's time that will be needed to care for the child, spouse, or parent (FMLA form WH-380-F). MFPD reserves the right to require a second medical opinion from an independent medical provider. MFPD will pay for the second opinion and will designate a provider who is not an employee of the MFPD. If the first two (2) opinions conflict, MFPD will pay for a third opinion from a mutually agreed upon medical provider. In the event that the employee does not agree upon a provider within ten (10) days, MFPD shall make the final decision on the third provider. The third opinion is final and binding on both the MFPD and the employee.

Substitution of Paid Leave

FMLA leave is unpaid leave. The employee may choose to use any accrued benefit leave for any part of the twelve (12) week period of FMLA leave. The employee must use all accrued sick time and vacation time in excess of the maximum carryover in the current year. With the approval of

MONROE FIRE PROTECTION DISTRICT

the MFPD Administration, the employee may use accrued benefit time and/or take an extended non-paid leave of absence.

Health Insurance and Benefits

Vacation leave, sick leave and holiday benefits shall continue to accrue during the period of the employee's FMLA leave and submitted for payment on the payroll in which the benefit time occurs. Employees shall be entitled to bereavement leave (congruent with MFPD policy) while on FMLA leave. Employees shall contact the on-duty Battalion Chief (BC) or Administrative Supervisor prior to using bereavement leave if such a circumstance arises during their FMLA leave.

Any health plan provided by MFPD will be continued for the employee on FMLA leave on the same terms as such coverage would have been provided if the employee had continued to work. Employees remain responsible for their share of any benefit costs while on FMLA leave. The employee must make satisfactory arrangements with the Administration prior to the start of their leave, if possible, to setup a payment schedule to pay their share of the benefit premiums and any other payroll deductions while on leave.

The MFPD's obligation to maintain health insurance benefits under the FMLA stops if and when an employee informs the employer of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted (unless the employee has requested another form of available leave). The MFPD's obligation also stops if the employee's health insurance premium payment is more than 15 days late and the Administration has given the employee written notice at least fifteen (15) days in advance advising that coverage will cease if payment is not received.

Status Reports

MFPD may require an employee to report periodically during the leave period on the employee's leave status and the employee's intention to return to work. MFPD may consider the employee's failure to return to work at the end of the leave period as an employee resignation.

Prior to the end of the employee's FMLA leave, Administration should complete a *Notification of End of Family Medical Leave Form* and submit it to the employee, placing a copy in the FMLA file.

Outside Employment While on Leave

While an employee is on FMLA for their own serious illness or injury, he/she shall not be engaged in outside employment. Any exceptions shall be approved, in advance of engaging in outside employment, by the Fire Chief and Board of Trustees.

Restoration of Employment

An employee who completes a period of leave will be returned either to the same position the employee was in prior to the leave or to a position equivalent in pay, benefits, and other terms and conditions of employment (provided the employee is able to perform the function of the job).

MONROE FIRE PROTECTION DISTRICT

FAMILY MILITARY LEAVE

Eligibility

An eligible employee (an employee who has been employed by MFPD for at least twelve (12) months and worked 1,250 hours within the previous twelve (12) month period) who is a spouse, son, daughter or parent of a person who is on or ordered to active duty in the Armed Forces may take Family Military Leave in the following circumstances:

1. A “qualifying exigency” arises out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a “contingency operation” as determined by the Secretary of Defense; or
2. To care for a covered service member, when the employee is the spouse, son, daughter, parent, or next of kin of a covered service member, who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces that may render the service member medically unfit to perform duties of the service member’s office, grade, rank, or rating. “Covered service member” means a member of the Armed Forces who is receiving medical treatment, recuperation, therapy, or is otherwise in outpatient status or on the temporary disability retired list for a serious illness or injury. “Next-of-kin” is defined as the nearest blood relative of the injured or recovering service member.

Maximum Amount of Leave

1. Leave due to a “qualifying exigency”: An eligible employee may take up to twelve (12) workweeks of leave during any twelve (12) month period. This type of leave will be counted toward the employee’s twelve (12) week maximum of FMLA leave in a twelve (12) month period.
2. Leave to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
3. A husband and wife who are both employed by the MFPD may both take leave due to a “qualifying exigency” and are jointly entitled to a combined total of twelve (12) workweeks of leave.
4. A husband and wife employed by the MFPD may take leave to care for an injured or ill service member and are jointly entitled to a combined total of twenty-six (26) weeks of leave.

Documentation

1. When leave is due to a qualifying exigency, employees requesting this leave must provide proof of the qualifying service member’s call-up or active military service paperwork. This

MONROE FIRE PROTECTION DISTRICT

documentation may be a copy of the military orders or other official Armed Forces communication.

2. When leave is to care for an injured or ill service member, employees requesting this leave must provide documentation of the service member's illness, injury, and need for care. This documentation may be a copy of the military-medical information orders for treatment or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the service member medically unfit to perform his/her military duties. Employees will also need to complete and submit form *Certificate of Health Care Provider Form* (FMLA form WH-385 or form WH-385-V for a covered Veteran) to the Administration.

Advance Notice

When an employee plans to take Family Military Leave, the employee must complete an *Employee Time Off Request* form. The employee is required to file the request with MFPD thirty (30) days in advance of the need to take Family Military Leave, unless the activation orders are issued less than thirty (30) days before the requested leave is to begin, in which case the employee shall provide such notice as is reasonable and practicable. Activation orders must be forwarded to Administration with the *Employee Time Off Request* form. All completed *Request for Leave* forms and a copy of activation orders must be forwarded to Administration.

Intermittent Leave

Leave taken because of a qualifying exigency may be taken intermittently or on a reduced schedule basis. Leave taken to care for an ill or injured service member may be taken intermittently or on a reduced schedule basis when medically necessary for such care.

Other Requirements and/or Benefits

MFPD and the eligible employee shall comply with requirements described in the FAMILY MEDICAL LEAVE ACT concerning medical certification, substitution of paid leave, health insurance and benefits, status reports and restoration of employment.

PART-TIME PERSONNEL

MONROE FIRE PROTECTION DISTRICT

EMPLOYEE CLASSIFICATION

Regular Part-Time firefighter or administrative personnel is an individual who is regularly scheduled to work part-time shifts.

PART-TIME EMPLOYEE BENEFITS

Part-time employees of the MFPD are provided a range of benefits, with eligibility dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from the employee. For all benefits, it is the employee's responsibility to update the administration within thirty (30) days of any changes which may affect their benefit coverage. Such changes include but are not limited to: address, beneficiary, or major life event (birth or adoption of a child, marriage, divorce, or death of a dependent).

The following benefit programs are available to all employees as prescribed by law:

- Workers' Compensation and Supplement
- Unemployment Insurance
- Social Security (non-1977 fund)
- Medicare

The following additional benefit programs are available to regular part-time employees:

Paid Time Off

For purposes of this provision, the scheduled workday of a part-time Administrative Employee is defined as an 8-hour shift. The scheduled workday of a part-time firefighter is defined as a 12-hour shift. Regular part-time employees are eligible for paid time off. This time off can be used for vacation, personal pursuits, or emergencies.

Regular **Permanent** part-time employees begin to accrue PTO at their start date but cannot use any PTO until they have completed their first full year of employment. The full balance of accrued PTO will be made available at that time. **PTO will not be paid out to the employee if their employment terminates during their first-year probationary period.** Thereafter, PTO is granted on January 1st of each year. PTO must be used in a minimum of four (4) hour increments.

A Regular **Permanent** part-time employee accrues 48 PTO hours per year. Unused hours at the end of a calendar year may not be carried forward and will be forfeited.

Sick Time

Part-time employees are not eligible for sick time with the MFPD.

Bereavement Leave

Regular part-time employees may be granted up to 24-hours bereavement leave. Upon a death requiring time off, the employee must notify the on-duty Battalion Chief. A copy of the relevant obituary must be sent to the following address: admin@monroefd.org.

MONROE FIRE PROTECTION DISTRICT

Twenty-Four (24) hours leave will be granted for immediate family defined as: *An employees' spouse, parent, child, brother, sister, stepparent, foster parent, stepchild, foster child, stepsister, stepbrother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, and grandchild. The same relations for the employees' spouse are also considered immediate family.*

Twelve hours (12) leave will be granted for the following non-immediate family: *An employee's aunt, uncle, spouse's aunt, uncle, 1st cousins, nieces, nephews, and legal guardian.*

Upon the death of someone other than a member of the employee's family listed above the employee must request regular leave time from the employees PTO if available.

Military Leave

All members of the MFPD who are members of the armed forces are entitled to leaves of absence from their respective duties, without loss of time or pay, as described in the following paragraph, for such times as those members are in the military service on training duties or active duty under the order of the Governor of the State of Indiana or under the order of the President of the United States.

The annual allotment for these periods of absence, with pay, are not to exceed 144 duty hours in one calendar year for suppression personnel or 120 duty hours in one calendar year for non-suppression personnel. Any military leave of absence beyond the annual allotment of duty hours, in one calendar year, may be by use of other accrued leave, or may be without pay.

When employees are ordered to attend military training or active duty that interferes with their normal MFPD duties, they shall submit their orders or schedule of meetings and a military leave request to Administration and notify their Battalion Chief. Employees who fail to submit their orders will not be paid for their absence.

Requesting Time Off

PTO as defined in the handbook must be approved by the Administration and submitted no less than fifteen (15) days in advance. Approval of any request is subject to MFPD minimum staffing standards listed herein, and availability of personnel. The notice requirements are waived if the employee is using leave due to an illness or emergency. If the Battalion Chief is not notified, the time off is considered unscheduled time off and the employee shall be subject to disciplinary action pursuant to the Progressive Discipline policy outlined herein.

Trading Duty Time

Shift trading is an agreement between employees. This agreement is made solely between the trading individuals and is allowed for their convenience. An individual agreeing to a trade is agreeing to a work schedule change. It is the responsibility of the employees to ensure that the Battalion Chiefs from each affected shift are notified in advance. The employee agreeing to work for another employee accepts all responsibilities for tracking hours owed to individuals. When an employee calls off sick or fails to report to work as scheduled for a trade, that employee will be held accountable for the shift. Any firefighter may trade with another firefighter who is not scheduled to work the same shift, provided that firefighter meets the qualifications for the position.

MONROE FIRE PROTECTION DISTRICT

Firefighters trading shifts must ensure that the shifts are traded equally within the 28-day period for full-time and part-time firefighters. Both ends of the trade must be arranged before the first trade begins.

The following restrictions are in place for firefighter trades:

1. Minimum trade time, 4 hours.
2. Maximum of 72 hours per year.
3. A Shift Trade must be requested at least 72 hours prior to the desired shift trade.
4. Entire trade must be arranged and approved before trading begins.
5. Administration must approve all trade requests.
6. Shift trades shall not impair the operational effectiveness of the MFPD.
7. Shift trades shall not create a logistical or financial burden to the MFPD.
8. No shift trades are allowed that place an employee into undue overtime.

Holiday Pay

For Administrative Employees, MFPD adheres to the annual holiday schedule approved by the Monroe County Board of Commissioners for the County's employees. The holiday schedule for the following year will be made available to employees before the end of December each year. Holiday compensation is not counted against the employee's PTO.

Firefighters are scheduled to work their regular shifts on holidays starting at 0700 the calendar day of the holiday. Firefighters working a 24-hour shift will receive a holiday bonus of \$100.00 for working the following holidays: New Year's Day, Memorial Day, Good Friday, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Firefighters working less than 24 hours will receive the bonus pro-rated for actual time worked.

Tax Deferred Compensation (457 PLAN)

The MFPD provides regular part-time firefighters the option to participate in a tax deferred compensation plan. The tax deferred compensation plan allows employees to specify a dollar amount to be deducted from each paycheck, pre-tax or post-tax, and deposited into a retirement account.

Life Insurance

MFPD provides a term-life insurance policy as well as Accidental Death and Dismemberment insurance for all active members. Additional member policies from MFPD approved vendors can be deducted from the employee's payroll.

Employee Assistance Program

The MFPD provides a First Responder Assistance Program for all members. Program representatives can be reached via phone at: 855-207-1747 or on the internet at: www.providentins.com/frac

MONROE FIRE PROTECTION DISTRICT

Supplemental Insurance

The MFPD allows regular part-time employees to contribute to AFLAC supplemental insurance policies. Contributions can be deducted from the employee's payroll.

OFF DUTY EMPLOYMENT

Any off-duty employment that reflects adversely on the MFPD or where an employee has the potential for conflict of interest is strictly prohibited. Employees shall not use their official position, badge, identification, or the name of the MFPD to solicit off duty employment.

Off duty employment is permitted with the following limitations:

1. Employees shall not be employed by places which directly include the running of, or participation in any illegal activity.
2. Employees shall not wear any item of identification which represents the MFPD while being employed off duty at places where alcoholic beverages are served or sold.
3. Employees shall not work off duty employment if that employment would prevent them from performing their MFPD duties effectively and to the best of their abilities.

PAYROLL

All personnel are paid on a semi-monthly basis. Payroll dates are the 15th and 30th of each month or as close to those calendar days as practical. Individual semi-monthly pay includes: Base rate, Officer Pay, Education Pay, and Longevity Pay.

In addition to regular semi-monthly payroll, part-time employees of the MFPD will also receive EMS certification pay, and hazardous materials technician certification pay incentives, as well as a annual uniform allowance. EMS pay and The Uniform allowance will be paid biannually in June and December, and Hazardous Materials and EMS incentives pay will be paid annually in December.

~~PRN &~~ SUBSTITUTE
PERSONNEL

MONROE FIRE PROTECTION DISTRICT

EMPLOYEE CLASSIFICATION DEFINITIONS

MFPD employees that have no set schedule are classified into the following:

PRN (*Pro re nata*): An emergency responder or administrative person not on a regular schedule, who works shifts of varying length on an as needed basis.

Substitute: A volunteer emergency responder who is qualified, and approved by the Chief to work as a replacement, and has completed a temporary employment agreement (found in Aladtec) for each shift worked. **Substitutes work on a PRN basis.**

PRN & SUBSTITUTE EMPLOYEE BENEFITS

Employees of the MFPD are provided a range of benefits, with eligibility dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from the employee. For all benefits, it is the employee's responsibility to update the administration within thirty (30) days of any changes which may affect their benefit coverage. Such changes include but are not limited to: address, beneficiary, or major life event (birth or adoption of a child, marriage, divorce, or death of a dependent).

The following benefit programs are available to all employees as prescribed by law:

- Workers' Compensation and Supplement
- Unemployment Insurance
- Social Security (non-1977 fund)
- Medicare

The following additional benefit programs are available to regular part-time employees:

Paid Time Off

PRN & Substitute employees are not eligible for PTO with the MFPD.

Sick Time

PRN & Substitute employees are not eligible for sick time with the MFPD.

Bereavement Leave

PRN & Substitute employees are not eligible for bereavement leave with the MFPD.

Military Leave

All members of the MFPD who are members of the armed forces are entitled to leaves of absence from their respective duties, without loss of time or pay, as described in the following paragraph,

MONROE FIRE PROTECTION DISTRICT

for such times as those members are in the military service on training duties or active duty under the order of the Governor of the State of Indiana or under the order of the President of the United States.

The annual allotment for these periods of absence, with pay, are not to exceed 144 duty hours in one calendar year for suppression personnel or 120 duty hours in one calendar year for non-suppression personnel. Any military leave of absence beyond the annual allotment of duty hours, in one calendar year, may be by use of other accrued leave, or may be without pay.

When employees are ordered to attend military training or active duty that interferes with their normal MFPD duties, they shall submit their orders or schedule of meetings and a military leave request to Administration and notify their Battalion Chief. Employees who fail to submit their orders will not be paid for their absence.

Requesting Time Off

Approval of any request is subject to MFPD minimum staffing standards listed herein, and availability of personnel. The notice requirements are waived if the employee is using leave due to an illness or emergency. If the Battalion Chief is not notified, the time off is considered unscheduled time off and the employee shall be subject to disciplinary action pursuant to the Progressive Discipline policy outlined herein.

Trading Duty Time

Shift trading is not allowed for PRN and Substitute personnel.

Holiday Pay

For Administrative Employees, MFPD adheres to the annual holiday schedule approved by the Monroe County Board of Commissioners for the County's employees. The holiday schedule for the following year will be made available to employees before the end of December each year. Holiday compensation is not counted against the employee's PTO.

Firefighters are scheduled to work their regular shifts on holidays starting at 0700 the calendar day of the holiday. Firefighters working a 24-hour shift will receive a holiday bonus of \$100.00 for working the following holidays: New Year's Day, Memorial Day, Good Friday, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Firefighters working less than 24 hours will receive the bonus pro-rated for actual time worked.

Life Insurance

MFPD provides a term-life insurance policy as well as Accidental Death and Dismemberment insurance for all active members.

MONROE FIRE PROTECTION DISTRICT

Employee Assistance Program

The MFPD provides a First Responder Assistance Program for all members. Program representatives can be reached via phone at: 855-207-1747 or on the internet at: www.providentins.com/frap

OFF DUTY EMPLOYMENT

Any off-duty employment that reflects adversely on the MFPD or where an employee has the potential for conflict of interest is strictly prohibited. Employees shall not use their official position, badge, identification, or the name of the MFPD to solicit off duty employment.

Off duty employment is permitted with the following limitations:

1. Employees shall not be employed by places which directly include the running of, or participation in any illegal activity.
2. Employees shall not wear any item of identification which represents the MFPD while being employed off duty at places where alcoholic beverages are served or sold.
3. Employees shall not work off duty employment if that employment would prevent them from performing their MFPD duties effectively and to the best of their abilities.

PAYROLL

All personnel are paid on a semi-monthly basis. Payroll dates are the 15th and 30th of each month or as close to those calendar days as practical.

In addition to regular semi-monthly payroll, PRN & Substitute employees of the MFPD will also receive EMS certification pay if qualified.

VOLUNTEER PERSONNEL

MONROE FIRE PROTECTION DISTRICT

DEFINITIONS

A volunteer firefighter means a firefighter:

- a. Who has volunteered to assist, either without compensation or for nominal compensation in the fighting of all fires and providing emergency response with the MFPD.
- b. Who has made an application in writing for membership in the MFPD.
- c. Who by virtue of the application is elected or appointed to membership in the MFPD.
- d. Whose name has been entered upon the roster of firefighters that is kept by the MFPD, and that has at the time of his/her election and/or appointment has taken and signed a pledge to comply with all orders that are given by the Chief, or other officers in charge of the MFPD relative to any matter pertaining to the work of the MFPD per I.C. S36-8-12-2.

"District" means: The Board of Trustees and includes the Monroe Fire Protection District fire department.

"Association" means: The volunteer body, represented by the Monroe Fire Protection District Volunteers, Inc, a 501 (c) (3) corporation.

PERSONAL PROTECTIVE EQUIPMENT

The MFPD shall provide each volunteer firefighter with personal firefighting and protective equipment (PPE). However, the exact nature of the equipment will vary according to the current regulations and common practices employed by the parties and subject to the availability of funding. All such equipment shall be appropriately maintained by the firefighters and returned to the MFPD in good serviceable condition upon request. Such property shall remain the property of the MFPD.

Firefighters who cause damage to the MFPD's property willfully or through negligence shall be personally liable for the cost of replacement. Damage caused by normal wear and through the performance of firefighting activities will be the responsibility of MFPD. Volunteer Firefighters are expected to utilize this gear to the fullest extent, including making it available at all times to respond to emergencies. Firefighters shall not respond to a scene or a fire station without their PPE. Firefighters responding to a fire station shall have their PPE readily available to respond to the next emergency response without delay.

UNIFORMS

Volunteer personnel shall follow the uniform protocol as outlined herein. It is the responsibility of each volunteer to maintain issued uniforms and or equipment.

MONROE FIRE PROTECTION DISTRICT

ADMINISTRATION AND STAFFING

The Fire Chief or designee shall be responsible for the administration of personnel and fire stations, including assignment of duties, responsibilities, and work schedules. The Fire Chief or designee shall also be responsible for the discipline of personnel and settlement of personnel matters, subject to final approval from the District. The MFPD will provide records and personnel file storage for the Association.

CHAIN OF COMMAND

Association firefighters will be under the direction and control of the Chief, Deputy Chief, and all Line Officers. All volunteer members will be required to adhere to MFPD rules, guidelines, policies, protocols, and procedures.

The Chain-of-Command may include members of the Association, recognized as line officers by the Chief and the MFPD. When no line officer is available, the highest-ranking firefighter shall assume command of the scene.

The MFPD shall maintain a copy of the MFPD guidelines, policies, protocols, and procedures for review by all firefighters at each station and online.

TRAINING AND FIRE PREVENTION

Volunteer members of the MFPD shall comply with all issued MFPD training requirements.

The MFPD will provide the funding necessary to conduct firefighter training. The MFPD may provide financial assistance for travel and tuition to assist the volunteers in attending approved training, schools, and other fire, EMS, and rescue-related educational opportunities.

The Association shall provide personnel for an active fire prevention education program within the community in cooperation with the MFPD.

PHYSICALS

The MFPD shall pay for state and federally required physical examinations and immunizations for volunteers. Each volunteer who is a hazardous material technician shall complete a physical exam by the 1st of December of each year, and all other volunteers as appropriate for the individual's scope of duties. 29 CFR 1910, NFPA 1582.

MONROE FIRE PROTECTION DISTRICT

VOLUNTEER BENEFITS

For all benefits, it is the volunteer's responsibility to update the administration within thirty (30) days of any changes which may affect their benefit coverage. Such changes include but are not limited to: address, beneficiary, or major life event (birth or adoption of a child, marriage, divorce, or death of a dependent).

The MFPD will procure group insurance coverage for the benefit of each volunteer in the amounts and coverages required by I.C. 36-8-12, including:

- a. Workers' Compensation insurance for medical treatment of injuries to a volunteer firefighter or an emergency medical technician while working in a volunteer capacity.
- b. Disability insurance for loss of income due to an injury incurred while engaged in Association or MFPD activities.
- c. Accidental death and dismemberment insurance.
- d. Liability coverage.

The MFPD shall pay the premiums for the following benefits that it agrees to provide for qualifying and active volunteers, including:

- a. Length of Service Award Program (LOSAP) provides lifetime monthly retirement income upon qualification.
- b. Life insurance.
- c. Membership fees for The Indiana Volunteer Firefighters Association.

A volunteer is considered to be "on duty" and is therefore insured when:

- a. Participating in any activity of the Association or an MFPD activity.
- b. Responding to an emergency in any jurisdiction when dispatched under state or county mutual aid agreement in an effort to save lives, property, or environment.
- c. Responding to emergencies with any emergency service provider for the purpose of training.

Volunteer members shall provide proof of auto insurance, for at least the minimum amount required by Indiana law, for all private vehicles used while fulfilling their functions as volunteers, and shall provide a valid driver's license to the administration, when requested by MFPD, up to twice a year.

Volunteer members have 30 calendar days from the request date to provide the information to the administration.

In order to participate in firefighting activities, proof of current auto insurance and a valid driver's license must be on file at the MFPD office.

GENERAL ORDERS & OPERATIONS

MONROE FIRE PROTECTION DISTRICT

COMPLETION OF REPORTS

The MFPD shall maintain compliance with all federal, state and local reporting requirements. In addition, the MFPD shall complete and maintain records in a systemic and organized manner in support of the mission of the MFPD.

PHYSICAL FITNESS

Physical fitness training is an essential part of maintaining a healthy lifestyle both emotionally and physically. All MFPD personnel including: Firefighters, Officers and operational staff positions shall participate in the MFPD wide physical fitness program. All operational members of the MFPD shall successfully complete an annual work performance evaluation.

PROGRESSIVE DISCIPLINE

The purpose of the disciplinary process is to provide a comprehensive and consistent format for the fair and equitable management of MFPD disciplinary matters. Discipline is an essential element to assure proper functioning of the MFPD and thereby provide the best possible service to the community.

All members of the MFPD are charged with the responsibility of enforcing the rules and regulations and ensuring compliance with the guidelines, policies, and procedures of the MFPD.

Records of all disciplinary actions shall be placed in the disciplined members personnel file and are to remain there permanently.

Probationary firefighters serve at the pleasure of the MFPD. A firefighter having satisfactorily completed their probationary year shall not be reprimanded, demoted, suspended, or discharged without just cause.

Disciplinary action within the department shall be based on one or more of the following infractions but not limited to:

1. Violation of rules
2. Neglect
3. Disobedience of orders
4. Absence without leave / excessive tardiness
5. Conduct unbecoming a firefighter
6. Furnishing information to an applicant for appointment or promotion that gives that person an advantage over another applicant
7. Act of Discrimination / Harassment / Bullying
8. Actions which jeopardize safety of a member(s) or the public
9. Damage of equipment or apparatus resulting from misuse.

Disciplinary action may be imposed upon any member for failing to fulfill their responsibility as an employee. Conduct reflecting discredit upon the MFPD or conduct which is a direct hindrance

MONROE FIRE PROTECTION DISTRICT

to the effective performance of MFPD functions shall be considered just cause for disciplinary action.

Investigation of Personnel Matters

Upon receipt of a complaint, the Chief or designee shall investigate all aspects of the complaint. During the investigation, every reasonable effort will be made to maintain the confidentiality of the source report and the particulars of the investigation.

There will be no reprisals or retaliation taken against any employee who reports, **in good faith**, a suspected or known violation. Any employee who engages in retaliatory behavior towards a real or suspected reporter will be subject to this progressive discipline policy up to and including immediate termination.

Employees are expected to cooperate with investigations by providing truthful accounts and relevant documentation in response to investigator questions and related information requests. Employees who fail to cooperate, or otherwise impede an internal investigation may be subject to disciplinary action in accordance with this progressive discipline policy.

Garrity Rule

When a member of the MFPD is interviewed as part of an investigation and has been charged with a crime or may have committed a crime, the MFPD will provide a Garrity disclaimer when legally required.

Progressive Discipline

The goal of progressive discipline is to correct behavior and to produce efficient MFPD operations. The process involves three (3) levels:

1. Written reprimand
2. Suspension from duty / demotion if appointed as an officer
3. Discharge

When necessary, charges shall be filed against a member as soon as the Commanding Officer has made every effort to establish that there is sufficient evidence of a violation of departmental policy, procedures, or guidelines. If a commanding officer has reason to discipline a member, the officer shall make reasonable efforts to impose such discipline in a manner that will not embarrass or humiliate the member before other members or the public.

It is not necessary that all disciplinary matters enter the process at the written reprimand level. In fact, a serious breach of discipline may result in an immediate suspension from duty and charges being filed with the Fire Chief with a recommendation the member be discharged from the MFPD.

Immediate suspension from duty followed by discharge may be warranted in, but not limited to, the following situations:

1. Drinking alcoholic beverages while on duty
2. Intoxication while on duty
3. Under the influence of liquor, non-prescribed drugs or other concoction or compound that renders the firefighter unfit for duty
4. Falsifying of time or other official documents

MONROE FIRE PROTECTION DISTRICT

5. Fighting or violent offense
6. Major damage resulting from misuse or unsafe practice of MFPD apparatus or equipment.
7. Conviction of a felony or
 - a. Offense against a child or sexual offense
 - b. Manufacturing or dealing drugs
 - c. Theft, burglary, or illegal residential entry

Appeals Process

Members may request an appeal of their disciplinary action by filing a written appeal within ten (10) days with the Fire Chief. If the appeal is the result of disciplinary action on behalf of the Fire Chief, the written appeal must be submitted to the Chair of the Monroe Fire Protection District Board of Trustees.

GRIEVANCE PROCESS

A grievance is a written allegation by a member, submitted as herein specified, claiming unfair or discriminatory practices, or working conditions. All members, including probationary members, are entitled to all rights and provisions specified in this guideline.

Failure of MFPD representatives to comply with the time limits specified in this procedure shall entitle the grievant to appeal to the next level of review. Failure of the grievant to comply with the time limits specified in this procedure shall constitute abandonment of the grievance. The parties involved may extend time limits by mutual written agreement in advance.

It is the responsibility of the member who believes they have a legitimate complaint to promptly inform and discuss it with their immediate supervisor. This provides a good faith opportunity for the matter to be handled informally and expeditiously at the lowest possible organizational level. Any such conversation shall be properly documented by the supervisor.

If an informal discussion does not resolve the problem to the members satisfaction, and if the complaint constitutes a grievance as herein defined, the member may file a formal grievance in accordance with the following guideline:

1. The member shall state the grievance in writing. The member must sign the "Grievance".
2. The member shall personally submit the "Grievance Report" to their labor representative within 72 hours of the initial commencement of the occurrence being grieved.
3. Either party may then request that a meeting be held concerning the grievance or they may mutually agree that no meeting be held.
4. The Fire Chief shall, within 72 hours of receiving the written grievance or of the meeting, whichever is later, submit a response to the grievance, to the employee.
5. If the Fire Chief's response is acceptable, the member shall sign the "Grievance Report", as such, and return it to the Fire Chief.
6. If the Fire Chief's response resolves the grievance, the Fire Chief shall make four (4) copies of the grievance and submit one copy to the:

MONROE FIRE PROTECTION DISTRICT

- a. Fire Chief
 - b. Battalion Chief
 - c. Company Officer
 - d. The member and their labor management filing the grievance
7. If the Fire Chief's response does not result in resolution of the grievance, the member shall sign the report as such, and proceed to the next step within five (5) calendar days of receiving the Fire Chief's response.
 8. The Fire Chief shall place a copy of the "Grievance Report" in the filing member's personnel file where it will become a permanent part of the member's file.
 9. The Fire Chief shall review the "Grievance Report" within ten (10) calendar days of receiving the review request and submit his response to the grievant.
 10. The Fire Chief may, at their discretion, hold a hearing during this review.
 11. The decision of the Fire Chief on grievance matters shall be final and binding.
 12. The Fire Chief shall produce their findings and decisions in writing and submit a copy to the grievant. The Fire Chief shall enter a copy of the final resolution into the grievant personnel file where it will become a permanent part of that file.

PERMANENT MEDICAL FILE

A permanent and confidential medical file will be created and maintained for each member of the MFPD. The MFPD shall maintain these files in compliance with all federal, state and local reporting requirements.

RIDE OUT OF NON-MFPD PERSONNEL

Some Non-MFPD personnel are eligible to ride out with on duty staff. The following guide establishes MFPD policy pertaining to the Ride-Out of Non-MFPD personnel:

1. Students during their studies and affiliated with an approved institution shall be allowed to observe and participate up to the level they have been trained.
2. Outside Public Safety personnel may observe or ride out with the approval of the Fire Chief.
3. General members of the Public may be allowed at the discretion of the Fire Chief.

MINIMUM STAFFING

It is the responsibility of the MFPD Battalion Chiefs to ensure daily staffing levels at each station are sufficient. To ensure that required staffing levels are met, the following rules are to be followed:

1. There shall be a minimum of one (1) senior Chief officer available daily
2. There shall be one (1) Battalion Chief on duty daily

MONROE FIRE PROTECTION DISTRICT

3. There shall be one officer on duty at each MFPD Station (where applicable, the Company Officer and Sergeant may not be off at the same time)
4. There shall be one driver at each MFPD station
5. A maximum of 8 personnel may be scheduled off

Minimum staffing at the MFPD Stations will adhere to the following template:

1. Station 21 – 4 personnel
2. Station 22 – 4 personnel
3. Station 23 – 2 personnel (Both personnel must be drivers)
4. Station 24 – 2 personnel
5. Station 25 – 4 personnel
6. Station 26 – 2 personnel
7. Station 29 – 4 personnel
8. Station 39 – 3 personnel

48 Hour Rule

To ensure safety of personnel and operations, MFPD personnel may not work more than 48 consecutive hours of shift work. This includes, but is not limited to, scheduled shift time, trade time, and overtime. A minimum 12-hour break is required after working 48 consecutive duty hours.

Under extenuating circumstances, individuals may be required to work more than 48 hours with approval of the Fire Chief or designee.

2023 FIRE PROTECTION SERVICE AGREEMENT

POLK TOWNSHIP

WHEREAS, the Township does not have a regularly constituted fire protection service; and

WHEREAS, the Township desires to obtain fire protection for the citizens of Polk Township and their property; and

WHEREAS, the Monroe Fire Protection District (MFD) is willing to provide fire protection for the citizens of Polk Township and their property;

NOW THEREFORE, the parties agree as follows:

1. The Monroe Fire Protection District hereby agrees to provide the following services:

- a. Upon receipt of a properly placed dispatch call reporting a structure fire in the Township, MFD:
 - i. Will respond one engine and two tenders with available personnel and a minimum of 5,000 gallons of water;
 - ii. Will respond one command vehicle as incident command and safety.
- b. Upon receipt of a properly placed dispatch call reporting a motor vehicle accident (MVA) in the Township involving personal injury, MFD will respond one rescue and one squad with available personnel.
- c. Upon receipt of a properly placed dispatch call reporting a grass, woods, or field fire in the Township, MFD will respond two brush units with available personnel.
- d. Upon receipt of a properly placed dispatch call reporting a vehicle fire in the Township, MFD will respond one engine company.
- e. Upon receipt of a properly placed dispatch call reporting a medical emergency in the Township, MFD will respond one squad company.
- f. Upon receipt of a properly placed dispatch call reporting a fire service-related emergency, MFD will respond necessary units, as determined by and at the sole discretion of MFD
- g. Upon receipt of a fire prevention education request, MFD will schedule accordingly and provide said education or community risk reduction.

2. Polk Township hereby agrees to make the following payment:

In consideration for the services described in Section 1 above, subject to the limitations agreed to in Section 3 below, the Township agrees to provide the Monroe Fire Protection District **\$55,196**, plus an additional **\$6,000** to assist with miscellaneous expenses incurred by the MFD, payable to the Monroe Fire Protection District in two equal payments of \$30,598.00, one due by June 30th and the second due not later than December 20, 2023.

3. Other Terms Mutually Acknowledged and Agreed to:

- a. Because of the remote location of certain areas of Polk Township and the increased amount of response time needed to reach such areas, the services described in Section 1 above may not be sufficient to save property located in Polk Township from significant fire damage.
- b. The services described in Section 1 above shall be subject to the same rules and regulations that apply to the services provided by MFD within the boundaries of Monroe Fire Protection District.
 - i. In the event MFD receives a dispatch call for a fire in Polk Township while all available equipment and/or personnel are responding to a different call or otherwise in use within MFD or another location, no equipment or personnel will be dispatched to Polk Township until available.
 - ii. In the event MFD equipment and/or personnel are responding to a call or otherwise in use within Polk Township, such equipment and/or personnel will not be recalled to the MFD or another location until the response has been completed within Polk Township.

4. Insurance and Indemnification:

To the fullest extent permitted by law, the Township agrees to release and hold harmless the MFD against any and all claims, demands, suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed, or recovered against or from the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of the alleged acts, omissions, or negligence of the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, the Township, or any third party in any way connected or associated with this contact.

5. Duration:

This agreement commences at 12:01 a.m. on January 1, 2023 and expires at 11:59 p.m. on December 31, 2023, unless terminated earlier as provided hereafter. This agreement may only be terminated prior to the time and date set forth in this section if done so in writing and with the mutual agreement of both parties.


6. Exclusivity:


This agreement, upon affixing signatures will supersede any previous contractual agreements, signed, spoken, or implied, between the MFD and Township for the period specified in Section 5 above.

This agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Township and MFD concerning the services provided for herein, and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than are herein set forth. Except as otherwise provided herein, no subsequent alteration, amendment, change, or addition to this agreement shall be binding upon either party unless reduced to writing and signed by the parties.


This Agreement is hereby executed and approved.

Polk Township

By  _____
Trustee

By  _____
Board Member

By  _____
Board Member

By  _____
Board Member

Monroe Fire Protection District

By _____
Vicky Sorensen, Chair

By _____
Mark Kruzan, Vice-Chair

By _____
Ed Brown, Fiscal Officer

By _____
Christina Courtright, Board Member

By _____
Dan Vest, Board Member

By _____
Dustin Dillard, Chief

Date: _____

Date: September 14, 2022

2023 FIRE PROTECTION SERVICE AGREEMENT

SALT CREEK TOWNSHIP

WHEREAS, the Township does not have a regularly constituted fire protection service;
and

WHEREAS, the Township desires to obtain fire protection for the citizens of Salt Creek Township and their property; and

WHEREAS, the Monroe Fire Protection District (MFD) is willing to provide fire protection for the citizens of Salt Creek Township and their property;

NOW THEREFORE, the parties agree as follows:

1. The Monroe Fire Protection District hereby agrees to provide the following services:

- a. Upon receipt of a properly placed dispatch call reporting a structure fire in the Township, MFD:
 - i. Will respond one engine and two tenders with available personnel and a minimum of 5,000 gallons of water;
 - ii. Will respond one command vehicle as incident command and safety.
- b. Upon receipt of a properly placed dispatch call reporting a motor vehicle accident (MVA) in the Township involving personal injury, MFD will respond one rescue and one squad with available personnel.
- c. Upon receipt of a properly placed dispatch call reporting a grass, woods, or field fire in the Township, MFD will respond two brush units with available personnel.
- d. Upon receipt of a properly placed dispatch call reporting a vehicle fire in the Township, MFD will respond one engine company.
- e. Upon receipt of a properly placed dispatch call reporting a medical emergency in the Township, MFD will respond one squad company.
- f. Upon receipt of a properly placed dispatch call reporting a fire service-related emergency, MFD will respond necessary units, as determined by and at the sole discretion of MFD
- g. Upon receipt of a fire prevention education request, MFD will schedule accordingly and provide said education or community risk reduction.

2. Salt Creek Township hereby agrees to make the following payment:

In consideration for the services described in Section 1 above, subject to the limitations agreed to in Section 3 below, the Township agrees to provide the Monroe Fire Protection District ~~\$185,708~~ plus an additional ~~\$12,000~~ to assist with miscellaneous expenses incurred by the MFD, payable to the Monroe Fire Protection District in two equal payments of \$98,854, one due by June 30th and the second due not later than December 20, 2023.

3. Other Terms Mutually Acknowledged and Agreed to:

- a. Because of the remote location of certain areas of Salt Creek Township and the increased amount of response time needed to reach such areas, the services described in Section 1 above may not be sufficient to save property located in Salt Creek Township from significant fire damage.
- b. The services described in Section 1 above shall be subject to the same rules and regulations that apply to the services provided by MFD within the boundaries of Monroe Fire Protection District.
 - i. In the event MFD receives a dispatch call for a fire in Salt Creek Township while all available equipment and/or personnel are responding to a different call or otherwise in use within MFD or another location, no equipment or personnel will be dispatched to Salt Creek Township until available.
 - ii. In the event MFD equipment and/or personnel are responding to a call or otherwise in use within Salt Creek Township, such equipment and/or personnel will not be recalled to the MFD or another location until the response has been completed within Salt Creek Township.

4. Insurance and Indemnification:

To the fullest extent permitted by law, the Township agrees to release and hold harmless the MFD against any and all claims, demands, suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed, or recovered against or from the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of the alleged acts, omissions, or negligence of the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, the Township, or any third party in any way connected or associated with this contact.

5. Duration:

This agreement commences at 12:01 a.m. on January 1, 2023 and expires at 11:59 p.m. on December 31, 2023, unless terminated earlier as provided hereafter. This agreement may only be terminated prior to the time and date set forth in this section if done so in writing and with the mutual agreement of both parties.

6. Exclusivity:

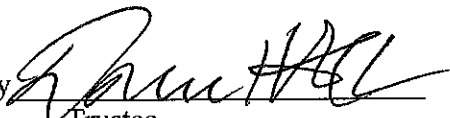
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This agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Township and MFD concerning the services provided for herein, and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than are herein set forth. Except as otherwise provided herein, no subsequent alteration, amendment, change, or addition to this agreement shall be binding upon either party unless reduced to writing and signed by the parties.

This Agreement is hereby executed and approved.

Salt Creek Township

Monroe Fire Protection District

By 
Trustee

By _____
Vicky Sorensen, Chair

By 
Board Member

By _____
Mark Kruzan, Vice-Chair

By 
Board Member

By _____
Ed Brown, Fiscal Officer

By 
Board Member

By _____
Christina Courtright, Board Member

By _____
Dan Vest, Board Member

By _____
Dustin Dillard, Chief

Date: Oct. 20, 2022

Date: September 15, 2022

Administrative Monthly Report December 2022

CURRENT SITUATION

- We have one person on light-duty
- Winding down 2022 budget by fulfilling requests for wants submitted throughout the year
- Preparing for final quarterly officer development training (ODT)
- Reviewing and preparing procedures for 2023
- Working with Ivy Tech on expanding our partnership

ACCOMPLISHMENTS

- The 2023 volunteer contract has been updated to include monetary amounts and other minor additions
- Conducted open enrollment for medical, vision, dental, AFLAC, and Cincinnati life
- Conduct yearly reviews for Nationwide 457 plan for all participating employees
- Volunteers' response totaled 797 runs for their fiscal calendar year of Dec. 1 - Nov. 30, 2022
- Released two new volunteers to make runs
- Completed hiring process
- IT department received radio training from Motorola

PLANNED ACTIVITIES

- Eight Full-time Firefighters will begin January 16, 2023
- Promotion process in early 2023
- Complete Station 23 remodel. Open house in spring of 2023

CRR Monthly Report December 2022

CURRENT SITUATION

- Monroe Fire Protection District is one of the Charter Members of the Monroe County Suicide and Overdose Review Team
- Youth involved fire now participating in the YFPI program with family
- Planning the United Front Exercise with the Israeli Defense Forces Homefront Command for Urban Search and Rescue Training
- Monroe Fire Protection District is a participant in the CHIP's (Community Health Improvement Plan)
 - Mental Health/Substance Use Disorder subcommittee
 - Poverty & Navigating Social Services subcommittee
 - Inequity, Discrimination, and Bias subcommittee
- Monroe Fire Protection District is Creating a program for the Monroe County Domestic Violence Task Force

ACCOMPLISHMENTS

- Fire Prevention activities, Lighthouse Christian Academy Egg Drop and Cub Scout Fire Prevention United Methodist Church
- Adult Services
 - Completed assistance for 2 referrals from the Fire District responses and requests for follow up
- Safe Haven box testing completed awaiting official "blessing"

PLANNED ACTIVITIES

- Continue the YFPI program for the youth and family
- Meeting to expand Partnership with the Department of Veteran Affairs-Veterans Health Indiana an organization that assists the VA
 - Will be attending the Governor's Challenge Meeting December 15
 - Presenting the MFPD program regarding lethal means
- Area 10 partnership for assistance to Seniors regarding:
 - Health care access
 - Care giver information and planning
 - Provided a referral to determine if there were services available
 - Potential for Technology assistance program
 - Portals, auto pays, information requests



Monroe Fire Protection District

Statistical Summary

November 1-30, 2022



INCIDENTS BY CATEGORY:	COUNT:
Fires	37
<i>Structure</i>	9
<i>Vehicle</i>	1
<i>Wildland</i>	21
<i>Other</i>	6
Over Pressure Rupture	1
Emergency Medical Services -EMS	214
Hazardous Condition (no fire)	17
Service Calls	43
Good Intent Calls	44
False Alarms	17
Severe Weather	0
Special Incidents	1
TOTAL	374

INCIDENTS BY DISTRICT TOWNSHIP	
Benton	26
Bloomington	42
Clear Creek	22
Indian Creek	8
Perry	90
Van Buren	133
Washington	17
TOTAL	338

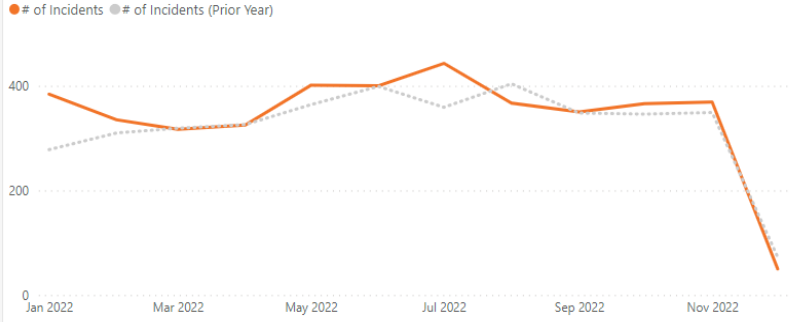
INCIDENTS BY FIRE PROTECTION CONTRACTED TOWNSHIPS	
Polk	4
Salt Creek	13
TOTAL	17

INCIDENTS: REVIEWED INCIDENT COUNTS

Monroe Fire Protection District | Last Refresh: 12/6/2022 8:00 PM

4,107 Incidents Filtered **6** Not Reviewed **4,107** Incidents YTD **3,884** Prior YTD **223** Δ over PYTD **6%** % over PYTD

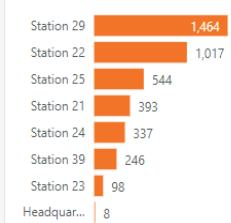
of Incidents by Month



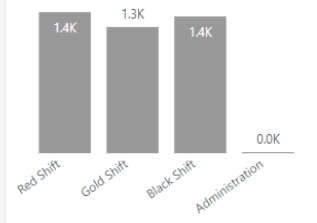
Incident Series

Incident Series	# of Incidents
1XX - Fire	235
2XX - Overpressure Rupture, Explosion, Overheat(no fire)	6
3XX - Rescue & Emergency Medical Service Incident	2,758
4XX - Hazardous Condition (No Fire)	164
5XX - Service Call	365
6XX - Good Intent Call	342
7XX - False Alarm & False Call	217
8XX - Severe Weather & Natural Disaster	2
9XX - Special Incident Type	18
Total	4,107

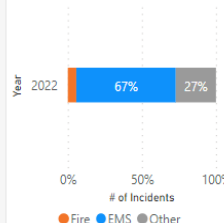
Top Stations by # of Incidents



of Incidents by Shift



of Incidents by Category

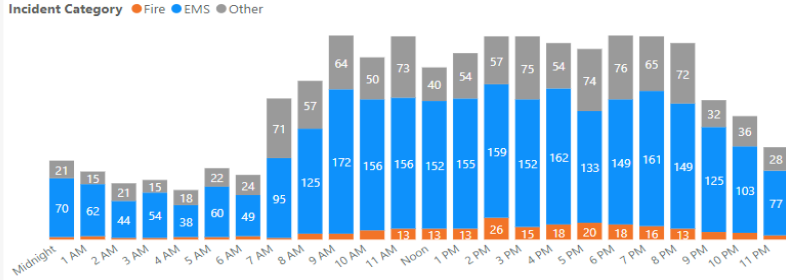


INCIDENTS: DAYS & TIMES

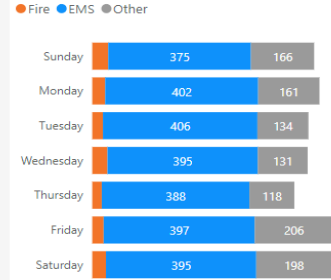
Monroe Fire Protection District | Last Refresh: 12/6/2022 8:00 PM

4,107 Incidents Filtered **6** Not Reviewed **4,107** Incidents YTD **3,884** Prior YTD **223** Δ over PYTD **6%** % over PYTD

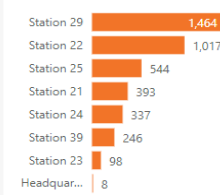
of Incidents by Hour of the Day



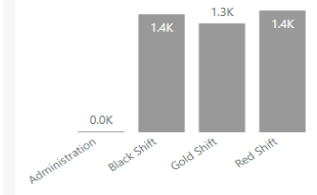
of Incidents by Weekday and Incident Category



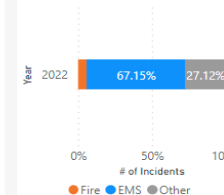
Top Stations by # of Incidents



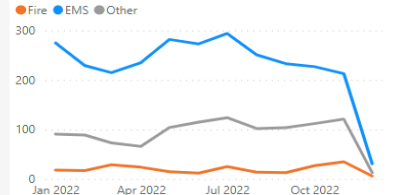
of Incidents by Shift



of Incidents by Category



of Incidents over Time



Annual Personnel Clearances

Clinical testing must be performed by a clinical staff member certified in that test and must be performed on calibrated equipment, in order for clinical findings to be court-defensible.

Personnel medically cleared **to wear a respirator:**

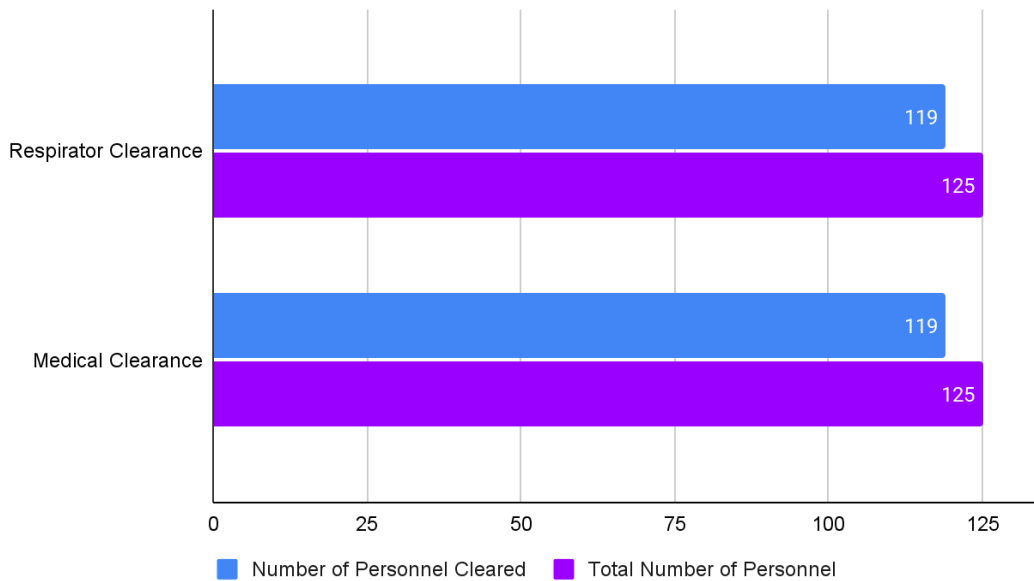
119 individuals

* based upon OSHA CFR 1910.134

Personnel medically cleared **to perform duties:**

119 individuals

* based upon the IAFF/IAFC Wellness Fitness-Initiative



Department Demographics

The Department Demographics section of the report provides aggregate age and sex data for the Monroe Fire Protection District. These data are based on the population that participated in the health risk assessment in the 2021 calendar year.

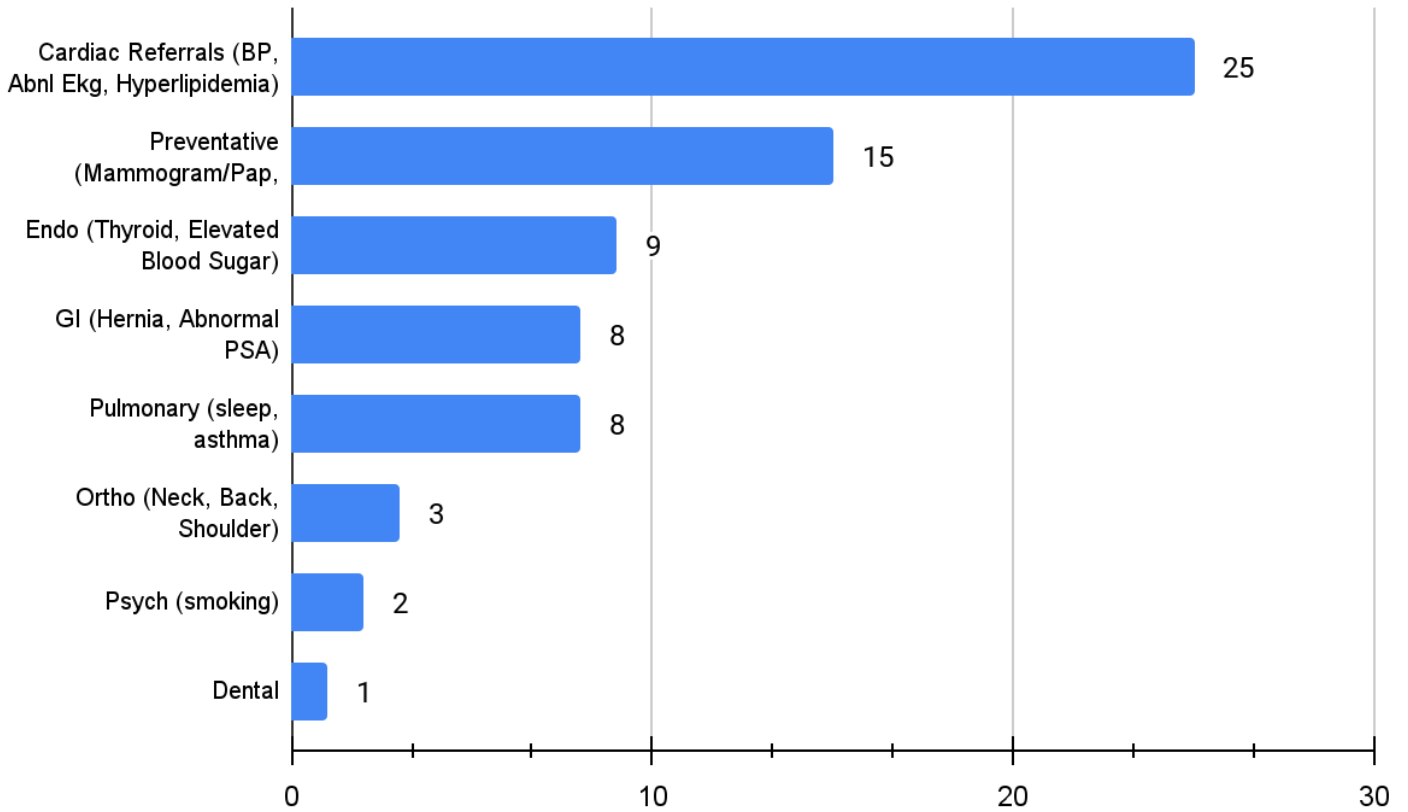
Age distribution of population completed thru Roster per Dept (Total: 128)

	Demographics	
Age Group	N	%
19-29	40	31%
30-39	33	26%
40-49	25	20%
50-59	25	20%
60+	5	3%
Total	128	100.0%

Average Age
*38.13

Referrals

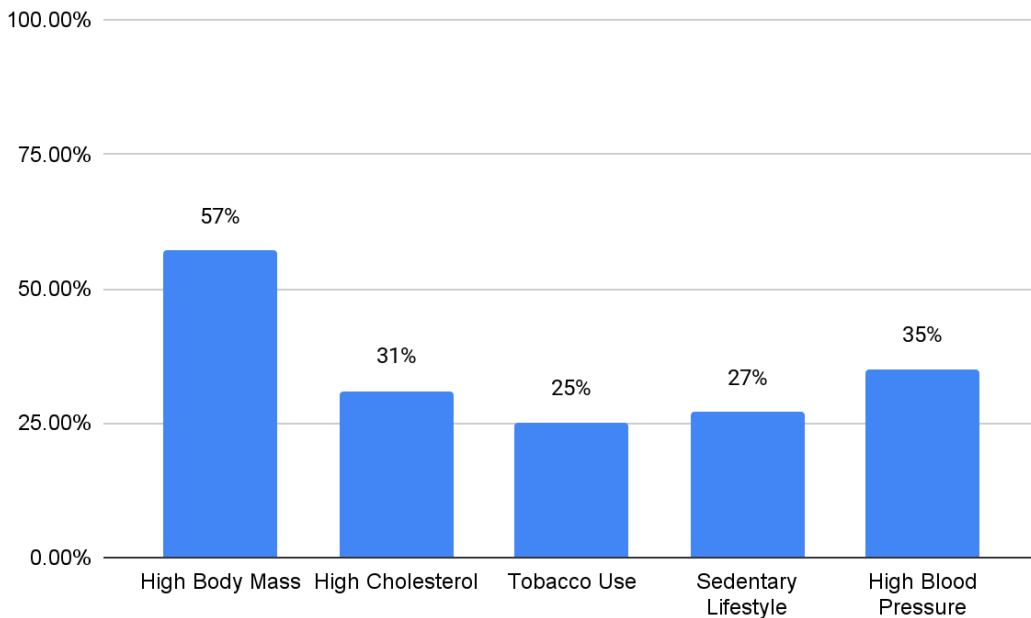
This section provides aggregate data for the Monroe Fire Protection District over the past year for medical referrals made and lifestyle improvements reported.



*Medical Referrals are determined during the physical evaluation.

Cardiac Risk Factors

This section provides aggregate data for the Monroe Fire Protection District over the past year for cardiac risk factors.



Cardiac Risk Factors	2022	
	N	%
High Body Mass ^a	43	57%
High Cholesterol ^b	23	31%
Tobacco Use	19	25%
Sedentary Lifestyle ^c	20	27%
High Blood Pressure ^d	26	35%

N=75

^a High Body Mass calculated at >30 (Source: National Institute of Health, National Heart, Lung and Blood Institute)

^b High Cholesterol measured at >200 mg/dL (Source: NCEP ATP III National Heart Association)

^c High Blood Pressure >120/80+ mmHg (Source: American Heart Association)

Treadmill Aggregate Reporting

	VO2	VO2%
Excellent	20	18%
Good	66	58%
Fair	23	20%
Poor	5	4.0%
total	114	100%

96% of Department met the IAFF standard of 12 METs of energy of work which is minimum energy cost to fight fire

4% of Department are at optimal upper body endurance production and 23.8% are muscular imbalance in upper body endurance increasing risk of muscular injury

18% of Department are at optimal core endurance production and 87% are muscularly balanced in core stability lowering risk factors of hip and back injury

***5 People no fitness data**

Operation Monthly Report December 2022

Current Situation

Out of Service / In Service

- Tender 22 – Is out of service for repairs.
- ATV 21 – Is out of service until further notice.
- Engine 22 (NEW) – UPDATE: we have received all of the attack hose; brackets have been installed for appliances and hardware. I received a text from Fire Service, Inc. on November 1st 2022, stating that the Dave Clark headset belt packs are on back order, looking estimated arrival time is now 2-14-2023.
- Still waiting on a few items to finish up the hardware mounting for Engine 22.
- A call was placed to Bloomington Ford. Our production date was moved to December 14th.

Planned Activities

- Moving spare SCBA equipment to Station 25

Accomplishments

- A new vehicle repair and maintenance program was established in October, which has led to improved efficiency and reporting to Chief officers. The following information was taken from October 1st – December 4th
 - a) Work Orders Completed:
 - 35 Minor
 - 53 Moderate
 - 32 Major
 - 120 Total orders completed
 - b) Work Orders Pending:
 - 3 Minor
 - 9 Moderate
 - 4 Major
 - 16 Total orders pending service. Some pending orders have already had parts ordered and waiting for the parts to come in.

EMS / Special Operations

CURRENT SITUATION

- One member off with COVID

ACCOMPLISHMENTS

Medical

- Updated contract for the provision of medical direction has been received forwarded to Legal
- Final report for physicals received
- Work Performance Evaluation Make-up Completed

EMS/Spec Ops

- Hazardous Materials – truck back at 25
- Rope equipment on order, Gas meters on order
- Radiation meter
- LEPC Haz Mat equipment / meter

PLANNED ACTIVITIES

Medical

- Contract for BioMed services

EMS/spec ops

- Ambulance and affiliated equipment purchase / billing options /certification
- Consolidation of HazMat supplies
- Vaccination Clinic

December Training Report

CURRENT SITUATION

-We are all working on the schedule for the upcoming recruit class

-Upcoming “on shift” training for this coming month includes the topics: EMS, Audit and Review, Cardiac and Stroke Emergencies. DC Coover’s Safe Haven Baby Box Training, Solar Power Systems, V.A. Suicide Awareness, Hazmat Skills Refresher and High-Rise Packs

ACCOMPLISHMENTS

-Training hours

-Full time personnel	2,801.25
-Permanent Part time personnel	512.45
-Volunteer/Substitute	542.2
- Total	3,855.9

- Completion of Rope Rescue Technician Class, this was part 2 of the classes for Station 21 and 22 personnel

-We completed a NFPA 1403 refresher class. This was attended by the majority of our personnel that help with our live fire classes we put on.

-Completed a 2-day Rescue Task Force Class, this was the active shooter patient care in hostile environment. MCSO participated in this also and we all are looking forward to training together on this more in the future.

PLANNED ACTIVITIES

-Finishing up State testing for the Rope classes as well as the Firefighter I/II Classes

-Finish up Instructor II Class which includes members from all the county departments being taught by some of our Battalion Chiefs

Monroe Fire Protection District
Claims - Signed November 3, 2022

Invoices Received 10/28/22 - 11/3/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/3/2022	8018	\$ 776.87	Amazon Capital Services	Computer Support - EPSON Photo Ink & Accessories; Vehicle Mnt - Mech Rm, Fuel Pump, LED Marker Light, 12V Winch Corded Manual; Office Supp - Envelopes, Pens, Paper, Cert Holders; Operating - Tear-Aid Fabric Repair
11/3/2022	8019	\$ 1,380.97	Anthem Blue Cross & Blue Shield	Health Insurance - Group Vision
11/3/2022	8020	\$ 624.00	Apparatus Service Inc	Vehicle Mnt - G1 Lens
11/3/2022	8021	\$ 2,478.10	B-Tech	Equipment Tests & Certs - Annual Fire Extinguisher Mnt - Annex & All Stations
11/3/2022	8022	\$ 904.48	Cincinnati Life	Voluntary Cincinnati Life - Employee Deduction
11/3/2022	8023	\$ 561.54	Creative Product Source	Promotional - Maltese Cross Stickers
11/3/2022	8024	\$ 906.00	David Ferguson - Atty	Legal Counsel & Costs - Board Mtg, Status Report, Review Packet; Background Checks
11/3/2022	8025	\$ 3,164.76	Fire Service Inc	Vehicle Mnt - Kit, Brake Pad, Front Brake Rotor - EONE; Solenoid, Primer Pump, Door Switch Kit, VPS, E23 5light Display kit
11/3/2022	8026	\$ 194.00	Gordon Flesch	Building Services - Service Call Annex
11/3/2022	8027	\$ 85.00	Hutchinson Electric	Building Services - St25 Tower
11/3/2022	8028	\$ 1,150.00	Indiana Fire Chiefs Association	Seminars & Training - IFCA Memberships
11/3/2022	8029	\$ 123.82	Industrial Service & Supply	Vehicle Mnt - Hydraulic Line & Hose - REISSUE FROM CHK 7988
11/3/2022	8030	\$ 1,161.00	IU Health Occupational Services	Medical Services - Part time Physicals (4)
11/3/2022	8031	\$ 19.16	Motorola Solutions	Computer Support - Radio Knobs
11/3/2022	8032	\$ 6,275.62	Paramount Dental	Health Insurance - Group Dental
11/3/2022	8033	\$ 26.20	Pomps Tire Service	Vehicle Mnt - Flat Repair
11/3/2022	8034	\$ 1,418.60	Reliance Standard Life Ins	Health Insurance - Group Critical Illness
11/3/2022	8035	\$ 77.32	Richards Small Engine Repair	Vehicle Mnt - Br23 Fuel Line Filter; Key
11/3/2022	8036	\$ 3,359.92	Staples	Computer Support - Brother Printers (8)
11/3/2022	8037	\$ 92.62	Van Buren Water	Utilities - St19, St23, St39
11/3/2022	8038	\$ 162.84	Waymire Fleet Vehicle Equipment	Computer Support - E22 Fixed Adapter Plate
Total:		\$ 24,942.82		
		<u>24,942.82</u>		

NOTE:

Monroe Fire Protection District

Claims - Signed November 14, 2022

Invoices Received 11/4/22 - 11/9/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/14/2022	1509	\$ 4,438.65	Donley Safety	CUM Fund Equipment - SuperVac 18" M18 for E22
11/14/2022	1510	\$ 722.67	J&S Locksmith	CUM Fund Equipment - MS362Cm 25" Bar & Chain + Fee 10.68
11/14/2022	1511	\$ 3,090.35	Lowe's	CUM Fund Station Renovation - Refrigerators w Ice (3) Range, Microwave
11/14/2022	EFT	\$ 657.20	Cardmember Services - VISA	CUM Fund Equipment - SP Heiman Fire Eq Mounting Plates E22
				Computer Supp - Google, ZoomDropBox; Utilities - YouTube TV (2); Operating - Floor Jacks & Jack Stands; Training - IN Oxygen(3), Notebooks; Travel Expense - Refund from Embassy Suites; Donation Fund - Meal for crews ODT & Accident
11/14/2022	EFT	\$ 2,382.96	Cardmember Services - VISA	
11/14/2022	EFT	\$ 461.48	AT&T	Telephone - Mobile Phones & Tablets
11/14/2022	EFT	\$ 156.33	Centerpoint Energy	Utilities - St29
11/14/2022	EFT	\$ 17.96	Comcast Xfinity	Utilities - St21
11/14/2022	EFT	\$ 26.94	Comcast Xfinity	Utilities - St22
11/14/2022	EFT	\$ 641.31	Duke Energy	Utilities - St22
11/14/2022	EFT	\$ 279.87	Duke Energy	Utilities - Annex
11/14/2022	EFT	\$ 13.32	Express Waste Removal	Utilities - St22
11/14/2022	EFT	\$ 82.55	Express Waste Removal	Utilities - St29
11/14/2022	EFT	\$ 72.00	Express Waste Removal	Utilities - St21
11/14/2022	EFT	\$ 60.00	Express Waste Removal	Utilities - St23
11/14/2022	EFT	\$ 8.00	Express Waste Removal	Utilities - Annex
11/14/2022	EFT	\$ 1,311.32	Gibson Teldata	Telephone - Phone System & Service
11/14/2022	EFT	\$ 1,624.92	Sam's Club	Operating - Station Supplies; Office Supp - Notepads; Promotional - Cookie Trays
11/14/2022	EFT	\$ 14,595.74	Wex Bank	Fuel - District Oct7-Nov6
				Vehicle Mnt - 'St39 Self Tapping Screws, 2050 piece hardware, bit set; Carb for Husqvarna; LED Indicator Light Green & Red; LED Headlights Conversion Kit E29; Headlight Connector w Adapter Harness, Computer Supp - USB Extension Cable; Ink, Cables, Mic Holders, Operating - 'UFO LED High Bay Light; Metal Shears, Hazmat Mit - Solid Tires for HazMat Cart (2), CREDIT - HazMat Mit Supp - 'Return 2 Tires
11/14/2022	8039	\$ 596.36	Amazon Capital Services	
11/14/2022	8040	\$ 213.68	Ascensio St Vincent Public Safety Medical	Medical Services - Annual Physicals (2)
11/14/2022	8041	\$ 150.00	B-Tech Fire & Safety	Building Services - St21 Pipes Rusting & Dripping
11/14/2022	8042	\$ 166.32	B&B Water	Utilities - St24
11/14/2022	8043	\$ 308.63	Black Lumber	Operating - E22 (\$109.33) & Baby Box Installation
11/14/2022	8044	\$ 89.92	Community Ford of Bloomington	Vehicle Mnt - PV25 JB Camera
11/14/2022	8045	\$ 183.25	Crossroads Truck Equipment	Vehicle Mnt - Socket for Lugnuts (Lg Truck); E35 Brake & Hub Parts
11/14/2022	8046	\$ 163.96	Donley Safety	Vehicle Mnt - Screw & Washer Set E Type Handle
11/14/2022	8047	\$ 350.00	Economy Termite & Pest	Building Services - St21, St23, St39, St19, St29, St22, Annex
11/14/2022	8048	\$ 24.50	Emergency Medical Products	EMS Supplies - Nasal Cannula - Peds
11/14/2022	8049	\$ 896.52	English's Off Road	Vehicle Mnt - Whelen Strobe 508E, LED Sync Red 400 Linear St21; Whelen Lightbar Red
11/14/2022	8050	\$ 75.96	Fire Service Inc	Vehicle Mnt - T24 Kussmaul 12V
11/14/2022	8051	\$ 951.00	Free Think Apparel	Operating - Probationary Shirt (59)
11/14/2022	8052	\$ 288.00	Gordon Flesch	Office Supp - Sharp Cyan Toner
11/14/2022	8053	\$ 12.95	Hall Signs	Operating - 12" Reflective Address Sign - Green
11/14/2022	8054	\$ 77.55	HB Warehouse	Operating - Orange Degreaser (4 cases); Floor Pads (5)
11/14/2022	8055	\$ 470.00	Interstate Battery System of Bloomington	Vehicle Mnt - MTX-65; MTZ-66
11/14/2022	8056	\$ 123.08	Kleindorfer	Vehicle Mnt - Sup25, E22, R21, Baby Box, St21
11/14/2022	8057	\$ 255.56	Midwest Natural Gas	Utilities - St39, St19
11/14/2022	8058	\$ 275.00	Miles Dump Solutions	Training - One Week Dumpster
11/14/2022	8059	\$ 45,000.00	Monroe Fire Protection District Volunteers	Volunteer Contract - Services
11/14/2022	8060	\$ 1,224.85	Napa Auto Parts	Vehicle Mnt - 7 Invoices
11/14/2022	8061	\$ 1,495.67	O'Reilly Auto	Vehicle Mnt - 18 Invoices
11/14/2022	8062	\$ 1,447.73	REMC	Utilities - St39
11/14/2022	8063	\$ 95.80	Republic Services	Utilities - St19, St24
11/14/2022	8064	\$ 4,000.00	Root & Associates	Accounting Services - Bookkeepin October 22
11/14/2022	8065	\$ 37.20	Sosuth Central Regional Sewer Dist	Utilities - St21
11/14/2022	8066	\$ 279.49	Southern Monroe Water Corp	Utilities - St21
11/14/2022	8067	\$ 312.02	Washington Twp Water	Utilities - St25
11/14/2022	8068	\$ 55.59	Witmer Public Safety Group	Operating - Irons Marrying Strap
	Total:	\$ 90,264.16		
		<u>90,264.16</u>		

NOTE:

Monroe Fire Protection District
Claims - Signed November 17, 2022

Invoices Received 11/9/22 - 11/15/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/17/2022	1512	\$ 8,396.00	Acoustical Ceiling System	CUM Fund Station Renovation - St23 Drop Ceiling
11/17/2022	1513	\$ 1,184.26	Amazon Capital Services	CUM Fund Equipment - Lockout Tagout E22; Battery Terminal E22; M18 Batteries & Bucket; Station Renovation - Bed Frames; Dayroom Recliners
11/17/2022	1514	\$ 1,926.28	Dreamseats	CUM Fund Station Renovation - Dayroom Recliners (2)
11/17/2022	EFT	\$ 2,016.83	Cardmember Services - VISA	CUM Fund Equipment - E22 Tools, Blowers & wiring
11/17/2022	EFT	\$ 3,416.03	Cardmember Services - VISA	Computer Sup - Google, Zoom; Travel Exp - Hotels for HazMat Trng (3 Chiefs 2 Nts); Vehicle Mnt - Diesel Lap Diag Update, LED Lighthead; Training - Hax Conf, Straw; DONATION Fund - Crew Meals Haz Trng
11/17/2022	EFT	\$ 5,050.48	AFLAC	Voluntary AFLAC - Employee Deduction
11/17/2022	EFT	\$ 108.53	Duke Energy	Utilities - St25G
11/17/2022	EFT	\$ 949.96	Duke Energy	Utilities - St25
11/17/2022	EFT	\$ 189.43	Centerpoint	Utilities - St25
11/17/2022	EFT	\$ 17.98	Centerpoint	Utilities - St25G
11/17/2022	EFT	\$ 61.50	Centerpoint	Utilities - St24
11/17/2022	EFT	\$ 28.32	Centerpoint	Utilities - St24G
11/17/2022	EFT	\$ 193.64	Centerpoint	Utilities - St21
11/17/2022	EFT	\$ 83.98	Centerpoint	Utilities - St22
11/17/2022	8069	\$ 5,200.00	Advanced Rescue Solutions	Training - Rope Rescue Class
11/17/2022	8070	\$ 592.65	Amazon Capital Services	Computer Support - Radio Strap (6); Vehicle Mnt - Car Battery Tester; LED Light bar; Garage Shelving; HazMat - Rubber Sheet
11/17/2022	8071	\$ 360.52	City of Bloomington Utilities	Utilities - St29, St22, Annex
11/17/2022	8072	\$ 281.70	Conway Shield	Operating - Sergeant Shield (6)
11/17/2022	8073	\$ 349.99	Diesel Laptop	Vehicle Mnt - Diesel Decoder
11/17/2022	8074	\$ 1,132.00	Eagle Emblems & Graphics	Operating - IN Patches
11/17/2022	8075	\$ 11.04	Gatehouse Media	Legal Advertising - Board Mtg 10/12
11/17/2022	8076	\$ 4,445.00	Hartman & Williams	Legal Expense - GAAP Reporting 6/1/22-9/30/22
11/17/2022	8077	\$ 120.00	International Assoc Arson Investigators	Inspection/Investigation - M Keltner
11/17/2022	8078	\$ 3,139.58	Ken's Westside Service	Vehicle Repair - VIN6762 PV1 Exhaust Mani, PS Pump, Brake, Clamps, Calipers; VIN1739 Warranty Work
11/17/2022	8079	\$ 5,800.00	Monroe Fire Prot Dist Volunteers	Volunteer Contract - EMS & HazMat Incentives
11/17/2022	8080	\$ 6,310.57	Paramount Dental	Health Insurance - Group Dental
11/17/2022	8081	\$ 270.00	Root & Associates	Accounting Services - Security Checks (1000)
11/17/2022	8082	\$ 17.33	Stansifer Radio	Vehicle Mnt - Russel, Philmore, Tyton
11/17/2022	8083	\$ 1,871.34	Sternberg	Vehicle Mnt - Turbo Kit; E25 Crank Case Vent Filter; R21 Fuse Box Dash Cover; Core Dep Return Credit
11/17/2022	8084	\$ 518.54	WS Darley	Vehicle Mnt - Temp Sensor LED Red & Grn, Gauge
11/17/2022	8085	\$ 464.78	Witmer Public Safety Group	Vehicle Mnt - Elevator Key Set, Fire Hooks K tool Kit
	Total:	\$ 54,508.26		
		<hr/>		
		54,508.26		

NOTE:

Monroe Fire Protection District

Claims - Signed November 30, 2022

Invoices Received 11/16/22 - 11/28/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/22/2022	1515	\$ 8,901.20	Dell Marketing LP	MDT One year Warranty for all MDTs (Wrong chkg: Transfer) GAAP
11/30/2022	1516	\$ 412.40	911 Fleet & Fire	CUM Fund PPE - Innotex Hood White (10)
11/30/2022	1517	\$ 188.68	Amazon Capital Services	CUM Fund Equipment - E22 Fan Batteries
11/30/2022	1518	\$ 1,168.17	Dive Rescue	CUM Fund PPE - Rapid Rescue PFD (5)
11/30/2022	1519	\$ 533.12	Witmer Public Safety Group	CUM Fund Equipment - E22 Hebert Hose Clamp
11/30/2022	1520	\$ 8,223.69	Fire Service Inc	CUM Fund Equipment - 3" Attack Hose, 2.5" Hose, 1.75" Hose w/Couplings
11/30/2022	EFT	\$ 82,092.52	IU Health Plans	Helath Insurance - Group Medical
11/30/2022	EFT	\$ 1,614.14	FirstNet	Computer Support - MDTs (51)
11/30/2022	EFT	\$ 1,209.60	Comcast Business	Telephone/ Data - Data All Stations
11/30/2022	EFT	\$ 17.96	Comcast	Utilities - St19 CATV
11/30/2022	EFT	\$ 908.46	Duke Energy	Utilities - St21
				Operating - Pull Tie Tags (1000), Gar Door Rem, WorkPro Bags, Filters, Sharpies, Clipboards, WorkPro Bags, Magnets; Vehicle Mnt - LED Headlights, Recoil Assy, Saw Chain; HazMat - Brushes; EMS Supp - HMH Sked System
11/30/2022	8086	\$ 1,305.61	Amazon Capital Services	Operating - Filter, Schlage Lock, LED Bulb, Credit for Battery Fuse, Credit for LED Light
11/30/2022	8087	\$ 54.55	Amazon Capital Services	Health Insurance - Group Vision
11/30/2022	8088	\$ 1,377.06	Anthem Blue Cross	Building Services - Baby Box Installation, Prorated Qtrly Monitoring St25
11/30/2022	8089	\$ 512.35	B-Tech	Building Services - Generator Check St22
11/30/2022	8090	\$ 168.75	D&S Maintenance	Travel Expense - Mileage Reimbursement Chicago Training
11/30/2022	8091	\$ 355.00	Darrell Cooper	Legal Counsel - Benton Transfer, E Deckard, Board Mtg, Background Checks
11/30/2022	8092	\$ 866.00	David Ferguson - Atty	EMS Supplies - Backboard, Short Board, Extrication Device, Splint
11/30/2022	8093	\$ 450.77	Emergency Medical Products	Vehicle Mnt - Reliant Premium CK4 15W40
11/30/2022	8094	\$ 4,236.75	HB Warehouse	Operating - TB Cleaner (24), Ice Melt (49); TB Cleaner (12)
11/30/2022	8095	\$ 749.15	HB Warehouse - Resource Services	Vehicle Mnt - Sq22 MTZ-75DT (2); MTZ-65 (1); 31-AGM7(1); 31-MHD(2), Core Chg
11/30/2022	8096	\$ 1,566.95	Interstate Battery System of Bloomington	Vehicle Mnt - 28" Chain
11/30/2022	8097	\$ 46.99	J&S locksmith	Vehicle Mnt - Diag Sogware Updates
11/30/2022	8098	\$ 2,700.00	Mitche1	EMS Supplies - Gloves - Nitrile, Neoprene, pH Test Paper; Nitrile Gloves
11/30/2022	8099	\$ 654.77	New Pig Corporation	Building Services - Line Valve Knob, Repair Kit
11/30/2022	8100	\$ 114.00	Pro Air Midwest LLC	Health Insurance - Group Critical Illness
11/30/2022	8101	\$ 1,418.60	Reliance Standard	Utilities - St24
11/30/2022	8102	\$ 563.17	Sosuth Central IN REMC	Life Insurance - Life ADD STD LTD
11/30/2022	8103	\$ 9,944.86	Standard Insurance	Utilities - St23, St39, St19
11/30/2022	8104	\$ 87.49	Van Buren Water	
	Total:	\$ 132,442.76		
		<u>132,442.76</u>		

NOTE:

Monroe Fire Protection District

Financial Statements

November 30, 2022 and 2021

ACCOUNTANTS' REPORT

To the Management of:
Monroe Fire Protection District
3953 South Kennedy Drive
Bloomington, IN 47401-9619

The accompanying financial statements of Monroe Fire Protection District (a government entity) as of November 30, 2022 and 2021, were not subjected to an audit, review or compilation by us and accordingly, we do not express an opinion, a conclusion, nor provide assurance on them.



RootAdvisors LLC

December 06, 2022

Monroe Fire Protection District
Statement of Financial Position
As of November 30, 2022 and 2021

	Nov 30, 22	Nov 30, 21
ASSETS		
Current Assets		
Checking/Savings		
1023 · Savings - PSB (Rainy Day)	172,365.11	1,172,072.75
1024 · Savings - Peoples - CUM Fund	693,233.22	570,219.61
1026 · Checking - Peoples	3,598,718.39	675,474.20
Total Checking/Savings	4,464,316.72	2,417,766.56
Total Current Assets	4,464,316.72	2,417,766.56
Fixed Assets		
2100 · Land	464,000.00	225,600.00
2200 · Building	6,474,868.10	2,555,698.10
2260 · Improvements Other Than Bldgs	93,739.00	83,934.00
2270 · Machinery & Equipment	2,209,458.74	530,246.55
2300 · Vehicles - Apparatus	8,962,595.26	3,025,197.26
2900 · Accumulated Depreciation	(9,854,602.58)	(1,880,645.60)
Total Fixed Assets	8,350,058.52	4,540,030.31
TOTAL ASSETS	12,814,375.24	6,957,796.87
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3097 · Cincinnati Life Ins Payable	0.00	764.10
3098 · AFLAC Ins Payable	89.83	74.93
3050 · Fica & Federal Withheld	58,354.46	59,892.08
3070 · State & County Withheld	30,648.67	28,466.02
3090 · Pension Payable	0.00	668.87
4040 · Tax Anticipation Warrant	0.00	1,000,000.00
Total Other Current Liabilities	89,092.96	1,089,866.00
Total Current Liabilities	89,092.96	1,089,866.00
Long Term Liabilities		
4000 · NP - Peoples State Bank	406,665.63	474,223.14
4020 · NP - Old National Bank	881,098.80	1,027,948.60
4030 · NP - Old National Bank - 2588	0.00	200,000.00
4050 · NP - Peoples State Bank - E22	604,866.00	604,866.00
Total Long Term Liabilities	1,892,630.43	2,307,037.74
Total Liabilities	1,981,723.39	3,396,903.74
Equity		
5010 · Fund Balance	11,356,367.29	3,918,663.07
Net Income	(523,715.44)	(357,769.94)
Total Equity	10,832,651.85	3,560,893.13
TOTAL LIABILITIES & EQUITY	12,814,375.24	6,957,796.87

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Annual Budget vs. Actual YTD
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6320 · Donations - Ambulance Service	23,756.00			
6010 · Monroe Co. Prop Tax Levy	5,135,524.10			
6160 · Local Income Tax (LIT) Cert Shs	2,564,148.50	2,708,994.00	(144,845.50)	94.7%
6110 · Vehicle/Aircraft Excise Tax	0.00	703,453.00	(703,453.00)	0.0%
6140 · CVET	5,512.26	10,762.00	(5,249.74)	51.2%
6180 · Fire Protection Contracts/Fees	247,433.00	229,433.00	18,000.00	107.8%
6030 · CUM Monroe Co. Prop Tax Levy	640,176.45			
6141 · CUM CVET	687.74			
6190 · CUM Fire Protection Contr/Fees	0.00	18,000.00	(18,000.00)	0.0%
7010 · Federal Grant Reimbursement	1,544,961.37	1,300,000.00	244,961.37	118.8%
7030 · Local Match Funds Income	3,014.20			
7200 · District 8 Grant Income	3,990.06			
6300 · Donations	1,702.00			
6325 · Donations - Station 26	300,000.00			
6310 · Safe Haven Box Donations	100.00			
6000 · Other Income	21,544.96			
9010 · Interest Income	185.73			
Total Income	10,492,736.37	4,970,642.00	5,522,094.37	211.1%
Expense				
PERSONAL SERVICES				
Salaries and Wages				
8212 · Salaries & Wages - Fire Chief	75,433.26	82,400.00	(6,966.74)	91.5%
8213 · Salaries & Wages - Deputy Chief	282,875.00	309,000.00	(26,125.00)	91.5%
8214 · Salaries & Wages - Asst Chief	198,012.72	216,300.00	(18,287.28)	91.5%
8215 · Salaries & Wages - Battalion Ch	367,737.06	401,700.00	(33,962.94)	91.5%
8216 · Salaries & Wages - Fire Marshal	61,289.51	66,950.00	(5,660.49)	91.5%
8217 · Salaries & Wages - Mechanic	52,920.77	52,920.77	0.00	100.0%
8218 · Salaries & Wages - Trng Captain	12,875.00	12,875.00	0.00	100.0%
8219 · Salaries & Wages - FF PERF Fund	621,336.76	678,000.00	(56,663.24)	91.6%
8220 · Salaries & Wages - FF 1977 Fund	3,230,150.34	3,368,800.00	(138,649.66)	95.9%
8221 · Salaries & Wages - Incentive	100,640.19	218,000.00	(117,359.81)	46.2%
8222 · Salaries & Wages - Officer Pay	312,329.41	381,310.23	(68,980.82)	81.9%
8223 · Salaries & Wages - Longevity	111,319.74	132,300.00	(20,980.26)	84.1%
8224 · Salaries & Wages - Holiday Pay	20,653.98	30,000.00	(9,346.02)	68.8%
8226 · Salaries & Wages - Part Time	715,384.25	818,244.00	(102,859.75)	87.4%
8227 · Salaries & Wages - Sub/Em/Tr/OT	470,267.86	640,000.00	(169,732.14)	73.5%
8228 · Salaries & Wages - Admin Assts	118,266.52	130,000.00	(11,733.48)	91.0%
8229 · Salaries & Wages - IT Spec	68,541.67	75,000.00	(6,458.33)	91.4%
8230 · Salaries & Wages - Trustee Comp	18,165.00	24,226.00	(6,061.00)	75.0%
8235 · Salaries & Wages - Uniform All	68,833.34	141,000.00	(72,166.66)	48.8%
Total Salaries and Wages	6,907,032.38	7,779,026.00	(871,993.62)	88.8%
Employee Benefits				
8240 · Social Security (Fica)	156,641.67	195,000.00	(38,358.33)	80.3%
8241 · Social Security (Medicare)	95,531.84	110,000.00	(14,468.16)	86.8%
8242 · State Unemployment Ins	16,522.21	25,000.00	(8,477.79)	66.1%
8243 · Employee Health AD&D Ins	1,100,641.20	1,223,400.00	(122,758.80)	90.0%
8244 · PERF 1977 Employer Contribution	741,557.31	1,007,702.00	(266,144.69)	73.6%
8245 · Life Insurance	112,390.84	125,120.00	(12,729.16)	89.8%
8246 · PERF Fund Employer Contribution	255,674.67	350,000.00	(94,325.33)	73.0%
Total Employee Benefits	2,478,959.74	3,036,222.00	(557,262.26)	81.6%

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Annual Budget vs. Actual YTD
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Other Personal Services				
8251 · Volunteer Fire Co Contract	50,800.00	75,000.00	(24,200.00)	67.7%
8252 · Length of Service Annuity	2,901.00	30,000.00	(27,099.00)	9.7%
8253 · Medical Services	93,002.40	105,000.00	(11,997.60)	88.6%
Total Other Personal Services	146,703.40	210,000.00	(63,296.60)	69.9%
Total PERSONAL SERVICES	9,532,695.52	11,025,248.00	(1,492,552.48)	86.5%
SUPPLIES				
8300 · Office Supplies	7,558.61	17,500.00	(9,941.39)	43.2%
8301 · Operating Supplies	88,073.17	96,500.00	(8,426.83)	91.3%
8302 · Vehicle Maintenance Supplies	87,772.26	100,000.00	(12,227.74)	87.8%
8303 · Promotional Supplies	9,821.56	12,500.00	(2,678.44)	78.6%
8304 · EMS Supplies	12,874.80	28,000.00	(15,125.20)	46.0%
8306 · IVFA Dues	1,930.00	3,500.00	(1,570.00)	55.1%
8308 · Fuel	133,619.64	150,000.00	(16,380.36)	89.1%
Other Supplies				
8311 · Special Chemical Supplies	0.00	5,000.00	(5,000.00)	0.0%
8312 · Fire Prevention Supplies	8,972.41	10,000.00	(1,027.59)	89.7%
8313 · Inspection/Investigation Supply	2,937.29	5,000.00	(2,062.71)	58.7%
8314 · Haz Mat Mitigation Supplies	3,238.45	10,000.00	(6,761.55)	32.4%
Total Other Supplies	15,148.15	30,000.00	(14,851.85)	50.5%
Total SUPPLIES	356,798.19	438,000.00	(81,201.81)	81.5%
OTHER SERVICES & CHARGES				
Professional Services				
8351 · Seminars/Training	31,659.12	60,000.00	(28,340.88)	52.8%
8352 · Legal Counsel & Expenses	24,089.74	60,000.00	(35,910.26)	40.1%
8353 · Equipment Tests/Certifications	18,419.33	30,000.00	(11,580.67)	61.4%
8354 · Computer Support	50,906.08	50,000.00	906.08	101.8%
8355 · Accounting Services	51,205.00	55,000.00	(3,795.00)	93.1%
Total Professional Services	176,279.27	255,000.00	(78,720.73)	69.1%
Communication & Transportation				
8400 · Telephone Services	33,059.28	70,000.00	(36,940.72)	47.2%
8401 · Contractual Services	43,346.30	50,000.00	(6,653.70)	86.7%
8402 · Postage	642.47	5,000.00	(4,357.53)	12.8%
8403 · Travel Expenses	5,566.02	10,000.00	(4,433.98)	55.7%
Total Communication & Transportation	82,614.07	135,000.00	(52,385.93)	61.2%
Printing & Advertising				
8450 · Legal Advertising	161.46	1,500.00	(1,338.54)	10.8%
8451 · Printing	0.00	5,000.00	(5,000.00)	0.0%
Total Printing & Advertising	161.46	6,500.00	(6,338.54)	2.5%
Insurance				
8500 · General Liability Insurance	103,184.86	140,000.00	(36,815.14)	73.7%
8501 · Workmens Compensation	79,360.00	140,000.00	(60,640.00)	56.7%
Total Insurance	182,544.86	280,000.00	(97,455.14)	65.2%
Utility Service				
8550 · Utilities	105,330.93	180,000.00	(74,669.07)	58.5%
Total Utility Service	105,330.93	180,000.00	(74,669.07)	58.5%

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Annual Budget vs. Actual YTD
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Repairs & Maintenance				
8600 · Building Services	28,786.82	50,000.00	(21,213.18)	57.6%
8605 · Equipment & Vehicle Repairs	103,947.24	70,000.00	33,947.24	148.5%
Total Repairs & Maintenance	132,734.06	120,000.00	12,734.06	110.6%
Total OTHER SERVICES & CHARGES	679,664.65	976,500.00	(296,835.35)	69.6%
Total Expense	10,569,158.36	12,439,748.00	(1,870,589.64)	85.0%
Net Ordinary Income	(76,421.99)	(7,469,106.00)	7,392,684.01	1.0%
Other Income/Expense				
Other Expense				
8440 · Meals & Awards	2,540.18			
8779 · CUM Fund - Small Vehicles	0.00	179,718.50	(179,718.50)	0.0%
8780 · CUM Fund - Misc/Eqpt/Cap Outlay	126,806.64	159,000.00	(32,193.36)	79.8%
8781 · CUM Fund - Pers Prot Eqpt (PPE)	94,177.57	119,157.14	(24,979.57)	79.0%
8782 · CUM Fund - Station 21 Mortgage	85,760.29	172,549.00	(86,788.71)	49.7%
8784 · CUM Fund - Bldg Renovations	95,127.81	137,992.44	(42,864.63)	68.9%
8785 · CUM Fund - Rescue 11 (22) Replace	80,340.82	80,341.00	(0.18)	100.0%
8788 · CUM Fund - Engine 22	128,875.56	128,875.56	0.00	100.0%
8789 · CUM Fund - Quint 59	0.00	34,000.00	(34,000.00)	0.0%
8888 · Local Match Funds Expense	3,014.20			
Total Other Expense	616,643.07	1,011,633.64	(394,990.57)	61.0%
Net Other Income	(616,643.07)	(1,011,633.64)	394,990.57	61.0%
Net Income	(693,065.06)	(8,480,739.64)	7,787,674.58	8.2%

Monroe Fire Protection District
Statement of Activity - Budget Performance
November 2022

	Nov 22	Budget	Jan - Nov 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
6320 · Donations - Ambulance Service	0.00		23,756.00		
6010 · Monroe Co. Prop Tax Levy	0.00		5,135,524.10		
6160 · Local Income Tax (LIT) Cert Shs	225,749.50	225,749.50	2,564,148.50	2,483,244.50	2,708,994.00
6110 · Vehicle/Aircraft Excise Tax	0.00	0.00	0.00	351,726.50	703,453.00
6140 · CVET	0.00	0.00	5,512.26	5,381.00	10,762.00
6180 · Fire Protection Contracts/Fees	0.00	19,119.42	247,433.00	210,313.58	229,433.00
6030 · CUM Monroe Co. Prop Tax Levy	0.00		640,176.45		
6141 · CUM CVET	0.00		687.74		
6190 · CUM Fire Protection Contr/Fees	0.00	1,500.00	0.00	16,500.00	18,000.00
7010 · Federal Grant Reimbursement	0.00	108,333.33	1,544,961.37	1,191,666.67	1,300,000.00
7030 · Local Match Funds Income	0.00		3,014.20		
7200 · District 8 Grant Income	0.00		3,990.06		
6300 · Donations	52.00		1,702.00		
6325 · Donations - Station 26	0.00		300,000.00		
6310 · Safe Haven Box Donations	0.00		100.00		
6000 · Other Income	0.00		21,544.96		
9010 · Interest Income	0.00		185.73		
Total Income	225,801.50	354,702.25	10,492,736.37	4,258,832.25	4,970,642.00
Expense					
PERSONAL SERVICES					
Salaries and Wages					
8212 · Salaries & Wages - Fire Chief	6,866.66	6,866.67	75,433.26	75,533.33	82,400.00
8213 · Salaries & Wages - Deputy Chief	25,750.00	25,750.00	282,875.00	283,250.00	309,000.00
8214 · Salaries & Wages - Asst Chief	18,025.02	18,025.00	198,012.72	198,275.00	216,300.00
8215 · Salaries & Wages - Battalion Ch	33,474.96	33,475.00	367,737.06	368,225.00	401,700.00
8216 · Salaries & Wages - Fire Marshal	5,579.16	5,579.17	61,289.51	61,370.83	66,950.00
8217 · Salaries & Wages - Mechanic	0.00	4,410.06	52,920.77	48,510.71	52,920.77
8218 · Salaries & Wages - Trng Captain	0.00	1,072.92	12,875.00	11,802.08	12,875.00
8219 · Salaries & Wages - FF PERF Fund	56,650.00	56,500.00	621,336.76	621,500.00	678,000.00
8220 · Salaries & Wages - FF 1977 Fund	270,641.46	280,733.33	3,068,540.64	3,088,066.67	3,368,800.00
8221 · Salaries & Wages - Incentive	4,124.88	18,166.67	100,640.19	199,833.33	218,000.00
8222 · Salaries & Wages - Officer Pay	27,666.68	31,775.85	312,329.41	349,534.38	381,310.23
8223 · Salaries & Wages - Longevity	10,100.00	11,275.00	111,319.74	121,025.00	132,300.00
8224 · Salaries & Wages - Holiday Pay	2,400.00	2,500.00	20,653.98	27,500.00	30,000.00
8226 · Salaries & Wages - Part Time	72,403.50	68,187.00	715,384.25	750,057.00	818,244.00
8227 · Salaries & Wages - Sub/Em/Tr/OT	37,758.91	53,333.33	470,267.86	586,666.67	640,000.00
8228 · Salaries & Wages - Admin Assts	10,833.32	10,833.33	118,266.52	119,166.67	130,000.00
8229 · Salaries & Wages - IT Spec	6,250.00	6,250.00	68,541.67	68,750.00	75,000.00
8230 · Salaries & Wages - Trustee Comp	0.00	2,018.83	18,165.00	22,207.17	24,226.00
8235 · Salaries & Wages - Uniform All	0.00	11,750.00	68,833.34	129,250.00	141,000.00
Total Salaries and Wages	588,524.55	648,502.16	6,745,422.68	7,130,523.84	7,779,026.00
Employee Benefits					
8240 · Social Security (Fica)	14,183.38	16,250.00	156,641.67	178,750.00	195,000.00
8241 · Social Security (Medicare)	8,347.62	9,166.67	95,531.84	100,833.33	110,000.00
8242 · State Unemployment Ins	0.00	2,083.33	16,522.21	22,916.67	25,000.00
8243 · Employee Health AD&D Ins	122,821.24	101,950.00	1,100,641.20	1,121,450.00	1,223,400.00
8244 · PERF 1977 Employer Contribution	64,044.00	83,975.17	741,557.31	923,726.83	1,007,702.00
8245 · Life Insurance	9,944.86	10,426.67	112,390.84	114,693.33	125,120.00
8246 · PERF Fund Employer Contribution	22,446.19	29,166.67	255,674.67	320,833.33	350,000.00
Total Employee Benefits	241,787.29	253,018.51	2,478,959.74	2,783,203.49	3,036,222.00
Other Personal Services					
8251 · Volunteer Fire Co Contract	50,800.00	6,250.00	50,800.00	68,750.00	75,000.00
8252 · Length of Service Annuity	0.00	2,500.00	2,901.00	27,500.00	30,000.00
8253 · Medical Services	1,374.68	8,750.00	93,002.40	96,250.00	105,000.00
Total Other Personal Services	52,174.68	17,500.00	146,703.40	192,500.00	210,000.00
Total PERSONAL SERVICES	882,486.52	919,020.67	9,371,085.82	10,106,227.33	11,025,248.00
SUPPLIES					
8300 · Office Supplies	531.90	1,458.33	7,535.22	16,041.67	17,500.00
8301 · Operating Supplies	7,217.96	8,041.67	84,485.67	88,458.33	96,500.00
8302 · Vehicle Maintenance Supplies	23,049.26	8,333.33	86,667.59	91,666.67	100,000.00
8303 · Promotional Supplies	490.06	1,041.67	9,821.56	11,458.33	12,500.00
8304 · EMS Supplies	1,501.10	2,333.33	12,874.80	25,666.67	28,000.00
8306 · IVFA Dues	0.00	291.67	1,930.00	3,208.33	3,500.00
8308 · Fuel	14,595.74	12,500.00	133,619.64	137,500.00	150,000.00

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Budget Performance
November 2022

	Nov 22	Budget	Jan - Nov 22	YTD Budget	Annual Budget
Other Supplies					
8311 · Special Chemical Supplies	0.00	416.67	0.00	4,583.33	5,000.00
8312 · Fire Prevention Supplies	0.00	833.33	8,972.41	9,166.67	10,000.00
8313 · Inspection/Investigation Supply	120.00	416.67	2,937.29	4,583.33	5,000.00
8314 · Haz Mat Mitigation Supplies	127.76	833.33	3,224.47	9,166.67	10,000.00
Total Other Supplies	247.76	2,500.00	15,134.17	27,500.00	30,000.00
Total SUPPLIES	47,633.78	36,500.00	352,068.65	401,500.00	438,000.00
OTHER SERVICES & CHARGES					
Professional Services					
8351 · Seminars/Training	7,313.99	5,000.00	31,159.12	55,000.00	60,000.00
8352 · Legal Counsel & Expenses	6,217.00	5,000.00	24,089.74	55,000.00	60,000.00
8353 · Equipment Tests/Certifications	2,478.10	2,500.00	18,419.33	27,500.00	30,000.00
8354 · Computer Support	16,743.51	4,166.67	50,872.92	45,833.33	50,000.00
8355 · Accounting Services	4,270.00	4,583.33	51,205.00	50,416.67	55,000.00
Total Professional Services	37,022.60	21,250.00	175,746.11	233,750.00	255,000.00
Communication & Transportation					
8400 · Telephone Services	2,982.40	5,833.33	33,032.34	64,166.67	70,000.00
8401 · Contractual Services	0.00	4,166.67	43,346.30	45,833.33	50,000.00
8402 · Postage	0.00	416.67	522.47	4,583.33	5,000.00
8403 · Travel Expenses	340.55	833.33	5,336.12	9,166.67	10,000.00
Total Communication & Transportation	3,322.95	11,250.00	82,237.23	123,750.00	135,000.00
Printing & Advertising					
8450 · Legal Advertising	11.04	125.00	161.46	1,375.00	1,500.00
8451 · Printing	0.00	416.67	0.00	4,583.33	5,000.00
Total Printing & Advertising	11.04	541.67	161.46	5,958.33	6,500.00
Insurance					
8500 · General Liability Insurance	0.00	11,666.67	103,184.86	128,333.33	140,000.00
8501 · Workmens Compensation	0.00	11,666.67	79,360.00	128,333.33	140,000.00
Total Insurance	0.00	23,333.34	182,544.86	256,666.66	280,000.00
Utility Service					
8550 · Utilities	7,745.94	15,000.00	104,747.62	165,000.00	180,000.00
Total Utility Service	7,745.94	15,000.00	104,747.62	165,000.00	180,000.00
Repairs & Maintenance					
8600 · Building Services	1,574.10	4,166.67	28,323.57	45,833.33	50,000.00
8605 · Equipment & Vehicle Repairs	3,139.58	5,833.33	103,947.24	64,166.67	70,000.00
Total Repairs & Maintenance	4,713.68	10,000.00	132,270.81	110,000.00	120,000.00
Total OTHER SERVICES & CHARGES	52,816.21	81,375.01	677,708.09	895,124.99	976,500.00
Total Expense	982,936.51	1,036,895.68	10,400,862.56	11,402,852.32	12,439,748.00
Net Ordinary Income	(757,135.01)	(682,193.43)	91,873.81	(7,144,020.07)	(7,469,106.00)
Other Income/Expense					
Other Expense					
8440 · Meals & Awards	268.27		2,540.18		
8779 · CUM Fund - Small Vehicles	0.00	14,976.54	0.00	164,741.96	179,718.50
8780 · CUM Fund - Misc/Eqpt/Cap Outlay	17,279.17	13,250.00	125,752.82	145,750.00	159,000.00
8781 · CUM Fund - Pers Prot Eqpt (PPE)	1,580.57	9,929.76	94,177.57	109,227.38	119,157.14
8782 · CUM Fund - Station 21 Mortgage	0.00	14,379.08	85,760.29	158,169.92	172,549.00
8784 · CUM Fund - Bldg Renovations	14,098.56	11,499.37	95,127.81	126,493.07	137,992.44
8785 · CUM Fund - Rescue 11 (22)Replace	0.00	6,695.08	80,340.82	73,645.92	80,341.00
8788 · CUM Fund - Engine 22	0.00	10,739.63	128,875.56	118,135.93	128,875.56
8789 · CUM Fund - Quint 59	0.00	2,833.33	0.00	31,166.67	34,000.00
8888 · Local Match Funds Expense	0.00		3,014.20		
Total Other Expense	33,226.57	84,302.79	615,589.25	927,330.85	1,011,633.64
Net Other Income	(33,226.57)	(84,302.79)	(615,589.25)	(927,330.85)	(1,011,633.64)
Net Income	(790,361.58)	(766,496.22)	(523,715.44)	(8,071,350.92)	(8,480,739.64)

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2022

	8603 - Special Fire General	8691 - Special CUM Fire	8840 - Donation Fund	8880 - District 8
Ordinary Income/Expense				
Income				
6320 - Donations - Ambulance Service	0.00	0.00	23,756.00	0.00
6010 - Monroe Co. Prop Tax Levy	5,135,524.10	0.00	0.00	0.00
6160 - Local Income Tax (LIT) Cert Shs	2,564,148.50	0.00	0.00	0.00
6140 - CVET	5,512.26	0.00	0.00	0.00
6180 - Fire Protection Contracts/Fees	247,433.00	0.00	0.00	0.00
6030 - CUM Monroe Co. Prop Tax Levy	0.00	640,176.45	0.00	0.00
6141 - CUM CVET	0.00	687.74	0.00	0.00
7010 - Federal Grant Reimbursement	0.00	0.00	0.00	0.00
7030 - Local Match Funds Income	0.00	0.00	0.00	0.00
7200 - District 8 Grant Income	0.00	0.00	0.00	3,990.06
6300 - Donations	0.00	0.00	1,702.00	0.00
6325 - Donations - Station 26	0.00	0.00	300,000.00	0.00
6310 - Safe Haven Box Donations	0.00	0.00	100.00	0.00
6000 - Other Income	21,544.96	0.00	0.00	0.00
9010 - Interest Income	0.00	0.00	0.00	0.00
Total Income	7,974,162.82	640,864.19	325,558.00	3,990.06
Expense				
PERSONAL SERVICES				
Salaries and Wages				
8212 - Salaries & Wages - Fire Chief	75,433.26	0.00	0.00	0.00
8213 - Salaries & Wages - Deputy Chief	282,875.00	0.00	0.00	0.00
8214 - Salaries & Wages - Asst Chief	198,012.72	0.00	0.00	0.00
8215 - Salaries & Wages - Battalion Ch	367,737.06	0.00	0.00	0.00
8216 - Salaries & Wages - Fire Marshal	61,289.51	0.00	0.00	0.00
8217 - Salaries & Wages - Mechanic	52,920.77	0.00	0.00	0.00
8218 - Salaries & Wages - Trng Captain	12,875.00	0.00	0.00	0.00
8219 - Salaries & Wages - FF PERF Fund	621,336.76	0.00	0.00	0.00
8220 - Salaries & Wages - FF 1977 Fund	3,068,540.64	0.00	0.00	0.00
8221 - Salaries & Wages - Incentive	100,640.19	0.00	0.00	0.00
8222 - Salaries & Wages - Officer Pay	312,329.41	0.00	0.00	0.00
8223 - Salaries & Wages - Longevity	111,319.74	0.00	0.00	0.00
8224 - Salaries & Wages - Holiday Pay	20,653.98	0.00	0.00	0.00
8226 - Salaries & Wages - Part Time	715,384.25	0.00	0.00	0.00
8227 - Salaries & Wages - Sub/Em/Tr/OT	470,267.86	0.00	0.00	0.00
8228 - Salaries & Wages - Admin Assts	118,266.52	0.00	0.00	0.00
8229 - Salaries & Wages - IT Spec	68,541.67	0.00	0.00	0.00
8230 - Salaries & Wages - Trustee Comp	18,165.00	0.00	0.00	0.00
8235 - Salaries & Wages - Uniform All	68,833.34	0.00	0.00	0.00
Total Salaries and Wages	6,745,422.68	0.00	0.00	0.00
Employee Benefits				
8240 - Social Security (Fica)	156,641.67	0.00	0.00	0.00
8241 - Social Security (Medicare)	95,531.84	0.00	0.00	0.00
8242 - State Unemployment Ins	16,522.21	0.00	0.00	0.00
8243 - Employee Health AD&D Ins	1,100,641.20	0.00	0.00	0.00
8244 - PERF 1977 Employer Contribution	741,557.31	0.00	0.00	0.00
8245 - Life Insurance	112,390.84	0.00	0.00	0.00
8246 - PERF Fund Employer Contribution	255,674.67	0.00	0.00	0.00
Total Employee Benefits	2,478,959.74	0.00	0.00	0.00
Other Personal Services				
8251 - Volunteer Fire Co Contract	50,800.00	0.00	0.00	0.00
8252 - Length of Service Annuity	2,901.00	0.00	0.00	0.00
8253 - Medical Services	93,002.40	0.00	0.00	0.00
Total Other Personal Services	146,703.40	0.00	0.00	0.00
Total PERSONAL SERVICES	9,371,085.82	0.00	0.00	0.00
SUPPLIES				
8300 - Office Supplies	7,535.22	0.00	0.00	0.00
8301 - Operating Supplies	51,329.44	0.00	0.00	0.00
8302 - Vehicle Maintenance Supplies	86,667.59	0.00	0.00	0.00
8303 - Promotional Supplies	9,821.56	0.00	0.00	0.00
8304 - EMS Supplies	12,874.80	0.00	0.00	0.00
8306 - IVFA Dues	1,930.00	0.00	0.00	0.00
8308 - Fuel	133,619.64	0.00	0.00	0.00
Other Supplies				
8312 - Fire Prevention Supplies	8,972.41	0.00	0.00	0.00
8313 - Inspection/Investigation Supply	2,937.29	0.00	0.00	0.00
8314 - Haz Mat Mitigation Supplies	3,224.47	0.00	0.00	0.00
Total Other Supplies	15,134.17	0.00	0.00	0.00
Total SUPPLIES	318,912.42	0.00	0.00	0.00
OTHER SERVICES & CHARGES				
Professional Services				
8351 - Seminars/Training	31,159.12	0.00	0.00	0.00
8352 - Legal Counsel & Expenses	24,089.74	0.00	0.00	0.00
8353 - Equipment Tests/Certifications	18,419.33	0.00	0.00	0.00
8354 - Computer Support	50,872.92	0.00	0.00	0.00
8355 - Accounting Services	51,205.00	0.00	0.00	0.00
Total Professional Services	175,746.11	0.00	0.00	0.00
Communication & Transportation				
8400 - Telephone Services	33,032.34	0.00	0.00	0.00
8401 - Contractual Services	43,346.30	0.00	0.00	0.00
8402 - Postage	522.47	0.00	0.00	0.00
8403 - Travel Expenses	5,336.12	0.00	0.00	0.00
Total Communication & Transportation	82,237.23	0.00	0.00	0.00
Printing & Advertising				
8450 - Legal Advertising	161.46	0.00	0.00	0.00
Total Printing & Advertising	161.46	0.00	0.00	0.00

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2022

	8603 - Special Fire General	8691 - Special CUM Fire	8840 - Donation Fund	8880 - District 8
Insurance				
8500 - General Liability Insurance	103,184.86	0.00	0.00	0.00
8501 - Workmens Compensation	79,360.00	0.00	0.00	0.00
Total Insurance	182,544.86	0.00	0.00	0.00
Utility Service				
8550 - Utilities	104,747.62	0.00	0.00	0.00
Total Utility Service	104,747.62	0.00	0.00	0.00
Repairs & Maintenance				
8600 - Building Services	28,323.57	0.00	0.00	0.00
8605 - Equipment & Vehicle Repairs	103,947.24	0.00	0.00	0.00
Total Repairs & Maintenance	132,270.81	0.00	0.00	0.00
Total OTHER SERVICES & CHARGES	677,708.09	0.00	0.00	0.00
Total Expense	10,367,706.33	0.00	0.00	0.00
Net Ordinary Income	-2,393,543.51	640,864.19	325,558.00	3,990.06
Other Income/Expense				
Other Expense				
8440 - Meals & Awards	0.00	0.00	2,540.18	0.00
8780 - CUM Fund - Misc/Eqpt/Cap Outlay	0.00	125,752.82	0.00	0.00
8781 - CUM Fund - Pers Prot Eqpt (PPE)	0.00	94,177.57	0.00	0.00
8782 - CUM Fund - Station 21 Mortgage	0.00	85,760.29	0.00	0.00
8784 - CUM Fund - Bldg Renovations	0.00	95,127.81	0.00	0.00
8785 - CUM Fund - Rescue 11 (22) Replace	0.00	80,340.82	0.00	0.00
8788 - CUM Fund - Engine 22	0.00	128,875.56	0.00	0.00
8888 - Local Match Funds Expense	3,014.20	0.00	0.00	0.00
Total Other Expense	3,014.20	610,034.87	2,540.18	0.00
Net Other Income	-3,014.20	-610,034.87	-2,540.18	0.00
Net Income	-2,396,557.71	30,829.32	323,017.82	3,990.06

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2022

	8910 - FEMA RPA COVID19	8912 - AFG - W&F 97.044	8917 - 2017 SAFER - 97.083	8919 - 2019 SAFER - 97.083
Ordinary Income/Expense				
Income				
6320 · Donations - Ambulance Service	0.00	0.00	0.00	0.00
6010 · Monroe Co. Prop Tax Levy	0.00	0.00	0.00	0.00
6160 · Local Income Tax (LIT) Cert Shs	0.00	0.00	0.00	0.00
6140 · CVET	0.00	0.00	0.00	0.00
6180 · Fire Protection Contracts/Fees	0.00	0.00	0.00	0.00
6030 · CUM Monroe Co. Prop Tax Levy	0.00	0.00	0.00	0.00
6141 · CUM CVET	0.00	0.00	0.00	0.00
7010 · Federal Grant Reimbursement	40,890.03	30,142.03	142,094.02	1,331,835.29
7030 · Local Match Funds Income	0.00	3,014.20	0.00	0.00
7200 · District 8 Grant Income	0.00	0.00	0.00	0.00
6300 · Donations	0.00	0.00	0.00	0.00
6325 · Donations - Station 26	0.00	0.00	0.00	0.00
6310 · Safe Haven Box Donations	0.00	0.00	0.00	0.00
6000 · Other Income	0.00	0.00	0.00	0.00
9010 · Interest Income	0.00	0.00	0.00	0.00
Total Income	40,890.03	33,156.23	142,094.02	1,331,835.29
Expense				
PERSONAL SERVICES				
Salaries and Wages				
8212 · Salaries & Wages - Fire Chief	0.00	0.00	0.00	0.00
8213 · Salaries & Wages - Deputy Chief	0.00	0.00	0.00	0.00
8214 · Salaries & Wages - Asst Chief	0.00	0.00	0.00	0.00
8215 · Salaries & Wages - Battalion Ch	0.00	0.00	0.00	0.00
8216 · Salaries & Wages - Fire Marshal	0.00	0.00	0.00	0.00
8217 · Salaries & Wages - Mechanic	0.00	0.00	0.00	0.00
8218 · Salaries & Wages - Trng Captain	0.00	0.00	0.00	0.00
8219 · Salaries & Wages - FF PERF Fund	0.00	0.00	0.00	0.00
8220 · Salaries & Wages - FF 1977 Fund	0.00	0.00	0.00	0.00
8221 · Salaries & Wages - Incentive	0.00	0.00	0.00	0.00
8222 · Salaries & Wages - Officer Pay	0.00	0.00	0.00	0.00
8223 · Salaries & Wages - Longevity	0.00	0.00	0.00	0.00
8224 · Salaries & Wages - Holiday Pay	0.00	0.00	0.00	0.00
8226 · Salaries & Wages - Part Time	0.00	0.00	0.00	0.00
8227 · Salaries & Wages - Sub/Em/Tr/OT	0.00	0.00	0.00	0.00
8228 · Salaries & Wages - Admin Assts	0.00	0.00	0.00	0.00
8229 · Salaries & Wages - IT Spec	0.00	0.00	0.00	0.00
8230 · Salaries & Wages - Trustee Comp	0.00	0.00	0.00	0.00
8235 · Salaries & Wages - Uniform All	0.00	0.00	0.00	0.00
Total Salaries and Wages	0.00	0.00	0.00	0.00
Employee Benefits				
8240 · Social Security (Fica)	0.00	0.00	0.00	0.00
8241 · Social Security (Medicare)	0.00	0.00	0.00	0.00
8242 · State Unemployment Ins	0.00	0.00	0.00	0.00
8243 · Employee Health AD&D Ins	0.00	0.00	0.00	0.00
8244 · PERF 1977 Employer Contribution	0.00	0.00	0.00	0.00
8245 · Life Insurance	0.00	0.00	0.00	0.00
8246 · PERF Fund Employer Contribution	0.00	0.00	0.00	0.00
Total Employee Benefits	0.00	0.00	0.00	0.00
Other Personal Services				
8251 · Volunteer Fire Co Contract	0.00	0.00	0.00	0.00
8252 · Length of Service Annuity	0.00	0.00	0.00	0.00
8253 · Medical Services	0.00	0.00	0.00	0.00
Total Other Personal Services	0.00	0.00	0.00	0.00
Total PERSONAL SERVICES	0.00	0.00	0.00	0.00
SUPPLIES				
8300 · Office Supplies	0.00	0.00	0.00	0.00
8301 · Operating Supplies	0.00	33,156.23	0.00	0.00
8302 · Vehicle Maintenance Supplies	0.00	0.00	0.00	0.00
8303 · Promotional Supplies	0.00	0.00	0.00	0.00
8304 · EMS Supplies	0.00	0.00	0.00	0.00
8306 · IVFA Dues	0.00	0.00	0.00	0.00
8308 · Fuel	0.00	0.00	0.00	0.00
Other Supplies				
8312 · Fire Prevention Supplies	0.00	0.00	0.00	0.00
8313 · Inspection/Investigation Supply	0.00	0.00	0.00	0.00
8314 · Haz Mat Mitigation Supplies	0.00	0.00	0.00	0.00
Total Other Supplies	0.00	0.00	0.00	0.00
Total SUPPLIES	0.00	33,156.23	0.00	0.00
OTHER SERVICES & CHARGES				
Professional Services				
8351 · Seminars/Training	0.00	0.00	0.00	0.00
8352 · Legal Counsel & Expenses	0.00	0.00	0.00	0.00
8353 · Equipment Tests/Certifications	0.00	0.00	0.00	0.00
8354 · Computer Support	0.00	0.00	0.00	0.00
8355 · Accounting Services	0.00	0.00	0.00	0.00
Total Professional Services	0.00	0.00	0.00	0.00
Communication & Transportation				
8400 · Telephone Services	0.00	0.00	0.00	0.00
8401 · Contractual Services	0.00	0.00	0.00	0.00
8402 · Postage	0.00	0.00	0.00	0.00
8403 · Travel Expenses	0.00	0.00	0.00	0.00
Total Communication & Transportation	0.00	0.00	0.00	0.00
Printing & Advertising				
8450 · Legal Advertising	0.00	0.00	0.00	0.00
Total Printing & Advertising	0.00	0.00	0.00	0.00

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2022

	8910 - FEMA RPA COVID19	8912 - AFG - W&F 97.044	8917 - 2017 SAFER - 97.083	8919 - 2019 SAFER - 97.083
Insurance				
8500 - General Liability Insurance	0.00	0.00	0.00	0.00
8501 - Workmens Compensation	0.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00	0.00
Utility Service				
8550 - Utilities	0.00	0.00	0.00	0.00
Total Utility Service	0.00	0.00	0.00	0.00
Repairs & Maintenance				
8600 - Building Services	0.00	0.00	0.00	0.00
8605 - Equipment & Vehicle Repairs	0.00	0.00	0.00	0.00
Total Repairs & Maintenance	0.00	0.00	0.00	0.00
Total OTHER SERVICES & CHARGES	0.00	0.00	0.00	0.00
Total Expense	0.00	33,156.23	0.00	0.00
Net Ordinary Income	40,890.03	0.00	142,094.02	1,331,835.29
Other Income/Expense				
Other Expense				
8440 - Meals & Awards	0.00	0.00	0.00	0.00
8780 - CUM Fund - Misc/Eqpt/Cap Outlay	0.00	0.00	0.00	0.00
8781 - CUM Fund - Pers Prot Eqpt (PPE)	0.00	0.00	0.00	0.00
8782 - CUM Fund - Station 21 Mortgage	0.00	0.00	0.00	0.00
8784 - CUM Fund - Bldg Renovations	0.00	0.00	0.00	0.00
8785 - CUM Fund - Rescue 11 (22)Replace	0.00	0.00	0.00	0.00
8788 - CUM Fund - Engine 22	0.00	0.00	0.00	0.00
8888 - Local Match Funds Expense	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	40,890.03	0.00	142,094.02	1,331,835.29

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2022

	Rainy Day	TOTAL
Ordinary Income/Expense		
Income		
4320 · Donations - Ambulance Service	0.00	23,756.00
4010 · Monroe Co. Prop Tax Levy	0.00	5,135,524.10
6160 · Local Income Tax (LIT) Cert Shs	0.00	2,564,148.50
6140 · CVET	0.00	5,512.26
6180 · Fire Protection Contracts/Fees	0.00	247,433.00
6030 · CUM Monroe Co. Prop Tax Levy	0.00	640,176.45
6141 · CUM CVET	0.00	687.74
7010 · Federal Grant Reimbursement	0.00	1,544,961.37
7030 · Local Match Funds Income	0.00	3,014.20
7200 · District 8 Grant Income	0.00	3,990.06
6300 · Donations	0.00	1,702.00
6325 · Donations - Station 26	0.00	300,000.00
6310 · Safe Haven Box Donations	0.00	100.00
6000 · Other Income	0.00	21,544.96
9010 · Interest Income	185.73	185.73
Total Income	185.73	10,492,736.37
Expense		
PERSONAL SERVICES		
Salaries and Wages		
8212 · Salaries & Wages - Fire Chief	0.00	75,433.26
8213 · Salaries & Wages - Deputy Chief	0.00	282,875.00
8214 · Salaries & Wages - Asst Chief	0.00	198,012.72
8215 · Salaries & Wages - Battalion Ch	0.00	367,737.06
8216 · Salaries & Wages - Fire Marshal	0.00	61,289.51
8217 · Salaries & Wages - Mechanic	0.00	52,920.77
8218 · Salaries & Wages - Trng Captain	0.00	12,875.00
8219 · Salaries & Wages - FF PERF Fund	0.00	621,336.76
8220 · Salaries & Wages - FF 1977 Fund	0.00	3,068,540.64
8221 · Salaries & Wages - Incentive	0.00	100,640.19
8222 · Salaries & Wages - Officer Pay	0.00	312,329.41
8223 · Salaries & Wages - Longevity	0.00	111,319.74
8224 · Salaries & Wages - Holiday Pay	0.00	20,653.98
8226 · Salaries & Wages - Part Time	0.00	715,384.25
8227 · Salaries & Wages - Sub/Em/Tr/OT	0.00	470,267.86
8228 · Salaries & Wages - Admin Assts	0.00	118,266.52
8229 · Salaries & Wages - IT Spec	0.00	68,541.67
8230 · Salaries & Wages - Trustee Comp	0.00	18,165.00
8235 · Salaries & Wages - Uniform All	0.00	68,833.34
Total Salaries and Wages	0.00	6,745,422.68
Employee Benefits		
8240 · Social Security (Fica)	0.00	156,641.67
8241 · Social Security (Medicare)	0.00	95,531.84
8242 · State Unemployment Ins	0.00	16,522.21
8243 · Employee Health AD&D Ins	0.00	1,100,641.20
8244 · PERF 1977 Employer Contribution	0.00	741,557.31
8245 · Life Insurance	0.00	112,390.84
8246 · PERF Fund Employer Contribution	0.00	255,674.67
Total Employee Benefits	0.00	2,478,959.74
Other Personal Services		
8251 · Volunteer Fire Co Contract	0.00	50,800.00
8252 · Length of Service Annuity	0.00	2,901.00
8253 · Medical Services	0.00	93,002.40
Total Other Personal Services	0.00	146,703.40
Total PERSONAL SERVICES	0.00	9,371,085.82
SUPPLIES		
8300 · Office Supplies	0.00	7,535.22
8301 · Operating Supplies	0.00	84,485.67
8302 · Vehicle Maintenance Supplies	0.00	86,667.59
8303 · Promotional Supplies	0.00	9,821.56
8304 · EMS Supplies	0.00	12,874.80
8306 · IVFA Dues	0.00	1,930.00
8308 · Fuel	0.00	133,619.64
Other Supplies		
8312 · Fire Prevention Supplies	0.00	8,972.41
8313 · Inspection/Investigation Supply	0.00	2,937.29
8314 · Haz Mat Mitigation Supplies	0.00	3,224.47
Total Other Supplies	0.00	15,134.17
Total SUPPLIES	0.00	352,068.65
OTHER SERVICES & CHARGES		
Professional Services		
8351 · Seminars/Training	0.00	31,159.12
8352 · Legal Counsel & Expenses	0.00	24,089.74
8353 · Equipment Tests/Certifications	0.00	18,419.33
8354 · Computer Support	0.00	50,872.92
8355 · Accounting Services	0.00	51,205.00
Total Professional Services	0.00	175,746.11
Communication & Transportation		
8400 · Telephone Services	0.00	33,032.34
8401 · Contractual Services	0.00	43,346.30
8402 · Postage	0.00	522.47
8403 · Travel Expenses	0.00	5,336.12
Total Communication & Transportation	0.00	82,237.23
Printing & Advertising		
8450 · Legal Advertising	0.00	161.46
Total Printing & Advertising	0.00	161.46

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2022

	Rainy Day	TOTAL
Insurance		
8500 · General Liability Insurance	0.00	103,184.86
8501 · Workmens Compensation	0.00	79,360.00
Total Insurance	0.00	182,544.86
Utility Service		
8550 · Utilities	0.00	104,747.62
Total Utility Service	0.00	104,747.62
Repairs & Maintenance		
8600 · Building Services	0.00	28,323.57
8605 · Equipment & Vehicle Repairs	0.00	103,947.24
Total Repairs & Maintenance	0.00	132,270.81
Total OTHER SERVICES & CHARGES	0.00	677,708.09
Total Expense	0.00	10,400,862.56
Net Ordinary Income	185.73	91,873.81
Other Income/Expense		
Other Expense		
8440 · Meals & Awards	0.00	2,540.18
8780 · CUM Fund - Misc/Eqpt/Cap Outlay	0.00	125,752.82
8781 · CUM Fund - Pers Prot Eqpt (PPE)	0.00	94,177.57
8782 · CUM Fund - Station 21 Mortgage	0.00	85,760.29
8784 · CUM Fund - Bldg Renovations	0.00	95,127.81
8785 · CUM Fund - Rescue 11 (22)Replace	0.00	80,340.82
8788 · CUM Fund - Engine 22	0.00	128,875.56
8888 · Local Match Funds Expense	0.00	3,014.20
Total Other Expense	0.00	615,589.25
Net Other Income	0.00	-615,589.25
Net Income	185.73	-523,715.44



AFC International Inc.
PO Box 894
DeMotte, IN 46310
www.afcintl.com
219-987-6825

QUOTE

Quote # GASQ72690
Date 11/07/22
Sales Rep. Pam
Valid Till

Quote To:

Monroe Fire Department
Matt Bright

Ship To:



Phone

Fax

Delivery

Email mbright@monroefd.org

Qty	Part Number	Description	Unit Price	Ext. Price
1	M001-0002-000	UNI Carbon Monoxide, 0-500ppm includes battery, clip and cal adapter	\$151.20	\$151.20
			Total	\$151.20

Shipping is additional.

Thank you for the opportunity to quote. If you have any questions, please let us know.

Please note: . PRICES, TERMS, CONDITIONS, AND PRODUCT SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE, INCLUDING ALL QUOTATIONS.

Best Regards
Pam Seneczko
AFC International Inc.
800-952-3293 219.987.6825
pjseneczko@afcintl.com
A certified WBE Company

QUOTATION & PROPOSAL FOR MONROE FIRE DISTRICT

2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215

Attn: Dustin Dillard

Client Proposal

Prepared by:

Sam Roberts

Office: 812-331-2200

Email: PoliceCarSam@gmail.com

Quote ID: MONROEFD

Date: 10/22/2021

Sam S. Roberts



Community Ford of Bloomington | 2200 S Walnut St, Bloomington, Indiana, 474016520

Office: 812-331-2200 | Fax: 812-331-3377



Prepared by: Sam Roberts

10/22/2021

Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Re: Quote ID MONROEFD 10/22/2021

To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

Sam Roberts

Government Sales Manager

812-331-2200

PoliceCarSam@gmail.com

Sam S. Roberts

NOTE: THERE ARE NO POWERTRAIN OR WHELLBASE OPTIONS FOR THIS MODEL...



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Table of Contents

Description	Page
Cover Page	1
Cover Letter	2
Table of Contents	3
As Configured Vehicle PER MONROE FD SPECIFICATIONS	4
<u>Pricing Summary - Single Vehicle Quotation & Proposal for Monroe Fire District</u>	7
Window Sticker	8
Available Options Please review and select any needed items:	10
<u>Selected Equip & Specs. TECHNICAL SPECIFICATIONS & DIMENSIONS</u>	19
Warranty	29



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2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

As Configured Vehicle PER MONROE FD SPECIFICATIONS

Code	Description	MSRP
Base Vehicle		
W1P	Base Vehicle Price (W1P)	\$45,130.00
Packages		
150A	Equipment Group 150A Base <i>Includes:</i> - Engine: 3.5L V6 EcoBoost 120-MPH top speed. - Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select. - Electronic Locking w/3.31 Axle Ratio - GVWR: 7,050 lbs Payload Package - Tires: LT265/70R18 BSW A/T - Wheels: 18" 6-Spoke Silver Aluminum - Cloth 40/Blank/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench. - Radio: AM/FM Stereo w/6 Speakers - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.	N/C
Powertrain		
998	Engine: 3.5L V6 EcoBoost 120-MPH top speed.	Included
44G	Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.	Included
XL3	Electronic Locking w/3.31 Axle Ratio	Included
STDGV	GVWR: 7,050 lbs Payload Package	Included
Wheels & Tires		
STDTR	Tires: LT265/70R18 BSW A/T	Included
64H	Wheels: 18" 6-Spoke Silver Aluminum	Included
Seats & Seat Trim		
P	Cloth 40/Blank/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.	Included

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2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

As Configured Vehicle (cont'd)

Code	Description	MSRP
Other Options		
145WB	145" Wheelbase	STD
PAINT	Monotone Paint Application	STD
53A	Trailer Tow Package	\$1,090.00
	Ordering the Trailer Tow Package does not include Trailer Tow Mirrors. Trailer Tow Mirrors are a standalone option and must be ordered separately. (Option Code: 54Y/59S).	
	<i>Towing capability up to 10,700 lbs.</i>	
	<i>Includes:</i>	
	<i>- Class IV Trailer Hitch Receiver</i>	
	<i>- Includes smart trailer tow connector and 4-pin/7-pin wiring harness.</i>	
	<i>- Auxiliary Transmission Oil Cooler</i>	
	<i>- Engine Oil Cooler</i>	
	<i>- Pro Trailer Backup Assist</i>	
	<i>- Tailgate LED</i>	
85H	Backup Alarm System	\$145.00
91B	Blind Spot Monitoring System w/Cross Traffic Alert	\$590.00
	<i>BLIS.</i>	
595	Fog Lamps	\$140.00
54R	Power Glass Heated Sideview Mirrors	\$305.00
	<i>Includes manual folding, turn signal and black skull caps.</i>	
	<i>Includes:</i>	
	<i>- Interior Auto-Dimming Rearview Mirror</i>	
59S	High-Intensity LED Security Approach Lamps	\$175.00
	<i>Includes LED sideview mirror lights. NOTE: LED sideview mirror lights are not directional police spot lamps.</i>	
STDRD	Radio: AM/FM Stereo w/6 Speakers	Included
	<i>Includes:</i>	
	<i>- SYNC 4</i>	
	<i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.</i>	
582	SIRIUS XM Radio	N/C
524	SYNC 4 w/Enhanced Voice Recognition	\$325.00
	<i>Includes 8" LCD capacitive touchscreen with swipe capability, Ford digital assistant and connected navigation with free 90-day trial.</i>	

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2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

As Configured Vehicle (cont'd)

Code	Description	MSRP
67P	Remote Keyless-Entry Key Fob w/o Key Pad <small>Less PATS. Includes 4-key fobs. Note: Available with Keyed Alike. However, key fobs are not fobbed alike when ordered with Keyed Alike. Includes perimeter anti-theft alarm.</small>	\$340.00
C09	Priced DORA	N/C
Interior Color		
PB_02	Black	N/C
Exterior Color		
PQ_01	Race Red	N/C
SUBTOTAL		\$48,240.00
Destination Charge		\$1,695.00
TOTAL MSRP		\$49,935.00

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Price Level: 215 | Quote ID: MONROEFD

Pricing Summary - Single Vehicle Quotation & Proposal for Monroe Fire District

MSRP

Vehicle Pricing

Base Vehicle Price	\$45,130.00
Options	\$3,110.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Destination Charge	\$1,695.00
Subtotal	\$49,935.00

Pre-Tax Adjustments

Code	Description	MSRP
QS029	✓ INDIANA Government Bid Discounts Applied	(-\$10,083.00)
Subtotal		\$39,852.00

Post-Tax Adjustments

Code	Description	MSRP
45-Temp	45-Day Temporary License Plate	\$6.00
<i>IN. BMV 45-Day Temp tag</i>		
IN TIRE/ENV Fee	State of Indiana New Tire / Environmental Fees	\$1.25
Subtotal		\$39,859.25
Total Unit Cost		\$39,859.25

Please review and select any additional options and list in this space:

Rustin Cole Pittard Monroe Fire Protection Dist. Qty TWO December 2, 2021

Customer Signature / AGENCY Acceptance Date

Thanks,
Sam Roberts
INDIANA Government Sales Manager
Bloomington's Community Ford-Lincoln, Inc.

Total unit w./ options \$ 39,859.25

Total Quantity cost \$ 79,718.50

Sam S. Roberts

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10/22/2021

WINDOW STICKER , pg 1

Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Major Equipment

(Based on selected options, shown at right)

EcoBoost 3.5L V-6 DOHC w/port/direct injection
400hp

10 speed automatic w/OD

* Rear locking differential driver selectable

* Brake assistance

* Traction control

* Battery with run down protection

* Advance Trac w/Roll Stability Control

* Tinted glass

* Streaming audio

* LED brakelights

* Dual power remote heated mirrors

* 18 x 8.5 aluminum wheels

* Driver and front passenger seat mounted side airbags

* SecuriLock immobilizer

* Message Center

* Underseat ducts

* 60-40 folding rear split-bench

* Class IV hitch

* Rear axle capacity: 4800 lbs.

* Rear spring rating: 4800 lbs.

As Configured Vehicle

STANDARD VEHICLE PRICE \$45,130.00

Equipment Group 150A Base N/C

Engine: 3.5L V6 EcoBoost Included

Transmission: Electronic 10-Speed Automatic Included

Electronic Locking w/3.31 Axle Ratio Included

GVWR: 7,050 lbs Payload Package Included

Tires: LT265/70R18 BSW A/T Included

Wheels: 18" 6-Spoke Silver Aluminum Included

Cloth 40/Blank/40 Front-Seats Included

145" Wheelbase STD

Monotone Paint Application STD

Radio: AM/FM Stereo w/6 Speakers Included

SYNC 4 Included

Trailer Tow Package \$1,090.00

Class IV Trailer Hitch Receiver Included

Auxiliary Transmission Oil Cooler Included

Engine Oil Cooler Included

Pro Trailer Backup Assist Included

Tailgate LED Included

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10/22/2021

WINDOW STICKER , pg 2

Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Major Equipment

* Frame Yield Strength 49300 psi

Fuel Economy

City
N/A



Hwy
N/A

As Configured Vehicle

	MSRP
Backup Alarm System	\$145.00
Blind Spot Monitoring System w/Cross Traffic Alert	\$590.00
Fog Lamps	\$140.00
Power Glass Heated Sideview Mirrors	\$305.00
High-Intensity LED Security Approach Lamps	\$175.00
Interior Auto-Dimming Rearview Mirror	Included
Remote Keyless-Entry Key Fob w/o Key Pad	\$340.00
SYNC 4 w/Enhanced Voice Recognition	\$325.00
SIRIUS XM Radio	N/C
Priced DORA	N/C
Race Red	N/C
Black	N/C
SUBTOTAL	\$48,240.00
Destination Charge	\$1,695.00
TOTAL MSRP	\$49,935.00

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Price Level: 215 | Quote ID: MONROEFD

Available Options PLEASE REVIEW AND SELECT AS NEEDED

Selected	Code	Description	MSRP
----------	------	-------------	------

Packages



150A

Equipment Group 150A Base

N/C

Includes:

- Engine: 3.5L V6 EcoBoost
120-MPH top speed.
- Transmission: Electronic 10-Speed Automatic
Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.
- Electronic Locking w/3.31 Axle Ratio
- GVWR: 7,050 lbs Payload Package
- Tires: LT265/70R18 BSW A/T
- Wheels: 18" 6-Spoke Silver Aluminum
- Cloth 40/Blank/40 Front-Seats
Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.
- Radio: AM/FM Stereo w/6 Speakers
- SYNC 4
Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.

Powertrain



998

Engine: 3.5L V6 EcoBoost

STD

120-MPH top speed.



44G

Transmission: Electronic 10-Speed Automatic

STD

Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.



XL3

Electronic Locking w/3.31 Axle Ratio

STD



STDGV

GVWR: 7,050 lbs Payload Package

STD

Wheels & Tires



STDTR

Tires: LT265/70R18 BSW A/T

STD



64H

Wheels: 18" 6-Spoke Silver Aluminum

STD

Seats & Seat Trim

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Available Options (cont'd)

Selected	Code	Description	MSRP
<input checked="" type="checkbox"/>	P	Cloth 40/Blank/40 Front-Seats <i>Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.</i>	STD
<input type="checkbox"/>	X	HD Police-Grade Cloth 40/Console/40 Front-Seats <i>Includes reduced bolsters, 8-way power driver/manual passenger, flow-through console with steering column mounted shift (Restraint Control Module cover provided) and cloth rear bench.</i>	N/C
<input type="checkbox"/>	61P	8-Way Power Passenger Seat	\$295.00
Other Options			
<input checked="" type="checkbox"/>	145WB	145" Wheelbase	STD
<input checked="" type="checkbox"/>	PAINT	Monotone Paint Application	STD
<input checked="" type="checkbox"/>	53A	Trailer Tow Package Ordering the Trailer Tow Package does not include Trailer Tow Mirrors. Trailer Tow Mirrors are a standalone option and must be ordered separately. (Option Code: 54Y/59S). <i>Towing capability up to 10,700 lbs. Includes: - Class IV Trailer Hitch Receiver - Includes smart trailer tow connector and 4-pin/7-pin wiring harness. - Auxiliary Transmission Oil Cooler - Engine Oil Cooler - Pro Trailer Backup Assist - Tailgate LED</i>	\$1,090.00
<input type="checkbox"/>	17T	Tow Technology Package <i>Includes smart trailer tow connector and trailer reverse guidance. Includes: - Integrated Trailer Brake Controller - Blind Spot Monitoring System w/Cross Traffic Alert BLIS. - 360 Degree Camera</i>	\$880.00
<input checked="" type="checkbox"/>	85H	Backup Alarm System	\$145.00
<input type="checkbox"/>	41A	Badge Delete <i>Removes rear police responder badge.</i>	N/C

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Price Level: 215 | Quote ID: MONROEFD

Available Options (cont'd)

Selected	Code	Description	MSRP
<input type="checkbox"/>	18B	Black Platform Running Boards	\$250.00
<input checked="" type="checkbox"/>	91B	Blind Spot Monitoring System w/Cross Traffic Alert	\$590.00
	<i>BLIS.</i>		
<input type="checkbox"/>	435	Power-Sliding Rear-Window	\$350.00
<input type="checkbox"/>	55B	BoxLink	\$80.00
	<i>Includes 4 premium locking cleats.</i>		
<input type="checkbox"/>	17C	Chrome Front & Rear Bumpers	\$175.00
<input type="checkbox"/>	60C	Pre-Collision Assist w/Pedestrian Detection	\$145.00
	<i>Includes forward collision warning and automatic emergency braking. Note: Includes unique one-touch temporary disable switch for Law Enforcement use.</i>		
<input type="checkbox"/>	942	Daytime Running Lamps (DRL)	\$45.00
	<i>The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL) (On/Off Cluster Controllable).</i>		
<input type="checkbox"/>	41H	Engine Block Heater	\$90.00
<input checked="" type="checkbox"/>	595	Fog Lamps	\$140.00
<input type="checkbox"/>	47R	Tray Style Floor Liner	\$200.00
<input type="checkbox"/>	168	Color-Coordinated Carpet w/Carpeted Floor Mats	\$145.00
	<i>Includes matching floor mats.</i>		
<input type="checkbox"/>	153	Front License Plate Bracket	N/C
	<i>Standard in states where required by law, optional to all others.</i>		

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Available Options (cont'd)

Selected	Code	Description	MSRP
<input type="checkbox"/>	67T	Integrated Trailer Brake Controller	\$275.00
<input type="checkbox"/>	19A	Interior Upgrade Package <i>Includes floor console without shifter. Note: Maintains column shifter. Includes: - Color-Coordinated Carpet w/Carpeted Floor Mats Includes matching floor mats. - HD Police-Grade Cloth 40/Console/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, flow-through console with steering column mounted shift (Restraint Control Module cover provided) and cloth rear bench.</i>	\$595.00
<input checked="" type="checkbox"/>	54R	Power Glass Heated Sideview Mirrors <i>Includes manual folding, turn signal and black skull caps. Includes: - Interior Auto-Dimming Rearview Mirror</i>	\$305.00
<input type="checkbox"/>	54Y	Manual-Folding Power Glass Trailer Tow Mirror <i>Includes manual telescoping, heat, turn signal and black skull caps.</i>	\$395.00
<input checked="" type="checkbox"/>	59S	High-Intensity LED Security Approach Lamps <i>Includes LED sideview mirror lights. NOTE: LED sideview mirror lights are not directional police spot lamps.</i>	\$175.00
<input type="checkbox"/>	50M	Interior Work Surface <i>Includes positional flat work space in the console that provides comfortable support by raising, rotating or sliding forward to either the driver or passenger sides.</i>	\$195.00
<input type="checkbox"/>	47P	Police Engine Idle Feature <i>This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.</i>	\$260.00
<input type="checkbox"/>	924	Rear Window Fixed Privacy Glass	\$100.00
<input type="checkbox"/>	57Q	Rear Window Defroster	\$220.00
<input type="checkbox"/>	96L	Rear Wheel Arch Liner	\$180.00
<input checked="" type="checkbox"/>	STDRD	Radio: AM/FM Stereo w/6 Speakers	STD

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Price Level: 215 | Quote ID: MONROEFD

Available Options (cont'd)

Selected	Code	Description	MSRP
		<i>Includes: - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.</i>	
<input checked="" type="checkbox"/>	582	SIRIUS XM Radio	N/C
<input checked="" type="checkbox"/>	524	SYNC 4 w/Enhanced Voice Recognition <i>Includes 8" LCD capacitive touchscreen with swipe capability, Ford digital assistant and connected navigation with free 90-day trial.</i>	\$325.00
<input type="checkbox"/>	63T	Tailgate Step w/Tailgate Work Surface	\$430.00
<input checked="" type="checkbox"/>	67P	Remote Keyless-Entry Key Fob w/o Key Pad <i>Less PATS. Includes 4-key fobs. Note: Available with Keyed Alike. However, key fobs are not fobbed alike when ordered with Keyed Alike. Includes perimeter anti-theft alarm.</i>	\$340.00
<input type="checkbox"/>	62E	Keyed Alike - 1435x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62B	Keyed Alike - 1284x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62D	Keyed Alike - 0135x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62F	Keyed Alike - 0576x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62J	Keyed Alike - 1111x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62C	Keyed Alike - 1294x	\$50.00

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Available Options (cont'd)

Selected	Code	Description	MSRP
		<i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	
<input type="checkbox"/>	62G	Keyed Alike - 0151x	\$50.00
		<i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	
<input type="checkbox"/>	90B	Aluminum Crossbed Toolbox by Weather Guard	\$625.00
		Ford accessory. <i>Defender series.</i>	
<input type="checkbox"/>	90P	Premium Aluminum Crossbed Storage Toolbox	\$795.00
		Ford accessory. <i>By Weather Guard. (Model # 127-0-02).</i>	
<input type="checkbox"/>	96W	Tough Bed Spray-In Bedliner	\$595.00
		Ford accessory.	
<input type="checkbox"/>	96X	Hard Folding Tonneau Pickup Box Cover	\$995.00
		Ford accessory.	
<input type="checkbox"/>	96T	Soft Folding Tonneau Pickup Box Cover	\$525.00
		Ford accessory.	
<input type="checkbox"/>	96J	Retractable Tonneau Pickup Box Cover	\$1,695.00
		Ford accessory. <i>Lockable with tailgate still able to open or close.</i>	
<input type="checkbox"/>	94R	Red/Blue Strobe Color LED Warning Beacons	\$650.00
		Ford accessory.	

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10/22/2021

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2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Available Options (cont'd)

Selected	Code	Description	MSRP
		<i>By Sound Off Signal. Includes center high-mounted stop light bar and 2 roof mounted beacons that provide 360 degree visibility.</i>	
<input type="checkbox"/>	94S	Amber Strobe Color LED Warning Beacons	\$600.00
		Ford accessory. <i>By Sound Off Signal. Includes center high-mounted stop light bar and 2 roof mounted beacons that provide 360 degree visibility.</i>	
<input type="checkbox"/>	94W	Amber/White Strobe Color LED Warning Beacons	\$600.00
		Ford accessory. <i>By Sound Off Signal. Includes center high-mounted stop light bar and 2 roof mounted beacons that provide 360 degree visibility. Note: Rear white lights can be turned on solid to provide additional work area lighting.</i>	
<input type="checkbox"/>	90R	Stowable Loading Ramps (Pre-Installed)	\$595.00
		Ford accessory.	
<input type="checkbox"/>	79V	COV Required	N/A
<input checked="" type="checkbox"/>	C09	Priced DORA	N/C

Dealer Installed Options

<input type="checkbox"/>	A5CAB	Bed Divider <i>Shipped separately from the vehicle for dealer installation.</i>	\$365.00
<input type="checkbox"/>	FIXAD	Smoker's Pack w/Ash/Coin Cup (Dealer Installed) <i>Shipped separately from the vehicle for dealer installation.</i>	\$45.00
<input type="checkbox"/>	A9PAB	Foldable Pickup Box Bed Extender <i>Shipped separately from the vehicle for dealer installation.</i>	\$385.00
<input type="checkbox"/>	AATAF	Individual Trailer TPMS/Customer-Placed Camera <i>Shipped separately from the vehicle for dealer installation.</i>	\$960.00

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Prepared by: Sam Roberts

10/22/2021

Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Available Options (cont'd)

Selected	Code	Description	MSRP
Fleet Options			
<input type="checkbox"/>	D9K	Built: Kansas City Plant	N/C
<input type="checkbox"/>	31L	Ship-Thru: Crown North America	\$0.00
<input type="checkbox"/>	FLADCR	Fleet Advertising Credit	N/A
<input type="checkbox"/>	FINAL2	Fleet Final Order Date: TBD	N/C
<input type="checkbox"/>	425	50 State Emissions (Fleet)	N/C
		AVAILABLE ONLY to Commercial and Government Fleet.	
Emissions			
<input type="checkbox"/>	422	California Emissions System	N/C
		<i>Required code for California Emissions States registration. Optional code for Cross Border State dealers (Arizona, District of Columbia, Idaho, New Hampshire, Nevada, Ohio, Virginia and West Virginia).</i>	
<input type="checkbox"/>	423	California Emissions System Not Required	N/C
		<i>Dealers ordering a vehicle without a California or 50-State Emissions System and which is being shipped to a California Emissions State dealer are also required to use order code 423 to attest either that the vehicle is not being registered in a California Emissions State or that order code 936 is applicable. Note: In Maine, Rhode Island and Vermont, dealers cannot use order code 423 for customers outside of California Emissions States locations (except Public Service/Emergency Vehicles - 936).</i>	
<input type="checkbox"/>	936	California Emission Exemption	N/C
		<i>For public service/emergency vehicles. This exemption may only apply in certain California Emissions states. Ordering dealer is responsible to contact the proper state authorities for clarification on qualifying exempted vehicles for registration. Only available on units sold for authorized public service or emergency service use.</i>	
<input type="checkbox"/>	93N	Dealer Order For California States Registration	N/C
		NOT AVAILABLE for stock orders.	
		<i>Federal Emissions state dealers ordering a California Emissions system (422) are also required to use order code 93N to attest that the vehicle is to be registered in a California Emissions state. Note: It is a violation of federal law for a Federal Emissions state dealer to sell a vehicle with a California Emissions system for registration in a Federal Emissions state, unless the vehicle also meets EPA standards (i.e. 50-state emissions).</i>	

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Prepared by: Sam Roberts

10/22/2021

Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Available Options (cont'd)

Selected	Code	Description	MSRP
General Info			
<input type="checkbox"/>	ORDER1	Initial Order Date: TBD	N/C
<input type="checkbox"/>	START1	Start-Up Date: TBD	N/C
<input type="checkbox"/>	FINAL1	Final Order Date: TBD	N/C
<input type="checkbox"/>	BUILD1	Build-Out Date: TBD	N/C

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2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Selected Equip & Specs TECHNICAL SPECIFICATIONS & DIMENSIONS

Dimensions

• Exterior length: 231.7" • Exterior width: 79.9" • Exterior height: 77.2" • Wheelbase: 145.0" • Front track: 67.6" • Rear track: 67.6" • Turning radius: 23.9' • Min ground clearance: 9.4" • Front legroom: 43.9" • Rear legroom: 43.6" • Front headroom: 40.8" • Rear headroom: 40.4" • Front hiproom: 62.5" • Rear hiproom: 62.6" • Front shoulder room: 66.7" • Rear shoulder room: 66.0" • Passenger volume: 131.9cu.ft. • Maximum cargo volume: 50.9cu.ft. • Box length: 67.1"

Powertrain

• EcoBoost 400hp 3.5L DOHC 24 valve twin turbo V-6 engine with variable valve control, port/direct injection • Recommended fuel : regular unleaded • LEV3-ULEV70 • 10 speed automatic transmission with overdrive • Automatic full-time • Fuel Economy Cty: N/A • Fuel Economy Highway: N/A • Capless fuel filler

Suspension/Handling

• Front independent double wishbone suspension with HD anti-roll bar, HD shocks • Rear rigid axle leaf spring suspension with HD shocks • Off-road ride Suspension • Speed-sensing electric power-assist rack-pinion Steering • Front and rear 18 x 8.5 silver aluminum wheels • LT265/70SR18 CBSW AT front and rear tires

Body Exterior

• 4 doors • Conventional left rear passenger • Conventional right rear passenger • **Driver and passenger power remote heated, manual folding door mirrors with turn signal indicator * Turn signal indicator in mirrors** • Black door mirrors • Black bumpers • Class IV trailer hitch with trailer sway control • Bed-rail protectors • Trailer harness • Box style: regular • Clearcoat paint • Front and rear 18 x 8.5 wheels • 2 front tow hook(s)

Convenience

• Manual air conditioning • Cruise control with steering wheel controls • Power windows • Driver and passenger 1-touch up • Driver and passenger 1-touch down • **Remote power door locks with 2 stage unlock and illuminated entry** • Manual tilt steering wheel • Manual telescopic steering wheel • **Day-night rearview mirror with auto-dimming** • Internet access • Emergency SOS • Wireless phone connectivity • **Integrated navigation system** • 2 1st row LCD monitors • Front and rear cupholders • Passenger visor mirror • Full overhead console • Driver and passenger door bins • Rear door bins

Seats and Trim

• Seating capacity of 5 • Front 40-40 bucket seats • 8-way power driver seat adjustment • Power 2-way driver lumbar support • Power height adjustable driver seat • 4-way passenger seat adjustment • 60-40 folding rear split-bench seat • Cloth seat upholstery

Entertainment Features

* **SiriusXM with 360L AM/FM/Satellite radio with radio data system** • SYNC 4 external memory control • Steering wheel mounted radio controls • 6 speakers • Streaming audio • Fixed antenna

Lighting, Visibility and Instrumentation

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2022 F-150 Police Responder 4x4 5.5' box 145" WB XL (W1P)

Price Level: 215 | Quote ID: MONROEFD

Selected Equip & Specs (cont'd)

- Halogen aero-composite headlights • Delay-off headlights • Auto on/off headlights * **Front fog lights** * **LED brakelights**
- Variable intermittent front windshield wipers • Light tinted windows • Tachometer • Voltmeter • Oil pressure gauge •
- Compass • Outside temperature display • Camera(s) - rear • Low tire pressure warning * **Trip computer** • Parking sensors
- Trip odometer * **Ford Co-Pilot360 - BLIS with Trailer Tow Coverage blind spot**

Safety and Security

- 4-wheel ABS brakes • Brake assist with hill descent control with hill hold control • Electric parking brake • 4-wheel disc brakes • Electronic stability control • ABS and driveline traction control • Dual front impact airbag supplemental restraint system • Dual seat mounted side impact airbag supplemental restraint system • Safety Canopy System curtain 1st and 2nd row overhead airbag supplemental restraint system • Airbag supplemental restraint system occupancy sensor *
- Power remote door locks with 2 stage unlock and panic alarm** * **Security system with SecuriLock immobilizer and stolen vehicle tracking system** • Manually adjustable front head restraints • 3 manually adjustable rear head restraints * **Ford Co-Pilot360 - BLIS with Trailer Tow Coverage blind spot**

Dimensions

General Weights

* Curb	5,028 lbs.	GVWR	7,050 lbs.
Payload	2,030 lbs.		

Front Weights

Front GAWR	3,450 lbs.	* Front curb weight	2,938 lbs.
Front axle capacity	3,750 lbs.	Front spring rating	3,750 lbs.
Front tire/wheel capacity	4,200 lbs.		

Rear Weights

Rear GAWR	3,800 lbs.	* Rear curb weight	2,090 lbs.
Rear axle capacity	4,800 lbs.	Rear spring rating	4,800 lbs.
Rear tire/wheel capacity	4,800 lbs.		

Trailer Type

Type	Regular	Harness	Yes
Class	IV	Hitch	Yes
Trailer sway control	Yes		

General Trailering

* 5th-wheel towing capacity	10200 lbs.	* Gooseneck towing capacity	10200 lbs.
* Towing capacity	10700 lbs.	* GCWR	16100 lbs.

Fuel Tank type

Capacity	25.99 gal.	Capless fuel filler	Yes
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Off Road

Min ground clearance	9 "	Load floor height	35 "
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Price Level: 215 | Quote ID: MONROEFD

Selected Equip & Specs (cont'd)

Exterior cargo

Length	67.1 "	Minimum width	50.6 "
Volume	52.8 cu.ft.	Pickup box depth	21.4 "
Maximum width	65.2 "	Tailgate width	60.3 "

Interior cargo

Maximum cargo volume 50.9 cu.ft.

Powertrain

Engine Type

Brand	EcoBoost	Block material	Aluminum
Cylinders	V-6	Head material	Aluminum
Ignition	Spark	Injection	Port/direct injection
Liters	3.5L	Orientation	Longitudinal
Recommended fuel	Regular unleaded	Valves per cylinder	4
Valvetrain	DOHC	Variable valve control	Yes
Forced induction	Twin turbo		

Engine Spec

Bore	3.64"	Compression ratio	10.5:1
Displacement	213 cu.in.	Stroke	3.41"

Engine Power

SAEJ1349 AUG2004 compliant	Yes	Output	400 HP @ 6,000 RPM
Torque	500 ft.-lb @ 3,100 RPM		

Alternator

Type	HD	Amps	240
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Battery

Amp hours	80	Cold cranking amps	800
Run down protection	Yes		

Engine Extras

* Oil cooler **Yes**

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	10
Type	Automatic		

Transmission Gear Ratios

1st	4.696	2nd	2.985
3rd	2.146	4th	1.769
5th	1.52	6th	1.275

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Selected Equip & Specs (cont'd)

7th	1	8th	0.854
9th	0.689	10th	0.636
Reverse Gear ratios	4.866		
<i>Transmission Extras</i>			
Driver selectable mode	Yes	* Sequential shift control	Yes
* Oil cooler	Regular duty		
<i>Drive Type</i>			
4wd type	Automatic full-time	Type	Four-wheel
<i>Drive Feature</i>			
Traction control	ABS and driveline	Locking hub control	Auto
Transfer case shift	Electronic	Rear locking differential	Driver selectable
<i>Drive Axle</i>			
Ratio	3.31		
<i>Exhaust</i>			
Material	Stainless steel	System type	Single
<i>Emissions</i>			
CARB	LEV3-ULEV70	EPA	Tier 3 Bin 70
<i>Fuel Economy</i>			
Fuel type	Gasoline		

Driveability

<i>Brakes</i>			
ABS	4-wheel	ABS channels	4
Type	4-wheel disc	Vented discs	Front and rear
Electric parking brake	Yes		
<i>Brake Assistance</i>			
Brake assist	Yes	Hill descent control	Yes
Hill hold control	Yes		
<i>Suspension Control</i>			
Ride	Off-road	Electronic stability control	Stability control with anti-roll
<i>Front Suspension</i>			
Independence	Independent	Type	Double wishbone
Anti-roll bar	HD		
<i>Front Spring</i>			
Type	Coil	Grade	Regular

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Selected Equip & Specs (cont'd)

Front Shocks

Type HD

Rear Suspension

Independence Rigid axle Type Leaf

Rear Spring

Type Leaf Grade Regular

Rear Shocks

Type HD

Steering

Speed-sensing Yes Activation Electric power-assist

Type Rack-pinion

Steering Specs

of wheels 2

Exterior

Front Wheels

Diameter 18" Width 8.50"

Rear Wheels

Diameter 18" Width 8.50"

Spare Wheels

Wheel material Steel

Front and Rear Wheels

Appearance Silver Material Aluminum

Front Tires

Aspect 70 Diameter 18"

Sidewalls BSW Speed S

Tread AT Type LT

Width 265mm LT load rating C

Rear Tires

Aspect 70 Diameter 18"

Sidewalls BSW Speed S

Tread AT Type LT

Width 265mm LT load rating C

Spare Tire

Mount Underbody w/crankdown Type Full-size

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Selected Equip & Specs (cont'd)

Wheels

Front track	67.6"	Rear track	67.6"
Turning radius	23.9'	Wheelbase	145.0"

Body Features

Skid plate(s)	3	Body material	Aluminum
Side impact beams	Yes	Active grille shutters	Yes
Front tow hook(s)	2		

Body Doors

Door count	4	Left rear passenger	Conventional
Right rear passenger	Conventional	Cargo	Tailgate

Pickup

Box style	Regular	Bed-rail protectors	Yes
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Exterior Dimensions

Length	231.7"	Body width	79.9"
Body height	77.2"	Frame section modulus	5.7cu.in.
Frame yield strength (psi)	49300.0	Front bumper to Front axle	37.6"

Safety

Airbags

Driver front-impact	Yes	Driver side-impact	Seat mounted
Occupancy sensor	Yes	Overhead	Safety Canopy System curtain 1st and 2nd row
Passenger front-impact	Yes	Passenger side-impact	Seat mounted

Seatbelt

Rear centre 3 point	Yes	Height adjustable	Front
Pre-tensioners	Front	Pre-tensioners (#)	2

Security

Immobilizer	SecuriLock	*Panic alarm	Yes
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Seating

Passenger Capacity

Capacity	5
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Front Seats

Split	40-40	Type	Bucket
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Driver Seat

Fore/aft	Power	Height adjustable	Power
Reclining	Power	Way direction control	8

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Selected Equip & Specs (cont'd)

Lumbar support	Power 2-way	Cushion tilt	Power
<i>Passenger seat</i>			
Fore/aft	Manual	Reclining	Manual
Way direction control	4		
<i>Front Head Restraint</i>			
Control	Manual	Type	Adjustable
<i>Rear Seats</i>			
Descriptor	Split-bench	Facing	Front
Folding	60-40	Folding position	Fold-up cushion
Type	Fixed		
<i>Rear Head Restraints</i>			
Control	Manual	Type	Adjustable
Number	3		
<i>Front Seat Trim</i>			
Material	Cloth	Back material	Cloth
<i>Rear Seat Trim Group</i>			
Material	Vinyl	Back material	Carpet

Convenience

<i>AC And Heat Type</i>			
Air conditioning	Manual	Underseat ducts	Yes
<i>Audio System</i>			
* Radio SiriusXM with 360L AM/FM/Satellite		Radio data system	Yes
Radio grade	Regular	Seek-scan	Yes
External memory control	SYNC 4		
<i>Audio Speakers</i>			
Speaker type	Regular	Speakers	6
<i>Audio Controls</i>			
Speed sensitive volume	Yes	Steering wheel controls	Yes
Voice activation	Yes	Streaming audio	Bluetooth yes
<i>Audio Antenna</i>			
Type	Fixed		
<i>Video Features</i>			
* Integrated navigation system		With voice activation	

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Selected Equip & Specs (cont'd)

LCD Monitors

1st row 2 Primary monitor size (inches) 8

Cruise Control

Cruise control With steering wheel controls

Convenience Features

12V DC power outlet 2 Emergency SOS Mobile device

Wireless phone connectivity SYNC 4 Internet access Selective service

* **Back-up alarm** **Yes** Smart device integration Mirroring

Door Lock Activation

Type Power with 2 stage unlock * **Remote** **Keyfob (all doors)**

* **Integrated key/remote** **Yes** Auto locking Yes

Door Lock Type

Rear child safety Manual Tailgate/rear door lock. Included with power door locks

Instrumentation Type

Appearance Analog

Instrumentation Gauges

Tachometer Yes Oil pressure Yes

Engine temperature Yes Voltmeter Yes

* **Inclinometer** **Yes** Transmission fluid temp Yes

Engine hour meter Yes

Instrumentation Warnings

Oil pressure Yes Engine temperature Yes

Battery Yes Lights on Yes

Key Yes Low fuel Yes

* **Lighting malfunction** **Yes** Door ajar Yes

Service interval Yes Brake fluid Yes

Low tire pressure Tire specific

Instrumentation Displays

Clock In-radio display Compass Yes

Exterior temp Yes * **Systems monitor** **Yes**

Redundant digital speedometer Yes Camera(s) - rear Yes

Instrumentation Feature

* **Trip computer** **Yes** Trip odometer Yes

Parking sensors Rear * **Blind spot** **Warning**

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Selected Equip & Specs (cont'd)

* Rear collision **Warning**

Steering Wheel Type

Material Urethane Tilting Manual
Telescoping Manual

Front Side Windows

Window 1st row activation Power

Windows Rear Side

2nd row activation Power

Window Features

1-touch down Driver and passenger 1-touch up Driver and passenger
Tinted Light

Front Windshield

Wiper Variable intermittent

Rear Windshield

Window Fixed

Interior

Passenger Visor

Mirror Yes

Rear View Mirror

Day-night Yes * Auto-dimming Yes

Headliner

Coverage Full Material Cloth

Floor Trim

Coverage Full Covering Vinyl/rubber

Trim Feature

Gear shifter material Urethane Cabback insulator Yes
Interior accents Chrome

Lighting

Dome light type Fade Illuminated entry Yes
Variable IP lighting Yes

Overhead Console Storage

Storage Yes Type Full

Storage

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Selected Equip & Specs (cont'd)

Driver door bin	Yes	Front Beverage holder(s)	Yes
Glove box	Yes	Passenger door bin	Yes
Rear yes	Yes	Instrument panel	Bin
Dashboard	Yes	Rear door bins	Yes
<i>Legroom</i>			
Front	43.9"	Rear	43.6"
<i>Headroom</i>			
Front	40.8"	Rear	40.4"
<i>Hip Room</i>			
Front	62.5"	Rear	62.6"
<i>Shoulder Room</i>			
Front	66.7"	Rear	66.0"
<i>Interior Volume</i>			
Passenger volume	131.9 cu.ft.		

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Price Level: 215 | Quote ID: MONROEFD

Warranty

Standard Warranty

Basic

Distance 36,000 miles Months 36 months

Powertrain

Distance 100,000 miles Months 60 months

Corrosion Perforation

Distance Unlimited miles Months 60 months

Roadside Assistance

Distance 60,000 miles Months 60 months

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From: Alexanders Alexanders

Sent: Friday, December 9, 2022 12:04 PM

To: GCORNWELL@MONROEFD.ORG

Subject: AWNING

CHANGE MANUAL TO POWER

VINYL ONLY - 325.00 PLUS SHIPPING

HARDWARE TO CONVERT EXISITING TO POWER 1000.00 PLUS SHIPPING

LABOR 95.00 PER HOUR

NEW POWER AWNING- 2035.00 PLUS SHIPPING

LABOR 95.00 PER HOUR

MEASURE OVERALL LENGTH OF THE ARMS PLEASE AND THANK YOU

ALEXANDER'S
CINDY

DONLEY SAFETY

5546 ELMWOOD COURT
 INDIANAPOLIS, INDIANA 46203

www.donleysafety.com

Phone:
 317-786-2268

Snap-Tite Hose ORDER

Fax:
 317-786-2532

Date: 6/14/2022	
SOLD TO: Monroe Fire Protection District 3953 S. Kennedy Dr. Bloomington, IN 47401	DROP SHIP TO: Monroe Fire Protection District 3953 S. Kennedy Dr. Bloomington, IN 47401 Attn: DC Cornwell
CONTACT: DC George Cornwell	PHONE: 812-361-8111
P.O. # Engine-22 - GC 6/14/22	SHIPPER: DROP SHIPMENT
SLSMN: Mike DiMeglio	FOB: Destination
TERMS: net 30 days	
SOURCE	QTY
	DESCRIPTION
	<u>LDH Hose</u>
	UNIT PRICE
	TOTAL

Snap-Tite Hose	8	P/N HFX50X100R50S-Z ; 5" LDH, HFX Nitrile Rubber Hose, 100 ft., RED, 5" Storz Couplings, Customized Stenciling (see below)	\$ 825.00	\$ 6,600.00
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Customized Stenciling = Each Section above to read:

M F D

				\$	-
				\$	-
Be Sure These items gets Drop Shipped.			Total Amount:	\$ 6,600.00	
			<i>Plus Shipping Charges</i>	\$250.00	
Thank you for your consideration, DiMeglio, (812) 525-4857			Mike	<u>Grand Total:</u>	<u>\$ 6,850.00</u>

Caring for ALL Your Fire & Emergency Services Needs

**Monroe Fire Protection District
2021-2022 Service Agreement**

Delivery Location: Monroe Fire Protection District

The following when signed by **St. Vincent Health, Wellness & Preventative Care Institute, Inc. d/b/a Ascension St. Vincent Public Safety Medical (PSM)** at 6612 E. 75th Street, Suite 200, Indianapolis, IN 46250 and **Monroe Fire Protection District, 3953 S. Kennedy Drive, Bloomington, IN 47401** will constitute our agreement for delivery of the services described below under the following terms and conditions.

Scope of Services

PSM agrees to provide the following services:

SERVICE	DESCRIPTION	EMR Code	Cost		All
			2021	2022 (2%)	
Blood and Lab Work	Blood Panel (CMP, CBC, Lipid, Veni.)	3500			X
	CMP (Comp. Metabolic Panel)	3522	\$5.90	\$6.02	X
	CBC (Comp. Blood Count)	3083	\$1.50	\$1.53	X
	Lipid Panel (total chol., HDL, LDL, ratio)	3523	\$4.50	\$4.59	X
	TSH-Thyroid Stim. Hormone (blood)	3126	\$6.00	\$6.12	X
	Venipuncture	3000	included	included	X
Medical Testing	Wellness Med. Testing:	12416			
	Vital Signs-ht, wt, BMI, BP, resp., pulse	6000	\$0.00	\$0.00	X
	PFT – Pulmonary Function Test	6110	\$2.05	\$2.09	X
	Vision Acuity	6050	\$1.00	\$1.02	X
	Audiometry	6090	\$0.00	\$0.00	X
	EKG w/interp	6120	\$1.29	\$1.32	X
	Urinalysis – Dipstick	6020	\$.40	\$.41	X
	Chest Xray all for 2021 (2022 if medically indicated)	4000	\$15.00	n/a for 2022	X
Physical Exam	Respirator/Medical Review	6304	\$0.00	\$0.00	X
	Comprehensive Physical Exam	12500	\$0.00	\$0.00	X
	Health Risk Appraisal	7000	\$0.00	\$0.00	X
Fitness Services	Treadmill – Max (Indirect VO2)	2082	n/a for 2021	\$102.00	X
Web-Based Services	OnMed Program	8135	\$0.00	\$0.00	X
Other Fees and Testing	PSA-Prostate Specific Ag men: ages 40+	3115	\$7.00	\$7.14	X
	Rectal/hemoccult men: ages 40+	6130	\$0.00	\$0.00	X
	Muscular Strength		n/a 2021	2022	X
Travel, Staff & Mgmt Fee	Staff Fees, Mgmt Fees, Travel Fees	3206	\$52,598.00	\$53,650.00	X
TOTAL PROGRAM SERVICES 2021					\$52,598.00
COST PER PARTICIPANT 2021					\$44.64
TOTAL PROGRAM SERVICES 2022					\$53,650.00
COST PER PARTICIPANT 2022					\$132.24

Billing

Invoices are generated monthly. **Payment terms are Net 30 days.**

1. **Invoices sent via:** e-mail scan

To: LAURIE
ROBINSON

Title: ADMINISTRATIVE ASSISTANT of FINANCE

E-mail of Contact:

lrobinson@monroe.f.d. org

Workers' Compensation Contact

Provider Name: 7710

Provider Phone: 844-200-7710

Assignability

This Agreement is not assignable.

Right to Receive Notice of Breach

As required by the Health Insurance Portability and Accountability Act (HIPAA), PSM will provide a written notice to all **Public Safety Medical Services** employees in the event we learn of any unauthorized acquisition, use or disclosure of your personal health information (PHI) as a result of not being properly secured as required by HIPAA. We will notify employees of the breach as soon as possible but no later than sixty (60) days after the breach has been discovered. PSM will incur all expenses for notification and actions necessary to correct breach.

Policy on Additional Testing

In the event that PSM finds it necessary to perform additional testing at **Monroe Fire Protection District expense** and at the request of the medical director, the **Monroe Fire Protection District** representative will be notified in advance.

Policy on Repeat Testing

In the event that PSM finds it necessary to retest a patient due to a positive test result or the recommendation of the PSM medical director, the cost incurred will be billed to **Monroe Fire Protection District** if the retest was not based upon an error on the original test. The **Monroe Fire Protection District** representative will be notified in advance. If the retest is due to an error by PSM or a contracted laboratory or other representative, PSM will absorb any additional retest costs. No recommended actions will be made to **Monroe Fire Protection District** until PSM has received accurate retest information.

Policy on Reporting Results

PSM will provide a medical/respirator clearance letter for every patient. The letter will state whether or not the employee is medically cleared for duty. **No specific medical test results for any patient are provided to any representative without the written consent of the patient unless required by law (i.e. OSHA).** If during the medical evaluation, findings are such that the patient cannot be medically-cleared for duty, the patient will be counseled as to the medical concerns and the need to limit duty assignment. The designated **Monroe Fire Protection District** representative will be notified, in general terms, of the need for duty restriction and any safety-sensitive responsibilities. It will also be recommended that the patient be re-evaluated by PSM, after appropriate medical treatment, to provide final clearance of return to full duty after a release is first made by the patient's treating physician. PSM will assist the employee with providing related medical information and their job requirements to the treating physician to assist in their care.

Confidentiality

PSM agrees to hold in strict confidence, and to use reasonable efforts to cause its employees and representatives to hold in strict confidence, all confidential information concerning **Monroe Fire Protection District** furnished to or obtained by PSM in the course of providing the agreed-upon services. PSM will not disclose or release any such confidential information to any person, except its employees, representatives and agents who have a need to know such information in connection with PSM performance under this Agreement or by the express written consent of a **Monroe Fire Protection District** employee.

Proprietary Information


PSM asks that all information provided within this document be held confidentially and not shared with any related providers, those organizations who could be considered competition to PSM, other fire or law enforcement organizations, or unnecessary personnel within the **Monroe Fire Protection District**.

Termination for Convenience

Either PSM or **Monroe Fire Protection District** may terminate this Agreement at any time by giving thirty (30) days written notice. PSM shall be entitled to payment for deliverables in progress, to the extent the work has been performed satisfactorily.

Term of Agreement

This agreement will be reviewed and updated annually. **Questions regarding this Agreement may be directed to the Client Manager below.**

St. Vincent Health, Wellness & Preventative Care Institute, Inc. d/b/a Ascension St. Vincent Public Safety Medical	Monroe Fire Protection District
Name Printed	MATTHEW BRIGHT
Name Signed	
Title	Deputy Chief, EMS/SPECIAL OPERATIONS
Date	7/27/21

Your Client Manager:

Name:

Mobile:



Monroe Fire Protection District 2023-2024 Service Agreement

Delivery Location: Monroe Fire Protection District

The following when signed by **St. Vincent Health, Wellness & Preventative Care Institute, Inc. d/b/a Ascension St. Vincent Public Safety Medical (PSM)** at 6612 E. 75th Street, Suite 200, Indianapolis, IN 46250 and **Monroe Fire Protection District at 5081 Old State Rd 37, Bloomington, IN** will constitute our agreement for delivery of the services described below under the following terms and conditions.

Scope of Services

PSM agrees to provide the following services:

	DESCRIPTION	EMR Code	2023	2024
Blood and Lab Work	Blood Panel (CMP, CBC, Lipid, Veni.)	3500		
	CMP (Comp. Metabolic Panel)	3522	\$6.00	\$6.12
	CBC (Comp. Blood Count)	3083	\$1.60	\$1.63
	Lipid Panel (total chol., HDL, LDL, ratio)	3523	\$4.60	\$4.69
	TSH-Thyroid Stim. Hormone (blood)	3126	\$4.85	\$4.95
	Venipuncture	3000	\$0.00	\$0.00
Medical Testing	Wellness Med. Testing:	12416		
	Vital Signs-ht, wt, BMI, BP, resp., pulse	6000	\$0.00	\$0.00
	Vision-Acuity	6050	\$1.00	\$1.02
	PFT – Pulmonary Function Test	6110	\$2.05	\$2.09
	Audiometry	6090	\$0.00	\$0.00
	EKG w/interp	6120	\$1.29	\$1.32
	Urinalysis – Dipstick	6020	\$0.40	\$0.41
Physical Exam (Staff Time Below)	Respirator/Medical Review	6304	\$0.00	\$0.00
	Comprehensive Physical Exam	12500	\$0.00	\$0.00
	Health Risk Appraisal (Medikeeper)	7000	\$12.00	\$12.24
Fitness Services (Testing, Plus Staff Time Below)	Treadmill – Max (Indirect VO2)	2082	\$100.00	\$102.00
	Muscular Strength/Endurance (push-up/ plank/ pull-up)	2040	\$0.00	\$0.00
Web-Based Services	OnMed Program	8135	\$0.00	\$0.00
Subtotal	Doesn't include age based testing		\$133.79	\$136.47
Other Fees and Testing	Chest X-ray – PA/LAT (Your Site) (if medically indicated)	4010	\$15.00	\$15.30
	PSA-Prostate Specific Ag (men: ages 40+)	3115	\$6.98	\$7.12
	Rectal/hemoccult (men: ages 40+)	6130	\$0.00	\$0.00

Scope of Staffing, Management, and Travel

PSM agrees to provide the following staffing and administration:

	DESCRIPTION	2023	2024
Staff Time	Medical Assistant (Blood Draws)	\$2,323.00	\$2,369.00
	Medical Assistant (Evaluations)	\$4,128.00	\$4,211.00
	X ray Technician	\$1,570.00	\$1,601.00
	Fitness Specialist	\$2,991.00	\$3,051.00
	Nurse Practitioner	\$6,431.00	\$6,560.00
	Site Leader	\$2,752.00	\$2,807.00
	NP Review	\$2,412.00	\$2,460.00
	MD Review	\$4,128.00	\$4,211.00
	Chart Preparation & Individual Data Management	\$715.00	\$729.00
Total Staff Time Expense	Subtotal of the above	\$27,450.00	\$27,999.00
Management & Administration	Supplies, overhead & administrative services	\$19,588.00	\$19,980.00
Travel Expense	Travel expense for onsite deliverables	\$9,815.00	\$10,011.00
Subtotal	Staffing, Mgmt & Admin, Travel Expense	\$56,853.00	\$57,990.00

Billing

Invoices are generated monthly. **Payment terms are Net 30 days.**

- Blood draw: Pass through cost
- Evaluations: Pass through cost + Staffing, Management, and Travel subtotal

Invoices sent via email to:	Matthew Bright Deputy Chief	812-272-9251 mbright@monroefd.org
	5081 Old State Rd 37, Bloomington, IN	

Workers' Compensation Contact

Provider Name:

Provider Phone:

Assignability

This Agreement is not assignable.

Right to Receive Notice of Breach

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Dates and Location of Services

CLIENT INITIAL	SERVICE	DATES	LOCATION
<input type="checkbox"/>	Blood Draws	TBD	Monroe Fire Protection District
<input type="checkbox"/>	Exams	TBD	Monroe Fire Protection District

Departmental Information

Contact Person:	Matthew Bright Deputy Chief	812-272-9251 mbright@monroefd.org
Address:	5081 Old State Rd 37, Bloomington, IN	
Chief of Dept:	Dudley Wright	
Number of Personnel:	130	

Price Increases

Price increases for the following year will be made known by end of April of the current year. Pricing reflected above is valid through December 31, 2024.

Records and Accounts

PSM shall maintain accurate records and accounts of all transactions relating to the Services performed by it pursuant to this Agreement.

Exam Arrival Time

To optimize the service provided to **Monroe Fire Protection District** personnel, we request that you send your personnel 15 minutes prior to their appointment time.

When Running Late

If your personnel are running late for their appointment(s), please call your client manager whose name and number is listed on the signature page. This will ensure that appropriate arrangements may be made at PSM to accommodate your personnel or potential rescheduling.

Cancellations

Cancellations should be made at least 3 days (1 shift for fire departments) prior to the scheduled appointment. This enables PSM with enough notice to offer the appointments to another department and properly prepare.

Liability and Indemnification

PSM shall have no liability whatsoever to **Monroe Fire Protection District** for any error, act or omission in connection with the services to be rendered by PSM to **Monroe Fire Protection District** hereunder unless any such error, act or omission derives from willful misconduct or gross negligence.

Insurance

PSM maintains insurance to protect it and **Monroe Fire Protection District** from the claims set forth below which may arise out of or result from PSM operations under this Agreement, whether such operations be by PSM or by its subcontractors or by anyone directly or indirectly employed by any of them, or by anyone directly for whose acts any of them may be liable:

1. Claims under Workers' Compensation and Occupational Disease Acts, and any other employee benefits acts applicable to the performance of the work;
2. Claims for damages because of bodily injury and personal injury, including death, and;
3. Claims for damages to property

PSM insurance shall be not less than the acceptable industry standards for the performance of medical and occupational health-related services.

Confidentiality

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St. Vincent Health, Wellness & Preventative Care Institute, Inc. d/b/a Ascension St. Vincent Public Safety Medical	Monroe Fire Protection District
_____ Name Printed	_____ Name Printed
_____ Name Signed	_____ Name Signed
_____ Title	_____ Title
_____ Date	_____ Date

Your Client Manager:

Name: Bridget Eckert

Mobile: 812-830-8899

Quotation

EST-007745



911 Fleet and Fire Equipment

11 Lendale Drive
Florence, Kentucky 41042
877-605-2378
859-371-0131

Bill To
Monroe Fire District
3953 S. Kennedy Dr
Bloomington, IN 47401

Ship To
2130 S. Kirby Rd
Bloomington, IN 47403

Quotation Date : 12/14/2022
Sales Person : Kyle Koons

#	Item & Description	Qty	Rate	Amount
1	MORNING PRIDE-TAILS-COAT SKU : MPTC SPEC ID: inperl00031	1.00 Each	2,014.00	2,014.00
2	MORNING PRIDE-TAILS-PANTS-MPTP SKU : MPTP* SPEC ID:inperl00033	1.00 Each	1,684.00	1,684.00
3	HAIX - 507502 FIRE EAGLE AIR MEN'S SKU : 507502 HAIX FIRE EAGLE AIR-MEN'S SPECIFY SIZE/WIDTH:	1.00 Pair	415.00	415.00
			Sub Total	4,113.00
			Total	\$4,113.00

Notes

Thanks for the opportunity, please contact us if there are any questions.



Terms & Conditions

Due to current global market conditions, quotations are only valid for 30 days unless otherwise specified in writing.

All quotations do not include shipping unless specified in writing. Buyer responsible for shipping and handling.

Payment is due upon receipt of invoice. We gladly accept credit cards and Pro cards as forms of payment, but due to credit card processing fees, there will be a 3.5% surcharge added to all invoices that are paid via these methods.



 **W.S. Darley & Company**
 Tom Steindler
 325 Spring Lake Dr.
 Itasca, IL 60143
 219-312-0160

Quotation

Date
12/13/2022

Quotation Date
12/13/2022

Reference

FOB
Shipping Point

PAYMENT TERMS
NET 15 Days

BILL TO:

SHIP TO:

MonroeFire Protection District'
 3953 S. Kennedy Dr.
 Bloomington, IN. 47401
 Station 812-947-0422
 Chief:
 Capt. Ryan Fipps
 Cell: 812-360-9682
 rfipps@monroefd.org

MonroeFire Protection District'
 3953 S. Kennedy Dr.
 Bloomington, IN. 47401
 Station 812-947-0422

ITEM	QUANTITY	DESCRIPTION	EACH		AMOUNT
BL797	2	Flir K45 TIC Kit with Hard case, Table Top Charger, Retractable Strap, (2) Batteries	\$3,983.95		\$7,967.90
		Chief here is the current pricing with notice there will be an increase in Late January			
		THANK YOU AND PLEASE HAVE A SAFE HOLIDAY			
THANK YOU STAY SAFE!!!					
				Freight	TBA
				Total	\$7,967.90

COMMENTS:

- Special Terms:**
1. Customer P.O. constitute acceptance of these terms
 2. Quote expires 60 days herin



Alexander's, LLC

1126 North Air Drive
 Bloomington IN 47404
 (812) 332-7442 (812) 331-7593 Fax
 www.alexandersllc.com
 alexanders7442@yahoo.com
TIME PRINTED 06:49

SERVICE ORDER 126962
 14 Dec 2022
 Email-alexanders7442@yahoo.com Website-alexandersllc...
 Monday thru Friday 8am-5pm Saturday 8am-12pm
ORIGINAL DATE : Friday, 9 Dec 2022

COMPANY	7118	MONROE FIRE PROTECTION	YEAR	2023
CUSTOMER	CORNWELL		MAKE	FORD
ADDRESS	3953 S. KENNEDY DRIVE		MODEL	F-150/CREW
	BLOOMINGTON	IN 47401-9619	LICENSE #	7118
TELEPHONE(S)	(812) 361-8110	(812) 320-3546	V.I.N.	12696271189 DEC 22 10:05...
PO #	WRITER	DUE BY	ENGINE NUMBER	UNIT
	CINDY	9 Dec 22 10:05		
			MILES IN AND OUT	0 / 0

TYPE	LABOR PERFORMED	HOURS	TECH.	LIST PRICE	SALE EACH	SUBTOTAL
1	L INSTALL V SERIES / 2023 F-150 CREW POLICE INTERCEPTOR 5.5 BED/PQ RACE RED/ STANDARD TAILGATE				
2	L INSTALL CAP				
3	L INSTALL CAP				

TYPE	PARTS SOLD	QTY	TECH.	LIST PRICE	SALE EACH	SUBTOTAL
P	ARE/V SERIES - V SERIES	2.00	CINDY		\$ 2,150.00	\$ 4,300.00
P	FRONT WINDOW - PICTURE	2.00	CINDY			
P	DRIVER SIDE - WINDOOR	2.00	CINDY		\$ 165.00	\$ 330.00
P	PASSENGER SIDE - WINDOOR	2.00	CINDY		\$ 165.00	\$ 330.00
P	REAR DOOR - STANDARD REAR DOOR	2.00	CINDY			
P	INTERIOR LIGHTING - 12 VOLT LED / DUAL ROPE	2.00	CINDY		\$ 230.00	\$ 460.00
P	1500XL - BEDSLIDE	2.00	CINDY		\$ 3,000.00	\$ 6,000.00

ORIGINAL ESTIMATE

X: _____

I hereby authorize the above name to operate and store the above vehicle for the purpose of testing, inspection, repair and delivery, at my own risk. I understand that the above named is not responsible for loss or damage equipment or articles left on or in vehicles in case of fire, theft, or any cause beyond their control. I understand that if I wish to retain worn and damaged parts that request will be made at the time of authorization or repairs. All sales are final on electrical parts, computer parts or any special order items. A 20% restocking fee may be applied on any valid returns. I understand that seven (7) days after notice of completion of services rendered, that a storage charge of not more than \$5 per day, will be charged unless otherwise agreed to in writing.

Signature: _____ Date : _____

SUBTOTAL - PARTS \$ 11,420.00
SUBTOTAL TIRES

Tire fee-Tire Stem Fee-Tire B...

TOTAL SALES \$ 11,420.00
TOTAL COLLECTED \$ 0.00
AMOUNT DUE \$ 11,420.00
DEPOSIT

UNDER WARRANTY **NO CHARGE TO THE CUSTOMER**
PAYMENT :